

## Duties and commitment with the Universidad CEU San Pablo

### Our students:

1. Show **respect and courtesy** towards teachers, administrative and service staff and their fellow students, and make proper use of the university's materials and facilities.
2. Are **proud** of their university, their *alma mater*, and act as some of its main ambassadors for the benefit of all.
3. Don't use electronic communication devices in class, for their **own personal use**, unless expressly indicated to do so by their teacher.
4. Behave in accordance with the **principles** of university ethics and academic **integrity**.
5. Take care that their personal appearance and dress while at university are **appropriate to the dignity** of the institution to which they belong.
6. Don't attend class with any type of food or drink, except for water if necessary.
7. Arrive at class **on time**, and don't enter after the arrival of the teacher, without his or her express authorisation; and don't leave before the teacher has concluded the session.
8. **Respect the opinions** of their teachers and fellow students, debate with the **courtesy and rigour** appropriate at a university, while at all times **respecting the principles and values** of our university.
9. Exercise their right and duty to evaluate their teachers **honestly and rigorously**. They also have the right to be evaluated objectively by their teachers and to request tutorials and reviews covering their tests and exams according to established procedures.
10. Have the right to **make use of the services** offered by the university under the conditions established.

**Universidad CEU San Pablo students must observe these university rules at the university itself and its collaborating centres, and also in their behaviour in general.**

### Our teachers:

1. Show **respect and courtesy** towards students, administrative and service staff and their fellow faculty members, and make proper use of the university's materials and facilities.
2. Are **proud** of their university, and act as some of its main ambassadors for the benefit of all.
3. Don't use electronic communication devices in class for their **personal use**.
4. While at university, take care that their appearance and dress is **appropriate to the dignity** of the institution to which they belong.
5. Don't enter the classroom with any type of food or drink, except for water if necessary.
6. Arrive at their classes and other academic activities (Open Days, Graduation ceremony, etc.) **on time**. If they cannot attend, they must notify the area or teaching department head sufficiently in advance to be replaced by a colleague from the same area of study.
7. Exercise their right and duty to evaluate students with the **required rigour and objectivity** on the dates approved by the Dean's Office and the Degree Coordinators. They also have the right to evaluate each of their classes and exercise their legitimate right to give explanations for any evaluations made of them by their students.
8. **Contribute to the proper operation** of the Internal Quality Guarantee System (SIGC) for the degrees they teach, following the provisions of the teaching guide for their subjects, **participate** in the coordination meetings to which they have been called, and **keep a reasonable record** of their teaching work.
9. **Respect the opinions** of their students, debate with the **courtesy and rigour** appropriate at university, while at all times **respecting the principles and values** of our university.
10. **Inform the authorities** at their centre of any breach by students of their duties.

**Universidad CEU San Pablo teaching staff must observe with these university rules at the university itself and its collaborating centres, and also in their behaviour in general.**