



CEU

*Universidad
San Pablo*

REGULATION 4/2024 OF OF STUDENTS OF UNIVERSIDAD SAN PABLO-CEU

Approved by the Board of Trustees of the University, at its meeting held on June 14, 2024, at the proposal of the Governing Council, at its meeting held on May 29, 2024.

CHAPTER ONE

Student status

Article 1. Student status at Universidad San Pablo-CEU

1. Students of Universidad San Pablo-CEU are those who are enrolled or enrolled in any of its Teaching Centers and University Institutes in official courses of any of the three university cycles (Bachelor's degree, Master's degree and Doctorate), as well as in its exclusive degrees, continuing education courses or other studies offered by Universidad San Pablo-CEU.
2. Such condition is acquired at the moment the registration is formalized and will be accredited by means of the university card or other official document issued by the University for such purpose.

Article 2. Access to the condition of student of Universidad San Pablo-CEU

1. Access to the status of student of Universidad San Pablo-CEU:
 - a) By selection within the places offered by the University in the corresponding degree, after fulfilling the legal conditions required for access to Spanish universities and after passing the admission process established by Universidad San Pablo-CEU.
 - b) By transfer of the transcript of studies initiated at another university and after passing the admission process established by Universidad San Pablo-CEU. The transfer of transcripts will be in accordance with current legislation, as well as the University's own regulations.
2. Applicants who meet any of the following conditions will be exempt from the selection and admission process established in these Regulations for first-time students:
 - a) Students of Universidad San Pablo-CEU who intend to change their current studies or apply for simultaneous studies with others, as long as they can prove that they are complying with the requirements of their original studies.
 - b) Graduates of Universidad San Pablo-CEU who request to extend or continue their studies.

Article 3. Loss of Student Status

Student status at the University will be forfeited:

- a) Voluntary withdrawal of the student.
- b) For the completion of studies.
- c) When appropriate as a consequence of the exercise of the academic disciplinary authority established in these Regulations.
- d) Failure to comply with the internal regulations of enrollment and permanence at Universidad San Pablo-CEU, as well as any other regulation that establishes it.

CHAPTER TWO

Rights and duties of students

Article 4. Rights of the students of Universidad San Pablo-CEU

Students of the Universidad San Pablo-CEU shall have the following rights:

- a) Receive a quality academic formation, qualified and updated, which includes knowledge, skills, attitudes and values, particularly those that are proper to Christian humanism, in accordance with the Social Doctrine of the Church and the ideology of the University.
- b) Receive the teachings corresponding to the subjects in which they are enrolled, being treated with consideration and respect by the University staff at all times. Likewise, students shall have the right to the evaluation of university degrees and teaching.
- c) To be informed of possible changes that may substantially affect the courses they are taking.
- d) To a reasonable attention and design of the academic activities, to the extent of the organizational and budgetary availability of the University, which facilitate the reconciliation of studies with work and family life.
- e) Receive information and vocational, academic and professional orientation, as well as information on university life issues that affect them, especially on university extension activities, university housing, sports, cultural activities and transition to the world of work.
- f) To be assisted and guided in their academic studies by professors and, especially, by tutors. In particular, to receive personalized guidance and tutoring during the Bachelor's degree to favor their adaptation to the university environment and academic performance, as well as in the final phase of the Bachelor's and Master's degree studies, with the aim of facilitating their incorporation into the labor market, professional development, continuity of their university training and initiation to research.
- g) To have the psycho-pedagogical support of the SOU, University Wellbeing Service, promoted by the University to achieve a comprehensive training, develop as individuals and become scientifically, technically and ethically prepared professionals, in order to facilitate their access to the labor market.
- h) To be informed sufficiently in advance of the academic calendar, evaluation tests and official exams as established by regulations. Likewise, their right of access to the regulations on evaluation tests and the grade review procedure is guaranteed through the University's Transparency Portal.
- i) Be assessed on their academic performance, according to objective criteria and procedures that will be previously known. Notwithstanding the foregoing, the University may limit, through its administrative rules of enrollment, the right to take examinations or evaluation tests for those students who are not up to date with the payment of the corresponding tuition fees.

- j) To know the grades obtained, through a personalized and effective procedure. To this end, students may request and obtain from the professors justification of the grades received and, where appropriate, request a review of the same under the conditions established by regulations.
- k) To have, within the framework of the material possibilities of the University, adequate facilities for the normal development of the teaching activity, and to use such facilities in accordance with the rules that regulate their use. The University will pay special attention to students with special educational needs, in accordance with the provisions of these Regulations, collaborating with specialized organizations, public or private, with the aim of a better integration of these persons.
- l) Participate in social responsibility activities or other complementary extracurricular cultural, sports, student representation, solidarity or cooperation university activities that are organized, as well as obtain academic recognition for such participation under the terms established by the applicable regulations.
- m) Participate in the development and improvement of teaching plans and university services, as well as in the promotion of teaching innovation.
- n) To the validation, for academic purposes, of their work or professional experience, in accordance with current legislation, as well as with the regulations established in this regard by the University.
- ñ) Participate in mobility programs, national or international, within the framework of the legislation in force, according to the regulations approved by the University.
- o) To learn about and participate in the labor incorporation programs developed by the University, in addition to receiving counseling to improve their skills and abilities with the purpose of accessing internships in companies.
- p) Receive the legally established risk prevention training and have the means to ensure their health and safety in the development of their learning activities.
- q) To avail themselves of the benefits generally recognized for university students by current legislation, as well as the aid and scholarships that may be granted by the University, in accordance with the regulations that establish them.
- r) To be electors and eligible voters in the electoral processes that affect the representation of the student body, as well as to participate in the governing and representative bodies of the University in the manner to be determined by regulations.
- s) To freedom of expression, assembly and association in the university environment, within the limits established by the current legal system, especially with respect for the dignity of the person, Universidad San Pablo-CEU, Fundación Universitaria San Pablo-CEU and its internal regulations, as well as the Catholic Association of Propagandists and its ideology.
- t) To go before the university academic authorities and, where appropriate, before the University Ombudsman, when they believe that their rights have been violated, and may submit written petitions or complaints in accordance with the applicable regulations.

- u) To report, through the Ethics Channel that Fundación San Pablo-CEU makes available to them, any irregularity or breach of the law or, where appropriate, of the Code of Conduct of Fundación Universitaria San Pablo-CEU, approved by the Board of Trustees at its meeting of June 12, 2020.
- v) To have your personal data treated in accordance with the regulations in force regarding personal data protection.
- w) To equal opportunities and non-discrimination, due to personal and social circumstances, both in accessing and remaining at the University, as well as in the exercise of their academic rights, with respect for their honor, personal privacy and self-image, in accordance with the provisions of current legislation.
- x) To the recognition of the authorship of the works elaborated during their studies.
- y) Promote and participate in student and alumni associations, in accordance with the provisions of these Regulations.
- z) To have access to the University's internal regulations, as well as to Fundación Universitaria San Pablo-CEU's own regulations, through the University's Transparency Portal.
- aa) To the voluntary and temporary cessation of their academic obligations, provided that it has been previously agreed upon by the competent bodies of the students with the objective of defending their interests. In any case, students who so wish shall have the right to receive the scheduled teaching.

Likewise, students are recognized as having the other rights granted by the legislation in force regarding Universities, in the Organization and Functioning Rules of the University and in other regulatory or normative dispositions approved by the University.

Article 5. Duties of the students of Universidad San Pablo-CEU

The duties of the students of Universidad San Pablo-CEU are the following:

- a) To assume the commitment to have an active and co-responsible presence in the University, knowing its structure, as well as respecting its Organization and Functioning Rules, the *Decalogue and commitment to Universidad San Pablo-CEU* and other regulations approved by the University.
- b) Develop the academic work proper to their university status with sufficient achievement, studying seriously and responsibly the disciplines studied, as well as actively participating in academic activities that help to complete their training, especially by attending classes in the subjects in which they are enrolled. The lack of sufficient attendance established in the Teaching Guides of the subjects will have the academic effects foreseen therein.
- c) To take care of, respect and properly use the patrimony, goods, resources and facilities within the University premises, as well as those of the entities collaborating with the University.
- d) To participate responsibly in university activities, cooperating with the rest of the university community for the proper functioning of the University and the improvement of its

services.

e) Be familiar with and comply with internal health and safety regulations, especially those related to the use of practice laboratories and research environments.

f) Respect the ideology of the University and make proper use of the symbols and emblems of the University, Fundación Universitaria San Pablo-CEU and the Catholic Association of Propagandists, as well as their governing bodies or institutions.

g) Respect the Code of Conduct of Fundación Universitaria San Pablo-CEU, approved by the Board of Trustees at its meeting of June 12, 2020.

h) Maintain proper order and discipline in the university premises and promote normal coexistence among all members of the university community, observing at all times a dignified conduct with full respect for university customs.

i) Respect the celebration of academic events of the University, so that the exercise of free expression and opinion is limited to the channels and procedures established by regulations.

j) Exercise and actively promote non-discrimination on the grounds of birth, race, sex, religion, opinion or any other personal or social condition or circumstance towards members of the university community, as well as the personnel of collaborating entities or those providing services at the University.

k) To exercise responsibly the offices to which they have been elected or appointed, informing their constituents of the activities and resolutions of the collegiate bodies in which they participate, as well as of their own actions, with the reserve and discretion established in said bodies.

l) To treat with consideration and respect all University personnel, collaborating entities or those who provide services to the University, as well as other students and visitors to the University.

m) To participate actively and responsibly in the meetings of the collegiate bodies to which he/she has been elected.

n) Participate in the evaluation of the faculty and university services through surveys and opinion polls applied by the University, for the continuous improvement of the quality of all its services to students.

ñ) To contribute to the improvement of the purposes and operation of the University.

o) Attend the University wearing appropriate clothing that allows for identification at all times.

p) Be identified at all times, carrying the student card of Universidad San Pablo-CEU or, failing that, the National Identity Card, Foreigner's Identity Card or Passport, presenting it when required to do so by the academic authorities, as well as by the teaching staff and administration and services.

q) Make appropriate use of social networks/internet, when the status of student of the

University of the person acting is evident or inferred, in particular, taking into account the provisions of paragraphs f), g), i) and k) of this article.

r) Do not use cell phones or connect to social networks through any device during classes, unless expressly authorized by the teacher.

s) The other duties established by the legislation in force regarding Universities, in the Organization and Functioning Rules of the University and in other regulatory provisions approved by the University.

Article 6. Students with special educational needs

Universidad San Pablo-CEU will promote the necessary actions to guarantee students with specific needs arising from disability and/or educational needs the full exercise of the rights and duties established for all students, in accordance with the provisions of these Regulations and, where appropriate, in any other specific regulations approved for this purpose by the University.

TITLE I **Academic discipline**

CHAPTER ONE **Scope of application**

Article 7. Scope of application

1. The regulations on academic discipline established in this Title shall apply to students enrolled in any of the courses taught at Universidad San Pablo-CEU, in relation to events occurring on the premises, premises and spaces of the University and its affiliated Centers or, where appropriate, with those others that, happening outside them, are related to the student status of the University of the person who performs them.

2. The concept of premises, dependencies and spaces of the University and its affiliated centers includes both those that form part of the University and its affiliated Centers as such and those other external spaces provided by the University for its own activities, as well as those of collaborating entities where activities are carried out under the supervision or organization of the University, such as, among others, curricular or extracurricular internships in external companies or institutions.

Article 8. Exercise of academic disciplinary authority

1. In accordance with Article 37.1 letter i) of the Organization and Functioning Rules of Universidad San Pablo-CEU, the Rector is responsible for exercising disciplinary authority over the students of the University.

2. Notwithstanding the provisions of the preceding paragraph, in the case of minor offenses and exceptionally in the case provided for in Article 22.2, the Deans/Director of School or Center shall be responsible for the exercise of academic disciplinary authority by delegation of the Rector, pursuant to the provisions of Article 37.2 of the Organization and Functioning

Rules of the University, in accordance with the provisions of these Regulations. Disciplinary resolutions adopted by delegation of the Rector shall expressly indicate this circumstance and shall be considered to be issued by the Rector. In no case may disciplinary powers exercised by delegation be delegated by the Deans/Director of School or Center.

CHAPTER TWO

Student misconduct and disciplinary sanctions

Article 9. Classification of misdemeanors

Misconduct committed by students at Universidad San Pablo-CEU in the academic field is classified as very serious, serious and minor.

Article 10. Very serious misconduct.

Very serious misconduct committed by students in the academic field are considered to be very serious misconduct:

- a) Insubordination or very serious disobedience to the provisions or instructions of the academic authorities and other University personnel in the exercise of their duties, including the refusal to identify oneself when required to do so. The seriousness of the disobedience will be graded considering especially the relevance of the instruction or provision and the body from which it originates, the obstinacy of the offender and the possible repercussion or notoriety of the act.
- b) Coercion, rioting, insults or any other offense or violent act that limits or prevents the normal development of academic activities and the respectful expression of opinions.
- c) Intimidation, physical or psychological harassment, *bullying* or any type of discrimination, including the use of computer or cell phone means, by a student to any member of the university community, both inside and outside the university premises, as well as behaviors that threaten someone or prevent them from developing the academic life that they would legitimately do in the absence of this conduct.
- d) The alteration, obstruction or non-compliance with the prevention and security measures established in the facilities or in any space of the University.
- e) Expressions or actions that objectively offend any member of the university community by reason of birth, race, sex, religion, opinion or any other personal or social condition or circumstance, including discriminatory treatment when, due to its offensive nature and its possible social repercussion or notoriety, it may be considered particularly serious.
- f) Aggression by word, either directly or by telematic means, or by deed, as well as insult, offense or very serious disrespect to any member of the university community or other personnel providing services to the University.
- g) The impersonation of identity in acts of university life; in particular, during the performance of examinations or evaluation tests, both by the impersonator, if he/she is a student of the University, and by the impersonated.

- h) The falsification, alteration or omission of relevant data in instances, applications, forms, forms, forms or any other document or administrative procedure at the University, as well as the conscious use of untruthful or altered documents.
- i) Actions constituting a crime, without prejudice to the provisions of Article 26.5 of these Regulations.
- j) Modifying or deleting minutes or any grading or evaluation test document, directly or through illicit access to University computer systems.
- k) The possession or use of unauthorized materials, as well as electronic media or devices, during the performance of evaluation tests.
- l) In relation to any work, including Bachelor's degree Final Project (TFG) and Master's degree Final Project (TFM), as well as exams and evaluation tests, plagiarism, copying or its facilitation, infringement of intellectual property, the attempt to obtain a better academic result or a direct or indirect benefit, even occasionally, using any illicit or impermissible means.
- m) Irregularly accessing or taking possession in advance of the content of a test or examination, or facilitating or procuring the subsequent appropriation, alteration or destruction of the content or results of an evaluable activity.
- n) The possession, consumption and distribution of drugs, narcotics or psychotropic substances in the buildings, facilities and other areas of the University and its Centers, as well as the permanence of the student in the university premises under the effects of the aforementioned substances.
- ñ) The commission of two or more serious offenses in a period of twelve months.

Article 11. Serious misconduct

These are serious offenses committed by students in the academic field:

- a) Indecorous words, deeds or any act that disturbs the order that should exist in the University.
- b) The alteration or improper use of the procedures of availability, consultation or loan of funds and learning resources outside the provisions of the applicable university regulations. The behaviors that cause damage, by fraud, to the University's patrimony.
- c) Serious inconsiderate treatment of members of the University community or personnel providing services to the University.
- d) The recording of classes or university activities, as well as their reproduction and dissemination without the corresponding authorization.
- e) Misappropriation of the University's bibliographic collections, instruments, *hardware*, *software* or other resources of any kind, as well as the sale of manuals or bibliographic material that implies an infringement of intellectual property regulations.

f) Inappropriate use of information technologies available at the University, such as manipulation in the configuration of equipment, peripherals or applications, downloads or uses that contravene regulations regarding intellectual property, massive downloads, redistribution or unauthorized commercial uses of information included in electronic resources subscribed by the University, unauthorized or fraudulent access to institutional or external servers or other improper uses.

g) The offering of gifts or presents in consideration for the performance of academic or administrative actions by members of the university community, in order to obtain any favor or benefit for the offeror outside the procedures established for this purpose.

h) Inappropriate personal behavior or conduct that damages or degrades the good name, the reputation of the University or its ideology, carried out in the University or even outside the University when related to the student's status as a University student, including through the use of social networks or the Internet.

Article 12. Minor offenses

These are minor offenses committed by students in the academic field:

a) Copying another student's assessment test, with or without the student's consent, or communicating during its completion, as well as providing a viewing or sample of one's own assessment test to another student.

b) Conduct that negligently causes damage to the University's assets.

c) Mild inconsiderate treatment of members of the University community or personnel providing services to the University.

d) Failure to comply with the current regulations on the consumption of tobacco and alcohol applicable to the University.

e) Using cell phones or connecting to social networks through any device during classes, unless expressly authorized by the teacher.

f) Any other reprehensible acts contrary to university customs not included in the previous articles, which alter or may alter the normal development of life at the University.

Article 13. Penalties for very serious misdemeanors

The following penalties may be imposed on students for the commission of very serious misconduct:

a) Temporary deprivation of the right to attend class in one or more subjects for a certain period of time. The sanction will establish what is appropriate in relation to the possibility of attendance to exams or evaluation tests.

b) Deprivation of the right of access to exchange programs with other universities.

- c) Loss of priority for the choice of itineraries or specializations or of a place in external, curricular or voluntary internships.
- d) Deprivation of the right to perform voluntary external internships.
- e) Temporary expulsion with prohibition of access to the University for at least one month and a maximum of nine months. In the event that the application of this sanction coincides with the holding of exams, the same shall establish what is appropriate in relation to the possibility of attendance to the same.
- f) Definitive expulsion from the University, causing the student's withdrawal from the University for all purposes.
- g) The grade as "suspense (0)", with the loss of the ordinary and extraordinary calls, in the subject in question.

Article 14. Penalties for serious misconduct

For the commission of serious misconduct, temporary expulsion may be imposed with prohibition of access to the University for at least five school days and a maximum of three months.

In the event that the application of this sanction coincides with the celebration of exams, the same shall establish what is appropriate in relation to the possibility of attendance to the same.

Article 15. Penalties for minor misdemeanors

The following penalties may be imposed for minor offenses:

- a) Verbal or written reprimand.
- b) Temporary expulsion with prohibition of access to the University from one to five school days. In the event that the application of this sanction coincides with the dates of evaluation tests, it will not prevent the student from taking them, however, the sanction must be fulfilled on the following school day(s) on which such tests are not scheduled to be taken.
- c) The qualification as "suspenso (0)", with the loss of the corresponding call, in the subject in question.

Article 16. Accessory penalties and reparation of the damage caused.

1. Sanctions for very serious and serious misconduct may also entail the accessory loss of the right to stand for election processes of students, or, where appropriate, the termination of the representative position held. Also the partial or total, definitive or temporary loss of scholarships or grants awarded and, if applicable, the impossibility of renewing them in the following academic year.

2. The imposition of disciplinary sanctions in accordance with these Regulations shall not exempt the person responsible for the reparation and compensation for the damages caused as a consequence of the conduct that is the object of the sanction. In any case, the University shall reserve the right to take legal action to claim compensation.

Article 17. Graduation of penalties

Penalties shall be imposed and graduated according to the principle of proportionality and taking into account the specific circumstances of each case, in accordance with the following criteria:

- a) The degree of culpability or the existence of intentionality.
- b) The admission of the facts and the willingness to repair the damage caused, as well as the repentance shown.
- c) The seriousness and consequences of the offending conduct.
- d) Recidivism for the commission, within the last two academic years, of more than one infraction of the same nature.

Article 18. Substitution of serious and minor penalties

1. The instructor of the disciplinary proceedings may propose, in a reasoned manner, the substitution of serious sanctions for other measures of an educational and formative nature, such as welfare, volunteer, cultural or other similar activities that will benefit the university community when the personal circumstances of the accused, the nature of the facts, his/her conduct and, in particular, the effort to repair the damage caused, make it advisable to do so. Such substitution shall be agreed, where appropriate, by the Rector in the resolution of the disciplinary proceedings.

In the case of minor sanctions, the substitution may be agreed directly by the Dean/Director of the corresponding School or Center, by delegation of the Rector.

In the cases provided for in this section, the resolution that agrees to the substitution of serious sanctions may include that no record of these sanctions be made in the academic record of the sanctioned student, without appearing in the academic certifications that, if applicable, are issued.

2. In the event of non-compliance with the substitution sanction, the student shall serve the entirety of the sanction for which it has been substituted.

Article 19. Registration in Registries and cancellation of sanctions.

1. Sanctions imposed for very serious or serious misconduct will be recorded in the Register existing for this purpose in the Vice-Rectorate for Students and University Life, as well as in the Academic Secretary of the corresponding Faculty/School or Center. These sanctions will remain in the academic record of the sanctioned student and their existence will be recorded in any academic certification issued, as long as they have not been cancelled. However, in the Resolution by which the disciplinary file is terminated, the Rector, taking into account the circumstances of the case and, in particular, the admission of the facts by the student, his willingness to repair the damage caused, as well as the repentance shown, may agree that they will not be recorded in the record of the sanctioned student or in the academic certifications issued to him.

2. Sanctions imposed for minor offenses will be recorded in the Register existing for this purpose in the Vice-Rectorate for Students and University Life, as well as in the Academic Secretary's Office of the corresponding Faculty/School or Center. However, they will not be recorded in the sanctioned student's file or in the academic certifications issued to him/her.

3. The sanctions shall be cancelled, ex officio or at the request of the interested party, provided that he/she has not committed a new infraction, after twelve, six or three months have elapsed since the infraction was committed, depending on whether the infraction is very serious, serious or minor, respectively, and, in any case, upon completion of the studies completed.

The cancellation of the sanctions will imply that there will be no record of the same in the academic record of the sanctioned student or in the academic certifications that, if applicable, are issued, without prejudice to the survival of the registration of the same including an entry as a marginal note regarding its cancellation.

Article 20. Statute of limitations for misdemeanors and penalties

1. Very serious offenses that have not been sanctioned shall be subject to the statute of limitations after twelve months; serious offenses shall be subject to the statute of limitations after six months; and minor offenses shall be subject to the statute of limitations after three months. The statute of limitations shall be interrupted by the initiation of disciplinary proceedings.

2. Penalties imposed for very serious offenses shall expire after twelve months; serious offenses shall expire after six months; and minor offenses shall expire three months after their imposition.

3. The statute of limitations shall be computed from date to date; in the case of misdemeanors, from the day on which they were committed and, in the case of penalties, from the day of their notification to the interested party.

CHAPTER THREE **Disciplinary proceedings**

Section 1.1 Procedures and preliminary proceedings

Article 21. Preliminary actions

1. The Dean/Director of the School or Center shall issue a report addressed to **General** Secretary's Office of the University and to the Vice-Rectorate for Students and University Life in relation to facts that may constitute a misdemeanor, in accordance with the provisions of these Regulations, either ex officio or by complaint from a third party.

2. In view of the documentation received, the General Secretary's Office shall open an informative file. In this file, the actions deemed appropriate will be carried out, aimed at determining whether there are sufficient elements to justify the initiation of disciplinary proceedings and, where appropriate, the facts committed will be classified as minor, serious or

very serious misconduct. This file, as well as the qualification of the facts committed, will be transferred to the Vice-Rectorate for Students and University Life.

3. If the misconduct is classified as serious or very serious, disciplinary proceedings shall be initiated. If the misconduct is classified as minor, the General Secretary's Office shall inform the Dean/Director of the School or Center for the purpose of processing the disciplinary procedure provided for in Article 29 of these Regulations.

Section 2. Disciplinary proceedings for serious and very serious misconduct

Article 22. Procedure in case of serious and very serious misconduct

1. If it is deemed that the facts could constitute the possible commission of a very serious or serious misconduct, the General Secretary's Office, with the approval of the Vice-Rector for Students and University Life, will request the Rector to initiate disciplinary proceedings. In the same request, it will propose, from among the University faculty, an instructor who will have the status of University professor, without being able to be a professor of the student who has been dismissed in the academic year in question.
2. Exceptionally, in the event that the student is caught flagrantly committing the offense provided for in letter k) of Article 10¹, the Dean/Director of School or Center will impose, directly and by delegation of the Rector, the sanction provided for in letter g) of Article 13², without the need to process a disciplinary file. For these purposes, the provisions of Article 17 of Regulation 2/2023 of Coexistence of Universidad San Pablo-CEU, which establishes the measures for the maintenance and restoration of coexistence during the development of the evaluation tests, shall apply. The sanction imposed will be reported to the General Secretary's Office of the University and to the Vice-Rectorate for Students and University Life. The resolution issued by the Dean/Director of the School or Center will be final and no appeal may be lodged with any other bodies of the University.
3. Notwithstanding the provisions of the preceding paragraph, when aggravating circumstances arise, the Dean/Director of the School or Center may choose to follow the procedure established for serious and very serious offenses in these Regulations and may impose any of the penalties provided for very serious offenses.

Article 23. Provisional precautionary measures

Before initiating the procedure, the Rector may, in cases of unpostponable urgency, agree in a reasoned manner, either ex officio or at the request of a party, the provisional precautionary measures he deems appropriate to ensure the effectiveness of the resolution that may be issued, provided that these do not cause irreparable damage. These measures shall be communicated to the interested party and no appeal shall be allowed against them; in the agreement to initiate the

¹Article 10 letter k) The possession or use of materials, as well as electronic media or devices, not authorized during the performance of evaluation tests.

²Article 13 letter g) The grade as "suspense (0)", with the loss of the ordinary and extraordinary convocations, in the subject in question.

procedure they shall be confirmed or lifted and may be adopted or rendered ineffective at any time during the procedure.

Article 24. Initiation of **disciplinary** proceedings

1. The Rector shall be responsible for initiating disciplinary proceedings against students, at the request of the General Secretary's Office of the University.

2. The agreement to initiate disciplinary proceedings shall include the identification of the student or students allegedly responsible, a brief description of the facts that motivate the initiation of the proceedings, as well as the designation of the instructor of the procedure. Said agreement shall be communicated to the Vice-Rector for Students and University Life, to the Dean/Director of the School or Center, as well as to the designated instructor with the transfer of all existing actions in this regard.

The interested parties shall also be notified, being understood exclusively as such in this procedure the student or students to whom the alleged misconduct is attributed, without those who have denounced the facts or those who allege damages caused by the allegedly committed facts being able to have such status or, consequently, be a party to the procedure.

3. If, as a consequence of the initiation of the disciplinary proceedings, the author or authors acknowledge in writing before the instructor the facts and the responsibility derived therefrom, the General Secretary's Office shall proceed to formulate a proposed resolution, after consulting the Vice-Rector for Students and University Life, which shall be sent to the interested party or parties, granting them two working days to present any arguments they deem appropriate, and the Rector shall then issue the resolution terminating the proceedings provided for in Article 27 below.

4. If, once disciplinary proceedings have been initiated, the perpetrator or perpetrators do not acknowledge the facts and the liability arising therefrom, the proceedings shall be initiated in accordance with the provisions of the following articles.

Article 25. Abstention and disqualification of the instructor

1. Any person who incurs in any of the following grounds for abstention may not accept the appointment as instructor of an academic disciplinary proceeding:

a) Have a personal interest in the matter in question or in another matter whose resolution could be influenced by the resolution of that matter, be a professor of the dismissed student in the academic year in question or have a litigious matter pending with him/her.

b) To have a marital relationship, a similar de facto situation, or a blood relationship within the fourth degree or an affinity relationship within the second degree with any of the persons involved in the procedure, as well as to have any professional or labor relationship with them.

c) Having intimate friendship or manifest enmity with any of the persons mentioned in the preceding paragraph.

d) Having been a witness or having any relation or intervention in the facts that are the object of the disciplinary proceeding.

Prior to or at any time during the processing of the procedure, if the General Secretary's Office becomes aware that the instructor is in any of the circumstances indicated in the preceding paragraph, it may order him/her to refrain from any intervention in the proceedings initiated, and a new instructor shall be appointed.

2. In the cases provided for in the preceding paragraph, recusal may be promoted by the accused at any time during the processing of the proceeding. The challenge shall be made in writing, stating the cause or causes on which it is based.

On the following working day, the challenged person shall state to the Rector whether or not the alleged cause is present in him/her. In the first case, if the Rector appreciates the concurrence of the cause of disqualification, he shall immediately agree to his substitution. If the challenged person denies the cause of disqualification, the Rector shall decide within two working days, following the reports and verifications that he/she deems appropriate.

No appeal shall be allowed against the resolutions adopted in this matter, without prejudice to the possibility of alleging the recusal in the hearing prior to the issuance of the resolution that puts an end to the procedure.

Article 26. Instruction of the disciplinary file

1. Upon receipt by the instructor of the agreement to initiate disciplinary proceedings, he/she shall take a statement from the persons allegedly involved, carrying out ex officio as many actions as may be necessary to clarify the facts, gathering the data and reports deemed appropriate to determine the existence of disciplinary liability. If, in the course of this statement, the person or persons involved acknowledge the facts in writing, the proceedings shall be referred to the General Secretary's Office so that it may proceed to formulate a resolution proposal, in accordance with the provisions of section 3 of Article 24 of these Regulations.

2. In the event that the person or persons involved have not acknowledged the facts, once the appropriate proceedings have been carried out, if the instructor considers that there is insufficient legal basis to continue with the disciplinary proceedings, he/she may formulate a proposed resolution that includes the termination of the proceedings and the closing of the case.

3. Otherwise, the instructor will draw up a statement of charges, which will include a statement of the faults attributed to the student or students involved and which will be notified to the interested parties, granting them a period of two working days to make allegations and propose the means of proof they intend to use for their defense.

4. Once the reply to the statement of charges has been received, or once the period for doing so has elapsed, the instructor shall formulate a reasoned resolution proposal that shall include the facts that are considered proven, the actions carried out and, if applicable, their legal qualification as a fault by virtue of the provisions of these Regulations, as well as the persons responsible and the sanction he deems appropriate.

This proposed resolution will be notified to the interested parties, with a view of the file, so that, within two working days, they may make allegations and submit the documents they deem appropriate to the General Secretary's Office. The latter, for its part, will submit the complete file to the Rector, with a copy to the Vice-Rectorate for Students and University Life,

accompanied by a brief report stating that the procedure has been followed with its established formalities, respecting the guarantees and the right of defense of the interested parties.

5. If it is known that there is an ongoing judicial proceeding for the same facts, or if the seriousness of the facts makes it necessary to bring them to the attention of the Public Prosecutor's Office, the processing of the disciplinary file shall be suspended until there is a final judicial decision. During the time of suspension of the disciplinary file for this reason, the statute of limitations and expiration periods that affect the processing of this procedure shall be interrupted.

Article 27. Resolution of the disciplinary file

1. The Rector shall be responsible for issuing the resolution that puts an end to the disciplinary proceedings, resolving all the issues raised in the file. The resolution must be reasoned and may not accept facts different from those that served as the basis for the statement of charges and the proposed resolution, without prejudice to its different legal assessment, in accordance with the provisions of these Regulations.

2. The resolution shall precisely determine the offense committed, the identity of the person responsible and the penalty to be imposed, with expression of the provisions of these Regulations that contemplate them. Likewise, the resolution shall include the pertinent declarations in relation to the provisional measures that may have been agreed at the time.

3. The resolution shall be notified to the interested parties, as well as to the Vice-Rector for Students and University Life and to the Dean/Director of the School or Center, and shall be recorded in the Registers referred to in Article 19 of these Regulations.

4. The resolution issued by the Rector shall be final and no appeal may be lodged with any other bodies of the University.

5. The disciplinary file or its certified true copy issued by the General Secretary's Offices of the University, with all of the actions contained therein, will be filed in the Academic Secretary's Offices of the Faculty/School or Center, together with the academic record of the affected students.

Article 28. Forfeiture

1. The maximum term to resolve and notify the express sanctioning resolution is two months, counting from the date of notification to the interested party of the agreement of initiation.

2. The expiration of the maximum term to resolve without the express resolution having been issued and notified shall result in the expiration of the time limit. In this case, the resolution declaring the lapse shall order the proceedings to be filed.

Section 3. Procedure in case of minor offenses

Article 29. Procedure in case of minor misconduct

1. If the facts show the possible commission of a misdemeanor, the disciplinary procedure shall be that established in this article.

2. The Dean/Director of the School or Center, by delegation of the Rector and without appointing an instructor, shall, after carrying out the actions he/she deems pertinent and after hearing the parties involved, issue a reasoned resolution, taking into account the provisions of Article 15 of these Regulations, regarding sanctions for minor offenses. The resolution issued by the Dean/Director of the School or Center shall be final and no appeal may be lodged with any other bodies of the University.

Notwithstanding the provisions of the preceding paragraph, if the Dean/Director of the School or Center deems it appropriate, he/she may delegate the power to resolve the matter to the University Coexistence Commission, in order to promote mediation between the parties. The Coexistence Commission will proceed according to the provisions of its Regulations, as well as the Coexistence Regulations of Universidad San Pablo-CEU.

4. The resolution adopted will be transferred to the General Secretary's Office of the University and to the Vice-Rectorate for Students and University Life. Likewise, the resolution and all the proceedings will be filed in the Academic Secretary's Office of the corresponding Campus/Center, together with the academic record of the student or students affected.

TITLE II

Scholarships and study grants

Article 30. Scholarships and study grants

1. By establishing its own system of scholarships and study grants, Universidad San Pablo-CEU contributes to society, supporting those students who lack sufficient economic means to cover the cost of university studies, taking into account their personal, economic or family circumstances, based on criteria of merit and ability, as well as the appropriate academic achievement of the beneficiary.

Likewise, special attention will be paid to situations of dependency derived from special educational needs.

2. Certain scholarship and grant programs may also promote educational excellence by awarding them to students with the best academic records, regardless of the socioeconomic situation of the beneficiaries.

3. The Board of Trustees is responsible for determining the scholarship policy and the criteria for their award, without prejudice to their development by the corresponding call for applications approved by the Standing Committee of the University's Governing Council for each scholarship or grant.

4. Any fraud, particularly of a documentary nature, carried out by a student in order to obtain a scholarship or grant, shall prevent its award or enjoyment and shall be considered a very serious misconduct, in accordance with the provisions of section h) of article 10 of these Regulations, which shall determine the appropriate liability.

5. Any student may have his or her scholarship or grant withdrawn, in accordance with the provisions of the corresponding terms and conditions, as well as for the commission of certain offenses, as stipulated in Article 16 of these Regulations.

TITLE III

Student representation

Article 31. Rights of Student Representatives

The student representatives of Universidad San Pablo-CEU have the right:

1. To the free exercise of their representation.
2. To express themselves freely, with no limitations other than those derived from the application of the legal system and respect for individuals, as well as for the institution and its ideology.
3. To receive appropriate information from the University on academic matters affecting students.
4. To the use of the physical and telematic spaces that the University may determine, depending on their availability, to develop their representation tasks. Such information shall be in an accessible format and such spaces shall be adapted to facilitate access and participation of students with special educational needs and/or mobility difficulties.

Article 32. Duties of Student Representatives

1. The student representatives of Universidad San Pablo-CEU have the following duties with respect to their constituents and to the University:
 - a) Attend meetings, present and channel the proposals, initiatives and suggestions of the group they represent to the competent bodies of the University/Faculty or School, without prejudice to the right of any student to present them directly in a personal capacity.
 - b) To make good use of the information received by reason of his representative position, respecting the confidentiality or reserve with which it was disclosed to him.
 - c) To protect, promote and defend the assets and rights of the University.
 - d) To inform those they represent of the activities and resolutions of the collegiate bodies that affect them, as well as of their own actions in said bodies.
2. In case of accredited, serious and repeated breach of the duties listed in the previous section, at the discretion of the Vice-Rector for Students and University Life, after warning the interested party, the student representatives may be removed from their positions, applying the provisions of these Regulations for the filling of vacancies for delegates and subdelegates.

Article 33. Election of group delegate and sub-delegate.

1. Each academic year a delegate and a subdelegate will be elected for each group.
2. All students enrolled at Universidad San Pablo-CEU shall be eligible to vote. All students who present their candidacy and meet the above requirement shall be eligible to vote, with the exception of those who, on the date of the election, are involved in a disciplinary procedure established in these Regulations. In the event that no candidacy is presented, all registered students shall be eligible.
3. Each voter shall be assigned to a course and group. If he/she is enrolled in several subjects of different courses, he/she will be assigned to the group of the higher course.
4. In the event that, at the time of the election, a student present in the classroom does not appear on the list of students in the corresponding group, the following procedure will be followed: the student will write a letter stating his/her name, surname, National Identity Document/Foreigner's Identity Card/Passport and the reason why he/she considers that he/she is not on the list of students in the group, either because he/she is pending a process of validation/recognition of credits, or because the reference group for enrollment is a higher course, or for any other reason. The document will also contain the date and the student's signature. Once this document has been delivered to the professor coordinating the group present in the classroom, the student may be a voter and eligible to vote. The document will be attached to the Minutes of Election and Proclamation of Delegate and Subdelegate by the coordinating teacher, as accreditation of the circumstance and in case of possible incidents.
5. For elections to be held, at least half of the students in the group must be present at the time of voting.
6. The election process will be carried out as follows:
 - a) Constitution of the Electoral Table, which shall be composed of:
A chairperson, who shall be the coordinating professor designated by the Faculty/School/Center for that group.

Two members, who shall be the first (1st member) and last (2nd member) students on the group's list. If these are not present, the second and penultimate students shall act as members, and so on. The youngest member of the Table shall act as secretary and shall take the minutes of the voting and its incidents.

- b) Presentation of candidates: those interested in standing for election as delegates must inform the constituted table. The Board shall proceed to write the names of the candidates on the slate. If there are no candidates, the Presiding Board shall decide whether to suspend or continue the election. In case of suspension, a definitive run-off election shall be held.
- c) Voting: each student shall hand in, when called by the president, a ballot with two names. It will be enough to put on it the surnames of the candidates.

Votes containing the name of a person not standing as a candidate, or of a person who does

not appear on the list of students in the group, as well as those that the Election Committee deems null and void because they are illegible, shall be considered null and void. The nullity must be agreed upon by at least two members of the Table.

d) Counting of votes and proclamation of candidates: the counting of votes shall be carried out immediately. The 1st member shall read the ballots, while the 2nd member shall place a visible mark on the blackboard next to each candidate voted for. At the end of the voting, the votes obtained by each candidate shall be announced, proclaiming as delegate of the group the candidate who has obtained the highest number of votes, and as sub-delegate, the candidate who has obtained the next highest number of votes. In the event of a tie in the number of votes, a new ballot shall be held at the same time between the tied candidates. In the event of a tie, the tie shall be broken by drawing lots. The ballots shall then be destroyed.

e) Drafting and delivery of the Minutes: once the election has been validly held and the group delegate and subdelegate have been proclaimed, the president will proceed to draft the Minutes in duplicate, which will be signed by the members of the Electoral Board. Both copies of the Minutes shall be delivered by the President on the same day to the Secretary's Office of the corresponding Campus, which shall keep one of the copies and send the other to the Vice-Rectorate for Students and University Life. The Minutes shall include the complete results of the voting, including all the candidates who have obtained a vote, with the corresponding number.

7. The group delegates and sub-delegates elected to perform their functions during the academic year shall continue to do so until new elections are held in the following year.

8. These rules shall be read aloud to the group by the presiding officer prior to the presentation of candidates.

Article 34. Election of degree delegates and sub-delegates

1. Once the delegates and sub-delegates of the different groups have been elected, these, within the maximum period determined by their Faculty/School/Center, will elect, from among them, a delegate and a sub-delegate of the degree that will represent them before the general delegate of the University, the academic directors of the degree and the Direction of the Faculty/School/Center.

2. For the election of the degree delegate and sub-delegate, the Academic Secretary of the Faculty/School/Center shall summon in writing the delegates and sub-delegates of all the groups of the corresponding degree, indicating the place for the voting and the beginning and end times of the same, within a period of no less than three hours. A list of all the delegates and subdelegates shall also be sent with the summons, stating the group and the degree in which they are enrolled.

3. During the aforementioned time, the Academic Secretary's Office of the Faculty/School/Center shall be present as presiding officer, who shall verify the identity of the voters and shall provide them with a ballot to exercise their right, taking note of those who cast their vote.

4. At the end of the allotted time, the Chairman of the Table, in public session, shall proceed to the separate scrutiny of each degree, proclaiming as delegate of degree the candidate who

has obtained the highest number of votes and, sub-delegate of degree, the one who immediately follows in number of votes. In the event of a tie between those voted for the same degree, the one elected by drawing lots shall be proclaimed. The ballots shall then be destroyed.

5. The Academic Secretary's Office of the Faculty/School/Center shall draw up the Minutes of the voting results, in duplicate, sending one of the copies to the Vice-Rectorate for Students and University Life and the other to the Secretary of the corresponding Campus. The minutes shall include the complete results of the voting, including all the candidates who have obtained a vote, with the corresponding number.

6. The Bachelor's degree delegate will be in charge of representing the students in the meetings of the Internal Quality Subcommittee of the corresponding degree.

Article 35. Representatives of Master's degree students linked to Institutes

1. Master's degree students linked to Institutes shall elect a delegate and subdelegate for their group, as well as for their degree, as established in articles 36 and 37 of these Regulations.

In the event that there is only one group in a degree, the delegate and sub-delegate of that group shall, in turn, assume the status of delegate and sub-delegate of the degree.

2. Master's degree students linked to Institutes, since the latter do not have their own Center Boards, will not participate in the system of general student representation established in general for the Faculties/Schools nor, consequently, in the process of election of the general delegate and subdelegate of the University.

Article 36. Election of Faculty/School delegate and subdelegate.

1. Once the degree delegates and sub-delegates have been elected, they shall elect from among them a Faculty/School delegate who, as a representative of the students, shall be integrated into the Faculty/School Board, as well as a sub-delegate, who shall assume their functions in the event of the former's absence.

2. For this purpose, the Academic Secretary of the Faculty/School shall summon in writing the delegates and sub-delegates of all the degrees, indicating the place for the voting and the starting and ending times, within a period of no less than three hours. A list of all the delegates and subdelegates of all the degrees of the Faculty/School shall also be sent with the convocation.

3. During the aforementioned time, the Academic Secretary of the Faculty/School shall be present as presiding officer, who shall verify the identity of the voters and shall provide them with a ballot to exercise their right, taking note of those who cast their vote.

4. At the end of the allotted time, the President of the Table, in a public session, shall proceed to the scrutiny, proclaiming as Faculty/School delegate the one who has obtained the most votes and, subdelegate, the one who has obtained the next highest number of votes. In the event of a tie, the one elected by drawing lots shall be proclaimed. The ballots shall then be destroyed.

5. The Academic Secretary of the Faculty/School shall draw up the Minutes of the result of the voting, in duplicate, sending one of the copies to the Vice-Rectorate for Students and University Life and the other to the Secretary of the corresponding Campus. The minutes shall include the complete results of the voting, including all the candidates who have obtained a vote, with the corresponding number.

Article 37. Election of delegate and sub-delegate general of the University.

1. The Vice-Rector for Students and University Life shall summon in writing the delegates of each Faculty/School to elect, from among them, a general delegate of the University, as well as a general sub-delegate of the University.

2. The convocation shall indicate the place for voting and the beginning and end times of the voting. Likewise, a list of the delegates and sub-delegates of each of the Faculties/Schools shall be sent.

3. The election of delegates and sub-delegates of the University may also be held immediately after the election of delegates and sub-delegates of the Faculty/School, in the same act, when this has been expressly stated in the call for the election of delegates and sub-delegates of the Faculty/School.

4. During the aforementioned time, the General Secretary of the University or the person delegated by him/her shall be present to preside over the Table, who shall verify the identity of the voters and shall provide them with a ballot to exercise their right to vote, taking note of those who cast their vote.

5. At the end of the allotted time, the President of the Presiding Board, in public session, shall proceed to the counting of the votes, proclaiming the candidate who has obtained the highest number of votes to be the general delegate of the University and the sub-delegate general of the University to be the one who immediately follows him/her in number of votes. In the event of a tie, the one elected by lot shall be proclaimed. The ballots shall then be destroyed.

6. The President of the Board shall draw up the Minutes of the voting results in duplicate, one of the copies shall be kept on file at the General Secretary's Office of the University and the other shall be sent to the Vice-Rectorate for Students and University Life. The Minutes shall include the complete results of the voting, including all the candidates who have obtained a vote, with the corresponding number.

7. The general delegate of the University shall represent the students before the Governing Council, upon convocation by the Rector. In case of absence or illness of the general delegate, the general sub-delegate shall assume his functions.

Article 38. Representation of the students of Universidad San Pablo-CEU in the Inter-University Student Council of the Community of Madrid.

The general delegate and sub-delegate will hold the status of representative and alternate member of the students of Universidad San Pablo-CEU, respectively, in the Inter-University Student Council of the Community of Madrid. The designation, once produced, will be communicated by the Rector to the Secretary's Office of the Inter-University Student Council, so that they can be appointed by the competent Ministry of University Education.

Article 39. Election of delegate and sub-delegate general of University Projects.

1. The Rector of the University, as well as the Vice-Rectors, Secretary General and Manager, shall determine those national, European and international University Projects that, due to their dimension and interest for the students, require the representation of a delegate and a general subdelegate.
2. For the purposes described in the previous section, the Vice-Rector for Students and University Life shall summon in writing the delegates of each Faculty/School to elect, from among them, a general delegate for University Projects, as well as a general sub-delegate.
3. The call shall indicate the place for voting and the beginning and end times of the voting. Likewise, a list of the delegates and sub-delegates of each of the Faculties/Schools shall be sent.
4. The election of delegate and sub-delegate of University Projects may be held immediately after the election of the general delegate and sub-delegate of the University, in the same act, when this has been expressly stated in the call for the election of the latter.
5. During the aforementioned time, the Secretary General of the University or the person delegated by him/her shall be present to preside over the Table, who shall verify the identity of the voters and shall provide them with a ballot to exercise their right to vote, taking note of those who cast their vote.
6. At the end of the allotted time, the Chairman of the Presiding Board, in public session, shall proceed to the counting of the votes, proclaiming as delegate the candidate who has obtained the highest number of votes, and as sub-delegate, the candidate who has obtained the next highest number of votes. In the event of a tie, the one elected by lot shall be proclaimed delegate. The ballots shall then be destroyed.
7. The President of the Table shall draw up the Minutes of the voting results in duplicate, one of the copies shall be kept on file at the General Secretary's Office of the University and the other shall be sent to the Vice-Rectorate for Students and University Life. The Minutes shall include the complete results of the voting, including all the candidates who have obtained a vote, with the corresponding number.
8. The general delegate of University Projects will represent the students in the activities developed within the framework of the same. In case of absence or illness of the delegate, the general sub-delegate of University Projects will assume his functions.

Article 40. Contestation procedure in the election of delegates and subdelegates.

1. Once the elections referred to in the preceding paragraphs have been concluded, the interested parties have a period of two working days to challenge them, counting from the time of voting.
2. In the case of elections of delegate and subdelegate of teaching group, degree and Faculty/School/Center, the claims shall be submitted to the Dean/Director of the corresponding School/Center, who shall decide within two working days. In the case of

elections of delegates and general subdelegates, the Vice-Rector for Students and University Life shall be competent to hear the challenge, who shall also resolve it within two working days.

3. Once the challenges have been resolved, the delegates and sub-delegates shall be definitively proclaimed.

Article 41. Vacancies of delegates and sub-delegates

1. The positions of delegate and sub-delegate of group, degree, Faculty/School/Center, as well as those of general delegate and sub-delegate of the University, may not become vacant.

2. In the event of the delegate's resignation in any of the categories mentioned in the preceding paragraph, his/her position shall be filled by the sub-delegate who, in turn, shall be replaced in the latter position by the candidate who in the election process would have immediately followed him/her in number of votes, as recorded in the corresponding minutes. In the event of a tie, the election shall be resolved by drawing lots.

TITLE IV

Students with special educational needs

CHAPTER I

General Provisions

Article 42. Rights of students with special educational needs

1. Universidad San Pablo-CEU will promote the necessary actions to guarantee students with specific needs derived from disability and/or educational needs the full exercise of the rights and duties established in these Regulations for all students, eliminating any form of discrimination and ensuring their full and effective participation in the university environment.

2. In order to comply with the provisions of the previous section, a general action protocol and several specific action protocols are established, which shall be applicable to students with special educational needs, as provided in the following chapter.

Article 43. Attention Service for Students with Special Needs (AENE)

The Service of Attention to Students with Special Needs is a specific unit of the SOU for the accompaniment of students with disabilities and educational support needs during their university life. Its functions are to assess the needs of students and ensure that students with special educational needs are treated appropriately, in accordance with the provisions of these Regulations. It will also provide these students with information about public or private resources, such as scholarships or job offers, that may be available to them.

CHAPTER II

Action protocols

General action protocol

Article 44. Interview with the applicant

1. The general protocol begins with an interview at the student's request, in which the student will explain to the interviewer his or her personal situation and academic needs.
2. The interview referred to in the previous section may take place, at the student's request, both at the time of admission to the University and later, while he/she is still studying.
3. The applicant must provide all relevant documentation proving their status as a student with special educational needs. In any case, if the application is submitted at the time of admission, the student must provide the reports generated during the preceding school stages.
4. The University undertakes to maintain confidentiality with respect to the information provided, in accordance with the provisions of current legislation on the processing and protection of personal data.

Article 45. Review by the AENE Service

1. The counselor to whom the application for admission has been submitted will proceed to analyze the application, as well as the reports submitted and the possibilities of technical assistance, with the participation of the Dean or School Director.
2. The counselor will draft a proposal of coordinated actions for the student's integration in the University, which will have to be accepted by the Dean or Director of the School or Center.
3. The Dean/Director of the School or Center will assign the student a tutor who will be in charge of the student's follow-up during his/her stay at the University. The tutor will be informed of all the circumstances of the student with special educational needs that may affect his/her academic development.

Article 46. Interview of the student with the counselor of the AENE Service. Personalized Itinerary Plan (PIP)

1. During the interview, the counselor will inform the student of the list of technical aids available to him/her.
2. The proposals for action to ensure the correct academic development of the student will be reviewed and their conformity with them will be sought and, whenever indicated, particular attention will be paid to the opinion of the student's parents or relatives and to the relationship that the members of the university community involved should establish with them. Agreements on the program of actions will be drawn up jointly. Once the appropriate agreements have been reached, a personalized itinerary plan will be drawn up. Finally, based on the agreements adopted, a mutual commitment will be signed by the Faculty, School or Center and the student.

Article 47. General recommendations in the attention to students with educational needs.

- a) The student with educational needs should not be identified in the classroom, unless we have authorization from him/her to inform his/her classmates. It is strictly forbidden the transfer or communication of their diagnostic or needs report to other people, as established in the Organic Law 3/2018, of December 5, on the Protection of Personal Data and guarantee of digital rights.
- b) At the beginning of the course, provide the student with the course schedule, the tutoring schedule, the periods established for the delivery of assignments, the dates of the evaluation tests and all other relevant information.
- c) Facilitate the student's appropriate placement in the classroom, according to his or her specific needs.
- d) Address specific learning difficulties with the student in the academic tutorials deemed appropriate, consulting the appropriate methodology.
- e) Allow the use of the technical resources that the student needs, such as laptop or tape recorder, among others, which are included in the personalized action plan agreed with the student. However, if deemed appropriate, the teacher may request that the student with a tape recorder does not use it at certain times.
- f) Allow access to the classroom of the resources required by the student, such as personal assistants, volunteers or guide dogs, among others, which are included in the personalized action plan agreed upon with the student.
- g) Provide the student with special educational needs additional time for the completion of evaluation tests, exercises, practices, homework and delivery in formats, adapting to the particular situation of each student, in order to ensure their participation on equal terms with the rest of the students, in accordance with the provisions of the following article.
- h) Possibility of postponing/changing the date of the test, provided that it is adequately justified by their disability condition and after approval of the Service of Attention to Students with Special Needs.
- i) Encourage collaboration among classmates to facilitate the loan of notes.

Article 48. General criteria for adaptation of additional times

1. The adaptation of additional time for the completion of evaluation tests, exercises, practices, assignments and delivery in appropriate formats must be made upon request of the student in general for the academic year in question, including the specific adaptations required, and must be submitted to the Service of Attention to Students with Special Needs, which will advise the Dean/Director of School or Center, as well as the professors involved.
2. The evaluation of the granting of time will be inspired by the principles of equal opportunity, non-discrimination, universal accessibility and compensation of disadvantages.
3. The adaptation of time will not be granted automatically, but only in those cases in which the disability is directly related to the test to be taken, and the Dean/Director of the School or Center will be responsible for deciding on the appropriateness and specification of the

adaptations and reasonable time adjustments according to the specific circumstances, after hearing the professor of the subject and with the advice of the Service of Attention to Students with Special Needs.

4. In order that the Dean/Director of the School or Center may assess the appropriateness of granting the requested time adaptations, and so that the most suitable decisions may be adopted in each case under conditions of equality, the scale entitled "*General criteria for time adaptations*" is established for guidance purposes only and is not binding, *oral and/or written test according to deficiencies and degrees of disability*", which is included as Annex of Order PRE/1822/2006, of June 9, 2006, by which general criteria are established for the adaptation of additional time in the selective processes for access to public employment for people with disabilities, published in the "Official State Gazette" no. 140, of June 13, 2006, and published in the "Official State Gazette" no. 140, of June 13, 2006.

Article 49. Functions of the tutor assigned to the student with special educational needs.

1. The duties of the tutor assigned to the student with special educational needs are:

a) Inform the teachers and administrative and service personnel involved of the special educational needs of the student, as well as the measures agreed upon in the personalized action plan agreed upon with the student referred to in Article 47 of these Regulations.

b) Advise the student for the realization of external academic internships, putting him/her in contact with the Career Services.

c) To prepare periodic follow-up reports, for which purpose he/she must be in permanent contact with the professors of each subject, and will report them to the Service of Attention to Students with Special Needs.

2. Where appropriate, the rest of the student body will be informed and advised, provided that it is convenient and there is consent from the student with special educational needs. In such a case and as far as possible, the collaboration of classmates will be sought.

Article 50. Annual evaluation of the process

1. At the end of the course, a results questionnaire will be administered to the tutor and a satisfaction questionnaire to the student.

2. The AENE Service will proceed to the analysis of the results obtained in the aforementioned questionnaires, as well as to the analysis of the periodic follow-up reports prepared by the tutor.

3. The AENE Service will prepare a final report, highlighting the strengths and weaknesses of the process. In view of this report, the necessary improvements will be proposed for the next course and the tutor will be informed about them.

Section 2. Specific protocols for action

Article 51. Specific action protocols

1. By means of **ANNEXES** to these Regulations, specific action protocols are established to attend to students with special educational needs, without this implying that these protocols exhaust the different situations that may arise.
2. The Standing Committee of the Governing Council of the University, at the proposal of the Vice-Rector for Students and University Life, is empowered to update and/or modify the **ANNEX** to these Regulations establishing specific action protocols for dealing with students with special educational needs.

First transitory provision. Disciplinary liability proceedings initiated in accordance with the previous regulations.

Student disciplinary responsibility proceedings initiated prior to the entry into force of these Regulations shall continue to be processed in accordance with the previous regulations in force at the time of their initiation, without prejudice to the retroactivity of those rules provided for in these Regulations that are more favorable to them.

Second transitory provision. Extension of the representative mandate of group and qualification delegates and subdelegates.

The representative mandate of the group delegates and sub-delegates, as well as of the degree delegates and sub-delegates who have been elected in accordance with the regulations prior to the present Regulations, shall be respected until their termination. However, from the entry into force of these Regulations, the group delegates and sub-delegates and the degree delegates and sub-delegates shall continue to form part of the Faculty/School Boards until the corresponding Faculty/School delegates and sub-delegates are elected.

Sole derogatory provision. Repeal of regulations

Any provisions of equal or lower rank that are opposed to the provisions of these Regulations are hereby repealed.

In particular, the following rules are hereby repealed:

- Regulation 3/2020 of Students of Universidad San Pablo-CEU, approved by the Governing Council at its meeting of May 27, 2020 and by the Board of Trustees at its meeting of June 12, 2020.
- Alumni Regulations, approved by the University's Board of Trustees at its meeting of February 17, 1998.
- Rules for the election of delegates and subdelegates at Universidad San Pablo-CEU, approved by the Standing Committee of the Governing Council at its meeting of December 18, 2019.
- Rules for the election of group delegates and subdelegates of Universidad San Pablo-CEU.
- General Protocol of Universidad San Pablo-CEU University for students with special educational needs, approved by the Standing Committee of the Governing Council at its meeting dated June 27, 2018.

Sole final provision. Entry into force

These Regulations shall enter into force on the day following their approval by the Board of Trustees of Universidad San Pablo-CEU.

ANNEX

SPECIFIC PROTOCOLS FOR ACTION FOR STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

The following protocols present general adaptations for each situation. However, it is at the discretion of the counselor (in his/her meeting with the student and after reading his/her reports) to add provisions that may not be included here, as long as they are necessary for equitable teaching and evaluation, as well as for full and effective participation in the university environment.

SPECIFIC PROTOCOL I. Students affected by physical disability

1. For the purposes of this Regulation, motor disability is understood as the set of alterations that affect the execution of movements, regardless of the triggering cause. The difficulty or impossibility of movements refers to both upper and lower limbs and, in the case of speech, to the articulation of language.

2. In organic disability, it is the internal organs that are damaged, which is why it is associated with diseases that are not perceptible, such as cancer, digestive diseases (Crohn's, Ulcerative Colitis), cystic fibrosis, heart disease, etc.

3. In case the student is affected by a physical disability, the following measures will be adopted regarding teaching and class attendance:

a) The University will provide the appropriate furniture to allow the student to develop autonomously. Inside the classroom, the professor will provide a seat for the student near the doors.

b) If the student requires the use of an augmentative or alternative communication system, he/she should ensure that the teacher can familiarize him/her with it in academic tutorials, so that communication between student and teacher is of quality.

c) The teacher will provide sufficient time for oral expression in the case of students with disabilities related to language articulation. For the presentation of papers, they will preferably be presented individually to the teacher during academic tutoring hours.

d) If the disability affects the upper limbs or fatigue negatively influences the time spent on the work, the deadline will be extended.

4. Regarding the evaluation tests, when the student is affected by a physical disability, the following actions will be carried out:

a) The Dean's Office/School or Center Management will guarantee the accessibility of the building and the classroom where the test will take place. Likewise, it will provide the student with the appropriate space within the classroom, if the adaptation measures may distort the dynamics of the exam for the rest of the students, or it will provide a different classroom for the exam, if necessary.

b) In case of necessity, at the student's request, and provided that it is accompanied by the corresponding medical report, the teacher will postpone the tests or exercises and set another

date for them to be carried out.

c) Adaptation of the examination, if necessary. Such adaptation may be in digital format, in oral mode or with a transcriber. If the digital format is chosen, once it has been verified that the equipment is free of content related to the subject, the student will take the exam with all the objects and support resources that he/she usually uses, granting him/her more time than that assigned to the rest of the students, if necessary. In case of adopting the oral modality and whenever it is deemed necessary, the student will have more time than the rest of his classmates to take the exam. The student may request the support of a transcriber who will write down what the student says.

SPECIFIC PROTOCOL II. Students with visual impairment

1. For the purposes of these Regulations, visual impairment is the total or severe limitation of visual function.

2. In case the student is visually impaired, the following measures will be taken regarding teaching and class attendance:

a) The teacher will allow the visually impaired student to be placed in the front rows or in areas that allow him/her to get the most out of the classes.

b) The teacher will allow the use of objects and support resources that the student needs.

c) The teacher shall ensure the accessibility of the materials delivered to the students in class or on the platforms, in terms of clarity or print quality, preferably using *Word* formats.

d) The visual information provided in the classes should be verbalized, the projections, transparencies and whatever is written on the blackboard should be read. In the case of videos, a script should be provided to the student in advance.

e) In the case of individual work, the professor will support the student in accessing the necessary documentary sources.

f) In the case of field work that requires the student to travel from his or her usual place of residence, the deadline for delivery will be extended.

g) The teacher will inform the student of the possibility of requesting the Spanish National Organization for the Blind (ONCE) to transcribe written texts into audio or *Braille* files.

3. In case of affected students with total blindness, the following measures will be taken in addition:

a) The Dean's Office/Direction of the School or Center shall ensure that the student is familiar with the areas of the center through which he/she usually has to travel to carry out the various academic activities. Likewise, it shall inform the student in advance of any possible changes in the facilities.

b) The teacher will provide the student with the space he/she needs to place his/her support objects during the classes.

c) The teacher will provide the student with the necessary bibliography, notes or any other material, with sufficient time for its conversion to accessible formats.

4. In case the student is visually impaired, the following measures will be taken regarding the evaluation tests:

a) Oral tests will be recorded for later review.

b) For printed examinations, it is recommended to use Arial or Verdana font, in size 14, 16 or 18, depending on the degree of visual impairment.

c) For exams in media other than ink, the teacher will use a *pen drive* with the adapted exam and the student will be able to take the exam on a computer, as long as it has been previously checked that it is free of content related to the subject.

d) If the technical means of the student with special educational needs distort the dynamics of the examination of the rest of the class, he/she will be provided with a suitable space in the classroom and, if this is not possible, he/she will take the examination in a separate classroom.

e) The teachers, through the Dean's Office/Direction of the School or Center, may request the Spanish National Organization for the Blind (ONCE) to transcribe the exam into *Braille*, if they deem it necessary.

SPECIFIC PROTOCOL III. Students affected by hearing impairment

1. For the purposes of these Regulations, hearing impairments are considered to be quantitative alterations in the perception of sounds. They may consist of deficient hearing or functional hypoacusis for ordinary life or cophosis or profound deafness, which prevents the learning of oral language through hearing.

2. In the event that the student is hearing impaired, the following measures will be taken with regard to teaching and class attendance, depending on the medium usually used by the student for oral communication, namely, sign language or oral language and lip reading:

a) It is recommended that the teacher does not move around the classroom too much to facilitate lip reading, trying to look at the student.

b) The professor will facilitate the student's location in the most appropriate place in the classroom for the best use. The Dean's Office/Direction of the School or Center shall ensure that the lighting is adequate to facilitate lip reading, if this is the means of communication used.

c) Whenever possible, in workshops and seminars, the classroom should be arranged in a circle or "U" shape so that the interventions of all participants can be followed.

d) The teacher will allow the use of the devices or means that the student requires to follow the classes. If the student has a Frequency Modulation (FM) equipment, it is necessary for the teacher to place the transmitter microphone that transmits his voice to the receiver connected

to the student's earphone. If a classmate intervenes, it is necessary for the teacher to hand over the transmitter of the equipment.

- e) The teacher will respect the student's pace of intervention.
- f) In the case of video projections, the teacher should make sure that they are subtitled or give the student a script with the most important questions.
- g) The teacher will use visual documents in the oral explanations or will provide the student with supporting documentation beforehand.
- h) The professor will provide the student with support for the search of sources, bibliography, documents and diagrams prior to the classes.
- i) The teacher will give more time to the student in case of oral presentations.

3. In the event that the student is hearing impaired, the following measures will be taken regarding the evaluation tests:

- a) The teacher will provide the student with all relevant information regarding the exam in writing, especially the evaluation criteria and the duration of the exam.
- b) The teacher must ensure that any comments made during the test can be perceived by the hearing impaired student. The teacher will solve their doubts during the test, vocalizing clearly and, if necessary, explaining the questions in other words or in a simpler way.
- c) The teacher will allow the use of the student's usual support materials and resources and, in the case of the use of computers, it must be checked beforehand that they lack content.
- d) In the case of oral exams or individual or out-of-class tests, the exam will be recorded for later review.

SPECIFIC PROTOCOL IV. Students affected by deafblindness

1. It consists of a combined impairment of sight and hearing, with the consequent difficulty in accessing information, communication and mobility.

2. In the event that the student is hearing impaired, the following measures will be taken with regard to teaching and class attendance:

- a) The professor will provide in advance the teaching material (books, bibliography, presentations, articles...).
- b) Use an accessible online communication channel (virtual campus, e-mail...).
- c) Provide an accessible seat in classrooms, laboratories and/or seminars.
- d) Allow the use of human and technical resources needed by the student.
- e) In case of video projection, provide the student with scripts in accessible format, with a summary of the content.

- f) Prevent doors and windows from being ajar.
3. With regard to the evaluation tests, the following measures will be adopted:
- a) Adaptation of the test if necessary. Such adaptation may be in oral format, through an interpreter guide in sign language; in this case, it is recommended to record the test for future revisions. Or in *Braille* format, relying on ONCE for its transcription, or in electronic format.
 - b) Allow the student's usual material resources, after checking that they do not store content.
 - c) Provide written instructions and guidelines for testing and check that the student has understood them.

SPECIFIC PROTOCOL V. Students affected by attention deficit hyperactivity disorder (ADHD)

1. For the purposes of this Regulation, attention deficit hyperactivity disorder is defined as an intrinsic disorder of the person, due to a delay in neuropsychological development that causes dysfunctions in the mechanisms of executive control and behavioral inhibition. It directly affects the psychological processes of the executive system, such as working memory, the attentional system, motivation and affect, and executive functions, such as planning, organization and cognitive flexibility. In subjects with ADHD, symptoms of inattention, hyperactivity and impulsivity may be present.

2. In the case of a student with Attention Deficit Hyperactivity Disorder, the following measures will be taken regarding teaching and class attendance:

- a) The teacher will use strategies with the student that favor attention, such as fragmentation of tasks and encouraging participation.
- b) The teacher will monitor the student's progress in class on a personalized basis.
- c) The teacher will tutor the student's time organization and study planning.
- d) The teacher will promote the student's relationship with other students in workshops and team work.

3. With regard to the evaluation tests, the following measures will be adopted:

- a) The teacher will make sure that the student is located in a place in the classroom away from possible distractions.
- b) The teacher will allow the student up to 25% more time than the time allotted for the completion of the tests, recommending the slow reading of the statements and the revision of the answers.
- c) The teacher will give preference in the evaluation to the content of the exam over the student's writing and form of expression.

SPECIFIC PROTOCOL VI. Students affected with dyslexia and dysgraphia

1. For the purposes of this Regulation, dyslexia and dysgraphia constitute specific difficulties in learning to read and write and those other tasks in which the affected psychological functions are involved.
2. In case the student is affected by dyslexia and/or dysgraphia, the following measures will be taken regarding teaching and class attendance:
 - a) The teacher will allow the student to use the personal support material that he/she usually needs.
 - b) The professor will grant the student more time than the rest of his classmates for the completion of non-classroom work to be done individually.
 - c) The student will also have more time for reading and written work in the classroom.
 - d) In the case of using visual devices, the teacher will verbalize aloud what is being shown or displayed so that the student can follow the explanations.
3. With regard to the evaluation tests, the following measures will be adopted:
 - a) In written examinations, the teacher will read the questions aloud to ensure that the student has understood their content.
 - b) The teacher will primarily evaluate the content of the written exam, without paying attention to typing errors and mistakes.
 - c) The teacher will allow the use of the computer for the exam, once it has been verified that there is no Internet access, that there is no spell checker and that it lacks content related to the subject.
 - d) The student will be given 25% more time than the time allowed for the exam, in order to allow him/her to review the writing and spelling.
 - e) A font size of 13 or larger should be used and, if possible, specific fonts for this type of difficulty, such as Opendyslexic.
 - f) Spelling errors typical of dyslexia and dysorthography will not be taken into account in grading.

SPECIFIC PROTOCOL VII. Students affected by Asperger's Syndrome

1. For the purposes of these Regulations, Asperger's syndrome is defined as an autism spectrum disorder characterized by significant limitations in social relationships, communication, anticipation, empathy, language and mental flexibility.
2. In the event that the student is affected by Asperger's syndrome and presents the medical documentation that certifies it, the following measures will be adopted with regard to teaching and class attendance:

- a) The teacher will provide the student with visual aids to organize knowledge, such as schemes, diagrams, concept maps, among others.
- b) The teacher will provide the student with clear work scripts with the successive steps to be carried out in the tasks, the time of completion and indication of the necessary materials. He/she will also advise the student in the planning of his/her studies.
- c) The professor will provide the student with support for the search of sources, bibliography, documents and diagrams that he/she may need, prior to the classes.
- d) Anticipate, as far as possible, the changes, providing this information in writing or at the beginning of the class individually.
- e) In the case of exposition of papers, they should preferably be presented individually to the teacher, during academic tutoring hours.
- f) Facilitate the formation of groups, due to difficulties in integrating spontaneously. If it is assessed that the level of integration may affect academic development, provide the option of working individually.
- g) As far as possible, the Dean's Office/School or Center Management will assign the student a volunteer colleague to help him/her in the planning of assignments and deadlines.

3. With regard to the evaluation tests, the following measures will be adopted:

- a) The teacher will provide the student with written instructions on how to perform the tests.
- b) The student will be granted 25% more time than the time allowed for the exam.
- c) The teacher will primarily evaluate the content of the written exam, without paying attention to typing errors and mistakes.
- d) In written examinations, the teacher will read the questions aloud to ensure that the student has understood their content.
- e) In case of oral exams, these will be recorded for later review.
- f) The teacher will allow the student the use of a computer without content related to the subject, in case the student presents motor difficulties, or his/her handwriting is illegible.