

CODE OF STANDARDS FOR GOOD BEHAVIOR IN THE CLASSROOM
FACULTY OF ECONOMICS AND BUSINESS ADMINISTRATION

(Approved by the Faculty Board on 10/ Jan. /2020. Upon completing of their enrollment, all students accept the Academic Standards of the Faculty and the General Regulations of the University)

1. Students must enter the classroom before the beginning of class in order to foment punctuality in starting on time. After 5 minutes have elapsed from the beginning of class, students who have arrived late will not be granted access to the classroom until the following break¹.
2. Students cannot leave the classroom until the class is finished. If students need to leave earlier, they must notify the professor in advance and obtain permission to do so².
3. It is the obligation of students to attend scheduled classes and activities which require attendance and to follow the professor's instructions to properly fulfill the requirements for these classes. The absence of a student from more than one-third of the class hours in a course may lead to the student not being authorized to take an exam for the scheduled first sitting of this exam³.
4. In the event that the professor establishes a class list of signatures or the identification of the participants for group work as a form of proof of attendance, only the students present and participating in these activities may sign the lists or offer identification; otherwise, students may incur in a serious offense by falsifying these lists or signing for another student not present in class or at the activity⁴.
5. Students must behave correctly in class, without talking to other classmates, and pay attention to the professor's explanations or the comments / questions of other students who may intervene. They are expected to participate in class when the professor has called on them to do so, or if they are expressly authorized to speak in order to carry out activities in the classroom⁵.
6. Students must address their professors and classmates with respect, both inside and outside the classroom, in line with the values that define the Comillas Educational Project and contained, as well, in the University Statutes, the General Regulations of the University, the Manifesto of Non-Discrimination, and other fundamental regulatory documents at Comillas⁶.
7. It is the obligation of students to make proper use of equipment in classrooms and other areas of the University, preventing its misuse or deterioration, as well as those objects and belongings of other members of the University Community⁷.
8. All electronic devices, particularly mobile/cell phones, must be turned off in the classroom. If the professor allows the use of any of devices, such as laptops, the authorization granted will exclusively refer to the purpose of working on the subject being taught and at hand⁸.
9. When the conduct of students does not allow for the normal development of academic activities, it is the responsibility of the professor to call the students to order, identifying the students involved and, where appropriate, requesting them to leave the classroom for the purpose of being able to continue with normal academic activities. The tutor will be informed immediately, and, in case of seriousness or repetition, the Head of Studies will also be notified concerning the incidents that took place, in order to adopt the corresponding measures in accordance with the regulations in force. If students are required by the professor to leave the classroom, they must obey immediately and without hesitation, and must subsequently contact the professor to offer apologies or offer the appropriate explanation(s)⁹.
10. Students will behave with honesty in academic affairs, being aware that they are representatives of the University. Both during exams and in handing in exercises and original works for their evaluation, they will not incur in plagiarism or any other fraudulent behavior, contributing to the successful completion of examinations and exercises that fulfill the purpose of the objective verification of the acquisition by students of the competences required for the courses¹⁰.

- ¹ The lack of punctuality, once the class begins, is a distraction to the professor and to students, as it interrupts the normal flow of class. In general, Article 168, Section 1 of the General Regulations of the University, establishes that “this will be considered as a minor offense; (...) B) as well as any other unjustified act that causes a slight disruption to the normal development of university activities”
- ² This applies in a similar fashion to the previous point.
- ³ As provided for in Article 93, Section 1 of the General Regulations concerning Official Enrollment, and Article 6 of the current Academic Standards for Bachelor’s Degree Studies of the Faculty of Economics and Business Administration.
- ⁴ The aforementioned Art. 93 GR, in its Sections 2 and 3, states that it is the competence of the professor to implement this, after previously explaining it through the Teaching Guide / Rules for the operation of the course, and establishes the manner of objective verification of said attendance, thus corresponding to the same professor to carry this out. Also, as stated in Art. 168, Section 3 “To be considered as very serious offenses: (...) b) Falsifying or verifying attendance for other students not present at academic events”. Regarding the use of manipulated or falsified supporting documents (doctors’ notes, appointments at companies, etc.) to excuse absence and / or avoid sitting for exams or other programmed evaluations or academic requirements, the same Art. 168, 3, defines this as a very serious offense “c) Falsification, theft or destruction of academic documents or the use of false documents for University purposes”.
- ⁵ It is considered that an, “unjustified act that slightly disrupts the normal development of university activities” (Art. 168, .1, GR), may refer to any action of undisciplined behavior in the classroom, particularly when it becomes a repetitive occurrence.
- ⁶ According to Art. 168, Section 2 of the General Regulations, the following will be considered as serious offenses “d) A Serious lack of respect and consideration for any member of the University Community or their families”. In a similar fashion... (168, 3, GR) “To be considered as very serious offenses are: (...) d) Abusiveness, as well as expressions or actions that purposefully offend any member of the University Community by reason of birth, race, sex, religion, opinion or any other personal or social condition or circumstance (...) f) The lack of respect for the Catholic identity of the University and manifestations of contempt for its ideology, of the norms by which it governs, or attempts to demean its educational project.
- ⁷ The aforementioned article 168 A RG categorizes as minor, serious or very serious faults - according to their degree of infraction - the damages caused to the facilities of the University or those University resources made available to students. Additionally, the following will be considered as a serious offense (Art. 168, 2) “The misuse or improper use of computer tools or resources”.
- ⁸ It is the competence of the professor to establish the rules of operation and procedures for courses; students must follow the instructions given in relation to the planned activities for education and training.
- ⁹ Under the aforementioned consideration of an act that disrupts the “normal development of university activities” (Art. 168, 1 GR), the following will be considered a serious offense (Art. 168, 2, RG): “g) Committing three minor offenses in the same academic year”. Articles 170 and those following in the RG outline the procedure for sanctioning students, which can lead to the opening of an academic record of offenses committed.
- ¹⁰ As provided in Art. 168, 2 “As serious offenses, the following will be considered: (...) e) Carrying out actions aimed at falsifying or committing fraudulent acts concerning the systems of evaluation of academic performance”.

Finally, the following sanctions (Article 168. B) are related to the aforementioned infractions:

4. Minor offenses will be sanctioned with a verbal reprimand, a written reprimand or a public reprimand.
5. Serious offenses will be sanctioned with a temporary expulsion of up to three months, or with the prohibition of being able to sit for exams in the next exam period after the student is delivered with the sanction, in one or several courses in which the student is enrolled. Carrying out, for the first time, any of the actions foreseen in section 2. e) of this same article, apart from receiving a failing grade (0) in the respective course, the student will be sanctioned with the prohibition of not being able to sit for the exam or exams for that course in the next exam period.
6. Very serious offenses will be sanctioned with the expulsion of three months to permanent expulsion from the University or, where appropriate, from the School or Faculty to which the student sanctioned belongs. Expulsion will result in the loss of the rights inherent upon registration. Regardless of the type of sanction, the total or partial, final or temporary loss of grants or scholarships or other financial aid granted by the University may be imposed on the student, as an additional sanction.