

TAI

Code of Conduct



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Document versions/modifications

<i>Version number</i>	<i>Date</i>	<i>Description of the modification</i>
01	September 2019	First version
02	September 2020	Format updated; revisions to incorporate COVID-related regulations
03	February 2020	Section 6.1 paragraph y updated
04	July 2021	Document name changed; name of the Student Department changed; section 6.1 paragraph updated.
05	July 2022	Section 6.1, paragraph p, on plagiarism and duplicate publication Section 7.1, paragraph c, on sanctions for grave offences. Section 7.1, paragraph e, on the imposition of sanctions and closure of disciplinary record (appeals process)
06	July 2023	Section 6.1., paragraph "o", the inappropriate use of AI is added. Paragraph "cc" is added in section 6.1. The former paragraph "m", in section 6.1, is moved in Minor offences. Section 7.1 is reworded.
07	December 2023	Section 7.2, change the name of the Student Dept. to Disciplinary Committee and of the Disciplinary Committee to Extraordinary Academic Disciplinary Committee.

	<i>Responsible Authority</i>
<i>Authorship</i>	Students Department
<i>Review</i>	Quality and Development
<i>Approval</i>	Management
<i>Scope (applies to)</i>	All TAI School of the Arts departments



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1. Introduction

All students of the Escuela Universitaria de Artes TAI (hereinafter, “TAI School of the Arts”, “TAI” or “the School”) have the duty to conduct themselves in a manner that is consistent with current applicable regulations (the University Student Statute¹ and other rules and regulations of academic life) and with the measures adopted in their area by academic or competent authorities.

To ensure the harmonious coexistence of the members of the university community (understood here to include all TAI students, teaching and research staff, administrative and services personnel, and collaborating third parties, as the case may be) and the normal course of academic activities, the Management of TAI School of the Arts has approved this Code of Conduct, applicable to all students enrolled in any programme TAI offers.

2. On the rights and duties of students

For all academic activities to take their full and normal course, students must respect the norms and guidelines of behaviour that are designed to secure their rights as students, and they must likewise perform the duties they have.

Article 2 of the University Student Statute (Royal Decree 1791/2010, of December 30th, published in the Official State Gazette (BOE) on December 31st) describes the rights and duties of students within the framework of the general principle of university co-responsibility:

1. *All university students are guaranteed equality of rights and duties, irrespective of the university they attend, the studies they are pursuing and the stage of studies they have attained, for the time they are enrolled.*
2. *This equality shall be practised under the general principle of university co-responsibility, which is defined as the reciprocity in the exercise of rights and liberties and the respect of all persons and of the university institution as a common good shared by all its members.*

The University Student Statute, in its article 7.1 indicates the students’ rights, among others, to:

c) a quality academic education, that fosters the acquisition of the competencies pertaining to the chosen course of study, including knowledge, skills, attitudes and values; and in particular, the values of a democratic culture and the respect of others and their surroundings [...]

g) be informed of the rules of the university regarding assessments and the procedure for the review of assessment marks.

¹ Sp: *Estatuto del Estudiante Universitario*.



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h) an objective, and whenever possible, continuous assessment, grounded in an active teaching and learning methodology [...]

m) the use of academic facilities that are suitable and accessible to all spheres of their education [...]

r) the freedoms of expression, assembly and association in the university context, devoid of any direct and indirect discrimination, as the expression of co-responsibility in education management and the proactive respect of persons and of the university institution.

The students' duties, in turn, are contained in article 13 of the aforementioned University Student Statute, and include the following:

1. University students must commit to demonstrating an active and co-responsible presence in the university, they must know their university, respect its Statutes and all other rules of operation that are approved through standard procedures.

2. Understood as an expression of that commitment, the duties of university students are to:

a) study and actively participate in the academic activities that help to complete their education.

b) respect the members of the university community and the personnel of collaborating entities or entities that provide services at the university.

c) care for and use appropriately the property, equipment, facilities and premises of the university and of the entities that collaborate with it.

d) refrain from the use of, or cooperation in fraudulent procedures in assessment examinations, school work and official documents of the university.

e) participate responsibly in university activities and cooperate in their normal progress.

f) know and comply with the rules and regulations of the university.

g) know and comply with the internal safety and health rules, in particular the rules on the use of laboratories designated for practical work, and research facilities.

h) respect and use properly the name, symbols and emblems of the university and its constitutive bodies.

i) respect the academic events of the university and those who participate in them, without detriment to the free exercise of expression and demonstration.



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j) exercise and actively promote non-discrimination for reasons of birth, racial or ethnic origin, sex, religion, conviction or opinion, age, discapacity, nationality, infirmity, sexual orientation and gender identity, socio-economic condition, language or linguistic, political or labour union affinity, or for reasons of appearance, excess weight or obesity, or any other personal or social condition or circumstance, of the members of the university community, personnel of collaborating entities or entities that provide services at the university.

k) exercise, as the case may be, the responsibilities of the position of representation to which they have been elected.

l) inform those they represent of the activities and decisions of the collegiate bodies they participate in, and of their own actions, with the restraint and discretion established by those bodies.

m) participate actively and in a responsible manner in the meetings of the collegiate bodies to which they have been elected.

n) contribute towards the improvement of the purposes and functioning of the university.

o) any other duty they may be assigned in the Statutes of the university where they are enrolled.

3. On harmonious academic coexistence

Relations between all members of the university community must be grounded in mutual respect, courtesy, and the recognition of the dignity of persons, regardless of their condition.

Academic honesty is an essential value in the fields of education and research. Students and their actions are held to that principle, in particular in assessment examinations and academic work.



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4. *On student academic conduct*

4.1. *Respect towards persons and things*

TAI School of the Arts academic activities take place primarily in classrooms, labs, workshops and, as the case may be, through online teaching, off-campus learning itineraries, in filming and recording facilities and TAI-related soundstages, and field trips to off-campus facilities that TAI deems appropriate, among other locations and means.

To ensure that these academic activities as well as others all organised by TAI School of the Arts can proceed in an orderly manner, the students acquire the obligation to behave properly and act with due respect towards teachers, administrative and services staff, fellow students and other individual collaborators of the School. TAI students must acknowledge and respect the authority of the teaching team and the administrative and services personnel, and at all times comply with the essential rules for the harmonious coexistence wherever the academic activities take place and whatever their nature, and in general while on TAI School of the Arts premises.

Students must respect and take proper care of the School's property, equipment, facilities and learning materials.

4.2. *Student conduct in class*

Students must conduct themselves during class and any on-campus or off-campus academic activity or activity in any way related to TAI School of the Arts in an appropriate and respectful manner towards the teaching team, administrative and services personnel, and fellow students. Students must observe silence, be mindful of the orderly progress of the session or activity, which is essential to make good use of the class or relevant learning activity. This conduct must be maintained in all spaces of the School, including halls, galleries, lavatories and in particular at the main entrance and its immediate outdoor premises.

Food and drink are not permitted inside the classrooms, other than 50cl bottles of water.

The possession, distribution and consumption of alcoholic beverages in any physical area of the TAI School of the Arts, including the main entrance and its immediate outdoor premises, is not permitted.

4.3. *Punctuality*

Students must attend class on time. Five minutes past the start time, students will not be permitted to enter the class, an exam or any other activity so as not to disturb the attention of their classmates.

Students are not permitted to leave the classroom unless by express authorization from the teacher. This rule applies to all other on-campus and off-campus activities of the School, including field trips, which may not be abandoned unless by express authorization from the teacher or person in charge at the time.



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4.4. Use of electronic devices

Electronic devices (mobile telephones, laptops, tablets, etc.) may not be used during an ongoing class session, learning activity or activity of any other nature, unless such use is necessary to the ongoing activity and authorised by the teaching staff, collaborator or collaborators of the School, where appropriate. If, for personal reasons, the use of an electronic device or devices is absolutely necessary, it will require an authorization --upon report-- from the Student Care and Advocacy Department or alternatively from the teacher leading the session or learning activity. Furthermore, students are not permitted to take photographs or make video or voice recordings during class, unless such activity is related to the learning endeavour and is authorised by the teacher, collaborator or collaborators of the School. Notwithstanding the foregoing, if such photograph or recording should capture the physical image, name or voice of another student, he or she must give their express authorization for this to be done and as to the specific use it will be put to in the future.

4.5. Use of the Student Portal communication tools

Text messages, chats and forums on the Student Portal are academic tools and must be treated as such. Their content must be on topics related to teaching and learning, their writing must be in proper form, and they must be devoid of despective or offensive remarks on TAI School of the Arts, fellow students, teachers, administrative and services personnel, or collaborators of the School. The Student Portal (Classlife) is the TAI School of the Arts sole official channel of communication, notwithstanding any written communications the School may from time to time send via postal service to the address specified to that effect by a student on his/her enrolment form.

4.6. Cleanliness of the facilities

Students must maintain TAI School of the Arts premises at all times clean of any refuse they generate, depositing rubbish and waste in the bins and containers designated for that purpose; including, specifically, the areas set up by TAI for the consumption of food and drink, and the main entrance to the School and its immediate premises, which must be kept clean and free of cigarette butts, paper, plastic cups and bottles, beverage cans, etc. Students likewise must at all times be respectful of the duties performed by the School's custodial team, which continually seeks to maintain the premises in a perfect state of cleanliness for all members of the TAI community to make adequate use of them. It is, therefore, the responsibility of all to show respect and to collaborate to that end with TAI School of the Arts and in particular with the custodial team.

5. *On assessment activities*

5.1. *Discipline in assessment tasks*

Students must not engage in acts of fraudulence in assessment tasks, collude in an act of fraudulence carried out by any other individual or individuals or in any way make use of such acts of fraudulence.

5.2. *Punctuality to examinations*

Students will not be allowed to sit for any test or examination when they arrive more than 5 minutes after the time it was set to begin. No student can leave the classroom where a test or examination is taking place less than twenty minutes after it has commenced.

5.3. *Assessment examination content and parts*

The formulation of examination questions and the responses given to these in the corresponding exercises constitute the sole assessment documentation. For the purposes of a possible review of the assessment mark, teachers must conserve fully all assessment examinations that pertain to the students' records, and to that effect, may under no circumstance subtract from them any part or question formulation.

5.4. *Assessment mark review sessions*

Assessment mark review sessions are no different from any other academic activity and are subject to the same norms of courtesy and respect. Any disrespectful gesture, conduct or omission made towards faculty or any other member of TAI School of the Arts during one of these sessions will cause the session to come to an immediate end.



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6. *On disciplinary offences*

The Student Code of Conduct as an instrument is, in the absence of new national legislation, currently regulated by the Decree of 8 September 1954, adopting the Academic Disciplinary Regulation. Issued before the Constitution², this Decree must be interpreted and applied as provided by the Constitution.

The sanctionable misconducts listed below comply with those included in the aforementioned Academic Disciplinary Regulation of 1954. Specifically, TAI School of the Arts orders that:

6.1. *Grave offences are:*

- a) Aggression in word or in deed toward any member of the university community, and in particular student harassment. This includes acts of intimidation, psychological violence, harassment and aggression toward a member of the university community for reasons of race, colour, gender, sex, identity, language, religion, politics or any other belief, national or social origin, financial position, birth or any other condition.
- b) Willful actions against other members of the university community or the property and rights of TAI School of the Arts that carry a conviction by final judgement.
- c) Improper or indecent words or deeds that gravely disturb university order.
- d) Misconduct that leads to expulsion from the classroom or class space (or occurring during off-campus visits and other activities).
- e) Obstruction or impediment of the celebration of academic or institutional events organised by TAI School of the Arts.
- f) Incitement of individual or group misconduct leading to actions by one or more students in violation of the TAI School of the Arts Code of Conduct and any other applicable rule or regulation, or interfering with the good order or normal progress of a class session or academic activity that adversely affects the ability to properly address the other attendees or participants.
- g) Hindering the creation, progress or completion of an individual or group project.
- h) Actions intended to incite or provoke other students to alter the good order and normal progress of a class session or academic activity that adversely affects the ability to properly address the other attendees or participants.
- i) Intentionally doing damage to TAI School of the Arts materials, equipment, instruments, facilities or installations, or to the belongings of any member of the university community.
- j) Disobedience of instructions from academic authorities, teachers or administrative and service

² i.e., the [Spanish Constitution](#) of 1978.



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personnel in the exercise of their responsibilities. This includes the obligation of each individual student to upload a current and recognizable profile picture of himself/herself to his/her Classlife profile.

- k) Serious breach of safety rules, in particular in activities that may pose a risk to persons. "Serious breach of safety rules" includes the improper use of lifts and their occupancy by more persons than are permitted in each one. It also includes, importantly, the non-compliance with safety rules imposed by health authorities, such as the wearing of masks in all TAI premises, as well as the observance of social distancing.
- l) Questioning the authority of TAI School of the Arts or its members, including teaching staff and administrative or services personnel.
- m) Failure to provide correct identification upon accessing TAI premises when such identification is requested.
- n) Identity fraud in examinations, assessment tasks and roll call.
- o) Plagiarism, self-plagiarism, copying or use of fraudulent means or techniques in examinations, projects, group work and individual work for the purposes of securing results that are not merited in assessment tests, with or without the collaboration of external agents. As well as the inappropriate use of Artificial Intelligence devices or applications.
- p) Infringement of the intellectual, industrial or image property rights of any member of the university community or third parties.
- q) Use of the identity card of a fellow student in order to access the services of TAI School of the Arts.
- r) Falsification, removal or destruction of academic documents and use of false documents at TAI School of the Arts.
- s) Use of the TAI School of the Arts name, logo or distinguishing marks without authorization from a person in a position of responsibility at TAI School of the Arts.
- t) Use of TAI School of the Arts spaces for non-programmed activities when such activity requires prior approval from a person in a position of responsibility at TAI, and in particular when such activity has a for-profit motive for the student, third party or parties.
- u) Removal of material objects or media, or equipment or instruments from TAI School of the Arts, or of the belongings of members of the university community; likewise, failure to return material on loan from any TAI department.
- v) The distribution, by any means, and without permission from faculty, of the whole or any part of the material that teachers provide to students in the exercise of their teaching responsibilities and for which he/she/they own the copyright (i.e. notes, outlines, practical exercises and their answers,



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etc.)

w) The use of computerised media that purposefully and gravely jeopardise the provision of administrative services or the progress of the educational activities of TAI School of the Arts.

x) Smoking, including cigarettes and electronic cigarettes, in any of the TAI School of the Arts facilities -buildings R22, R23, Ibiza and Avenida de America- or their main entrances and immediate premises, or during off-campus activities where tobacco smoking is prohibited by law or by the person responsible for the space where such activity takes place, as the case may be.

y) The possession, consumption or distribution of alcohol or of any kind of illegal drug or narcotic substance inside any TAI School of the Arts facilities, or at the entrance and immediate premises of any of its buildings.

z) Making derogatory comments through any media, including social networks, about TAI School of the Arts or any member of its community. In this regard, TAI School of the Arts reserves the right to pursue any legal means it deems necessary to seek remedy for any harm arising from such remarks to the School or its members.

aa) Any other offence that may be considered a grave offence.

bb) Taking pictures, recording videos or voice mail during the classes without the teacher's authorisation.



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6.2. *Minor offences are:*

- a) The non-authorized use of electronic devices (computers, tablets and mobile telephones).
- b) The introduction and consumption of food or beverage in classrooms (not including water in 50cl capped bottles) whatever the type of ongoing activity (i.e., class, rehearsal, project or lab) or during off-campus activities when such consumption is prohibited by law or by the person responsible of the space where such activity takes place.
- c) Accessing a classroom during a class session or leaving an ongoing learning activity without the permission of the teacher or person in charge, as the case may be, or without sufficiently justifiable reason.
- d) Breach of the rules governing the use of the School's computer labs and other university services, including departmental regulations.
- e) Failure to attend, without sufficiently justifiable reason, field trips and other off-campus activities that are arranged or contracted by TAI School of the Arts, or failure to attend when the student had confirmed his/her attendance to the same, or when such event is part of the student's study programme group learning activities.
- f) Non-compliance with the rules on the cleanliness of the School's facilities and immediate premises.
- g) Blocking of reserved spaces when such reservation is not used and the cancellation of the reservation is not communicated.
- h) Failure to appear when summoned by any TAI department, without sufficiently justified reason.
- i) Use, without prior permission, of any classroom equipment, or failure to return such equipment in due time and form.
- j) Incorrect use of the turnstile gates to access and exit TAI School of the Arts, such as not respecting one's turn, entering/exiting by using the turn of the person in front, not waiting for proper electronic identification, etc. Students must at all times follow the instructions on entrance and exit given by the reception and security staff regarding student identification and access to the School buildings or any other space, event or activity (classes, shows, concerts, meetings, etc.).
- k) Any other offence that may be considered a minor offence.

* The failure to fulfil the enrolment conditions signed by the student is considered an offence; the severity is determined on a case-by-case basis. As stated in those conditions, any such failure may put into question the student's continuance at TAI School of the Arts.



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7. *On the disciplinary procedure*

An act of misconduct --a grave offence or a minor offence-- will initiate or continue a disciplinary record. This record will remain associated with the student's academic record for the duration of the programme the student is in, although it will not influence his or her strictly academic results.

All grave and minor offences are subject to sanction. The sanctions shall be proportional to the severity of the offence and determined according to the circumstances of each case.

In the event of a minor offence, academic authorities may mediate between the parties in an effort to find consensual solutions. These solutions may include the participation of the student(s) under disciplinary sanction in activities that benefit the university community or other tasks of a similar nature.

In the event of an offence that leads to an immediate alteration of the normal progress of a class session or academic activity, or that constitutes a clear violation of academic norms, the teacher leading the session or person in charge must ensure that the student leaves the classroom or abandons the ongoing activity, notwithstanding the sanctions that may be imposed on the student. Upon the conclusion of the class session or activity, the teacher will follow the relevant internal procedure to contact the School's Students Department. Expulsion from class, and/or the refusal by the student to abandon the session or the ongoing activity, constitutes a grave offence and depending on the cause of the offence, may lead to temporary or permanent expulsion from TAI School of the Arts.

In any event, and regardless of the sanctions provided for in this section, when the misconduct involves damage to property, equipment, materials or facilities, or the removal of, or failure to return property, equipment, or materials on loan from TAI School of the Arts, the student shall be liable for the amount charged for the repair of the damaged property when repair is possible; and in the event restoration cannot be made, the student shall be liable for the value of the property that cannot be repaired, or was removed from or not returned to TAI School of the Arts.

7.1. *Scale of sanctions*

Grave and/or minor offences will activate the sanctioning process, which will depend on the degree of seriousness of the offence. Depending on the different cases, the penalties are stipulated as follows:

1. Warning.
2. Temporary expulsion from the School.

This entails temporary deprivation of access to the TAI School of the Arts for a period of between one and seven working days. This deprivation may not affect the performance of assessment tests previously scheduled in the timetable portal; nor may it affect collaboration in activities for the benefit of the university community, as provided for in this section. The days of expulsion from the TAI School of the Arts will never be considered as excused absences.



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3. Permanent expulsion.

The permanent expulsion from TAI School of the Arts entails a loss of enrolment rights and, if applicable, of the grants or aid from the School that were being received.

- The accumulation of three grave offences over the duration of the academic programme will result in permanent expulsion from TAI School of the Arts.
- The accumulation of three minor offences over the period of a single academic year constitutes a grave offence.

7.2. *Sanctioning process and procedure*

a) *Reporting.*

It is the responsibility of the TAI School of the Arts academic and research staff, administrative and services personnel, teachers and collaborators, as the case may be, to maintain academic discipline, and to exercise disciplinary authority over the School's students. The offences (minor and grave) contemplated in this Code of Conduct must be reported to the Students Department by any member of the university community (students, teaching and research staff, management, administrative and services personnel, teachers and collaborators) as defined in Section 1 of this Code of Conduct. The report must include the personal identity information of the individual reporting the offence, the date and details of the offence, and the identity (first and last name) of the student(s) or a means to clearly and unambiguously identify the student(s) committing the offence.

b) *Initiation and content of a student disciplinary record.*

The reporting of an offence, provided the offence constitutes misconduct under this Code of Conduct and is properly reported, will initiate or continue a disciplinary record, issued by the Students Department.

The disciplinary record will include the information provided in the report and the information, if any, that the student brings in his/her own defence, as well as the reasoned decision issued by the relevant body, the imposed sanction and any other information that may be of relevance.

c) *Notification of the report, summons and arguments offered by the student.*

The Students Department shall inform the student in a timely manner of the report and summon him/her to appear before that Unit no less than seven calendar days from the date of the notice, as indicated below. For these purposes, a notice delivered via email, Student Portal and/or in person by that Unit will be sufficient.

In the notice of the report, the student will be summoned to a meeting with the Students Department, in which the student will have the opportunity to present information relevant to the report and a reasoned defence of the allegations. The student's arguments will be incorporated into the aforementioned disciplinary record.

Should the student fail to appear or fail to provide a sufficiently justified reason for not appearing at this meeting in accordance with the foregoing, he/she will be summoned a second time (adding the provisions of paragraph 6.2.h of this Code of Conduct).



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Failure to appear for the meeting with the Students Department without providing a sufficiently justified reason on the second summons in no way avoids the sanction for the offence, and this Unit will make a determination as it sees fit.

If for sufficiently justified reasons appearance on the day and at the time and place is not possible for the student and it is foreseen that he/she cannot appear within a period not in excess of 10 calendar days, TAI School of the Arts shall determine reasonable mechanisms that allow the student to be properly informed and heard prior to the decision on the sanction by the Disciplinary Committee.

d) Determination of the sanction

Once a disciplinary record has been initiated, the Disciplinary Committee shall determine the sanction, taking into account the information received from all of the parties as well as the severity of the offence and the circumstances of the case.

In the event of permanent expulsion from TAI School of the Arts, the sanction shall be enforced in a meeting of the Extraordinary Academic Disciplinary Committee. The members of this Committee shall include senior member(s) of Executive Management, the Head of the Student Support and Welfare Unit, senior member(s) of the Office of Academic Affairs and any other member of the university community deemed appropriate for the procedure.

e) Implementation of the sanction and closure of the disciplinary record.

A senior member of the Students Department shall inform the parties of the sanction. For this purpose, notice given by this Unit in person, in writing or failing that, via email shall be deemed sufficient. An appeal against the decisions may be lodged under this Code of Conduct, within a non-extensible period of seven working days of the notice. The appeal must be made in writing to the TAI School of the Arts Extraordinary Academic Disciplinary Committee and must include, at a minimum, and as a matter of obligation:

1. A full description of the events leading up to the sanction.
2. The identity of all of the parties involved.
3. The reasons supporting the appeal for revision of the sanction, in accordance with this Code of Conduct and the TAI School of the Arts complementary rules on sanctions.

Any appeal that does not meet the established requirements will be dismissed and not permitted to progress. Appeals are reviewed by the Extraordinary Academic Disciplinary Committee, which may uphold or reject an appeal and has the authority to impose lighter or tougher sanctions than those initially imposed, in accordance with the applicable regulations, should it deem such action appropriate. The imposed sanction shall be suspended for the duration of the appeals process, but not the disciplinary record or the offence that gave rise to it. Should the Extraordinary Academic Disciplinary Committee uphold the appeal, the offence will be modified accordingly; and should it reject the appeal, the initiation or continuance of the disciplinary record will progress and the student will be immediately informed of the sanction. At any time during the disciplinary process, TAI School of the Arts reserves the right to inform the student's family, guardian(s) or person financially responsible for the student of any details pertaining to the student's academic behaviour and the Code of Conduct.