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UNIVERSITAT POLITÈCNICA  
DE CATALUNYA  
BARCELONATECH

# **CODE OF CONDUCT IN CLASSROOMS AND ON CAMPUS**

Euncet Business School

Approved by the Academic Committee on 01/06/2026

The university system has a set of regulations that establish the basic rules for coexistence within the framework of university education, which apply to all courses and degrees.

These regulations are essentially set out in Law 3/2022 of 24 February on university coexistence, the EUNCET Student Disciplinary Regulations and, on a supplementary basis, the UPC Disciplinary Regulations.

Both the law and the Regulations define the offences, penalties and disciplinary procedures to be applied in the event of inappropriate behaviour on the part of students.

It is the students' duty to be familiar with the rules, to know which behaviours are unlawful, to ensure their conduct complies with the resulting obligations, to avoid committing any disciplinary offences, and to accept any penalties imposed should they have breached the rules.

The following constitute offences, amongst others and without prejudice to the provisions of the Regulations:

- Harassment, violence, and discriminatory conduct of any kind, level or intensity, and against any person.
- Damage caused to property, materials or equipment forming part of EUNCET's assets.
- Altering, falsifying, removing or destroying academic or assessment documents.
- Plagiarism and/or academic fraud in assignments or examinations.
- Impersonating, facilitating or being impersonated in any academic or assessment-related act or activity.
- Accessing EUNCET's IT or administrative systems without authorisation.
- Engaging in inappropriate behaviour or failing to meet the minimum standards of decorum and academic conduct required.

Within this set of offences, EUNCET Regulations include inappropriate behaviour in classrooms and common areas, inappropriate behaviour towards any member of EUNCET's educational community, whether collectively or individually, and will also consider the violation of basic standards of decorum in the context of teaching activities, whether inside or outside the classroom, as an offence.

These rules include:

- **Punctuality.** Students are required to arrive at the classroom or venue for the academic activity before the scheduled start time. Once 5 minutes have elapsed after the official start time, entry to the classroom or venue for the teaching or assessment activity will not be permitted. Students may enter the class or teaching activity (but not examinations) after the break.
- **Class or activity attendance.** Once the session has begun, students will not be permitted to leave the classroom, except in exceptional cases notified to and authorised in advance by the teaching staff. Students who leave the classroom or teaching area will not be allowed to re-enter until there is a break or until the next session.
- **Eating and drinking.** Eating or drinking is not permitted in the classrooms (except for water or similar).
- **Dress code.** Students must dress in accordance with standard academic dress codes.
- **Use of devices.** The use of mobile devices is not permitted during lessons, unless the teacher has expressly authorised their use for that session for academic or learning purposes, and only for the duration of that authorisation. Devices must be kept out of sight and on silent mode.
- **Use of computers or tablets.** The use of laptops and tablets is not permitted during lessons, unless the teacher has expressly authorised it for that session for academic or learning reasons, and only for the duration of that authorisation. Computers or tablets must be kept out of sight.
- **Conduct during examinations and tests.** During tests or examinations, students must sit in their assigned

place and present their ID card or identification documents when requested. Smartphones, computers, bags, reference materials, smartwatches and other items are not permitted, unless expressly authorised by the teaching staff for part or all of the test or examination. Breach of this rule will result in immediate expulsion from the examination, which will be marked as a no-show, unless the breach constitutes an offence deserving a specific penalty.

- **Comments, expressions, respect and attention to the instructions.** Inappropriate behaviour towards any member of Euncet's educational community, such as comments or expressions that are inappropriate, offensive or disrespectful to individuals or the institution, or disrupting lessons without any academic or learning-related reason, any activity that prevents the class from proceeding normally or disturbs the teaching staff or fellow students, such as talking or making any kind of noise, will result in a first warning from the teaching staff; should the behaviour persist or be repeated, the student will be required to leave the class or session if instructed to do so by the teaching staff. In all cases, the penalties provided for in the student disciplinary regulations may also be applied.
- **Failure to comply with instructions from teaching staff,** particularly a request by teaching staff to leave the classroom, will be grounds for the application of the corresponding disciplinary penalty for a very serious offence.

In all cases, students are required to behave in a responsible, assertive and cooperative manner to ensure the smooth running of teaching and assessment sessions.