

## **Section 1. General Discipline**

A student may be liable to disciplinary action in respect of conduct which:

(a) disrupts, or improperly interferes with, the academic, administrative, sporting, social or other activities of the University, whether on University premises or elsewhere;

(b) obstructs, or improperly interferes with, the legitimate functions, duties or activities of any student, member of staff or other employee of the University or any authorised visitor to the University;

(c) involves violent, indecent, disorderly, threatening or offensive behaviour or language (whether expressed orally or in writing, including electronically) whilst on University premises or engaged in any University activity;

(d) involves distributing or publishing a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material;

(e) involves fraud, deceit, deception or dishonesty in relation to the University or its staff or students or in connection with holding any office in the University.

(f) involves action likely to cause injury or impair safety on University premises;

(g) constitutes a breach of the University policy on harassment of any student, member of staff or other employee of the University or any authorised visitor to the University;

(h) involves the possession of unauthorised material or the use or attempted use of unauthorised or unfair means (including academic malpractice such as plagiarism or collusion with other students or fabrication or falsification of results) in connection with any examination or assessment;

(i) causes damage to or defaces University property or the property of other Members of the University caused intentionally or recklessly, and/or misappropriation of such property;

(j) constitutes the misuse or unauthorised use of University premises or items of property, including misuse of computers and the communications network or any other breach of the University policy on use of information systems;

## **Penalties**

If the misconduct or breach of discipline is admitted by the student or is found to be proved, one or more of the following penalties may be imposed:

- (a) A reprimand and warning about future behaviour.
- (b) A requirement upon the student to give an undertaking as to his or her future good conduct within the University.
- (c) A requirement upon the student to pay for any damage to property he or she may have caused or to recompense the University for any loss it may have suffered arising from the student's misconduct.
- (d) A loss of benefits such as grants, teaching assistantships or other forms university financial support.
- (e) Restriction of access to the University or a specified part thereof for a fixed period ('exclusion'). A student who receives such a penalty will have restricted rights to enter University premises and/or to participate in University activities or access to University services, the terms of the restriction being notified to the student. An order of restricted access may include a requirement that the student shall have no contact with a named person or persons.
- (f) Suspension from the University for a fixed period. A student who is so suspended will be prohibited from entering University premises and from participating in University activities although the suspension may be subject to qualification, such as permission to take an examination. An order of suspension may include a requirement that the student shall have no contact with a named person or persons.
- (h) Expulsion from the University, which means that the student shall cease to be a Member of the University and will lose all rights and privileges of Membership.

## **Section 2 Cheating and Plagiarism**

Academic malpractice is defined as any activity that is likely to undermine the integrity essential to scholarship and research. It includes plagiarism, collusion, fabrication or falsification of results, and anything else that is intended to achieve credit for those committing it that they do not properly deserve.

- Plagiarism is the presentation of the ideas, work or words of other people without proper, clear and unambiguous acknowledgement. It also includes the submission, in whole or in part, of a student's own work – 'self-

plagiarism' – where, for example, such work may have been previously submitted for a different assessment.

- Collusion occurs when a student or students collaborate inappropriately or illicitly with another student or students with the intention of improving the mark or grade of an individual or group.
- Fabrication or falsification of data or results by individual students or groups of students is the presentation or inclusion in assignments of figures or data unsupported by verifiable or documented programmes of research; this may or may not additionally involve instances of plagiarism and/or of collusion.

## Penalties

If a breach under **Section 2** has been established, the penalties imposed may be one or more of the following. When determining the penalty to be imposed, account shall be taken of the consequences which the penalty will have for the academic progress of the student concerned:

- (a) A reprimand and warning about future behaviour.
- (b) The Examiner to be informed that the piece of work be marked, if not already marked, and the mark awarded for the piece of work or for the course unit be reduced by a specified amount.
- (c) Cancellation (i.e. a recorded mark of zero), with or without loss of credit, of the examination paper or other assessed work in which unfair practice occurred, or of the course units(s) in which the unfair practice occurred.
- (d) Cancellation (i.e. recorded marks of zero), with or without loss of credit, of all examination papers and other assessed work taken during the particular examination period (i.e. end of first trimester (January); end of second semester (May/June); resit (August/September)) in which unfair practice occurred or of all examination papers and other assessed work taken during the academic year.
- (e) The Examiner to be required to reduce the mark of the degree by one or more grades from that which would have been awarded on the basis of the student's academic progress, or to award a lesser qualification.
- (f) The student being not allowed a re-assessment and being not allowed to substitute any other course unit(s).
- (g) Suspension from the University for a fixed period, up to a maximum of twelve months. A student who is so suspended will be prohibited from

entering University premises and from participating in University activities although the suspension may be subject to qualification;

(i) Expulsion from the University, which means that the student shall cease to be a Member of the University and will lose all rights and privileges of Membership.

### **Disciplinary Process**

1. Detection of Malpractice
2. Informal consultation with student
3. Formal Hearing
4. Decision of the Disciplinary Committee
5. Appeal

### **The Discipline Committee**

The Student Discipline Committee shall comprise the following, :

- The Director of the GPEFM (Chair)
- The Academic Directors of the GPEFM programs
- The Business Manager of the GPEFM (Secretary)

And additionally dependent on the case and upon request of the director of the GPEFM.

- Director General of the Barcelona GSE

Any student who is the subject of disciplinary proceedings shall receive a fair hearing and shall have the opportunity to present his or her case at the hearing. The student may call witnesses and question witnesses upon whose evidence the case against him or her is based. The student may, and is encouraged to, be accompanied or represented at the hearing by a fellow student, or member of staff of the University of his or her own choice, who may speak on his or her behalf.

The Committee is empowered to require the attendance before it of a student who is the subject of an allegation to be considered by the Committee. If the student, having been given the opportunity to attend the hearing or being required to do so, fails to attend without good cause shown, the hearing may be conducted in his or her absence. Failure to attend when required to do so without good cause itself shall constitute a disciplinary offence.

The Student Discipline Committee shall conduct its hearings in accordance with the rules of natural justice. Those deciding on the issues should be

satisfied on the evidence before them; findings shall normally be made on the balance of probabilities (the standard of proof “beyond all reasonable doubt” need not be observed). Decisions may be by a majority. The Chair may vote and shall have in addition a casting vote.

The decision of the Student Discipline Committee shall normally be announced to the student at the conclusion of the hearing. A written statement giving the findings of fact, decisions, reasons for the decisions and any recommendations of the Committee shall be sent to the student against whom the allegations have been brought within five working days of the Committee reaching its decision. Decisions of the Committee may be published although the identity of the student(s) involved shall normally be withheld.

### **Appeals**

Following a finding of guilt, the student shall have the right of appeal against both the finding of guilt and any penalty imposed as a consequence on one or more of the following grounds:

- (a) Availability of new evidence which could not reasonably have been expected to be presented to the original hearing.
- (b) The disproportionate nature of the penalty.

Appeals shall be submitted within 10 working days and will be reconsidered by The Head of the Department of Economics and Business