

## Guiding Principles for University Life at Euneiz

The Guiding Principles for University Coexistence at Euneiz are fundamental guidelines that regulate the behaviour of the university community in accordance with the provisions of Law 3/2022, of 24 February, on university coexistence, and Royal Decree 822/2021, of 28 September, which establishes the organisation of university education and quality assurance procedures. These principles seek to promote an environment of respect, equity and collaboration in university coexistence that ensures that all members of the university can develop academically, socially and professionally.

They must be complied with by members of the Euneiz university community, comprising teaching and research staff (PDI), administrative and service staff (PAS) and students.

1. **Mutual respect, equality and inclusion:** Foster respectful treatment among all members of the Euneiz university community and promote equal opportunities, regardless of position, origin, beliefs or opinions, age, disability, sexual orientation, gender identity or expression, sexual characteristics, illness, socioeconomic status or any other personal or social situation.
2. **Freedom of expression:** Guarantee the right to freely express ideas and opinions, provided that this is done with respect for others.
3. **Peaceful conflict resolution:** Encourage dialogue and mediation as the main tools for resolving disagreements or conflicts within the Euneiz university community.
4. **Honesty and academic responsibility:** Promote a culture of integrity and responsibility, avoiding academic fraud, plagiarism, or any other form of academic dishonesty.
5. **Solidarity and collaboration:** Encourage teamwork and cooperation among members of the university community, promoting the common good.
6. **Common well-being:** Ensure the physical, mental and emotional well-being of students, teaching staff and administrative and service personnel at Euneiz.
7. **Alignment with the Sustainable Development Goals (SDGs):** Contribute to the development of the SDGs at the University and contribute to the development of the 2030 Agenda.

## Principios Rectores de Convivencia Universitaria de Euneiz

Complementing the guiding principles, the following Code of Conduct in the Classroom is defined. This type of code aims to ensure a more effective and respectful academic environment, which promotes both learning and coexistence. Failure to comply with it may result in warnings or exclusion from class, without prejudice to the provisions contained in Title II of Law 3/2022 of 24 February on university coexistence regarding the disciplinary regime for university students.

1. **Mutual respect:** All class participants must treat each other with respect. Offensive behaviour, derogatory comments or any form of harassment must be avoided. The opinions of others must be listened to politely, even if you disagree with them.
2. **Punctuality:** Students should arrive on time so as not to disrupt the class. If it is necessary to arrive late or leave early, this should be done as discreetly as possible so as to minimise disruption to the group dynamic. The teacher should be notified of this situation whenever possible.
3. **Use of electronic devices:** Electronic devices, such as mobile phones, tablets, etc., should be limited to academic purposes related to the class. The use of social media, messaging or non-academic activities during class time is not permitted, unless authorised by the teacher. The unauthorised recording of the image or voice of classmates, teachers or administrative staff is not permitted, nor is the unauthorised dissemination by any means of the image or voice of classmates, teachers or administrative staff.
4. **Active and constructive participation:** Students are expected to participate constructively in class discussions and activities. This includes asking questions, contributing ideas and working as a team when necessary.
5. **Attention and concentration:** Attention must be paid to the explanations and activities of the teaching staff. Side conversations or distractions that may interfere with the learning of others should be avoided.
6. **Timely submission of assignments:** Assignments must be submitted on the dates and in the manner stipulated by the teacher. Exceptions will only be allowed in justified circumstances and with the prior authorisation of the teacher.

This document has been reviewed and approved by the University Academic Committee at its meeting on 11 September 2024.

### Principios Rectores de Convivencia Universitaria de Euneiz

7. **Plagiarism and academic honesty:** All forms of plagiarism and other forms of academic fraud are prohibited. Students must submit original work and give credit to the sources consulted.
8. **Communication with teaching staff:** Students are expected to communicate respectfully and professionally with teaching staff, whether in person or by email. Any questions or concerns related to the class should be addressed in a timely and appropriate manner.
9. **Behaviour during assessments:** Follow the rules established for examinations and tests, avoiding any form of cheating or unauthorised assistance. Respect the teacher's instructions during assessments.
10. **Shared responsibility:** We are all responsible for keeping the classroom in good condition, so we must participate in maintaining the classroom in terms of cleanliness, order, replacement of materials, etc. Eating and drinking are not allowed in the classrooms during classes, in order to maintain a clean and tidy environment, avoid distractions, and encourage respect for classmates and teachers. The consumption of water or permitted beverages in closed containers may be acceptable in some classes, as long as it does not interfere with the normal course of the session. Students who need to eat or drink for medical reasons must coordinate with the teacher in advance and present the relevant documentation if necessary. If the consumption of beverages is permitted, the person consuming them is responsible for keeping the work area clean and properly disposing of any rubbish or waste.

Teachers have full authority in the classroom to take whatever measures they deem necessary to maintain order during teaching sessions, regardless of the type of session.