

ETHICAL CODE

The University Guide to Good Practices includes the expectations of the university with regards to ethical behavior and derives from the principles of professionalism and academic integrity. Students must respect the University's *Guía de Buenas Prácticas (Guide to Good Practices for Students)*, whose English summary is provided in the following

- **Professionalism** in the pursuit of academic endeavors refers to conducting oneself with respect and dignity with regard to all constituents of the university, including fellow students, faculty, administrators, staff, and others during academically related activities, whether on or off campus.
- **Academic integrity** in the pursuit of academic endeavors refers to submitting / presenting all work for credit, including but not limited to exams, assignments, quizzes, individual or group research projects, and oral presentations as the student(s)' own work unless otherwise properly acknowledged, documented or previously authorized by the professor (such as in group assignments.)

In particular, students are expected to behave according to the following specific sets of guidelines:

1. Student behavior on university premises.

- -All University premises must be used in a way that is compatible with the activities that are performed there, and students should behave properly and appropriately so as to enable activities to carry on normally and peacefully.
- Students should contribute to the proper maintenance of university facilities; in particular, rubbish should be disposed of in the appropriate bins.
- University facilities should be cared for properly; graffiti on walls, floors, tables, chairs, black/whiteboards, etc. is strictly forbidden.
- In order to keep classrooms clean throughout the day, eating and drinking is not allowed. The entire campus is a no-smoking area.

- Students must use the Library in accordance with the corresponding rules, which may be consulted at the university's web site.
- Students must obey any instructions or decisions adopted by the competent academic authorities regarding the use of premises for activities and the announcement of activities.

2. Student behaviour in class.

- Students should arrive in class punctually and wait for the professor in an orderly manner for up to 15 minutes. If the professor is delayed, the class should wait in silence so as not to disturb the other classes.
- Once the class starts, students may not leave until the class has concluded. If a student needs to leave class early, he/she must inform the professor beforehand and obtain his/her permission.
- On entering class, students must turn off any electronic devices except those which the professor allows to be used, e.g. computers. In any event, the professor's authorization will apply solely to work on the subject matter of the class, and not to web browsing, reading/answering e-mail, chatting, etc.
- Except as otherwise indicated, the use of any electronic devices is prohibited during exams and in-class tests. The professor may also require that a student in breach of the prohibition on the use of phones abandon the room.
- The professor may refuse re-entry to a student who leaves the room to make or take a phone call.
- Students must behave properly in class; they must pay attention to the professor and refrain from talking to fellow students. Any rules established by the professor for the orderly development of the class should be obeyed.
- Students must address faculty, fellow students and university staff respectfully.
- If a student behaves such as to prevent the normal development of academic activities, the professor may call him/her to order, ask the student to identify him/herself or ask other students to do so, and demand that the student abandon the room or premises in order to be able to resume normal activities. In these cases, the faculty member should notify the competent authority

immediately so that the latter may take the appropriate steps in accordance with the applicable regulations.

3. Exams and other evaluation activities (homeworks, in-class tests, TFM). The following general rules must be followed in any assessment of students' knowledge. Although it is advisable to remind students of them before any examination or assessment, failure by a professor to do so will not prevent the test from being held.

- Except as otherwise indicated, the use of any documents or electronic devices is prohibited during exams and in-class tests.
- Once an examination or test has commenced, students may not communicate with one another verbally or in writing, exchange tests, look at another student's examination, etc.
- Exam rooms should be peaceful and silent. All parties are responsible for achieving this. A student who needs clarification of the examination or test should raise their hand and wait for the professor to come to their desk.
- Students should bring the necessary materials to examinations: pens, pencils, erasers, etc. and any others that have been expressly authorised. If students bring items that are not required, such as lecture notes, books, notebooks, bags, etc., the professor may oblige them to leave such items on the floor or at the entrance to the room. Neither the faculty nor the University will be liable for any loss or damage to such items.
- At the entrance to the examination room, the professor may require students to present their national ID card, residence card, passport or other valid identification document. During the examination, the professor may also require that students have their ID document (national ID card, residence permit, and passport) visible in order to check the identity of the person taking the test. A person not bearing proper identification may be denied entry to the examination room.
- Students may enter the examination room at any time up to one hour after the start of the exam. Students may not leave the examination room during the first hour of the exam. Any student wishing to leave the room must hand in their examination to the professor, unless the latter expressly authorises them to

abandon and return to the room. All examinations and tests must be signed and delivered to the professor before leaving the room. The process of delivery should be conducted in an orderly fashion following the professor's instructions in order to avoid any changes or supplanting of identity.

- An exam is marked as “Fail” (0.0) if the student withdraws from the examination after its beginning without adequate reason. An exam is marked as “Fail” (0.0) if the student is caught cheating. Examples of cheating behaviour include (but are not limited to) are, among others:
 - Use of unauthorized materials (e.g., devices, notes, books) during an in-class or take-home examination.
 - Consultation of unauthorized materials while being excused (e.g., on a bathroom break) from an examination room.
 - Copying answers from another student or allowing another student to copy one’s answers.
 - Unauthorized discussion of an exam’s content during its administration.
 - Obtaining an examination or answers to an examination prior to its administration.
 - Acting as a substitute for another or utilizing another as a substitute during an academic evaluation of any type.
 - Making unauthorized photocopies of examinations.
 - Accessing Internet during an examination without prior approval
 - Consultation of unauthorized electronic devices (e.g., calculators, cellular phones, smartphones, computers) during examinations.
 - Use of electronic devices to communicate within or outside an examination room (e.g., use of cellular phones is not permitted during an exam).
 - Storage of test answers, class notes, and other references in electronic devices for use during examination.
 - Improper use during examination of email, text paging, and instant messaging.
 - Use of electronic device to record examination questions.
- The unacknowledged use of the words, ideas or creations of another (plagiarism) is completely forbidden. If a plagiarism is reported in a coursework, project or

thesis, the subject grade is marked as “Fail” (0.0) (Decision by the Management Board dated 25 September 2002 on cheating during examinations, assessments or tests). Plagiarism is illegal under the Spanish Criminal Code. Examples of course work cheating include (but are not limited to) the following cases:

- Submission of the same or substantially similar work of another person, such as an author or classmate.
 - Improper documentation of quotations, words, ideas, or paraphrased passages taken from published or unpublished sources.
 - Use of the results of another student’s work (e.g., exam, papers) while representing it as one’s own.
 - Unauthorized submission of a paper as original work in one course when the paper has received credit in another course.
- Note that the Turnitin Tool can be used to guarantee that plagiarism has not occurred

4. Evaluation

- Evaluation criteria are detailed in the course syllabus made available in Aula Global.
- After the release of examination results, students may request that the final grade be reappraised (which may mean the review of the specific grades of the evaluation matrix). For grade reappraisals, students are expected first to give reasonable explanations of the disagreement with the grade received. The professor will review and re-grade all of the material and decide whether or not the grade should be changed. If the professor decides that a grading error was made, it is the obligation of the faculty to correct that error and increase or decrease the grade accordingly. Students need to be aware that a request for a grade reappraisal may result in the original grade being raised, lowered or confirmed. Students should be informed accordingly.

If the faculty member does not respond in a timely manner and the student wishes to pursue the appeal further, s/he may submit a written request to the Master’s Director, who will review the grade results and all the arguments.

- Re-take of Examinations: Failed examinations or examinations that have been counted as failed may be re-taken once. If a resit is taken, the above rules also apply to.

4. Teamwork

Teamwork plays a very important role in the GBS Programs and students must behave according to the following guidelines:

- Students must cooperate with their teammates. This means not only doing “their part” of the work, but also participating in meetings, responding to e-mails, helping and giving feedback to other team members, or taking other actions needed to ensure that team projects can be accomplished in the best way possible. Working in a team does not mean dividing the work into individual tasks so that every student can work in isolation: it requires interaction among team members.
- The workload must be shared equitably among the team members. The team must agree on the work method that is going to be followed, and this method must ensure that the contributions of the team members are balanced, so that no student bears a disproportionately large share of the work.
- Students must treat their teammates with respect. Students must be polite to other students. Comments that are rude or offensive are against this ethical code.
- Students are responsible for keeping a good collaborative environment within their teams. They are supposed to prevent conflict and, if conflict arises, they are responsible for solving it in a way that the team can continue pursuing its work. It is not the role of the faculty or management to solve student disputes.
- Once allocated to a team, students must work with the other members of the team. They are not allowed to change teams or to set up new teams at their discretion.