

# General Student Regulations



UNIVERSIDAD  
NEBRIJA

## Preamble

Article 27 of the Spanish Constitution consecrates the autonomy of Spanish universities and recognizes, among other aspects, their power to design their own internal organizational regulations, within the legally established framework and with full respect for constitutional values. The Organic Law of the University System develops said constitutional precept, recognizing the autonomy of the Universities to, among other things, establish the admission regime for the student body, permanence regime, verification of knowledge, competences and abilities, and the management of their academic records, as well as the organization and development of academic tutoring and student support activities.

In application of the previous faculty, the Antonio de Nebrija University (hereinafter, Nebrija University) prepares these Regulations whose purpose is to establish the Nebrija University Student rights and obligations regime. These Regulations are complemented and developed by all other internal regulations of the University.

### **Article 1. Scope of Application**

For the purposes of these Regulations, a Nebrija University Student is understood to be an individual enrolled in Nebrija University who carries out studies leading to obtaining a degree.

Nebrija University includes, and therefore these Regulations will be applicable to, the students of the Faculties, Higher Technical Schools and affiliated centers, as well as other centers that were created or affiliated using its legitimate autonomy.

## Section I. Acquiring and Losing the Status of Nebrija University Student

### **Article 2. Acquisition of the Student Status**

The status of Nebrija University Student is acquired by those who, having met the access requirements and passed the entrance exams established and evaluated by the Admissions Committee or person or body designated by the University, formalize the enrollment, provide the documentation required in each case and pay all the economic rights linked to the corresponding education within the terms established.

These Regulations are directly applicable to Students who are pursuing studies leading to obtaining University degrees, regardless of the type of delivery they choose.

### **Article 3. Loss of the Student Status**

Student status may be lost due to any of the following reasons:

1. The completion of the studies that give the right to obtain the corresponding degree.
2. The voluntary transfer of the file to another university center.
3. The voluntary interruption of studies, except as provided for the temporary suspension of enrollment.
4. The final resolution of the Disciplinary Committee in accordance with the provisions of the internal regulations of the University<sup>1</sup>.
5. Failure to comply with the financial obligations of the Student, either due to failure to pay the economic rights linked to the corresponding education, either during the admission process, or in relation to periodic or monthly payments, provided that at least two monthly installments are unpaid and that their payment has not been formalized after being required to do so. All of this notwithstanding the legal actions that may correspond to the University for non-compliance with the economic obligations contracted<sup>2</sup>.
6. Due to non-compliance with the rules established in the regulatory procedure for conditional enrollment<sup>3</sup>.
7. Incurring in any other reason for the loss of the Student status defined within these Regulations.

Any person who, in accordance with the provisions of this Article, ceases to be a Nebrija University Student, will also lose all the rights that such a condition entails, regardless of the moment in which they could have been acquired.

## Section II. Student Academic Regime

### Chapter I. General Rules

#### **Article 4. Credits**

All subjects, seminars and/or associated programs will be shown with their equivalence in ECTS credits. Each ECTS credit requires an estimated 25 hours of student work to pass, which includes the different training activities defined in the teaching guides, such as teaching hours, both theoretical and practical, supervised work, exams, tutorials, and the Student's work and/or study hours.

<sup>1</sup> [Disciplinary Regulations](#)

<sup>2</sup> [Access, Admission, and Enrollment Regulations](#)

<sup>3</sup> [Access, Admission, and Enrollment Regulations](#)

The subjects, seminars and/or associated programs are evaluated during the academic period determined for each program and are graded upon completion, on the ordinary session or, if applicable, on the extraordinary one, as established in these Regulations and in all other internal University Regulations. In the case of official programs, they will also follow what is established in the degree record.

## **Article 5. Division and Duration of the Academic Year**

Academic courses are taught in two successive periods, called, respectively, First and Second Semester.

It will be understood that the academic year xx/xx+1 begins in September, xx and ends on September 30, xx+1. Any academic activity after said date will be considered as belonging to the subsequent academic year and as such will be reflected in the Student's academic record or any other academic document. Exceptionally, by agreement of the Governing Council, a different period may be established, provided that the verification report of the study plan allows it.

The academic calendar of each program will be approved for each academic year in accordance with the provisions of the General Teaching Organization Regulations<sup>4</sup>.

## **Chapter II. Access, Admission and Enrollment Rules**

### **Article 6. Access and Admission**

In order to be admitted as a Student at Nebrija University, in addition to meeting the requirements of current legislation to access university studies, documented, it is necessary to have applied for admission in the determined manner and period, and to pass the established entrance exams in accordance with the provisions of the regulations governing the admission process<sup>5</sup>.

### **Article 7. Enrollment**

Enrollment is formalized annually within the period established by the General Secretariat, and must be formalized, in any case, before the established date. Notwithstanding the foregoing, the University, in the cases it deems appropriate, may gracefully admit enrollments outside of said date under the conditions established in the regulations governing the enrollment process<sup>6</sup>. Until formalization, enrollments will be considered provisional and as such not definitive.

1. For Undergraduate studies, a Student must enroll for a minimum of 12 and a maximum of 90 ECTS.
2. For Master's studies, a Student must enroll for a minimum of 12 and a maximum of 60 ECTS.

The General Secretary, at the request of the Dean or Director of the School to which the degree is attached, may authorize enrollment in a different number of credits for exceptional reasons, or because the verification report so establishes. Likewise, the General Secretary will determine the minimum number of ECTS from which it will be considered that the enrollment has been carried out full-time.

These criteria are applicable to any of the modalities taught at Nebrija University (face-to-face, blended or hybrid, and remote or virtual).

### **Article 8. Credit Transfer and Recognition**

For the purposes provided in the current applicable legislation and with the aim of making Student mobility effective, **recognition** is understood as the acceptance by Nebrija University of the credits that, having been obtained in official courses, in this or another University, are computed in other different ones for the purpose of obtaining an official degree and are governed by their specific regulations<sup>7</sup>.

Credit **transfer** is understood as the inclusion in the official academic documents accrediting the courses taken by each Student, of the credits obtained in official courses completed previously, at this or another University, which have not led to the obtaining of an official degree.

All the credits obtained by the Student in official courses taken at any University, those transferred, those recognized and those passed to obtain the corresponding degree, will be included in their academic record and reflected in the European Diploma Supplement, in the event that it is requested, always in compliance with the academic regulations issued by the competent authorities in the matter.

Recognition and/or transfer must be requested by the Student, for which the University may request any additional documentation it deems appropriate before issuing the appropriate resolution accepting or denying recognition and/or transfer. For the credit recognition, the criteria to be followed by the University will be the one legally established in each case in general and, in the absence of a specific rule, the level of knowledge and skills, the contents and the load in ECTS credits passed in the subject whose recognition is requested.

As a general criterion, the total number of credits that are recognized through all the channels reflected in this procedure may not be, as a whole, greater than 60% of the credits that make up the Study Plan (notwithstanding what in this regard has been reflected in the verification report). Therefore, in general, to obtain an Undergraduate or Master's degree from Nebrija University, it will be an essential requirement that the Student take at least 40% of the credits that make up the Study Plan. Under no circumstances will the Final Degree Projects or the Final Master's Projects be recognized. Subjects or modules that have already been recognized by the institutions of origin may not be subject to general recognition, notwithstanding the possible recognition of the original subject.

The exceptions that may occur Regarding the maximum number of credits subject to recognition must be approved by the Vice Chancellor in charge of Academic Organization.

<sup>4</sup> [General Teaching Organization Regulations](#)

<sup>5</sup> [Access, Admission, and Enrollment Regulations](#)

<sup>6</sup> [Access, Admission, and Enrollment Regulations](#)

<sup>7</sup> [Credit Recognition Procedure](#)

## **Article 9. Change of Enrollment**

### **a) Changes in enrollment that do not imply a change in study plan or delivery method:**

If the Student, while enrolled in a certain degree, subject, option, or program, decides to make any change in their enrollment without changing their study plan or the delivery method, they may do so in the manner and within the terms provided in the regulations governing the enrollment process<sup>8</sup>.

### **b) Change of delivery method of the same study plan:**

Students who wish to change the delivery method of their degree, from face-to-face to virtual or vice versa, must request it in writing to the General Secretariat.

Whether this change will be authorized or not depends on the decision of the Academic Department's Directorate, which will consider a report prepared by the Program Director. The report will include a personal interview with the Student seeking to switch methods, and factors such as the candidate's employment and personal circumstances, availability of time, and other criteria will be assessed. The decision will be based on whether the change is compatible with the smooth progress of the teaching-learning process and activities, including the expected teaching load. Furthermore, the opinion of the Psychopedagogical Office may be sought, with the prior written consent of the Student, only if it is relevant to the nature of the case. As a result of this joint analysis, which will involve a mutual exchange of information, the Student may be guided regarding their realistic possibilities, the recommended annual course load, mandatory in-person attendance in specific activities such as exams, or even, if applicable, their candidacy may be rejected if a probable inability to successfully complete the scheduled educational activities is detected.

In considering whether to authorize the change in delivery method, the availability of authorized spots in the destination delivery method must be taken into account. If the number of candidates exceeds the available spots, the following preference criteria will be applied to authorize the change in delivery method:

- ▶ Priority will be given to the best academic record, assessed by the average grade of the subjects successfully completed up to that point in the original method.
- ▶ Preference will then be given to documented changes of residence that justify the need for a change in delivery method.
- ▶ As a third criterion, priority will be given to those who can provide evidence of changes in their employment situation that justify the need for a change in method.

The aforementioned criteria will be applied for the change of delivery method in both directions.

The authorization will take effect only from the academic year after the one in which the change is requested. In the meantime, the Student will, for all intents and purposes, retain the Student Status in the program and in the method in which they are enrolled.

The change of option, program, or delivery method does not, under any circumstances, grant the Student the right to request a refund of any amounts already paid or that they may be obligated to pay. Once the change becomes effective, the Student will be required to assume the obligation of paying the new financial amount resulting from the change, if it is higher.

### **c) Change of Study Plan**

The student who wishes to change the study plan in which they are already admitted must initiate the admission process for the new degree program they wish to pursue, applying the same admission criteria as other newly enrolled students. However, the student may be exempted from taking entrance exams whose results are already documented in the admission record of the current degree program and would not have changed if they had undergone the admission process for the requested degree program change.

The change of degree will take effect only from the academic year after the one in which the change is requested. In the meantime, the Student will, for all intents and purposes, retain the Student Status in the program and in the method in which they are enrolled.

There is no need to undergo the admission process again when a student who is enrolled in a dual degree program requests a change to one of the two single degrees that are part of the study plan, they are currently pursuing. This change can be implemented in the semester following the authorization of the change.

The change of option, program, or modality does not, under any circumstances, grant the Student the right to request a refund of any amounts already paid or that they may be obligated to pay. Once the change becomes effective, the Student will be required to assume the obligation of paying the new financial amount resulting from the change, if it is higher.

## **Article 10. Enrollment Cancellation**

The student may request the cancellation of their enrollment in one or several subjects they are enrolled for, provided that they submit the request to the General Secretary within the deadlines established in the Access, Admission, and Enrollment Regulations<sup>9</sup>.

Furthermore, the University may cancel the student's enrollment automatically if they fail to meet the academic requirements for university admission or if they fail to pay the corresponding fees, in accordance with the conditions and consequences specified in the Access, Admission, and Enrollment Regulations.

The academic and financial effects resulting from the total or partial cancellation of the enrollment will be determined by the provisions set forth in the Access, Admission, and Enrollment Regulations, as well as the general terms and conditions of the contract.

## **Article 11. Temporary Suspension of Enrollment**

Any student at the University may request a temporary suspension of enrollment for justified reasons for a period not exceeding two academic years. The request shall be submitted to the General Secretary in writing, accompanied by a motivated letter stating the reasons for the suspension and supporting documents that demonstrate the claimed causes.

<sup>8</sup> [Access, Admission, and Enrollment Regulations](#)

<sup>9</sup> [Access, Admission, and Enrollment Regulations](#)

The student who is granted temporary suspension of enrollment may, within the specified period, reintegrate into the University. The student must accept the current study plan at the time of reintegration and fulfill the requirements established at that moment, without being able to hold the University liable for such circumstances.

A student who, without having completed the curriculum, fails to enroll within the deadlines established by the General Secretary will be considered to be requesting a temporary suspension of their enrollment, and the provisions stated in the preceding two paragraphs will apply.

From an economic perspective, if the student requests a temporary suspension of enrollment before December 31st or within three months from the start of the program, they will have the right to have the amount paid as tuition reserved for the following academic year. If the student requests the temporary suspension of enrollment after the aforementioned deadlines, their enrollment is considered consumed, and they will need to enroll again upon their return. Under no circumstances is the amount paid for accrued fees related to seat reservation reserved or refunded.

## **Article 12. Regulations on Continuity and Renewal of Enrollment**

In addition to the other causes stated in these Regulations and other applicable and current university regulations, the following shall be grounds for the loss of the status of a student at Universidad Nebrija, resulting in termination:

### **a) Minimum percentage of credits to be passed in each academic year:**

Students who do not pass a minimum percentage of the ECTS credits they were enrolled in during the corresponding academic year. This minimum percentage for continuation will range from 20% to 40% for Undergraduate degree programs and from 20% to 60% for Master's degree programs, as proposed by each Faculty and subject to final approval by the Rectorate. These percentages will apply to any student at the University regardless of the method in which they are pursuing their studies.

#### **1. Criteria for continuation in Undergraduate programs according to Faculties:**

<b>Undergraduate Degrees</b>	<b>%</b>
▶ Languages and Education Faculty	20%
▶ Communication and Arts Faculty	20%
▶ Law and International Relations Faculty	20%
▶ Economics and Business Faculty	20%
▶ Higher Polytechnic School	40%
▶ Life and Nature Sciences Faculty	20%

#### **2. Criteria for continuation in Master's programs according to Faculties:**

<b>Master's Degrees</b>	<b>%</b>
▶ Languages and Education Faculty	20%
▶ Communication and Arts Faculty	60%
▶ Law and International Relations Faculty	60%
▶ Economics and Business Faculty	60%
▶ Higher Polytechnic School	40%

In order to calculate the percentage, the ECTS credits corresponding to the following subjects will not be taken into account:

- Company Internships<sup>10</sup>.
- Development of the participatory and supportive spirit. Only in the pathways of earning ECTS through participation in university activities. The attainment of ECTS in this subject through the completion of the designated courses within it will be taken into account when calculating the percentage.
- Final Degree Project/Final Master's Project<sup>11</sup>.

### **b) Maximum Number of Attempts:**

Students who have exhausted the maximum number of attempts in any subject, in accordance with the provisions of Article 18 of these Regulations.

Students who fall under case a) shall have a non-extendable period of fifteen days from the date the University notifies them of their termination to submit a written appeal to the Secretary's Office, stating their arguments and any relevant information they deem appropriate. Such allegations will be examined by the Vice Rector in charge of academic organization and the director of the corresponding academic department, who will make a discretionary decision, which will be final and irrevocable.

Students who fall under case b) must adhere to the provisions set forth in these Regulations regarding attempts.

## **Chapter III. Study Abroad**

### **Article 13. Study Abroad**

Students at the University, regardless of the method in which they are studying, may have the opportunity to undertake a period of their studies abroad, if they wish to do so. Such stay can be carried out in person or in any other modality, as long as it is accepted by Nebrija University and the host university. The necessary documentation must be processed through the respective department. The resolution of the application will be issued by the International Mobility Office, which shall take into consideration factors such as the student's academic performance, language proficiency, compliance with requirements imposed by foreign institutions, among others. The resolution may be affirmative, affirmative with restrictions, or negative, taking into account the circumstances of each specific case. In any case, the resolution shall be final and non-appealable.

<sup>10</sup> [Procedure for External Training Internships](#)

<sup>11</sup> [Enrollment and Evaluation Procedure for the FDP/FMP](#)

## **Chapter IV. Attendance and Assessment Regime**

### **Article 14. Attendance to class sessions**

Attendance to both class sessions and other directed academic activities specific to each subject is mandatory, unless explicitly stated otherwise upon the student's request, based on duly verified circumstances, or due to the nature of the program.

A student who unjustifiably fails to attend more than twenty-five percent (25%) of the established class sessions or directed academic activities may be deprived of the right to take the final examination in the regular exam session, as indicated in the subject's teaching guide. It is the responsibility of the professor to objectively verify regular attendance in person for academic activities through the controls established in the teaching guidelines.

Once the professor has confirmed the student's lack of attendance as referred to in the previous section, they may inform the student in advance of the loss of the examination opportunity, as determined by the department of the subject. The professor will report this to the Dean. In the record of the corresponding exam session, the student's status should be recorded as "absent."

For students studying through virtual method, the requirement for class attendance will be replaced by mandatory participation in the proposed Learning Activities for each subject. This obligation will be reflected in the teaching guide, as well as the consequences of non-compliance.

### **Article 15. Attendance Waiver**

The student who, due to exceptional circumstances, cannot attend class sessions or directed academic activities regularly but is able to complete other teaching activities may request an attendance waiver to the corresponding department. This request should be made in writing, accompanied by a motivated letter. The Program Director will provide a favorable or unfavorable report based on the request, and the Department Director will make the final decision regarding the exemption.

The attendance waiver does not exempt the student from taking partial exams, participating in directed academic activities, practical activities, and mandatory assignments. The Director of the corresponding Academic Department or the delegated authority, evaluating the circumstances of each case, the maturity of the student, and other relevant factors, will decide whether to grant or deny the requested waiver. This decision is final and cannot be appealed.

Exemptions from attendance do not confer any financial entitlements or reductions in enrollment fees and tuition fees.

### **Article 16. Assessment**

Students are assessed throughout each semester or established academic period in accordance with the specific regulations governing teaching evaluation<sup>12</sup>. The evaluation methods specified in the corresponding teaching guide are considered, which demonstrate the acquisition of the competencies defined in the verification report. Each of the learning activities will be assigned a percentage, and the sum or weighting of these percentages forms the final grade for the evaluated subject.

Exams and other learning activities will always be conducted in accordance with the requirements outlined in the verification reports of the study plans. The teaching guide for each subject will specify in detail the specific percentages assigned to each evaluative activity, as well as any others that the department deems appropriate to include, ensuring compliance with the indications in the verification report.

### **Article 17. Exam Sessions**

Unless otherwise expressly stated in the regulations or in the verification reports of the study plans, the student enrolled in a subject has the right to be evaluated in the regular examination session and, if necessary, in the extraordinary examination session corresponding to the academic year in which they are enrolled at the time of the exams. Unless otherwise expressly stated in the regulations or in the verification reports of the study plans, any student enrolled in a subject has the right to be evaluated in the regular exam session and, if necessary, in the extraordinary exam session corresponding to the academic year in which they are enrolled at the time of the exams. Consequently, the evaluation method corresponding to each exam session will be applied as specified in the subject's program.

If a student does not appear for the final exam in any exam session during an academic year, it will not be considered consumed.

### **Article 18. Last Examination Opportunity**

Any student who has exhausted at least four exam sessions may request evaluation by credit transfer, under the conditions established in the General Teaching Organization Regulations<sup>13</sup>.

Unless otherwise stated in the verification report of the study plan, undergraduate students have five consecutive exam sessions in each subject to earn the corresponding credits for each course, as long as they do not lose their Student Status in accordance with the provisions of these Regulations. Master's Degree students have four exam sessions.

After exhausting the five exam sessions in the case of Undergraduate degrees or the four sessions in the case of Master's degrees, the University may, at its discretion, grant an additional examination session if requested by the student through a written request addressed to the department in charge of course administration, at least fifteen days prior to the scheduled date of the final exam in the corresponding exam session.

This last examination opportunity will take the form of an oral or written exam, as determined by the University based on the circumstances of each case. It will be evaluated by a Tribunal specifically constituted for this purpose, presided over by the Director of the corresponding program, and composed of the professor of the subject and another faculty member from the same Department, who will act as the Secretary. In any case, this exam session will be considered either ordinary or extraordinary, as appropriate, and the evaluation criteria specified in the verification report of the study plan will be applied.

<sup>12</sup> [Teaching Evaluation Procedure](#)

<sup>13</sup> [General Teaching Organization Regulations](#)

In exceptional cases, the student may submit a written request to the Rector for an additional last examination session, stating the serious and unforeseen circumstances that justify the request. The rejection of the request will result in the loss of the Student Status at Nebrija University, in accordance with the provisions of these Regulations and other applicable regulations in force. There is no possibility of appealing the resolution of the Rector regarding such a request.

Failing to pass the last examination opportunity, either due to non-attendance or receiving a failing grade, will result in the loss of the Student Status at Nebrija University, in accordance with the provisions of these Regulations and other applicable general regulations in force.

### **Article 19. Exam Session Cancellation**

The student has the right to request the cancellation of an exam session in cases and under the requirements established in the General Teaching Organization Regulations<sup>14</sup> and the Teaching Evaluation Procedure<sup>15</sup>.

## **Section III. Student Organization and Representation**

### **Article 20. Course Representatives**

Nebrija University students have the right to be represented by their peers in accordance with the provisions set forth in these Regulations and any other regulations enacted by the University in this regard.

At the beginning of each academic year, the students of each course will elect a Representative and an Assistant Representative from among themselves. They will both serve as liaisons between the students, the faculty, the authorities of the institution, and the staff in charge of relevant services.

The participation of students in the university's bodies and life will be facilitated through the Council of Representatives and the election of their group representatives and assistant representatives, who will form the Council of each degree program and the Councils of each Center, Faculty, or School.

From the aforementioned Council of Representatives, two executive members will be elected to represent the students on the Participation Committee of our University.

### **Article 21. Active and Passive Legitimacy**

All those who, in accordance with the provisions of these Regulations, are Nebrija University Students and do not currently hold the position of Representative or Assistant Representative in another group, have active and passive legitimacy to participate in the election of the Representative and Assistant Representative of their respective group.

### **Article 22. Call for Elections**

The University will call the elections within the first eight weeks of the academic year. In the same call, the candidates for Representatives will be presented and the date of the vote will be established, which may not exceed ten days from the date of the call.

### **Article 23. Procedure**

The elections, in the case of face-to-face Students, will be made by voting, chaired by a professor, which may be secret and will be documented in a record. After the scrutiny, any Student who, having presented their candidacy, obtains the greatest number of votes, will be proclaimed Representative, and anyone who, being also a candidate, follows them in number, will be proclaimed Assistant Representative. In the event of a tie, the vote will be repeated once, and if the equality persists, it will be undone by draw by the procedure decided by the presiding professor.

The voting procedure in the case of students of hybrid or virtual programs will be established by the corresponding Academic Departments based on the characteristics of the program.

### **Article 24. Mandate Duration**

The duration of the mandate of the members of the Councils of Representatives will be one academic year, and they may stand for re-election.

### **Article 25. Council of Representatives**

All the Representatives of the same degree will constitute its Council of Representatives and will have to elect a President from among them by direct suffrage.

The Presidents of the Council of each degree will constitute the Council of Representatives of each Center (official or attached) to which the degrees are attached and will elect a President from among themselves, also by direct and secret suffrage.

The Presidents of each Council of Representatives of each Center of the University will constitute the Council of Representatives of the University, and will elect from among themselves a President and a Vice President, also by direct and secret suffrage. Said President and Vice President will represent the Students in the University Participation Committee.

The Councils described in this article are the representative bodies of Nebrija University students.

<sup>14</sup> [General Teaching Organization Regulations](#)

<sup>15</sup> [Teaching Evaluation Procedure](#)

## **Article 26. Operation of the Councils of Representatives**

Their operation will be democratic, with the main function of representing and informing the Students, in addition to submitting to the University Participation Committee the proposals that they consider to be of interest to the University students.

In the event that it is necessary to hold them, the votes within them will be free and secret, adopting the agreements by majority of the votes cast. The corresponding minutes of their meetings will be drawn up by the Secretary of the Council as established in these Regulations.

The President of the Council of Representatives of the University is the highest representative and responsible for all actions carried out by the Councils of Representatives. They will be appointed by the majority of the members of said Council by direct and secret voting. They will be in charge of coordinating the Council's actions, as well as channeling information, maintaining a continuous dialogue with the University Ombudsman and other university authorities, being the main link for students before the governing bodies of the University, such as the Presidents of the Degree and Center Councils of Representatives in their respective areas of action.

The Presidents of the Councils of Representatives will have the casting vote in the event of a tie within the respective Council of Representatives.

In the Council of Representatives of the University, the President will be assisted by a Secretary, chosen from among the rest of the members who voluntarily run for the position, and if nobody would run, by the member the President designates. The Secretary will be in charge of holding the meetings following the schedule. They will be in charge of drawing up the minutes of each of the meetings, which must be signed by the President and the Secretary. Likewise, they will exercise the function of monitoring the actions of the Council.

## **Article 27. Capabilities of the Councils of Representatives**

The following are the capabilities of the Councils of Representatives:

- a) Representing University Students before the competent academic authorities and collegiate government bodies, as well as before other instances and Student delegations.
- b) Channeling information on matters that affect Students.
- c) Promoting the initiative and participation of students in university activities of a scientific, sporting, social and cultural nature.

The University will provide the Students with the precise means for the exercise of responsibility and compliance with the functions that correspond institutionally to the Course Representatives.

## **Article 28. Substitution**

If the Representative is unable to hold the position, or resigns, the Assistant Representative will replace him in the position, with the candidate who came in third place in the vote taking over, and so on.

If the substitution cannot be carried out in the manner provided for in the previous paragraph, new elections will be called.

## **Section IV. Student Rights and Obligations**

### **Article 29. Rights**

Students have, among others, the following academic rights:

1. Having at their disposal, through the channels and means established by the University, the teaching guide for the subject within the first week after the start of the year.
2. Receiving and participating in the theoretical and practical teachings that make up the Study Plan of the chosen program.
3. Being evaluated continuously and objectively, as stated in the respective programs.
4. Reviewing the exams and the final grade as stated in these Regulations.
5. Participating in cultural, scientific, sports, or any other activities that are convened, once the requirements have been met.
6. Electing a Representative and an Assistant Representative, and being elected as such, and, where appropriate, being a member of the Council of Representatives and of the Participation Committee provided for in the internal regulations of the University issued for this purpose.
7. Using the services and facilities of the University according to their destination and within the schedules and conditions provided.
8. Receiving or reading online all the academic information (schedules, exam dates, grades, file, etc.) and economic information (dates of issuance of receipts, amount, etc.) provided by the student service system. All the data obtained online has a merely informative value, lacking academic or documentary validity, unless it has been obtained through advanced electronic signature systems. To obtain an official certificate, Students must follow the procedural channels established for this purpose.
9. Any other rights established in the current legislation, in these Regulations and in the regulations of the University.

In the event that the person financially liable for the payment of academic fees is not the Student, the latter authorizes that the financial information may also be delivered to the former at his request, unless the Student has formally expressed his will against it to the General Secretary.



## **Article 30. Obligations**

In addition to the obligations that the commonly accepted norms of education and coexistence establish, the following are the specific obligations of Nebrija University Students:

1. To respect the plurality of opinions.
2. To understand the programs and evaluation criteria, regularly preparing their content, tests, and examinations.
3. To participate in directed academic activities and complete assigned tasks within the timeframe established by the professor(s).
4. To attend punctually, both the mandatory classes and supplementary activities, as well as the optional ones, once voluntarily incorporated into the academic program.
5. To assume, if necessary, the obligations arising from the positions of Representative or Assistant Representative, or any other positions for which one is elected.
6. To respect, use, and appropriately care for the facilities and materials of the University.
7. To refrain from eating or drinking outside authorized areas and to deposit all containers or utensils used in the designated locations.
8. To respect the work of others and the areas designated for specific purposes.
9. To use the assigned email service and other electronic means solely for academic purposes, while respecting all applicable laws, particularly those concerning privacy, intellectual property, information services and electronic commerce.
10. In general, to refrain from engaging in attitudes or actions that are improper for the university environment, both within and outside the University, and to always strive to uphold the good reputation of the Institution.
11. To immediately report to the General Secretary the loss or theft of the University identification card.
12. Any other obligations established in the current legislation, in these Regulations or in the regulations of the University.

## **Section V. Academic Discipline as a Guarantee of the General Rights and Responsibilities of Students**

### **Article 31. Ensuring the Rights and Responsibilities of the Academic Community**

In order to ensure the proper exercise of the rights and responsibilities of students, as established in the Rules of Organization and Operation of Nebrija University<sup>16</sup>, and always aiming for the rules of coexistence set forth in these General Student Regulations to have an educational nature and improve the relationships within the academic community, students of the University will be subject to the disciplinary regime established in the Internal Disciplinary Procedure Regulations for Students<sup>17</sup> in force at the University.

Therefore, the disciplinary regime, regarding infractions and sanctions, will be regulated in the Internal Disciplinary Procedure Regulations for Students<sup>18</sup>.

## **Other Provisions**

### **First Additional Provision Gender Equality**

References to the persons with terms identified with the masculine gender are also understood to refer to the feminine gender. In this way, the terms Rector, Professor, Secretary, President, Representative etc. are understood to refer to both male and female holders of the positions.

### **Second Additional Provision Enforcement and Scope of Application**

This document will enter into force for the 2023/2024 academic year.

### **Sole Repealing Provision**

Any previous agreements and regulations are hereby repealed, insofar as they are contrary or oppose the provisions of these Regulations. And as soon as they remain in force, they will be interpreted and applied in accordance with the provisions of these Regulations.

### **Sole Final Provision**

The interpretation and resolution of any issues that may arise in the application of these General Student Regulations correspond to Nebrija University.

<sup>16</sup> [Nebrija University Rules of Organization and Operation](#)

<sup>17</sup> [Disciplinary Regulations](#)

<sup>18</sup> [Disciplinary Regulations](#)