

Student code of conduct

Academic year 2026/2027

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These Student Code of Conduct shall enter into force on 1 September 2026.

Introduction

In order to promote mutual understanding, peaceful coexistence and full respect for IED's values, as well as for students' fundamental rights and freedoms, IED Spain hereby makes available these Student Code of Conduct, which shall be binding upon all students in respect of both their individual and collective conduct.

Through these Regulations, IED Spain seeks to identify those behaviours which, by their unlawful or even illegal nature, are incompatible with proper coexistence within the Institution. To that end, these Regulations establish the applicable disciplinary procedure together with educational measures, ensuring that, within a framework of transparency, every member of the IED Community is aware of the rules governing and applicable within the Institution.

These Regulations define the disciplinary offences and sanctions applicable to students, while promoting:

- Respect for diversity and tolerance, equality, inclusion and the adoption of positive action measures in favour of vulnerable groups.
- Freedom of expression, academic freedom and freedom of teaching.
- The elimination of all forms of violence, discrimination or harassment, including sexual harassment, harassment based on sex, sexual orientation, gender identity or expression, sex characteristics, national origin, ethnic origin, disability, age, health status, social class, religion or beliefs, language, or any other personal or social condition or circumstance.
- Transparency in the conduct of academic activities.
- The proper use and preservation of the Institution's facilities and property.

In implementing these provisions, IED Spain shall ensure that any action taken in response to situations involving violence, discrimination or harassment complies with the following principles:

- a. **Gender-sensitive approach:** a gender-sensitive approach shall be adopted, based on an understanding of gender stereotypes and gender relations, their origins and their consequences in the implementation of, and assessment of, these Regulations. Such approach shall also incorporate an intersectional perspective in order to safeguard the rights of persons with disabilities and persons affected by any other form of social inequality.
- b. **Respect for and protection of individuals:** all proceedings shall be conducted with the necessary discretion in order to protect the privacy and dignity of the persons concerned, who may be assisted throughout the proceedings by a representative or any other person of their choosing.
- c. **Confidentiality:** all persons involved in the procedure shall be under a strict duty of confidentiality and shall refrain from disclosing or disseminating any information concerning complaints submitted, resolved or under investigation of which they become aware.
- d. **Due diligence and promptness:** the investigation and resolution of the reported conduct shall be carried out with due professionalism, diligence and without undue delay, so that the procedure may be completed within the shortest possible time while fully respecting the applicable procedural safeguards.
- e. **Impartiality and the right to be heard:** the procedure shall guarantee an impartial hearing and fair treatment for all persons concerned. All persons involved in the proceedings shall act in good faith in the pursuit of the truth and the clarification of the reported facts.

- f. **Prevention of and protection against retaliation:** both during the course of the proceedings and after their conclusion, all necessary measures shall be adopted to prevent any form of retaliation against persons who submit a complaint, appear as witnesses or participate in an investigation concerning violence, sexual harassment, harassment based on sex or any other protected circumstance, in accordance with the applicable legislation.

1. Scope of application

These Student Code of Conduct shall apply to all students enrolled at IED Spain. For these purposes, students of IED Spain shall be those enrolled at any of the Institution's three campuses in Spain (Barcelona, Bilbao or Madrid) in order to pursue an official or private academic program leading to the award of a qualification, irrespective of its duration or category. These Regulations shall also apply to students participating in an exchange program at any of the aforementioned campuses.

IED Spain shall not undertake investigative functions in relation to events occurring within students' private sphere and unrelated to the Institution's academic or institutional activities.

The exercise of the disciplinary powers provided for in these Regulations shall be without prejudice to any civil, criminal, administrative or other liabilities that may arise from the same facts.

2. Coexistence Committee

The Coexistence Committee is the internal body of IED Spain responsible for promoting a positive environment within the IED Community, ensuring compliance with these Student Code of Conduct, and reviewing those matters that may give rise to the initiation of disciplinary proceedings in relation to the alleged commission of major or very serious misconduct.

In the exercise of its functions, the Committee shall act objectively, impartially and confidentially, while respecting the rights of all persons involved, seeking to ensure that the application of these Student Code of Conduct contributes to maintaining a safe, respectful and inclusive academic environment.

Whenever the nature of the circumstances so permits and provided that it is compatible with the protection of the persons concerned, the Committee may promote restorative approaches or other measures aimed at resolving the conflict and improving coexistence within the IED Community.

The members of the Coexistence Committee shall be appointed by the General Management of IED Spain from among members of the IED Community, seeking to ensure a multidisciplinary composition and that its members possess the qualifications and experience appropriate for the performance of their duties.

Where the nature of the matter so requires, the Committee may seek the advice or participation, in a non-voting advisory capacity, of other members of the Institution whose expertise or knowledge of the facts may be of assistance.

The functions of the Coexistence Committee shall include, among others:

- a. Reviewing disciplinary proceedings initiated in relation to the alleged commission of major or very serious misconduct.
- b. Examining the facts, the supporting documentation and the submissions made during the disciplinary proceedings.
- c. Recommending, where appropriate, any further investigative or evidential measures it considers necessary for the proper establishment of the facts.
- d. Issuing a reasoned recommendation setting out either the absence of disciplinary liability or, where applicable, the classification of the misconduct, the disciplinary sanction to be imposed and any additional measures it considers appropriate.
- e. Performing any other functions assigned to it under these Student Code of Conduct.

As a general rule, the intervention of the Coexistence Committee shall be mandatory only in disciplinary proceedings relating to alleged major or very serious misconduct, as well as in any other cases where the General Management or the Campus Management considers it appropriate to seek its assessment.

Minor misconduct may be handled and resolved directly by the academic department responsible for the matter, without the need to convene the Committee, without prejudice to the department's right to request the Committee's intervention where the circumstances of the case so warrant.

The Committee's deliberations shall be confidential, and its members shall be bound by a duty of confidentiality in respect of all information to which they have access in the performance of their duties.

Any recommendations issued by the Committee shall be duly reasoned and based exclusively on the facts established during the disciplinary proceedings and on these Student Code of Conduct.

3. Disciplinary misconduct

Disciplinary misconduct shall be classified as minor, major or very serious. The classification of the conduct provided for in these Regulations shall take into account the specific circumstances of each case, including intent, the extent of the harm caused, any repeated conduct, and its impact on coexistence, safety or the academic activities of the Institution.

Minor misconduct

Minor misconduct shall consist of conduct that does not qualify as major or very serious misconduct under the following provisions but nevertheless constitutes a minor breach of coexistence, including:

- Occasional acts of discourtesy towards members of the IED Community that do not amount to major or very serious misconduct.
- Unauthorized access to or use of the Institution's facilities, equipment or resources where no damage or significant risk is caused.
- Repeated lateness or conduct that causes minor disruption to the normal conduct of academic activities.

- The use of electronic devices and/or the consumption of food where such conduct disrupts the normal conduct of academic activities.
- Occasional failure to comply with the Institution's internal rules governing its organisation or operation, where such failure does not constitute major misconduct.

Major misconduct

Major misconduct shall consist of conduct that seriously disrupts the order that must prevail within the Institution and shall include, in particular:

- Acts of disrespect, offensive behaviour or inappropriate conduct directed at members of the IED Community where such conduct is not sufficiently serious to constitute very serious misconduct.
- Plagiarism, cheating, academic fraud or any other conduct intended to obtain an unfair advantage in assessments, academic work, projects, tests or examinations, provided that such conduct does not constitute very serious misconduct under these Regulations.
- The use of artificial intelligence tools, software or any other technological means in breach of the Institution's rules on assessment, academic integrity or intellectual property, provided that such conduct does not constitute very serious misconduct.
- The unauthorized acquisition, dissemination, theft, use or disclosure of the content of examinations, tests or assessment systems prior to their administration, provided that such conduct does not constitute very serious misconduct.
- Failure to comply with instructions or decisions adopted by the Institution's academic or management bodies.
- Recording classes, tutorials, academic activities or lecturers' interventions without the authorization required by the Institution.
- Unauthorized dissemination of teaching materials, class recordings, academic content or educational resources prepared by academic staff or by the Institution.
- Allowing persons who are not members of the IED Community to enter or remain on the Institution's premises without the required authorization, where this constitutes a breach of the Institution's access or security rules.
- Failure to comply with safety rules applicable to workshops, laboratories, machinery, technical equipment or specialised facilities where such failure creates a risk to persons or property but does not reach the level of seriousness required for very serious misconduct.
- The loss, theft or damage of materials, tools, equipment or any other resources belonging to workshops, the MediaLab or any other Institution facilities where the student fails to replace them or reimburse their value in accordance with the protocols and operating rules established by IED.
- Damage caused through gross negligence to the Institution's facilities, materials or property, or to property belonging to third parties.
- Possession or consumption of alcoholic beverages on the Institution's premises or during academic activities, provided that such conduct does not constitute very serious misconduct.
- Improper use of technological resources or institutional platforms where such conduct does not constitute very serious misconduct.
- Smoking or using electronic cigarettes, vaping devices or any other device capable of emitting nicotine, vapour or similar substances on the Institution's premises or in any area where this is prohibited under the applicable regulations.

- The commission of three or more instances of minor misconduct during the same academic year.

Very serious misconduct

Very serious misconduct shall consist of conduct that seriously undermines the order that must prevail within IED and shall include, in particular:

- Harassment, physical or psychological violence, threats, coercion, assault, intimidation, serious verbal or physical abuse, or any conduct that seriously infringes the dignity or the physical or moral integrity of any member of the IED Community.
- Any discriminatory conduct based on birth, racial or ethnic origin, nationality, sex, gender identity or expression, sexual orientation, religion or beliefs, disability, age, or any other legally protected personal or social characteristic or circumstance.
- The unauthorized recording, capture, dissemination or publication of images, videos, audio recordings, communications or personal data relating to any member of the IED Community where such conduct may affect that person's privacy, dignity, image, safety or fundamental rights.
- The forgery, alteration, manipulation or fraudulent use of degrees, certificates, academic records, official documents or any other documentation of particular academic or administrative significance.
- Identity impersonation, or assisting third parties in impersonating another person in academic, assessment or administrative activities.
- Total or partial plagiarism or academic fraud in the preparation or defense of the Final Degree Project or other academic projects where, due to its seriousness, it constitutes the unlawful appropriation of a work or creation protected under intellectual property legislation.
- Intentional damage to, theft of or serious destruction of the Institution's facilities, equipment, technological resources, works, materials or property, or property belonging to third parties.
- The consumption, possession, distribution or supply of illegal narcotic substances on the Institution's premises or during activities organised by IED.
- Serious disruption of coexistence or of the normal conduct of academic activities through individual or collective actions.
- Serious breach of safety regulations resulting in a significant risk to persons, facilities or property.
- Improper use of access credentials, institutional accounts, digital platforms, IT systems or technological resources belonging to the Institution where such conduct seriously compromises their security, integrity or operation.
- Deliberately obstructing internal investigations, destroying or concealing relevant evidence, or retaliating against complainants, witnesses or persons cooperating in a disciplinary procedure.
- Knowingly and in bad faith making false complaints or accusations capable of causing serious harm to any member of the IED Community.
- The commission of two or more instances of major misconduct during the same academic year.

4. Disciplinary sanctions

Conduct constituting disciplinary misconduct may give rise to the imposition of the disciplinary sanctions provided for in these Student Code of Conduct.

Any disciplinary sanction imposed shall be proportionate to the nature and seriousness of the misconduct, taking into account the relevant circumstances and the criteria for determining sanctions set out in these Student Code of Conduct.

The imposition of a disciplinary sanction shall pursue primarily educational, preventive and corrective purposes, seeking to promote the student's sense of responsibility and to preserve proper coexistence within the IED Community.

The commission of **minor misconduct** may result in one or more of the following disciplinary sanctions:

- a. Verbal warning.
- b. Written warning.
- c. Participation in mediation or restorative activities related to the misconduct committed.

The commission of **major misconduct** may result in one or more of the following disciplinary sanctions:

- a. Written warning.
- b. A failing grade in the relevant assessment, examination, assignment or project where the misconduct is related to academic fraud.
- c. Loss of the right to sit one or more assessment opportunities, including, where proportionate to the seriousness of the misconduct, the corresponding resit examination.
- d. Temporary prohibition from accessing certain facilities, services or activities of the Institution.
- e. Temporary suspension of student status for a period of up to one month.

The commission of **very serious misconduct** may result in one or more of the following disciplinary sanctions:

- a. Temporary suspension of student status for a period ranging from one month to one full academic year.
- b. Permanent expulsion from the Institution.
- c. Prohibition from enrolling at any campus of IED Spain in cases of particular seriousness.

The imposition of a **disciplinary sanction** shall be without prejudice to:

- a. The obligation to compensate for any loss or damage caused.
- b. The adoption of such organisational or academic measures as may be necessary to ensure the proper conduct of the Institution's academic activities.
- c. Any academic consequences that may arise from the application of the regulations governing assessment, student progression, academic integrity or any other applicable regulations.
- d. Any civil, criminal, administrative or other liabilities that may arise.

5. Accumulation of misconduct

Repeated commission of disciplinary misconduct may result in the imposition of a more severe disciplinary sanction, in accordance with the criteria for determining sanctions set out in these Student Code of Conduct.

In particular:

- The commission of 3 or more instances of minor misconduct during the same academic year shall constitute major misconduct.
- The commission of 2 or more instances of major misconduct during the same academic year shall constitute very serious misconduct.
- The commission of 2 or more instances of very serious misconduct during the same academic year may, depending on the nature of the facts and in accordance with the principle of proportionality, result in permanent expulsion from IED and the prohibition from enrolling at any of its campuses.

6. Other measures

The imposition of a disciplinary sanction may, where appropriate, be accompanied by the adoption of complementary measures aimed at restoring coexistence, remedying the harm caused or preventing the recurrence of similar conduct.

In particular, the following measures may be adopted:

- a. The repair, replacement or compensation for any material damage caused to the Institution or to third parties, where appropriate.
- b. The obligation to return any materials, equipment or other property belonging to IED Spain.
- c. The completion of educational or awareness-raising activities related to the misconduct, where this contributes to the educational purpose of these Student Code of Conduct.
- d. The temporary restriction of access to certain facilities, workshops, laboratories, technical resources or specialised spaces where necessary to ensure the safety of individuals or the proper functioning of the Institution.

The adoption of such measures shall be complementary to any disciplinary sanction that may be imposed and shall at all times comply with the principle of proportionality.

7. Determination of sanctions

The determination of the appropriate disciplinary sanction shall be based on the principles of proportionality, reasonableness and individualisation, taking into account both the nature of the misconduct and the circumstances of each individual case.

For these purposes, particular consideration shall be given, among others, to the following criteria:

- a. The intention or degree of negligence involved in the conduct.
- b. The nature and extent of the harm caused to individuals, to the Institution's academic activities, or to its facilities or property.

- c. The degree to which the misconduct has disrupted the normal conduct of academic activities or coexistence within IED Spain.
- d. Any repeated commission of, or repeat offending in relation to, disciplinary misconduct.
- e. The existence of discrimination, harassment or any other circumstance involving a particularly serious infringement of the dignity or rights of other persons.
- f. The exploitation of a position of superiority or trust, or of the vulnerability of the affected person.
- g. The voluntary remedy of the harm caused or the adoption of measures aimed at mitigating its consequences before the conclusion of the disciplinary proceedings.
- h. The voluntary admission of the facts and cooperation in establishing the relevant circumstances.
- i. Any other circumstance which, with due justification, is considered relevant for ensuring that the disciplinary sanction is proportionate.

8. Principles of the disciplinary procedure

The disciplinary procedure governed by these Student Code of Conduct is intended to determine, with full respect for the rights of all persons involved, whether disciplinary liability exists and, where appropriate, to impose the corresponding disciplinary sanction.

Throughout any disciplinary proceedings, the principles of legality, specificity of disciplinary offences, proportionality, objectivity, impartiality, adversarial process, the right to be heard, the presumption of innocence, confidentiality and reasoned decision-making shall be guaranteed at all times.

The disciplinary proceedings shall also be conducted with due diligence and without undue delay, ensuring that all persons involved are informed of the allegations against them and are afforded a proper opportunity to exercise their rights of defense.

9. Disciplinary procedure

9.1. Initiation of the disciplinary procedure

As a general rule, disciplinary proceedings shall be initiated ex officio by the Coexistence Committee, either on its own initiative after becoming aware of facts that may constitute disciplinary misconduct, following a reasoned request from another body of IED Spain, or upon a complaint submitted by any member of the IED Community.

Notwithstanding the foregoing, where the facts may constitute minor misconduct only, the matter may be dealt with and resolved directly by the Campus Management or by the academic body that became aware of the facts or is otherwise competent by reason of their nature, without the involvement of the Coexistence Committee, while ensuring in all cases the student's right to be heard.

Complaints may be submitted in writing to the following email addresses:

- IED Barcelona: comitedeconvivencia.barcelona@ied.es
- IED Bilbao: comitedeconvivencia.bilbao@ied.es
- IED Madrid: comitedeconvivencia.madrid@ied.es

The mere submission of a complaint shall not, in itself, result in the initiation of disciplinary proceedings.

Before initiating disciplinary proceedings, the Coexistence Committee may carry out such preliminary inquiries as it considers necessary to verify the credibility of the reported facts, determine whether they may constitute disciplinary misconduct and, where appropriate, identify the persons allegedly responsible.

Where such preliminary inquiries do not disclose sufficient evidence of possible disciplinary misconduct, the Committee may issue a reasoned decision to close the matter without initiating disciplinary proceedings.

9.2. Initiation of the disciplinary proceedings

Where there are sufficient grounds to believe that disciplinary misconduct may have been committed, the Coexistence Committee shall initiate the disciplinary proceedings. The student shall be notified thereof in writing, or by any other means that provides proof of receipt, within a maximum period of seven (7) working days from the decision to initiate the proceedings.

9.3. Hearing and representations

Together with the notice initiating the disciplinary proceedings, or by means of a subsequent notice, the student shall be invited to attend a hearing before the Coexistence Committee, at which they shall have the opportunity to present any observations they consider relevant in relation to the matters under investigation.

Following the hearing, the student shall have a period of seven (7) working days in which to submit written representations, provide any supporting documentation they consider appropriate, and propose any evidence on which they intend to rely.

The Coexistence Committee shall assess the relevance of the evidence proposed and may order any further inquiries or evidential measures it considers necessary for the proper establishment of the facts.

Where appropriate for the proper assessment of the matter, the Committee may request reports or additional documentation, or conduct interviews with any persons whose participation it considers relevant.

9.4. Interim measures

During the disciplinary proceedings, where strictly necessary to protect the persons concerned, ensure the proper conduct of the Institution's academic activities, preserve coexistence or prevent the recurrence of the conduct under investigation, the Campus Management, acting upon the recommendation of the Coexistence Committee, may adopt such interim measures as are proportionate to the circumstances of the case.

Such measures may include, among others:

- temporary restriction of access to certain facilities, workshops, laboratories or resources of the Institution;
- restriction on participation in certain academic activities;
- temporary reassignment to a different class group or timetable;
- a prohibition on contact between the persons involved where necessary to protect their safety or to ensure the proper conduct of the disciplinary proceedings;
- the interim suspension of the student's status, but only in cases of exceptional seriousness and where no less restrictive measure would be sufficient.

Any interim measures shall be temporary in nature, shall remain in force only for as long as is strictly necessary, and may be amended or revoked at any time.

The adoption of interim measures shall under no circumstances constitute a prior determination of the student's disciplinary liability.

9.5. Proposed decision

Once the necessary inquiries have been completed and any representations submitted by the student have been considered, the Coexistence Committee shall prepare written minutes within a maximum period of fifteen (15) working days, recording the inquiries carried out, the facts examined and the Committee's assessment.

The minutes shall include, at a minimum:

- the facts considered to have been established;
- the inquiries carried out during the disciplinary proceedings;
- an assessment of any representations submitted by the student, where applicable;
- the classification of the conduct in accordance with these Student Code of Conduct;
- an assessment of the relevant circumstances and, where appropriate, the criteria applied in determining the disciplinary sanction;
- the Committee's reasoned recommendation to the competent authority, which may consist of the imposition of a disciplinary sanction, the adoption of any other measures provided for in these Student Code of Conduct, or the closure of the disciplinary proceedings.

9.6. Decision

The minutes of the Coexistence Committee shall be submitted to the competent authority for approval in accordance with these Student Code of Conduct.

In proceedings relating to major misconduct, the decision shall be adopted by the Campus Management.

Where the proposed decision relates to alleged very serious misconduct, the final decision shall require the joint approval of the Campus Management and the General Management of IED Spain.

9.7. Notification and time limit for the decision

The decision shall be notified in writing to the student and, where appropriate, to any other persons concerned by the disciplinary proceedings.

The disciplinary proceedings shall be resolved and the decision notified within a maximum period of two (2) months from the date on which the proceedings are formally initiated, unless the particular complexity of the case, the need to carry out additional actions for the proper establishment of the facts, or the occurrence of non-teaching or holiday periods affecting the availability of the persons whose involvement is necessary for the proper conduct of the proceedings, such as the Christmas, Easter or summer holiday periods, justifies an extension of that time limit.