



CODE OF HONOR AND COMMUNITY STANDARDS

GAIAS Europa



Centro de Formación

Fundación GAIAS Europa

CODE OF HONOR AND COMMUNITY STANDARDS

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INTRODUCTION

GAIAS Europa is dedicated to comprehensive education and requires all members of the university community to act with honesty in all their actions. Upon entering GAIAS Europa, each community member commits to complying with and enforcing this Code of Honor and Coexistence, as well as the institution's regulations.

Every fraudulent academic action or inappropriate conduct in the university environment affects the entire community. Therefore, GAIAS Europa will take firm measures against any act of dishonesty or misconduct.

1. FUNDAMENTAL PRINCIPLES

The purpose of this Code is to guarantee harmonious coexistence within the GAIAS Europa community by promoting values of respect, responsibility, honesty, and inclusion. Community members commit to:

- Acting with academic and personal integrity.
- Respecting all people, their ideas, and beliefs.
- Caring for the institution's assets and environment.
- Fostering cooperation and mutual learning.

2. INFRACTIONS AND CLASSIFICATION

Coexistence disturbances are divided into minor and serious infractions. The **accumulation of three minor infractions** will be considered a **serious infraction**.

2.1. MINOR INFRACTIONS

These are behaviors that partially affect the academic or social environment but do not jeopardize the integrity of individuals or the institution.

Examples include:

- **Punctuality and Attendance:** Repeatedly arriving late to class sessions.
- **Classroom Behavior:** Failing to comply with basic coexistence rules, talking, or distracting classmates during activities or outings.

- **Attention and Devices:** Unauthorized use of cell phones or other electronic devices, as well as failing to pay attention to classes or outings.
- **Non-Verbal Language:** Sitting inappropriately, playing with chairs, or lying on tables or sofas.
- **Physical State:** Falling asleep during class or remaining with eyes closed.
- **Academic Responsibility:** Failing to submit required tasks, activities, or forms without valid justification.
- **Vaping:** The use of vapers or electronic cigarettes within the facilities

2.2. SERIOUS INFRACTIONS

These are behaviors that affect the security, integrity, or reputation of the community.

Examples include:

- **Recidivism:** The accumulation of three minor infractions.
- **Material Damage:** Deteriorating or causing damage to the institution's facilities, equipment, or materials.
- **Respect and Authority:** Verbal disrespect toward classmates or staff, and disobeying safety instructions during field outings.
- **Honest Academic Conduct:** Committing plagiarism, copying on exams or projects, identity theft, or falsifying documents.
- **Privacy:** Recording videos or taking photographs of other students and distributing them on social media or WhatsApp without consent.
- **Substances:** Consumption, possession, or distribution of alcohol and prohibited substances, or attending activities with alcohol breath.
- **Aggressions:** Any type of verbal, moral, psychological, or physical aggression (including harassment, bullying, and discrimination).

Detailed Definitions of Aggression:

* **Verbal:** Use of insults, profanity, shouting, or degrading nicknames.

* **Moral:** Spreading false rumors, calumny, or public comments intended to humiliate.

***Psychological:** Bullying (deliberate exclusion), intimidation, or cyberbullying.

* **Physical:** Violent physical contact (pushing, hitting), throwing objects, or non-consensual contact

3. DISCIPLINARY SYSTEM

3.1. Minor Infractions: Verbal warning, record in the disciplinary file, or compensatory tasks.

3.2. Serious Infractions: Temporary suspension, permanent expulsion (in extreme cases), or notification to external authorities if the infraction constitutes a crime.

4. DISCIPLINARY PROCEDURE

1. **Record of the Infraction:** The incident is documented by the "first responder".
2. **Official Communication:** Formal notification is sent to the student and their legal representatives (when applicable).
3. **Case Review:** The Coexistence Committee reviews the details of the case.
4. **Determination of Sanction:** A penalty is established, which must be proportional to the committed infraction.
5. **Follow-up:** Monitoring of the sanction's fulfillment and support during the reintegration process.

5. STUDENT COMMITMENT

Every GAIAS Europa student, at the time of enrollment, commits to:

- Respecting this Code of Honor and Coexistence.
- Complying with the sanctions imposed in the event of an infraction.
- Contributing to a respectful, inclusive, and safe environment

6. LEGAL FRAMEWORK AND INSTITUTIONAL INDEPENDENCE

6.1. REGULATORY COMPLIANCE:

In strict compliance with current regulations for educational centers under Spanish jurisdiction and law, GAIAS Europa establishes this Code as the essential regulatory framework to guarantee academic integrity and community harmony.

6.2. INDEPENDENCE AND LINK WITH USFQ:

This Code of Honor is **independent** of the Code of Honor of the Universidad San Francisco de Quito (USFQ). Therefore, any breach of the rules established here will trigger GAIAS Europa's internal protocols immediately.

6.3. DUAL SANCTION PROCESS:

If a student commits an infraction listed in this document, GAIAS Europa will proceed with the corresponding sanctions. Additionally, the appropriate process will be initiated in parallel at **USFQ**.

7. REVIEW AND UPDATE CLAUDE OF THE CODE OF HONOR

This Code of Honor and Coexistence will be subject to periodic review by the institution to adapt it to the needs and circumstances arising within the educational community.

GAIAS Europa reserves the right to modify, update, or supplement the content of this Code at any time when required by unforeseen situations, regulatory changes, or improvements in institutional coexistence.

Any update or modification will be duly communicated to students and their legal representatives through the institution's official channels.

New provisions will be mandatory for all members of the educational community, regardless of prior express acceptance or signatures on previous versions of the Code.

ACCEPTANCE AND SIGNATURE

I, _____ (student's name),
declare that I have read, understand, and fully accept this **GAIAS Europa Code of Honor and Coexistence**. I pledge to respect its principles and comply with the sanctions imposed in case of an infraction. I recognize that this code is governed by **Spanish law** and is independent of **USFQ** regulations. I understand that any breach will be sanctioned by both **GAIAS Europa** and **USFQ**.

Student Signature: _____

Date: _____