



Summons and Sanctioning

PROCEDURE



Versions/modifications

<i>Version number</i>	<i>Date</i>	<i>Description of the modification</i>
01	November 2021	First version
02	July 2022	Section 03: the days for the summons and added details on the appearance/non-appearance.
03	July 2023	Deadline in days are added.

	<i>Responsible authority</i>
<i>Authorship</i>	Student Support and Welfare Unit
<i>Review</i>	Department of Quality and Development
<i>Approval</i>	Office of Academic Affairs
<i>Scope (Applies to)</i>	Registrar's Office, Head of Teaching



The purpose of this procedure is to regulate the system of warnings/sanctionings issued or imposed on students that have committed an offence under the Code of Conduct.

The perpetration of a grave or minor offence initiates a disciplinary record, or adds to one already in existence. This record will remain associated with the student's academic record for the duration of the programme the student is studying, although it will not influence their strictly academic results.

The perpetration of any of the disciplinary offences specified in the Code of Conduct is subject to sanction/warning. The sanction imposed will be proportional to the severity of the offence and take into consideration the circumstances of each case.

Sanctioning process and procedure

01. Reporting

The offences under the Code of Conduct (minor and grave) must be reported to the Students Department by any member of the university community (students, collaborating instructors, teaching and research staff, management, administrative and services personnel and other collaborators) as defined in section 1 of the Code of Conduct. The report must include the personal identity information of the individual reporting the offence, the date and details of the offence, and the identity (first and last name) of the student(s) or a means to clearly and unambiguously identify the student(s) committing the offence.

02. Initiation and content of the student disciplinary record

The reporting of an offence, provided the offence constitutes misconduct under the Code of Conduct and is properly reported, will initiate or add to a disciplinary record issued by the Students Department.

The disciplinary record will include the information provided in the report and the information, if any, that the student brings in his/her own defence, as well as the reasoned decision issued by the relevant body, the imposed sanction and any other information that may be of relevance.

03. Notification of the report, summons and arguments offered by the student

The Students Department will inform the student in a timely manner of the report and summon him/her to a meeting with a member of that Unit no less than seven calendar days from the date of the notice. For these purposes, a notice delivered via email, Student Portal and/or in person by that Unit will be sufficient.

In the notice of the report, the student will be summoned to the Students Department for a meeting in which it can provide the student with the pertinent information on the report, and an opportunity for the



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student to expose his/her version and offer arguments in his/her defence. These arguments will be added to the student's disciplinary report.

Should the student not appear for the meeting on the first summons without providing a sufficiently justified reason, he/she will be summoned, as specified above, a second time. A minor offence will be added for non-appearance, as stated in the Code of Conduct.

Failure to appear for the meeting with the Students Department on the second summons and without providing a sufficiently justified reason in no way prevent the continuation of the disciplinary process, the resolution of which will be communicated to the student via Classlife.

A ten-minute delay in appearance to the meeting will be considered equivalent to a non-appearance.

If for sufficiently justified reasons appearance on the day and at the time and place is not possible for the student and it is foreseen that he/she cannot appear within a period not in excess of 10 calendar days, TAI School of the Arts shall determine reasonable mechanisms as it sees fit that allow the student to be properly informed and heard prior to the decision on the sanction by the Students Department.

To preserve the confidentiality of the sanctioning process, the summoned student may not be accompanied in the meeting with the Students Department.

04. Sanctioning

Once it has gathered all of the information, the Students Department will make a decision either to:

- not initiate a disciplinary record,
- initiate a disciplinary record, or add to one already in existence.

If the decision is to initiate, or add to a disciplinary record, the Students Department may impose a warning or a sanction, depending on the offence that was committed and its severity, as set out in the Code of Conduct.

Once the disciplinary record has been initiated or added to, it is the Students Department that will determine the sanction by considering the information it has received from all of the parties, the severity of the offence and the circumstances of each case.

In the event of permanent expulsion from TAI School of the Arts, the sanction will be enforced in a meeting of the Academic Disciplinary Committee, within a maximum period of 15 calendar days. The members of this Committee will include senior member(s) of Executive Management, the Head of the Student Support and Welfare Unit, senior member(s) of Office of Academic Affairs and any other member of the university community deemed appropriate for the procedure.



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05. Implementation of the sanction and closure of the disciplinary record

A senior member of the Students Department will inform the parties of the sanction, in person, in writing or via email.

An appeal against the decisions may be lodged under the Code of Conduct, within a non-extensible period of five working days from the date of the notice. The appeal must be made in writing to the Students Department of TAI School of the Arts and must include, at a minimum, and as a matter of obligation:

1. A full description of the events leading up to the sanction.
2. The identity of all of the parties involved.
3. The reasons supporting the appeal for revision of the sanction, in accordance with the TAI School of the Arts Code of Conduct and complementary rules on sanctions.

Any appeal that does not meet the established requirements will be dismissed and not permitted to progress. Appeals are reviewed by the Academic Discipline Committee, which may uphold or reject an appeal and has the authority to impose lighter or tougher sanctions than those initially imposed, in accordance with the applicable regulations, should it deem such action appropriate, within a maximum period of 7 calendar days. Communication of the decision may be made via email, Student Portal and/or in person.

At any time during the disciplinary process, TAI School of the Arts reserves the right to inform the student's family, guardian(s) or person financially responsible for the student of any details pertaining to the student's academic behaviour and the Code of Conduct.