

**STUDENT REGULATIONS ENACTED BY DECREE FROM THE
OFFICE OF THE RECTOR ON THE 28TH MARCH 2003****Table of Contents:**

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PRELIMINARY HEADING**Article 1: Objectives of these Regulations**

The objective of the current Student Regulations is to develop Heading Five of the University's General Statute in accordance with the content therein.

Article 2: Students of the University

1. Persons considered to be students are those registered in any of the University's Centres and following a study plan leading to the award of an official qualification, whether this is a University or ecclesiastical qualification.

2. In order to be admitted to the University, the applicant must meet the requirements set out in the current legislation and any conditions established by the University, in accordance with their Statute.

3. Student status can be lost on the basis of any of the following:

The student has completed their studies.

The student has left University of their own accord.

The student's academic records have been transferred to another educational establishment.



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Disciplinary measures have been taken in accordance with the academic disciplinary code.

All opportunities to take an examination in any one subject have been exhausted.

Failure by the student to obtain the minimum grades required by the rules of the University or University Centres.

Failure on the part of the student to meet their financial obligations to the University.

Article 3: General Principles

1. Once the process of matriculation has been completed at University, all students are considered part of the university community and enjoy equal rights and responsibilities as recognised by the Statutes and by the rules which implement this. The only difference among students is derived from the course of study they have undertaken.

2. Rights will be exercised and responsibilities carried out in accordance with the objectives of the University and without infringing the rights of other members of the university community.

HEADING I: STUDENTS' RIGHTS

CHAPTER 1: THE RIGHT TO ACCESS CONVENTIONAL TEACHING ACTIVITIES, AND THE USE OF FACILITIES, SERVICES AND EDUCATIONAL AIDS.

Article 4: Right to access conventional teaching activities.

1. Students have the right to receive up-to-date and quality teaching, both theory and practical, in accordance with the programme of subjects relevant to their study plan, and based on objective and scientific criteria. This teaching will contribute to their personal development and formation into graduates, and will enable them to engage in the relevant professional activities beyond university.

2. At the beginning of every academic year, students have the right to know the programme content of each subject as well as the bibliography required for the preparation of this programme. The student also has the right to know the subject objectives, the teaching methods to be used, and the assessment procedures.

3. Students have the right to receive guidance and individual assistance from lecturers throughout the process of knowledge acquisition. With this in mind, the University Centres will determine the procedure which will guarantee effective exercising of this right.

4. Students have the right to take advantage of Exchange Programmes allowing study in other universities in Spain, or abroad, subject to the rules governing access to such schemes. Students also have the right take advantage of Agreements on Educational Cooperation with public institutions and private organisations of which this University is a signatory.

Article 5: Right to the use of facilities, services and educational aids.

1. Students have the right to use facilities, services and educational aids at the University, subject to the rules governing their use.

2. Students have the right to access University stores of books, documents and audiovisual aids, in particular in the different sections of the Library. This right extends, where applicable, to the borrowing of such materials in accordance with the relevant regulations.

3. Students have the right to access the services provided by the Computer department, laboratories and other similar services at the University, in accordance with the regulations governing their use.

4. Within the established conditions, students have the right to propose and participate in extracurricular university activities for their social, cultural, pastoral or sporting development, through the society for current affairs, and pastoral activities, sporting activities or any other circles created by the University for this purpose.

5. Students have the right to use the University sports facilities in accordance with established regulations: they also have the right to benefit from Agreements in this area already signed by the University with public institutions or private organisations, or any such future Agreements signed by the University,

CHAPTER II: RIGHTS PERTAINING TO THE ASSESSMENT OF ACADEMIC ACHIEVEMENT

Article 6: Right to assessment and qualifications.

1. Students matriculated in a particular subject have the right to take an examination at each opportunity scheduled for this subject for taking a test or examination. They have the right to be graded by the teacher in this subject, and to be officially notified of this grade.

2. The final grade will take into account various exercises, pieces of work, practicals or any other specific tests given as assessment throughout the year.



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3. The time schedules and requirements for handing in work, reports or other exercises required for assessment, will be given out preferably at the beginning of the teaching course of each subject.

4. The Centre will publish the examination dates for each course year and section in the diploma and degree courses at least one month prior to the exams taking place.

Once the examination dates for all courses of study at the University have been published, they cannot be changed, unless unforeseen circumstances prevent them taking place. In these circumstances the students will be informed of the new date by the Centre's management with an appropriate period of notice.

The Centre's management will create the rules necessary for students called to sit an examination in two subjects simultaneously, so that in this situation, the student is able to sit both.

The exact date of the oral examination for each student will be made known at the start of the examination programme. Students will be told if they are to be examined in the morning or the afternoon on the given date.

5. Any student requesting documental evidence of having taken an examination has the right to receive this.

6. Students have the right to be assessed by the lecturer assigned to each subject.

Oral examinations will be held publicly and taken by the lecturer in that subject. Nevertheless, another lecturer involved in the teaching of the subject can be appointed if the management of the Education Centre is in agreement. The subject lecturer has the authority to form a tribunal of three members, of which he or she is one member.

The Centre's management can, with the prior approval of the Council, approve systems or determine general criteria for assessing students' knowledge and create Assessment Commissions for the purposes of consultation and coordination, where appropriate.

7. Students have the right to be informed of the mark obtained in the various examinations taken. Students will be deemed to have been informed by the publication of the results. This must always be done in such a way which respects students' privacy.

Results will be given within one month of the examinations taking place; in the case of final examinations, the lecturers will wait to be informed by the General Secretariat of the time schedule for the presentation of certificates.

Article 7: Right to an objective assessment.

1. All students matriculated in a subject have the right to know which type of tests and assessment criteria the lecturer intends to employ. They also have the right to an objective assessment, on that basis, in all tests undertaken in the subject.

2. Each Centre of Education will determine the regulations applicable for the last two opportunities to sit an examination and, where relevant, the opportunity of goodwill granted by the University, so that these take place before tribunals of three lecturers, designated by the Faculty or School Board.

3. Any fraudulent taking of tests or exercises required for passing a subject will lead to failure in this subject, notwithstanding any disciplinary action which such conduct could entail.

Article 8: Right to be assessed.

In order to guarantee effectively the right of students to objective assessment of their academic performance, and where necessary, the right to challenge any award considered unfair, students will have the right to obtain information on the correction criteria, and other aspects taken into account for the award, from the relevant lecturer.

2. For this purpose, and except where management of the Centre establishes another procedure, the lecturer will publish the day, time and place in the Centre where the student concerned will be able to receive complete information about the award given. The date set for access to information on assessments will not exceed eight days from the date of publication of the awards.

Students will be met by the lecturer who played a part in the issuing of the award, or where applicable, by the subject coordinator.

Article 9: Right to challenge an award.

1. Students can challenge the final award when they are not in agreement with it.

2. The appeal against the award given in an examination or written test will conform to the following rules: The appeal must be brought on an individual basis and the reasons for it specified in writing to the Dean, or Director of the Centre where the student bringing the challenge is studying. If the lecturer whose award is being challenged is the Dean or Director, the written submission should be presented to the Centre Secretary.



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The period allowed for lodging an appeal is four days from the day after the end of the period specified for students to access the information regarding their assessment.

The Dean or Centre Director, or where appropriate, the Board of the Centre convened for this purpose, can reject the appeal, if after hearing from the lecturer concerned, they consider that the reasons given are insufficient. The student who lodged the appeal will be informed of this decision.

If the appeal is accepted for consideration, the appeal body will inform the parties concerned.

The Dean or Director of the Centre, or the Board in cases where the Dean and the Director of the Centre are affected by the challenge, will appoint a tribunal of three members of the same department, in which the lecturer whose award is being challenged will not take part. This tribunal will reach a decision within a period of ten days from the date of its appointment.

The tribunal can obtain from the student and the lecturer any clarifications considered relevant to resolving the issue correctly.

The reasons for the tribunal's decision will be presented and the mark awarded for the exam or test subject of the appeal, definitive, with no further right of appeal. Such a decision will be recorded in the student's academic file.

4. There is no right of appeal against tests which provide no documental proof, in particular there can be no appeal against an award from an oral examination given that it is impossible to review the test undertaken.

Any student who has received a fail by the same lecturer in two tests in this class subject, will be allowed to present a written request either to the Dean, or to the Centre Director. The student will be able to request that further tests in this subject are put before a tribunal appointed by the Director of the Centre, which will include the lecturer of the subject concerned. The student can also request that written tests are carried out, thereby easing the way to the appeal process.

CHAPTER III: RIGHT TO EDUCATIONAL AND PROFESSIONAL GUIDANCE.

Article 10: Right to educational guidance.

1. Students have the right to receive guidance on their education from the moment they join the University, throughout their studies, and at the end of the diploma or degree course cycle.

2. Coordinating with the University Guidance Service, each Centre will publish and facilitate information requested by future students to assist them in making an informed decision on the courses they would like to take, as well as offering information on the university itself.

3. The Centres will publish information required by students, especially newly matriculated students, and organise activities considered necessary for students to gather full knowledge of the Study Plan and the rules by which they are governed. Students can also obtain information about other departments in the university and the opportunities they offer so that they can work towards a responsible plan of their curriculum and education.

4. In conjunction with the University Guidance Service, the Centres will organise a system of tutorials which will ensure access to information and personal advice to help resolve the educational and academic issues faced by students throughout their academic life.

Article 11: Right to professional guidance

1. Students have the right to receive professional guidance from the moment they join the University, throughout their studies, and at the end of the diploma or degree course cycle.

2. Centres will organise activities they consider appropriate to allow students, in particular those who have to select a study route or specialist area in the last years of their academic careers, to make informed and responsible choices based on knowledge of the different professional opportunities to which their studies and specialist studies will lead them.

3. The tutorial system will also be used to provide information and personalised professional guidance. In conjunction with the University Guidance Service, the Employment Guidance Service and other university departments, the Centres will organise activities relevant to those students in their final years seeking to acquire the knowledge and skills relevant to the area of employment relating to their studies, thereby facilitating their entry into this area of the employment market.

CHAPTER IV: RIGHT TO PARTICIPATE IN THE EDUCATIONAL PROCESS

Article 12: Right to participate in the organisation of teaching activities.

1. Students have the right to participate in the programming and organisation of academic teaching activities through their representation in the Faculty or School student and management bodies.



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2. They also have the right to make proposals and draw up requests relating to the organisation and development of academic activities.

Article 13: Right to participate in the assessment of teaching and quality of the education system

1. Students have the right to participate in the assessment of the quality of the work of teaching staff through the channels established by the University for this purpose, using surveys and other procedures.

2. They can also put forward proposals, draft requests and complaints about the functioning and quality of teaching both to the lecturers and the management of the Centre.

Article 14: Right to representation on university student bodies

1. Students on diploma and degree courses will be represented on Faculty, School and University student bodies, in accordance with the Statutes of the University and relevant regulations.

2. All students have the right to elect representatives, or to be elected as a representative.

3. Student representation in the Faculties, Schools and University will be coordinated through the respective Student Assemblies. Student Assemblies in the Faculties and Schools will consist of Representatives, Under-Representatives, and Commissioned Year representatives. University assemblies will be made up of Faculty and School representatives.

4. The rules required for the correct procedure in the electoral process providing genuine representation are stated in Heading III of this Regulations Document.

CHAPTER V: SOCIAL RIGHTS

Article 15: Right to recognised legal benefits and University services

1. Students have the right to benefit from the assistance and grants available for study and research, according to the terms and conditions established by current legislation.

2. They also have the right to benefit from student assistance, in accordance with current conditions, from University of Deusto funds allocated for this purpose in their annual budget, as well as credit assistance to students, in accordance with the written agreements to which the University may be a signatory.

Article 16: Right to Student Insurance

Students have the right to protection provided by Student Insurance in accordance with the terms established by current legislation, as well as any insurance which the University is able to arrange.

Article 17: Integration.

The University will promote full integration of all students and in particular those with a disability or particular difficulty, into all areas of university life. This will be achieved by means of the various programmes developed by the General Services, Centres and in particular the University Social Work Centre.

Article 18: Information and Advice

The University will provide the information required and advice to students on the terms and conditions they must comply with in order to benefit from social assistance rights, through the University Social Work Service.

CHAPTER VI: RIGHT TO PRESENT REQUESTS AND COMPLAINTS, AND THE RIGHT TO APPEAL AGAINST DISCIPLINARY MEASURES

Article 19: Right to present requests and complaints

1. Students have the right to present requests and express complaints to lecturers and management bodies at their Centre and University, on an individual or collective basis. It is the particular responsibility of the representatives and student representative bodies to channel collective requests and complaints.

2. Requests and complaints can be based on any academic issues, and in particular those preventing or threatening the exercising by students of rights recognised by the Statutes and this Regulation.

3. Requests and complaints can be made formally in writing to a Lecturer, or to a Centre or University management body with authority on the matter, and presented to the relevant Secretariat. A written response would then be provided within a period of fifteen days, either outlining the measures taken or rejecting the request or complaint, and the reasons for this. Collective requests and complaints must always be presented in writing.

Article 20: Right to appeal against academic disciplinary measures

Students subject to disciplinary measures in accordance with the Disciplinary Code of these Regulations, and as a result of a disciplinary procedure, always have the right to present an appeal, as established by the regulations, and may resort ultimately to legal action.



CHAPTER VII: RIGHTS OF ASSOCIATION AND RIGHT TO HOLD MEETINGS

Article 21: Right of Association

1. Within the context of the University, students have the right to form student groups freely for the purposes of educational, cultural, social activities and sporting activities.
2. The University of Deusto will recognise student associations in accordance with the specifications of Heading IV of these Regulations.

Article 22: Right to hold Meetings

1. All students have the right to hold meetings to deal with academic and professional issues. These meetings can be held in University accommodation, during the hours of academic activity, with the prior authorisation of the University Authorities.
2. If the meeting is not called by a representative of the students, a request must be directed in writing to the Dean or Centre Director, indicating the purpose of the meeting, the people in charge, and the date and time in which it will be held.

HEADING II: STUDENTS' RESPONSIBILITIES

Article 23: Duty to respect the identity of the University and to cooperate with the University in meeting its objectives

1. It is the students' responsibility to maintain a respectful attitude to the identity of the University of the Church of Deusto, as defined in the Preliminary Heading of the Statutes.
2. Students must also cooperate in other areas of the university community in achieving the aims of the University established by the Statutes.

Article 24: Duty to respect members of the university community and academic order and discipline

1. Students must behave in a manner respectful of other members living together in the university community.
2. Students must respect the order and discipline required for all aspects of academic life to function appropriately.

Article 25: Duty to commit responsibly to the educative process

1. Studying, and where appropriate, initiation into research, is the main duty of students. They must therefore commit themselves responsibly and actively to the learning process, and heed the guidance of the lecturers.
2. Students have a duty to attend class and assistance in class will be noted by each lecturer. Students also have a duty to participate while in class, and take part in all other activities designed to complement their education.

If a student fails to attend more than a third of lectures given in each subject, it could lead to the student losing their right to take the exam at the first opportunity on the exam schedule. The student will not lose this right when there are justifying circumstances. The university must be duly informed of these circumstances, and give their acceptance of them. The Dean or Centre Director will be responsible for settling any discrepancies between student and lecturer on the nature of the justifying circumstances, and whether these can be an acceptable cause for absence.

Article 26: Duty of responsibility to the representative process

Students who become elected must exercise the duties of representation in a spirit of cooperation for the benefit of everyone, and in accordance with the rules established in Heading III of these Regulations.

Article 27: Duty to comply with University rules

Students must comply with the rules established in the Statutes and the regulations which implement these, as well as with other rules issued by competent authorities

Article 28: Duty to respect material resources

Students must make correct and appropriate use of University spaces, equipment and material resources, and cooperate with the university in ensuring these are maintained and improved.



HEADING III: STUDENT REPRESENTATION

CHAPTER 1: REPRESENTATIVE ORGANISATIONS

Article 29: Representative Bodies

1. Year Representatives and Under-Representatives, and where relevant, Commissioned Year Representatives and Under-Representatives are the immediate representatives of students for every course year in the Faculties and Schools. Representatives are elected by the students registered on the course year or group, and where there is more than one group in a year, from among these groups.
2. The Faculty or School Student Assembly is the Centre's highest student representative body. This consists of Year Representatives and Under-Representatives, and where relevant, of Commissioned Year Representatives for each Faculty or School.
3. The Faculty or School Representatives and Under-Representatives are chosen from among the representatives by the members of the relevant Student Assembly. These are the highest bodies of single representatives in the Faculty or School.
4. Student Board members are chosen by the Faculty or School Student Assembly from among its members. They form part of the relevant Faculty or School Board along with the Representative and Under-Representative of the Faculty or School.
5. The School Representative and Under-Representative are the Student Members on School Boards. The Faculty Representative and Under-Representative and the three Student Members on student boards who receive most votes are the Faculty Student Board members. They form part of the School Board of Management or the Faculty Board of Management.
6. Faculty Representatives and School Representatives are the members of the Academic Board of management.
7. The Faculty Representatives and Schools' Representatives make up the University Student Assemblies, the highest student representative body of the University.

Article 30: Mandate.

1. Student representation is carried out on a personal level, without influence from any political group or other associations, including those officially recognised by the university.
2. The mandate of student representatives is for the duration of one full academic year, and will end when elections are held for the following academic year.
3. If a student representative were to stop exercising his duties during the period of his mandate, the next candidate in line for election would automatically become the substitute.

Article 31: Functions.

1. Student representatives will be the means by which the relationships between students and lecturers and the Centre's authorities are articulated, channelling proposals, complaints and claims from the students. This process does not affect the right of students to present such issues personally, or even collectively.
2. The Faculty or School Student Assembly will coordinate the respective Centre's student representation, and the University Student Assembly will coordinate the student representation for the whole of the university.
3. The representative members of the student bodies will participate in the educational process by fulfilling the main functions specified for the representative body, to which they have been elected.

Article 32: Guarantees.

The Deans or School Directors will take appropriate steps, where necessary, to ensure that the academic work of student representatives is not adversely affected by their representational activities, and in all cases offer the following guarantees:

Free exercise of the position of representative for those elected to this role

The ability to express opinion freely, limited only by rules of legality and respect for persons and the institution.

Article 33: Rights

Student representatives have the following rights:

The right to present the proposals, complaints, and claims of students to lecturers and academic authorities

The right to receive information on the issues affecting students



The right to participate fully in the decision making process of the student body to which they have been elected.

Article 34: Duties

The duties of the student representatives are the following:

Completion of the tasks relating to the position of representative entrusted to them by the students.

Adequate use of the information received as a representative, respecting confidentiality where necessary.

Supply of information to the students they represent, on the activities and rulings of the student bodies, as well as of their own participation in the student bodies.

Protection and defence of the assets and rights of the University of Deusto

Article 35: Means and resources

The University will, within the context of what is at their disposal, provide student representatives with the means and resources necessary for them to exercise the functions which relate to their role within the institution.

CHAPTER II: ELECTORAL PROCESS

SECTION 1: YEAR REPRESENTATIVES AND UNDER-REPRESENTATIVES

Article 36: The electorate

1. For the purposes of organising the representative process, students will be primarily grouped into year groups, with “year groups” being understood as all groups of students studying the same subjects at the same level in the same Faculty or School.

2. For the purposes of representation dealt with in these regulations, represented students will be all those who are officially matriculated in each year of any Faculty or School of the University, with the exception of those who have obtained a dispensation from schooling.

3. Students who are matriculated on modular courses or in compulsory subjects in a number of course years, will, for these purposes, be considered to belong to the highest year of these courses.

4. It is the responsibility of the General Secretariat to list all courses running at the University, and to complete a census of all students according to each course group, for the purposes of the representative process.

5. All pupils recorded on the census on a course year are part of the electorate, and eligible for election.

Article 37: Calling of Elections

1. The Dean or School Director, with the approval of the Rector, will set the date for elections to be held with at least ten days notice

2. Presided over and moderated by a Lecturer nominated by the Dean or Director of the relevant School, each course year will proceed to elect a Year Representative and Under-Representative.

Article 38: Formation of the electoral table

1. On the day specified for elections to take place, the electoral table will be formed consisting of the Lecturer-President and two students whose names are the first and last to appear on the alphabetical electoral register.

2. If either of these two students is not present, the next person either up or down the list, respectively, will take their place.

Article 39: Quorum

1. The electoral quorum demanded for the overall validity of each vote will be fixed at the absolute majority (more than half) of the number of registered voters. The calculation of the minimum number of students present required to meet the demands of the quorum for final year courses will be made by deducting the number of students repeating, and, where applicable, and at the request of the Dean or Director of the School, the number of the students following studies in their final year outside the Faculty or School.

2. If the required quorum is not achieved, there will be another date specified for elections within the time period set for elections to be held. The same quorum will be required.

3. If the required quorum is not achieved in this second election, the course year concerned will renounce their rights to representation and full participation, without prejudice to Article 42.

Article 40: Election

Election of Course Year Representatives and Under-Representatives will take place in the following way:

Each elector’s right to vote will be confirmed by registration on the list and confirmation of their identity with an official document.



Voting will take place using a ballot slip deposited privately, with one name recorded on the slip. Once the vote count has taken place, the student who has obtained the absolute majority of votes declared (i.e. without taking into account abstentions, blank ballot papers and void ballot papers) will be pronounced Course Year Representative. The student who receives the second largest number of votes will be declared Under-Representative.

If no student obtains an absolute majority in the first voting round, another vote will be held in which a choice will have to be made between the two students who received the most votes. Even in cases when a draw has meant more than two students on the list, the ballot paper will only include two names. The student who obtains the overall majority of the votes cast will be declared Course Year Representative and the next in line in number of votes will be declared Under-Representative.

When the result is a draw, the situation will be resolved according to the result obtained in the previous vote if one had taken place. If a draw was also the result in the previous vote, or no previous vote had taken place, another vote would take place. If a draw emerges again, the result would be decided by drawing lots.

Article 41: Ratification

1. Once the relevant voting sessions have concluded, the relevant documentation, duly stamped, will be presented by the electoral tables to the respective Dean or School Director, who will in turn inform the Rector.

2. Any challenges to the process must be presented within a period of no more than five days. Once these have been resolved, the Rector will then proceed to the final ratification of the election of the Representatives and Under-Representatives.

SECTION 2: COMMISSIONED COURSE YEAR REPRESENTATIVES AND UNDER-REPRESENTATIVES

Article 42: Quorum

If the quorum specified in article 39 does not reach an absolute majority in the second round of elections, but does achieve over 25% of students registered, the course year cannot vote for a Course Year Representative or Under-Representative, but they can vote for a Commissioned Course Year Representative and Under-Representative.

Article 43: Powers

The Course Year Commissioned Representatives will avail themselves of representational and electoral rights, both active and passive, from the Course Year Under-Representative. The work of the Commissioned Course Year Under-Representative complements the tasks of the Commissioned Course Year Representative at the course year level, and would be the automatic replacement if the Representative were to discontinue in the post.

Article 44: Election and ratification

The election and ratification of the election of the Commissioned Course Year Representatives and Under-Representatives will be governed by the procedure established for Course Year Representatives and Under-Representatives.

SECTION 3: REPRESENTATIVES CHOSEN BY THE FACULTY OR SCHOOL ASSEMBLY

Article 45: Formation of the Assembly

1. Representatives, Under-Representatives and Course Year Commissioned Representatives chosen in accordance with the two previous chapters will form the Faculty or School Student Assembly.

2. From the moment the Assembly is formed for the year, it has the authority to elect the Faculty Representative and Under-Representative.

Article 46: Faculty or School Representative and Under-Representative

1. The calling of the election of the Faculty or School Representative and Under-Representative is the decision of the Dean or School Director respectively and must be called no more than 10 days after the Rector's final ratification of the elected representatives.

2. The Assembly will meet on the day specified for the election, and an electoral table will be formed consisting of the Dean or School Director, or their delegate, as president, and two students occupying the first and last positions on the alphabetical list of Course Year Representatives and Under-Representatives, who are present at the procedures.

3. The electoral quorum required for the overall validity of each election will be fixed at the absolute majority (more than half) of the number of registered voters.

2. If the required quorum is not achieved, there will be a second date set for elections to be held within the election period schedule. No set quorum will be required for this election.

4. In this election all Course Year Representatives and Under-Representatives will be eligible to vote, but only Year Representatives of the diploma and degree courses will be eligible to stand for election.

Voting will take place using a ballot slip on which one name will be recorded.

The Course Year Representative who obtains an overall majority will be declared Faculty or School Representative and the Course Year Representative who obtains the next largest number of votes will be declared Faculty or School Under-Representative.

If no Course Year Representative obtains an overall majority of the votes cast in the first voting round, there will be another voting round with the same requirements. If this still does not produce the required overall majority, there will be a third voting round in which a choice will have to be made between the two candidates who received the most votes in the second round. The candidate who receives an overall majority will become Faculty or School Representative. Where a draw is the result, the student candidate in the higher course year will be chosen. If both candidates are in the same year, lots will be drawn to decide.

Article 47: Student Board Members

1. In order to proceed to the election of the remaining Student Board Members, all members of the Assembly will be declared as the electorate, and eligible to vote, with the exception of the Faculty or School Course Year Representative and Under-Representative who have already been elected.

2. Voting will take place in the following way:

Each voter will complete the ballot slip with a maximum number of names corresponding to the number of candidates previously determined. Once the vote count has taken place, the candidate with the overall majority of valid votes cast will be chosen.

If required to complete the full number of candidates necessary, another round of voting will take place in which only a relative majority is required.

Article 48: Student Board Members

Once the election previously referred to has been completed, all Course Year Representatives who obtained the most votes will be automatically declared Faculty Student Board Members, until the required number of members is reached.

HEADING IV: STUDENT ORGANISATIONS

CHAPTER 1: RIGHT OF ASSOCIATION.

Article 49: Organisations and Objectives

1. Students have the right to form freely student groups and associations, for the purposes of educational, cultural, sporting activities and social services.

2. The right of association can be exercised through associations and student groups, which are subject to the controls specified below.

3. The University of Deusto will follow a policy intended to encourage and facilitate the exercising of this right by providing services, resources and materials required, within the framework of the resources the university has available.

CHAPTER II: STUDENT ASSOCIATIONS

Article 50: Student Associations

1. Student Associations of the University of Deusto are considered as such, those formed in accordance with the stipulations of these Regulations, and whose aims are the enjoyment of educational, cultural and social or sporting activities performed in a framework of freedom, independence, and the representation and participation of their memberships, respectful of the law, the rules of the University of Deusto and the University Plan, and are officially recognised by the University.

2. Organisations of Ex-Students of the Faculties or Schools are not included in the definition of Student Associations.

Article 51: Promoters

1. Students referred to in article 2.1 of these Regulations, who are fully exercising their academic rights and freely agreeing to serve the objectives specified in article 49.1, and acting according to their own Statutes, can promote Student Associations.
2. The number of promoters required for the formation of a Student Association will be a minimum of twenty students.

Article 52: Statutes

As well as other conditions of legitimacy, Association Statutes must contain the following set of details:
A name for the association, which must be sufficiently individual so as to distinguish it from other student associations already registered.
An address of the association
Specific objectives proposed
Management and directors' bodies
Procedures for the acquisition and loss of member status
Economic resources and method of administration
Rules governing, where necessary, the dissolution of the association
Commitment to respect current legislation, Statutes and Regulations of the University of Deusto, the University's Plan, and the effective functioning of academic life

Article 53: Registration and Recognition

1. The General Secretariat will hold a Register of the Associations of the University of Deusto.
2. The promoters will request the registration of their Association in this Register, with the Association Statutes conforming to the previously mentioned rules. Registration will signify recognition of the association by the University of Deusto.

Article 54: Association Registers

1. Each Association, as well as having a book for official documents, will have a register of members, which will include the following information: name, surnames, national identity card details, date and place of birth, home address, and course of study, and any post held within the association. This register will also record new members and former members.
2. There will also be an Accounts book recording the economic funds and other material assets of the Association. Income and expenditure will be given in detail by specific entry, and reason for the transaction recorded.
3. These books must always be available to the relevant Academic Authorities, who will be able to review them and record in them a stamp of approval, or a note of anomalies highlighted.

Article 55: Documentation to be presented on an annual basis

At the start of the academic year, Associations must present the following documents to the body with authority for these matters:

- Report of the activities undertaken in the previous year
- Report on the activities planned for the academic year ahead.
- Notification of the person who will fulfil the role of coordinator responsible for relations with University bodies
- Application for the use of premises and infrastructure

Article 56: Economic means and resources

1. Within the limits of what is available, the University will facilitate, either on an exclusive or shared basis, the use of premises where the association, and the infrastructure required for its activities, can be based. The relevant university authorities will determine the rules governing the use of these premises with a view to overseeing their correct use. The University reserves the right to withdraw the use of these premises from associations who do not meet these requirements.
2. Within the limits of budgetary constraints, the University will approve grants for Student Associations whose aims, activities and functions promote the development of the University of Deusto Plan and the values it represents.

The approval of grants is the decision for the Rector.

In order to gain access to these grants, each Association must present, to the relevant Academic Authority, along with their application, the annual register of members, including new members, and those who no



longer have membership, the book of accounts, and the annual budget approved by the board of management.

3. The University can also, within the limits of what is available, offer subsidies to the Associations who present the documentation referred to in the previous paragraph, and whose specific activities are considered to be of general interest for the range of students the association wishes to target.

Article 57: Suspension and Cancellation of Registration

1. Following a meeting with the directors, the Vice-Rector with authority in this area will present an explanation in writing of the decision to suspend the activities of an Association for a period of no more than three months, as well as the suspension of the documentation and agreements of the Association, if these do not comply with the stipulations of the previous regulations, independently of any disciplinary action for personal responsibility which could arise from this.

2. A decision to cancel the registration of an Association following a meeting with the directors' can be taken, if the actions of the Association show a serious or repeated breach of its commitments, objectives or of the rules, independently of any disciplinary action for personal responsibility which could arise from this. The cancellation of the registration of an Association will lead automatically to the withdrawal of recognition by the University.

3. An appeal against the decision of the Vice-Rector can be brought before the Rector within a period of no more than five days.

Article 58: Student Associations from outside the University of Deusto

Inter-university associations in the regional, national or international field can obtain recognition under the same conditions. This also applies to other social associations which through the creation of local sections or other methods of operation, wish to carry out educational, cultural, social and sporting activities in the University of Deusto.

CHAPTER III: STUDENT GROUPS

Article 59: Student Groups

1. With a view to carrying out educational, cultural, social and sporting activities, the right of association can also be exercised by Student Groups.

2. Student groups, while not having the same organisational structure and stability as associations, do have aims of the same nature.

3. Within the limits of availability and subject to University rules, student groups can gain access to premises, both individual and shared, where they can establish a base for their organisation and the infrastructure required for the activities to be carried out, subject to the following conditions:

Presentation at the beginning of the academic year of a request in writing to the relevant authority of the University which includes the following:

A name for the group, which must be sufficiently individual to distinguish it from, and thereby avoid mistaking it with, any other existing student association

Name and surnames, national identity document details, date and place of birth, address and study course, of every member

Person responsible or coordinator

Specific objectives proposed, and activities planned to achieve these successfully

Commitment to respect current legislation, the Regulations of the University of Deusto, the University's Plan, and the effective functioning of academic life

A report in favour of the association from the relevant university body with authority on matters of the group's objectives and activities

4. Student groups are considered established once a report in their favour has been issued by the relevant university organisation with authority in these matters.

Article 60: Suspension of Activities

1. The Vice-Rector can take the decision to suspend the activities of the group, following a meeting with the person responsible or the group coordinator. The explanation for the decision will be given in writing and will lead to the disbanding of the group if the behaviour of the group has shown a serious or repeated breach of its commitments, objectives or of the rules, independent of any disciplinary action for personal responsibility which could arise from this.

2. An appeal before the Rector, against the decision of the Vice-Rector, will be allowed for a period of up to no more than five days.

HEADING V: DISCIPLINARY CODE

CHAPTER 1: GENERAL POINTS

Article 61: Areas of application

1. The code of discipline established by these Regulations will apply to the behaviour of students within the premises and departments of the University as well as to their behaviour outside in places relevant to their status as students of the University of Deusto.
2. The behaviour of the pupils of the Colegio Mayor Deusto, both on and off the premises, will be subject to the disciplinary rules of this institution.

Article 62: Guiding Principles

1. Only offences characterised as such by these Regulations can be subject to disciplinary action, and this action must be in accordance with that specified for the offence.
2. Behaviour which is to be considered an offence must have occurred intentionally, or at least be the result of serious carelessness.
3. In the process of imposing disciplinary action, the measures must reflect the seriousness of the act for which the measures are being imposed, taking into account the following criteria:

Whether the conduct showed intent

Whether the conduct was repeated

The nature and totality of the damage caused

If various disciplinary options are available, the most suitable one will be applied, and an explanation given with this decision.

4. Any disciplinary action imposed in the application of these Regulations, will not prejudice any civil, administrative or criminal action which may be a consequence of the behaviour.

Article 63: Relevant Body

1. Decisions on disciplinary cases relating to minor offences and serious offences are the responsibility, in the first instance, of the Faculty Dean or the Director of the School, Institute or relevant University department. More serious offences will be considered only by the Rector who can delegate his authority to the Vice-Rectors. In such cases, the disciplinary action imposed by the delegated authority will be understood to have been imposed by the Rector.
2. The authority to impose disciplinary action will always be exercised according to the procedures established by these Regulations.

Article 64: The Time Bar

1. The time bar for minor offences will be two months. For the more serious offences, the period is four months, and for the most serious, the period is six months.
2. The calculation of the time bar will begin on the first day of the period from which it is calculated. It will be interrupted for the beginning of the procedure, and renewed if the procedure were to be halted for more than one month, for reasons not attributable to the person subject to the disciplinary measure.

Article 65: Registration and Cancellation of Disciplinary measures

1. Disciplinary measures imposed will be recorded in the relevant Register in the General Secretariat, however only measures imposed for serious and very serious offences will be recorded in the student's academic file.
 2. The record of the disciplinary measures in the Register, and where applicable, on the student's academic file, will be cancelled ex officio, if, after the disciplinary measure has been fulfilled, the academic year ended, and a period of the same duration as that set for the disciplinary measure, has elapsed, with no further offence committed. If another offence were committed and another disciplinary measure imposed, cancellation of this would require the same conditions relating to the new offence.
- Once the student has finished their studies at the University, in exceptional cases, and at the request of the person concerned, the General Secretary can, as a gesture, cancel the record, and where relevant, the note in the student's academic record, without need to meet the above requirements.



Article 66: Calculation of the time periods

For the purposes of calculating the time periods under this Heading, days are counted as all the 7 days of the week.

CHAPTER II: OFFENCES AND DISCIPLINARY MEASURES

Article 67: Classification of Offences

Offences are divided into minor offences, serious offences and very serious offences.

Article 68: Minor offences

Minor offences include:

Causing damage not serious but intended, or causing serious damage carelessly, to equipment, buildings, objects or materials belonging to the University, or to objects and belongings of any other member of the university community

Determining the seriousness of the offence will take into account the cost of the damage and the level of damage caused

Using the University's computing facilities in such a way which intentionally, or carelessly, causes serious damage to the normal functioning of university departments or third parties outside the university.

Using computing facilities outside the university in such a way as to cause, intentionally, or carelessly, serious damage to the normal functioning of university departments

Behaviour which disrupts the normal operation of academic activities and university departments

Inappropriate behaviour by students of the University, which damages the image of the University

Repeated offences relating to the use of computer rooms, library or other university facilities

Article 69: Serious offences

Serious offences include:

Acts of bad treatment towards members of the university community

Serious lack of respect and consideration towards any member of the university community

The seriousness will be determined by taking particular account of the type of conduct this entailed, and the number of people who witnessed it.

Removal of objects or university materials, as well as the removal of objects belonging to members of the university community

Serious and intentional damage to University equipment, buildings, objects or materials, and to objects belonging to any other members of the university community

Using the University's computing facilities in such a way as to cause, intentionally and seriously, grave damage to the normal functioning of university departments or third parties outside the university.

Using computing facilities outside the University in such a way as to cause, intentionally and seriously, grave damage to the normal functioning of university departments

Use of another student's card or student identity card, without the holder's permission in order to access facilities or services of the University

Behaviour which seriously disrupts the celebration of academic ceremonies or seriously disturbs academic activity and other university departments

Serious disregard for the instructions or regulations of the academic authorities, their representatives, and the teachers and employees of university departments legitimately exercising their functions

Inappropriate behaviour by students of the university, seriously damaging the image of the University

Showing a lack of respect for the identity of the University

Conduct which undermines the system of assessing academic performance

Unauthorised use of the logo, name or distinctive signs of the University

Public consumption of toxic drugs, narcotic substances or psychotropic drugs

Conduct which constitutes an offence with regard to criminal law

The repetition of more than two minor offences in a period of twelve months

Article 70: Very Serious offences:

Very Serious offences include:

Acts of bad treatment, behaviour showing a serious lack of respect and consideration for others, damages caused intentionally against the academic authorities, their representatives, teachers and employees of university departments legitimately exercising their functions or while working.

Serious disregard for the instructions or regulations of the academic authorities or their representatives, and the teachers and employees of university departments legitimately exercising their functions



The seriousness of the disobedience will be measured taking particular account of the relevance of the instruction or regulation issued from the organisational body, and the offender's level of non-compliance with this. The number of people who witnessed the offence will also be taken into consideration.

Using the University's computing facilities in such a way as to cause, intentionally, very serious damage to the normal functioning of university departments or third parties outside the university.

Using computing facilities outside the university in such a way as to cause, intentionally, very serious damage to the normal functioning of university departments

Impersonating another student in academic activities

Falsifying, removing or destroying academic or administrative documents and the use of false documents before organisations of the University.

Showing a serious lack of respect for the University's identity

Failure to carry out disciplinary measures imposed

Conduct which constitutes a crime

Repetition of more than two serious offences in a period of twelve months

Article 71: Members of the university community. Property of the University

For the purposes of previous articles, members of the university community include not only lecturers, students and non-teaching staff, but also visitors and personnel of organisations where a student is participating in any activity as a student of the university.

All departments, installations, objects and materials of the University are subject to the above regulations, and the same applies to the facilities of other centres where students carry out any activity as students of the University of Deusto.

Article 72: Disciplinary measures for minor offences

1. Disciplinary measures established for minor offences are as follows:

Verbal warning

Written warning

Temporary withdrawal of right to access the borrowing services of the library, computer facilities and other similar facilities

Temporary withdrawal of the right to access the library, computer rooms and other facilities available to students

Temporary restriction on the right to access the library, computer rooms or other facilities available to students

Temporary withdrawal of the right to an e-mail account

2. Temporary withdrawal will last for a period of between two and nine months, and temporary restriction will last for a period of between two and nine months. The withdrawal of the right in question will be limited as per the ruling.

Article 73: Disciplinary measures for serious offences

1. Disciplinary measures established for serious offences are as follows:

Withdrawal of the right to access external practical experience programmes

Withdrawal of the right to access exchange programmes with other universities

Loss of priority given to the student concerned in their choice of study path or specialist subjects

Withdrawal of the right to attend classes in one, several or all subjects, for some or all of the academic year

Withdrawal of the right to take an examination in one, several, or all of the subjects, applicable to one or all of the examinations dates scheduled in any one subject

Ban on matriculation in one or several subjects in an academic year

2. Withdrawal of the right to attend class and the right to take an examination will lead to the loss of the required quota of subjects for which a student is matriculated, and required teaching hours.

Article 74: Disciplinary measures for very serious offences

1. Disciplinary measures established for very serious offences are the following:

Temporary suspension from the Faculty, School, Institute or University Centre

Complete expulsion from the Faculty, School, Institute or University Centre

Temporary suspension from the University

Complete expulsion from the University

Ban on studying any other courses at the University



2. Temporary suspension cannot last for more than two academic years. Temporary suspension or complete expulsion will entail the loss of matriculation and teaching fees of courses already completed.

Article 75: Additional disciplinary measures

Regardless of the type of disciplinary measures taken, total or partial loss of grants or other student benefits granted by the University can be additionally imposed.

Article 76: Appropriateness of disciplinary measures

In cases where the disciplinary measure imposed for serious and very serious offences are considered inadequate given the grave nature of the offence and other circumstances involved, some of the measures established for minor offences and serious offences respectively, can be imposed, and a reason given for this in the ruling.

Article 77: The impact of making amends

The above impact will be taken into consideration in cases where the offender, in an effort of redemption for the offence committed, has voluntarily repaired the damage where possible, or committed to carrying out repairs or other activity to compensate for the offence, before the proposed ruling of the person responsible for the case has been passed. Consideration of the impact of these actions will be explained in the ruling. The effect may be any of the following:

In minor offences the imposing of a disciplinary measure may be withdrawn if the offender admits responsibility

The exercising of disciplinary measures for serious offences may be suspended subject to conditions specified in the ruling

Disciplinary measures imposed for very serious offences may be reduced to those established for less serious offences.

CHAPTER III: PROCEDURE FOR IMPOSING DISCIPLINARY MEASURES

Article 78: Initiation procedure

1. The procedure for imposing the disciplinary measure will begin ex officio with the agreement of the organisational body responsible for resolving the case, whether on their own initiative, on receipt of a detailed request from another body of the University, or following a statement of declaration.

2. Detailed requests and statement declarations do not commit the relevant organisational body to the taking of procedural action, although the organisation who presented the detailed request, or the person who made the statement of declaration, must be informed of the reasons, where applicable, why no steps are to be taken to initiate the procedure.

Article 79: Previous offences

Before the procedure begins, the authoritative body can order the person or university body they deem appropriate to open a file of information and initiate a preliminary hearing in order to determine whether circumstances exist to justify opening the case. These hearings are particularly designed to determine, as precisely as possible, grounds for initiating the procedure, identification of the person or persons who may be responsible and the relevant circumstances which concur with this.

Article 80: Initiation

1. Initiation of the disciplinary procedure will be formalised by the authoritative body with the following minimum content:

Identification of the person or persons allegedly responsible

Clearly stated facts which led to the initiation of the case, the possible evidence to support this, and the possible relevant disciplinary measures, without prejudice to the results of the hearing

The name of the examiner assigned to the case, or where applicable, the secretary

The body with authority to come to a decision in the procedure, and the rules on which this authority is based

Where applicable, temporary measures granted by the body with authority to initiate the proceedings

2. The case examiner will be informed of the agreement to initiate the procedure, with the transfer of any relevant documentation. The parties concerned will be informed, including in all cases the defendant.

Article 81: Temporary measures

1. The body with authority to make a decision on the case, can, at any moment following a hearing with the person concerned, and by agreement detailing the reasons for so doing, introduce any temporary measures required to ensure the effectiveness of the ruling following the hearing, and a satisfactory conclusion to the proceedings, thereby preventing effects of the offence from enduring, and acting in the general best interests of everyone concerned.



2. Temporary measures could include a ban or temporary restriction on access to the University, or to attendance in class in one, several or all subjects, to access to the library, computer rooms and other facilities available to students.

3. Temporary measures must, in all cases, reflect the intensity, proportion and requirements of the intended aims to be guaranteed in each specific case.

Article 82: Preliminary Investigation

1. Having received the information referred to in part 2 of article 19, the case examiner, must take a statement from the defendant within a period of ten days, and draw up any official documents required for the examination of the facts, obtaining the details and information necessary, where applicable, to establish whether anyone is responsible for an offence, and therefore to face disciplinary action. The case examiner will then, if appropriate, draw up a list of charges of which the defendant will be notified.

2. In a period of eight days from date of notification of the charges, the parties concerned can present declarations, documents or information they consider relevant, and where applicable, put forward proof and the evidence on which it is based.

Article 83: Evidence

Once the declarations have been received, or the period of time established in the second paragraph for presenting these has elapsed, the case examiner can agree to the opening of a period to receive evidence lasting no more than eight days. Such evidence gathering periods are mandatory when there are discrepancies surrounding the facts of the case. In the agreement, of which the interested parties will be notified, the case examiner can, while qualifying this decision, reject proposed evidence deemed inadmissible.

Article 84: Proposed rulings

Once the evidence has been examined, the case examiner will formulate a ruling proposal within a period of three days, specifying the facts on which this is based. This will include a statement of the facts deemed proven, and the offence which these facts constitute. The name of the person or persons responsible will be stated, specifying the disciplinary measure which they propose to impose. Alternatively a declaration that no offence has been committed or no individual is responsible can be proposed.

Article 85: Hearing

1. The parties concerned will be informed of the proposed ruling immediately. Together with this notification, the parties concerned will receive a list of the documentation pertaining to the case, so that they can obtain the copies of the documents they consider relevant. A period of eight days will be allowed during which statements, documents, and information they may consider relevant, can be presented to the case examiner.

2. Once the hearing has been closed for the interested parties, the proposed ruling will be passed immediately to the body with authority for a decision to be made. This will be accompanied by documents, statements and information from the proceedings.

Article 86: Extension of time periods

The periods of time stated in previous articles relating to preliminary hearings, evidence gathering, and hearings, can be extended by the body with authority to pass the ruling, if they consider these insufficient for the above mentioned procedures to be carried out.

Article 87: Ruling

1. Before passing a ruling, the body of authority can agree, giving reasons for so doing, to additional activities allowing completion of the procedure. The parties concerned will be informed of the agreement to allow additional activities and a period of five days allowed for any relevant statements to be made. Additional activities must take place within a period of no more than eight days. The time period for resolving the proceedings will be suspended until these additional activities have taken place. Reports preceding the final ruling of the proceedings are not considered as additional activities.

2. The body of authority will pass a ruling within a period of eight days of receiving the proposed ruling and the statements, documentation and information relating to the proceedings. The reasons for the ruling will be explained and will cover all the questions presented by the interested parties, as well as those arising from the proceedings. Only facts considered in the preliminary hearing stage can be taken into account for this ruling.



If the body of authority considers, however, that the offence is one of more seriousness than that of the proposed ruling, the defendant will be notified so that they can present relevant statements within a period of five days. During these five days, the period of time set for determining the ruling will be suspended.

3. The interested parties will be notified of the ruling, with an indication of the appeals, which can, in some cases, be lodged against the ruling.

Article 88: Simplified procedure

1. In cases where the body with authority to initiate proceedings considers that there are sufficient reasons to allow classification of the offence as a minor offence, the more simplified procedure will be initiated.

2. Initiation of the proceedings will begin with an agreement issued by the authoritative body, in which the nature of the simplified procedure will be specified. The examining body and the parties concerned will be informed simultaneously of this decision.

3. In a period of ten days from the date of notification of the agreement to initiate simplified proceedings, the case examiner and the parties concerned will carry out preliminary activities, present statements, documents, and information they consider relevant, and where applicable, present evidence.

4. Once this period has come to an end, the case examiner will formulate a proposed ruling. If the case examiner believes that the facts do constitute a serious or very serious offence, they will agree to continue with the normal procedure, notifying the parties concerned, so that within a period of five days, any evidence they consider relevant can be presented.

5. The process will be referred back to the body of authority for a ruling, which will be provided in a period of three days in accordance with general procedure.

Article 89: Appeals

1. Appeals can be raised before the Rector against disciplinary measure rulings, with the exception of rulings passed for very serious offences. In these circumstances, only an appeal to hear the case again can be lodged.

2. The time period for bringing both the above-mentioned types of appeals is five days from the date of notification of the ruling.

3. The time period for a decision to be given in appeal cases will be eight days. If after this period is over, the appeal case has not been decided, the decision will be considered in favour of the party bringing the appeal, interpreting the silence positively in their favour.

4. The decision on the above mentioned appeals is the end of the academic procedural channel and any further appeals must be made through the appropriate judicial appeals.

Article 90: Implementation

Once disciplinary rulings have been signed, the party concerned and the relevant bodies of the University responsible for implementing it will be notified of the terms of its implementation. The General Secretariat will be informed in each case so that the details can be recorded in the relevant Register.

DISCONTINUED REGULATION

The Regulation on the Representative Organisation of Students (Reglamento de Organización Representativa del Alumnado/RORA) of March 1984 has been discontinued.