

NOFC-Rules for the organization and functioning of the centre Academic Year 2022-2023

Higher Vocational Training Qualification of the Vocational Training Center

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NOFC reviews

Amendment 1

1.1-**Date 25/11/2015:** Modificació 2.1 Avaluació unitats formatives i mòduls

Amendment 2

2.1-**Date 20/1/2016:**

- Amendment 2.3 Assessment of workplace training module.
- Amendment 2.4.3 Tutor for workplace training.
- Amendment 3.4 Unit for workplace training and careers advice service.

Amendment 3

3.1-**Date 01/02/2016:**

- Inclusion of point 2.3.5. Regulation of workplace training module
- Inclusion of Appendix 1. Procedure and timescales of workplace training

Amendment 4

4.1-**Date 22/6/2016:** Full review of the document

4.2-**Date 13/9/2016:**

- Amendment 3.6. Procedure in case of accident or illness affecting students.
- Amendment 4.2. Attendance / absence.
- Amendment 6.4.2. Entering and leaving

4.3-**Date 16/9/2016:** Adoption of amendments by the Academic Council

Amendment 5

5.1-**Date 29/6/2017:** Amendment 4.3. Collective non-attendance by students. Strikes.

5.2-**Date 15/9/2017:** Adoption of amendments by the Academic Council

Amendment 6

6.1-**Date 28/6/2018:**

- Amendment 2.2.1. Assessment criteria for the project module.

- Inclusion of 2.4. Rules on plagiarism. Amendment 4.1.
- Rules of coexistence of students. Behaviour at the Centre: inclusion of point j.

6.2-**Date 14/9/2018:** Adoption of amendments by the Academic Council

Amendment 7

7.1-**Date 5/9/2019:** Complete review of the ROFC and amendments to chapter 3.5.4. Printing and photocopying service and all Chapter Six.

7.2-**Date 13/9/2019:** Adoption of amendments by the Academic Council.

Amendment 8

8.1-**Date 10/9/2020:** Adoption by the Academic Council of amendments to articles 1.1, 2.1, 3.2, 3.4, 3.5.3, 3.5.4, 4.1 and 4.2 and the inclusion of 2.5.

Amendment 9

9.1-**Date 9/9/2021:** Adoption by the Academic Council of amendments to articles 2.1, 2.1.3, 2.1.5, 2.5, 3.5.3, 4.2 and 4.3.

Amendment 10

10.1- **Date 5/9/2022:** Adoption by the Academic Council of amendments to articles 2.1.1, 4.2 and 4.5.1.

Introduction

The Foundation of the Universitat Autònoma de Barcelona (FUAB) was created at the heart of the Universitat Autònoma de Barcelona to collaborate in the promotion and delivery of teaching activities, research and social action, and in the provision of commercial and asset management services linked to the activities of the university and aimed at both the UAB community and the general public, companies and institutions, through the coordination of different organizations and services.

The objectives of the Fundació Universitat Autònoma de Barcelona are:

- Be at the service of the Universitat Autònoma de Barcelona to help it achieve its objectives and to carry out strategic projects for the university.
- Direct strategy and coordinate the Corporation.
- Offer a wide range of management services to the foundations, entities and services that make up the Corporation.
- Develop and teach courses that are complementary to those of the UAB, adapted to the needs of society and the local area, which contain advanced content and are attractive for potential participants.
- Help to maintain the excellence and quality of the campus of the UAB through the management of services linked to the university, both pre-existing and new, and the care of its assets.
- Make a significant contribution to the commitment of the Universitat Autònoma de Barcelona to social sustainability and equality of opportunities through social action projects aimed at different groups both within and outside the university community.
- Contribute value to the research and spread of knowledge of the global impact of the Universitat Autònoma de Barcelona from a range of different fields in health and life sciences.

The Fundació UAB Vocational Training Centre has offered university-quality **Higher Vocational Training Diploma** courses since 2014-2015.

It currently offers the **Higher Vocational Training Diploma (HVTQ)** in **International Trade** with the aim of training professionals to be qualified in planning and managing the introduction and dispatch of goods using import/export processes in multinational companies, and in local companies which are present and active in international markets.

The HVTQ course programme includes official **accreditation in French and English**, whereby students learn according to their level of linguistic competence and it is the only Centre in Catalonia to offer training in **Chinese for business purposes**.

Note that during the academic year 2022–2023 the ROFC will be conditioned by and complemented with protocols and regulations related to the prevention of Covid-19.

Chapter one. Governing organizational structure and centre coordination

1.1 Organizational chart of the Centre

Director, Mérida Iglesias Lucía

Head of Academic Management, Georgina Maria Estapé

Academic Management of Vocational Training, Gemma Marcos

1.2 Governing bodies and academic coordination

The management team is composed of the management and academic coordination of the HVTC.

It is responsible for the organization and functioning of the Centre.

The governing bodies and academic coordination are the management, academic coordination and Academic Council.

The Rules for the Organization and Functioning of the Centre (ROFC) may establish other governing bodies, support to management, academic coordination and tutoring. They may also define bodies and procedures for the participation of the academic community in the functioning of the Centre.

1.2.1. Management

The management is responsible for the organization, functioning and administration of the Centre, it carries out the pedagogical management and is head of personnel.

The functions of management are those assigned to it by the ROFC, specifically:

- a. Represent the Centre.
- b. Develop the educational project of the Centre and general annual programme.
- c. Manage and coordinate the educational activities of the Centre in accordance with the educational project.
- d. Design and review the [Tutoring Action Plan \(TAP\)-Catalan document](#) of the Centre alongside the academic coordination.
- e. Preside over the Academic Council and academic events at the Centre.
- f. Manage the academic activity of the Centre and the rest of the staff in the academic community.
- g. Coordinate the relationship between the different HVTQ that are provided by the Centre.
- h. Coordinate the coherence of methodological approaches, the content, curricular programmes and teaching materials.
- i. Review the implementation at second and third level of the different training units (TU) of each HTVQ.
- j. Ensure the quality of assessment criteria and procedures.

- k. Issue academic certificates and documents.
- l. Coordinate the external communication and promotion of the Centre.
- m. Maintain the relationships with the Territorial Services of the Education Department of the Generalitat de Catalunya.
- n. Set the budget for each HVTQ provided by the Centre.
- o. Collaborate with the Accounting Department of the Fundació UAB to carry out the financial management and accounting responsibilities of the Centre.

Article 142 of the Education law 12/2009 establishes that the management is responsible for the following functions in management and pedagogical leadership:

- a. Design the initial educational project and the corresponding modifications and adaptations.
- b. Ensure the approval of the development and implementation of the curriculum in accordance, and guarantee its compliance, with the academic project.
- c. Ensure the application of the [Linguistic Project \(LP\)](#), the [Tutoring Action Plan \(TAP\)](#) and all other educational proposals of the Centre.
- d. Guarantee that Catalan is the lingua franca in the education, administration and communication of activities of the Centre, in accordance with the LP of the Centre.
- e. Establish the organizational elements of the Center
- f. Propose the list of jobs of the Centre and the subsequent modifications.
- g. Guide, direct and supervise the activities of the Centre and direct the implementation of the general annual programme.
- h. Participate in the evaluation of the functions of teaching staff and other personnel working for the Centre, including, if required, observation of teaching practice in the classroom.

The management is responsible for the following function in relation to the academic community:

- i. Guarantee compliance with the rules for coexistence and implement the corresponding disciplinary measures.

The management is responsible for the following functions in relation to organization and functioning of the Centre:

- a. Promote the elaboration and adoption of the ROFC of the Centre and direct their implementation.
- b. Issue official academic-related documentation in accordance with current regulations.
- c. Endorse certificates.
- d. Ensure storage and record-keeping of academic and administrative documentation by the secretary of the Centre.
- e. Approve expenditure and authorize payments in accordance with the approved budget.
- f. Direct and manage the Centre staff to ensure they fulfil their functions, including, if required, observation of teaching practice in the classroom.

1.2.2. Academic coordination

The functions of academic coordination are the following:

- a. Develop the general annual programme in conjunction with the Centre management.
- b. Coordinate the coherence of methodological approaches, the content, curricular programmes and teaching materials, in conjunction with the Centre management.
- c. Review the implementation at second and third level of the curricular projects, in conjunction with the Centre management.
- d. Ensure the programming, organization, development and assessment of the final project of the HVTQ, in conjunction with the Centre management.
- e. Review the programmes and the development each term of the different TU of the HVTQ, in conjunction with the Centre management.
- f. Guarantee the quality of assessment criteria and procedures, in conjunction with the Centre management.
- g. Organize the preparation of indicators / summary of assessments, in conjunction with the Centre management.
- h. Check the assessment records.
- i. Set the timetable for the different HVTQ and manage any incidents.
- j. Organize the welcome and orientation of first year students.
- k. Coordinate pedagogical trips of class groups, as proposed by teaching staff.
- l. Participate in the different innovation and improvement programmes of the Centre.
- m. Organize the election of the delegate and vice-delegate for each academic year.
- n. Review the TAP of the Centre, in conjunction with the Centre management.
- o. Coordinate the individual and group tutoring activities with students.
- p. Supervise the tutoring activities of the different HVTQ.
- q. Organize and supervise student support.
- r. Direct the teamworking of teaching and other academic community staff, in conjunction with the Centre management.
- s. Coordinate the Teaching Teams in accordance with the regulations teaching staff at the Centre.
- t. Provide support to newly recruited teaching staff.
- u. Coordinate the work placement, in conjunction with the work placement tutor.
- v. Any other function proposed by the management.

1.2.3. Academic Council

The Academic Council is composed of all teaching staff of the centre and chaired by the Centre management.

The Council is the body for the participation of teaching staff in the control and management of the regulations of educational activities and other educational factors of the Centre.

The Council will meet ordinarily on two occasions during the academic year, prior to the start of courses and after completion of academic courses, in accordance with the established calendar; all teaching staff must attend the Council meetings.

The minutes of every meeting of the Council, once adopted and signed by all teaching staff, will be incorporated into the general documentation of the Centre.

Notification of ordinary and extraordinary meetings will be communicated by the Centre management 72 hours in advance of the corresponding Meeting.

The functions of the Council are the following:

- a. Participate in the general annual programme of the Centre.
- b. Coordinate and decide the criteria relating to the orientation and assessment of students, and resitting exams.
- c. Evaluate the coherence of each HVTQ programme.
- d. Ensure compliance with the ROFC.
- e. Be informed of the resolution of disciplinary conflicts and the imposition of penalties and ensure that these comply with current regulations.
- f. Propose measures and initiatives which promote coexistence in the Centre.
- g. Any other responsibility attributed to it by the ROFC in accordance with current regulations or legal or regulatory statutes.

1.3 Bodies for participation

The bodies for participation are the Assessment Committee, the Teaching Team and the Student Council.

1.3.1. Assessment Committee

The Assessment Committee for each course will carry out the supervision, orientation, assessment and qualification of students. The committee is composed of the management, academic coordination of HVTQ, the course tutors and course teaching staff.

The functions of the Assessment Committee are the following:

- a. Evaluate the learning process of each student and the class group.
- b. Identify any issues affecting the students' learning process and make proposals to resolve them.
- c. Qualify the corresponding TU.

The Assessment Committee will meet for each course relating to each HVTQ once per assessment, therefore, each term.

1.3.2. Teaching Team

The group of teachers who deliver teaching to a group of students is the Teaching Team. The Teaching Team constitutes an Assessment Committee to supervise learning in the different TU and take decisions corresponding to such supervision.

The functions of the Teaching Team are the following:

- a. Review and update the implementation at second and third level of TU and modules, taking in to account the evolution of the sector.
- b. Supervise the programme of each class group.
- c. Propose complementary activities for each class group.
- d. Set criteria, in a coordinated manner, to guarantee the harmonious coexistence of the class group.
- e. Resolve, as required, any conflicts that may occur.

The Teaching Team meet in the Assessment Committee for each course once per assessment process, and in the Academic Council on two occasions during the academic year, prior to the start of courses and after completion of academic courses, in accordance with the established calendar.

1.3.3. Student Council

The participation of students in the functioning and life of the Centre and the educational activity is a right and a responsibility. The student body is represented by a course delegate and a deputy delegate, who supports the delegate in their role and substitutes them in case of absence.

The election of the delegate and deputy delegate is carried out by direct and secret vote in the first month of the academic year. Management will set the date of the election, and the tutor of the group will be present. The election process will begin with the presentation of the candidates and then proceed to the vote.

If no students present themselves as candidates, the tutor will propose potential candidates. If they accept, the vote will proceed. If they do not accept, the tutor will make a second proposal of candidates.

The election requires an absolute majority of votes from the students in the group. In the case of not obtaining an absolute majority of votes, the candidates who are drawn in number of votes will be presented to a second vote to break the tie. The candidate who comes second will be the deputy delegate, and in this case the absolute majority is not required. Once the voting is verified, the tutor will officially record the results.

A student who has had a disciplinary offence is not permitted to stand as a candidate for the post of delegate or deputy delegate of the group.

The delegate and deputy delegate may cease their responsibilities by their own volition or if one third of the student group petition for it in writing to the tutor of the class group. The Centre management may suspend a delegate if they not do comply with the rules for coexistence with serious offences or they do not carry out their responsibilities in the correct manner. Following a resignation or revocation of a delegate, a new election for a delegate and deputy delegate will take place within a maximum of 15 days, according to the aforementioned process.

The delegates and deputy delegates will meet on a minimum of two occasions during the academic year with the Centre management and the academic coordination to review the overall functioning of the course and the TU delivered during the corresponding period. The delegates and deputy delegates may meet as frequently as required, using the spaces in the Centre, on condition they provide advance notice to the office of the Academic Secretary of the Centre.

The Student Council is composed of all the delegates at the Centre and is renewed each academic year.

The functions of delegates and deputy delegates are:

- a. Be the spokesperson for the class group.
- b. Attend meetings that they are invited to and subsequently inform their fellow students of the issues that were discussed and the decisions that were taken.
- c. Communicate issues of interest to the class group relating to coexistence and life in the classroom to the tutor and hence the teaching staff.
- d. Gather the opinions, concerns and proposals from their fellow students on matters of general interest or when they are being consulted by a body of the Centre.
- e. Propose issues to be included in the agenda for the class meetings and help write the summary and minutes of meetings that take place.
- f. Represent the group in the academic life by communicating the opinion held by the majority of the group.
- g. Attend meetings to evaluate the course.
- h. Cooperate in improving relationships between students in the class and help ensure the rules for coexistence are respected.
- i. Work with the tutor to analyse the implications of collective problems in the class.
- j. Encourage student participation in the activities that take place outside the classroom and everything that contributes to improvements in their training.

Their representations to the tutor, teaching staff and Centre management will not be valid unless they are supported by the majority of the members of the group.

Chapter two. Academic organization of the centre

2.1 Assessment of training units and modules

2.1.1. Continuous assessment

The HVTQ run by the Vocational Training Centre of the Fundació UAB are evaluated by continuous assessment. Continuous assessment is understood as all the tasks, written assignments, presentations and exercises that are done in or out of the classroom, as well as the exams that may be set within each TU.

Students have a right to continuous assessment on condition that they attend a minimum of 80% of classes in the corresponding TU and do not exceed 20% of unjustified absences.

If the minimum attendance required for the TU is not attained, a student who has 20% of unjustified absences out of the total hours delivered in each TU will forfeit the right to continuous assessment of that TU and will not be permitted to take the exams and do the tasks corresponding to the continuous assessment for that TU, therefore their grade will be Not Attended (NA). The student will be informed of this decision in writing. The student will not lose the right to attend classes and will also have the right to take extraordinary exams of the corresponding TU, on condition that they submit the tasks and written assignments specified by the teaching staff, in accordance with the Teaching Team.

Students who reach a 50% absence rate, justified or not, out of the total hours programmed for each TU, will forfeit the right to be assessed either in an ordinary or extraordinary exam. The Academic Council may authorize an extraordinary assessment purely on a case-by-case basis.

Absence will be considered to be justified **only** if written documentation is provided from an official centre (e.g. health service, job-seeking services, judiciary, transport service, etc.) specifying the date, time of visit, signature and stamp of the Centre. Absences for reasons of employment are not considered as justified

The documentation justifying an absence must be submitted to the tutor of the corresponding course (1st. Raquel Perales, 2nd. Mèrida Iglesias) **within a maximum of four working days** after the absence.

If, during the aforementioned four-day deadline, the Centre sets exams related to the term, the student has the right to sit the corresponding exams. If the student's absence is not subsequently justified, and the student reaches the rate of 20% unjustified absences, then the exam that was taken by the student will be invalidated and the student's grade will be Not Attended (NA).

When a student enrolls on a course, they have the right to sit an exam twice for each TU. If a student has forfeited the right to continuous assessment or has left, they forfeit the first right to sit the exam and their grade is NA. Taking the extraordinary exam is voluntary. If a student does not take the extraordinary exam, it will not be counted in the overall result and the grade will be NA.

2.1.2. Qualifications of the training units and modules

The grades from the TU and modules are numbered from 1 to 10, without decimals, with the exception of the workplace training module which is graded as "Pass" or "Fail". In the workplace training module qualification must be combined with an indicative evaluation of the level of achievement of professional skills outlined in the guide to practices, which will be either "Very good", "Good" or "Sufficient" for the "Pass" grade, or "Passive" or "Negative" for the "Fail" grade, with additional observations as required.

Each task is assessed according to specific evaluation criteria as outlined in the implementation at second level of each TU. Tasks form part of the individual work of each student and the teacher will explain which tasks must be carried out as a group. Tasks submitted after the deadline will not be accepted.

If a student does not submit any task nor register any type of continuous assessment, they will be graded with a number (1), not with an NA (this grade is solely for the purpose of forfeited assessment due to lack of attendance).

The grade for each TU is obtained based on the results from the exam or exams that have been set in each TU and the results from the assessed tasks. In order to pass the TU, the student must attain a minimum average grade of 4, both in the exams and the tasks carried out in that TU. It is not permitted to create an average grade if one of the two grades is less than 4.

The qualification of a TU will be attained according to the following:

$$\text{TU} = 0.5 \times \text{TU Exams} + 0.5 \times \text{TU Tasks}$$

A module may be composed of 1, 2, 3 or 4 TU. The calculation of the final grade of a module will be made based on the grades attained in the different TU according to the weight each TU holds in the module on the basis of the number of class hours. **In order to pass the module, the student must pass all the TU which form the module.** The minimum grade required to pass a module is 5.

It is not permitted to repeat a TU once the student has already passed it with the intention of improving the grade, nor is it permitted to take extraordinary exams with the intention of improving the qualification. The modules that a student has passed validate the units of skills which they are associated with, in accordance with the list defined in the professional profile related to the title.

2.1.3. Ordinary exams and extraordinary exams

If a student does not pass one or more TU through the ordinary exams, they may take the extraordinary exams for the TU they have failed, on condition that they fulfil the criteria for attendance ([see article 4.2](#)).

A student may be assessed for a TU in a maximum of four ordinary exams. In exceptional cases, due to illness or other factors which have prevented the student from continuing their studies, the student may request the right to take a fifth extraordinary exam from the Centre management, who will make a decision on the case.

Taking extraordinary exams is not compulsory. If a student does not take the exam, this extraordinary exam will not be counted in the total amount and for assessment purposes it will be NA.

In order to pass a module in the extraordinary assessment, the student must have passed all the TU they had previously failed. If they have not passed one or more of the TU, the module will be classed as pending assessment.

If, during the TU, a student does not attend an exam or task, and this absence is justified, they must provide the justification to their tutor and, if the justification is accepted, the student will have the right to take a second ordinary exam, which will take place during the process for that term's exams.

Under no circumstances will an exam, test, submitting a task, presentation to the class, etc. take place outside the deadlines set for the rest of the group.

The ordinary exams and extraordinary exams are set in the academic calendar of the Centre..

The extraordinary exam may consist of theory, practical or theory-practical exams and the student may be required to submit tasks or exercises according to the characteristics of the TU. The student may consult the criteria for each TU on the virtual campus..

2.1.4. Validation of training units and modules

In general terms, the Real Decreto 1085/2020, 9 December, is applied.

This establishes two types of validations:

- **Direct validations:** these validations are carried out directly in the centre in accordance with current legislation
 - LOGSE – Ley Orgánica 1/1990, 3 October
 - LOE – Ley Orgánica 2/2006, 3 May
 - Curriculum of the HVTQ
 - **International Trade (CMB0-LOE)**
 - [Real Decreto 1574/2011, de 4 de noviembre](#), por el que se establece el Título de Técnico Superior en Comercio Internacional y se fijan sus enseñanzas mínimas (*Document in spanish*)
 - [Ordre ENS/336/2016, de 13 de desembre](#), por el que se establece el currículum del ciclo formativo de grado superior de Comercio Internacional (*Document in catalan*).
 - **Transport and Logístic(CMCO-LOE):**
 - [Real Decreto 1572/2011, de 4 de noviembre](#), por el que se establece el Título de Técnico Superior en Transporte y Logística y se fijan sus enseñanzas mínimas (*Document in spanish*).
 - [ORDRE ENS/104/2017, de 25 de maig](#), por el que se establece el el currículum del ciclo formativo de grado superior de Transporte y Logística (*Document in catalan*).
 - *Real Decreto 1085/2020, 9 December, which establishes validations for professional modules in the qualifications of Vocational Training in the Spanish education system and the measures for its application, which is modified by Real Decreto 1147/2011, 29 July, which establishes the general regulation of vocational training in the education system.*

- **Special validations:** these validations are resolved by the Direcció General de Formació Professional Inicial i Ensenyaments de Règim Especial. The Director of the Centre will send the student's request for validation of the TU to the Direcció General including a report with the relevant details.

It is not permitted to validate TU a second time if they have already previously been validated.

If a student has passed professional modules or TU which have the same qualification and curriculum, and which are common in different training courses, the qualification attained will be transferrable to any other training course which includes these corresponding professional modules or TU.

The professional modules validated in accordance with Appendix III and Appendix IV of the Real Decreto 1085/2020, 9 December, will be included in the student's academic documentation, and in the calculation of the average grade for the Vocational Training, with the qualification attained in the professional module that was passed (the grade is transferred).

The professional module of workplace training will not be validated, but will be subject to a total or partial exemption.

During the process of validation, the student must attend classes. If they do not attend, it will be recorded as absence.

2.1.5. Distinction

Students who achieve a final grade for the HVTQ which is equal or greater than 9 will receive a Distinction in the records of final qualifications, in their academic record and on the certificate of studies completed.

Out of the total number of students who have been assessed – understood as the students who have completed and been assessed for the number of modules required to complete the course, whether they have passed or not – a Distinction may be recognized once per twenty students and one more if the result is greater by a fraction.

The recognition of Distinction accords the bearer financial benefits in the prices and fees charged in enrolment for higher education.

2.1.6. Passing the year

Students who have passed a number of TU with a teaching time greater than 60% of the total time programmed in the first year, are permitted to enrol in the second year of the HVTQ, on condition that this is approved by the Assessment Committee and that the students pass the TU they have not yet passed in the first year.

If a student has not passed the minimum 60%, they must enrol on the TU from the first year of the HVTQ that they have not yet passed.

All students with outstanding TU will receive a one-to-one tutorial with the aim of reviewing their academic situation and identifying proposals for their continuation on the HVTQ.

2.2 Assessment of the project module

The project module will evaluate the student's achievement of different professional, personal and social skills, and the contents they have learned throughout the HVTQ through supervision and tutoring: research, methodology, project development, oral presentation of the project, among others.

The project module provides the opportunity to evaluate the student's capacity to develop a professional activity in the field they have studied.

In addition to putting in to practice the knowledge the student has acquired throughout the HVTQ, they must demonstrate their skills in teamworking and taking on responsibilities and autonomy within the group and project.

The project will be carried out in groups of two or three students and will be tutored by a member of the teaching team for the corresponding HVTQ.

In order to pass the project module, the student must attain a grade equal to or greater than 5 out of 10.

The specific criteria relating to the assessment of the project are outlined in the programme, as implemented at second level, of the project module in each academic year.

2.3 Workplace training (FCT)

See the [document relating to workplace training \(document in catalan\)](#).

2.4 Rules on plagiarism

If a teacher detects plagiarism in any type of work, task or project, they will assign a grade of 0, write a report specifying the plagiarism and submit it to the Centre management.

The student has the right to appeal the teacher's decision, by submitting a report in writing to the Centre management within 5 days of the communication from the teacher.

The management will begin a disciplinary process and name an independent panel consisting of three members of the teaching staff at the Centre; the teacher who detected the plagiarism must not be included on the panel. The panel will read the report from the teacher and the student, and, if they consider it necessary, will meet the student and the teacher separately, and make a final decision which will be registered in the panel's report. The panel will communicate their decision and submit their report to the Centre management.

All the reports – written by the student, teacher and panel – will be included in the student's disciplinary record. Penalties

If it is the first occasion plagiarism by the student has been detected during the HVTQ:

- If the plagiarism has been committed on a partial task or activity in the TU, including the final project, the teacher will award the grade of 0; therefore, if the average grade for the TU is passed, the TU will still be passed.

- If the plagiarism has been committed on a final task / final project, the TU will be failed and receive the grade of 1, and the student will have used up one opportunity to take the exam; if the plagiarism occurred in the final project, the student must repeat the final project in the following course.

If it is the second occasion plagiarism has been detected during the HVTQ by a student with a disciplinary record:

- If the plagiarism has been committed on a partial task or activity in the TU, the teacher will award the grade of 1 and the student will forfeit the chance to sit the ordinary exam and extraordinary exam, and must enrol on the course again.
- If the plagiarism has been committed on a final task / final project, the teacher will award the grade of 1 for the TU, and the student will not be permitted to enrol again at the Vocational Training Centre of the Fundació UAB to complete their HVTQ.

If it is the third occasion plagiarism has been detected during the HVTQ by a student with a disciplinary record:

- The teacher will award the grade of 1 for the TU, and the student will not be permitted to enrol again at the Vocational Training Centre of the Fundació UAB to complete their HVTQ.

The final decision on expelling a student from the Centre will be taken by the Assessment Committee.

Guide "[Com citar i com evitar el plagi](#)" for students *[in catalan]*

2.5 On line format

Physical attendance at classes in the classrooms is compulsory. If there is a partial or total lockdown, the teaching will be adapted accordingly.

Teaching classes

In the exceptional circumstance under which classes must be taught using online tools, students must have the camera on. The microphone must be switched on when the register is taken and when the teacher asks the student to ask or answer a question.

Classes will not be recorded.

Academic activities and assessment

Presentations and other academic activities required by the teacher, must be carried out with both the camera and microphone on.

The teacher will decide if exams are to be carried out online and will give the student advance notice in this case. They will be recorded.

Chapter three. Organization and functioning of the centre

3.1 Timetable

The timetable for classes is from 8.00 a.m. to 2.30 p.m., with a 30-minute break from 11.00 to 11.30 a.m. Classes will start on time and will end 5 minutes before the hour, therefore they will last 55 minutes. After the break, classes will start punctually at half past the hour and will finish five minutes before half past the hour.

The Centre will be open from 8.00 a.m. to 8.00 p.m.

3.2 Academic and administrative management of the Centre

The office of the Academic Secretary will be available to teaching staff and students from 9.00 a.m. to 2.00 p.m. and from 3.00 to 6.00 p.m.

The office of the Academic Secretary will manage the different procedures related to the students' academic study (enrolment, certification, processing qualifications, etc.), maintain records and coordinate teachers' administrative tasks (signing records, etc.).

Advance booking is required, and can be done by visiting this webpage: [Advance booking](#).

3.3 Administration and service staff

Administrative and service staff are responsible for the following tasks:

- a. Administrative management of procedures for pre-enrolment and enrolment of students.
- b. Administrative management of academic documentation: academic records, qualifications, certification and official documentation from the Education Department.
- c. Administrative management and processing matters relating to the Centre.
- d. IT management of data, with responsibility for managing and updating the Centre's data management system.
- e. Provide the management with the data required to draw up statistics and summaries of assessment results.
- f. Assistance by telephone, e-mail and face-to-face on matters relating to the administrative management of the Centre.
- g. Deal with correspondence (receive, register, classify, process, certify, frank, etc.).

3.4 Unit for workplace training and careers advice service (UPBT)

See the [specific document regarding workplace training](#) and the UPBT web section.

Consult the Fundació UAB's unit for workplace training and careers advice service section, a meeting place for companies and students, full of professional opportunities and talent to be discovered.

Advance booking is required, and can be done by visiting this webpage: [Advance booking](#).

3.5 Use of Centre resources

3.5.1. UAB libraries

Students enrolled at the Vocational Training Centre of the Fundació UAB are entitled to use the network of libraries of the Universitat Autònoma de Barcelona (UAB)..

3.5.2. Sport services

Students enrolled at the Vocational Training Centre of the Fundació UAB are entitled to use the sports services offered by the Servei d'Activitat Física of the UAB (SAF).

The SAF manages the UAB sports facilities and organizes and promotes participation in sport and exercise at all levels of the UAB, focused on a holistic training of people.

3.5.3. Study rooms

Students of the HTVQ are entitled to use the study room at the Centre, on the 2nd floor of the Edifici Blanc, room EB217. The room is open from 8.00 a.m. to 8.00 p.m., Monday to Friday.

Students are entitled to use the room to work on tasks and use the computers outside of class times and print or make photocopies.

The classrooms with computers, rooms 205, 227 and 228, are also available for students to use outside of class times.

3.5.4. Printing and photocopying service

The UAB has an integrated printing service available to students, teaching and administration and service staff, whereby documents can be printed at the printer itself (using a USB memory device) or from any computer at the UAB, and collect the printed document from any printer at the UAB, while maintaining confidentiality, identification using the UAB card or PIN (Personal Identification Number), including the possibility of rejecting documents that have been sent.

[Manual servei d'impressió a les escoles de l'edifici blanc de la fundació UAB](#)

(Guide to the printing service at the Edifici Blanc of the Fundació UAB. In Catalan)

3.5.5. Virtual campus

The virtual campus, Moodle classrooms, is the platform used by teachers to manage the different educational resources for each TU – tasks, questionnaires, exams – and to communicate with students.

Students will use the virtual campus to follow each TU and to submit tasks, exercises, activities, to do exams and fill in questionnaires.

In addition, the virtual campus is the main tool for communicating between the student and the tutor and teachers regarding all communication related to the TU and with the office of the Academic Secretary for general matters relating to the Centre.

Replies provided on the virtual campus will be sent within a maximum of 72 hours (teaching days).

3.5.6. Other UAB services

Students, teachers and administration and service staff at the Vocational Training Centre of the Fundació UAB are entitled to [use the services provided at the UAB](#).

3.6 Procedures in the case of accidents or illness affecting students

If a student feels unwell during class time, the teacher will make an initial assessment of the student's well-being and act accordingly.

If the assessment is that the student does not require immediate medical assistance, but it is advisable that they go home, the student will go to the office of the Academic Secretary on the ground floor of the Edifici Blanc. Staff in the office of the Academic Secretary will contact the student's family and ask them to come and accompany the student home and will inform the Centre management of the action taken.

If the assessment is that the student requires immediate medical assistance, the teacher will contact the office of the Academic Secretary via the telephone installed in the classroom. Staff in the office of the Academic Secretary will take the required action and provide instructions for the student to be accompanied to the Servei Assistencial de Salut (health centre on Campus) telephone 935 811 311, or they will call an ambulance, depending on the severity of the situation. The office of the Academic Secretary will inform the student's family and provide them with the mobile telephone number of Centre management in order to send and receive information. If the student's family do not go to the Servei Assistencial de Salut, the person accompanying the student will wait while the student receives treatment and, depending on the student's well-being, will accompany them back to the Centre.

The Centre, in accordance with current regulations, will establish a calendar to inform teaching staff, tutors and students on matters regarding the Plan in case of Emergencies and carry out a fire evacuation drill once per academic year.

Chapter four. Coexistence at the centre

All members of the academic community have the right to coexist in a harmonious atmosphere and the responsibility to contribute to it through their attitude and behaviour at all times and in all areas of activity at the Centre.

The management, academic coordination, teaching, administrative and service staff are responsible for supervising and applying the rules for coexistence.

The Centre promotes harmonious coexistence and mediation procedures to a peaceful resolution of conflicts. Mediation is a process aimed at the prevention and resolution of conflicts which may occur in the educational field, whereby support is provided to the different parts in a conflict in order for them reach a satisfactory agreement themselves.

The procedure for the resolution of conflicts related to coexistence follows these principles and criteria:

- a. Ensure both the protection of the rights and the fulfilment of the responsibilities of the affected parties.
- b. Guarantee the continuity of activities of the Centre with minimal disturbance for students and teaching staff.
- c. Use mediation procedures when appropriate.

The measures taken to correct or penalize must be in proportion to the acts and must have an added value of an educational nature and, whenever possible, must include activities which contribute a social benefit at the Centre.

4.1 Rules on student coexistence at the Centre

- a. In all areas of the Centre, especially in classrooms, there should be a serious, respectful and hard-working atmosphere, which includes not using mobile phones or other devices which may interfere with the successful development of classes.
- b. The installations and academic resources are available for everyone. All students and members of the academic community are responsible for the tidiness and maintenance of the building, technological equipment and infrastructure in the classrooms. Therefore, they should correctly use and respect the installations and spaces where training takes place. Any intentional damage will result in disciplinary proceedings and, if required, financial penalties on an individual or group basis.
- c. It is not permitted to eat or drink inside the classrooms.
- d. Smoking is prohibited in all spaces in the Centre. The centre is a no-smoking area. In compliance with current legislation (Llei 42/2012, 2 January) smoking is prohibited within the Centre and outside at the entrances to the building. Smoking inside the building is considered a serious disciplinary offence.
- e. When students and teaching staff enter the classroom, they must turn off their mobile phones in order to avoid disruption to classes. The mobile phone must be kept in a bag and never on the table top. There may be an exception to this rule if the teacher authorizes the use of mobile phones to carry out an academic activity.
- f. Students must at all times respect the authority of the teacher. In the case of disagreement, the student will accept the teacher's decision, while also having the right to make a complaint to the Centre management.
- g. Students are at all times responsible for their materials. Students are obliged to take good care of their belongings. The Centre is at no time responsible for the disappearance or theft of personal belongings.
- h. Students and all members of the academic community are obliged to behave in a responsible manner to the environment and make an effort to save energy and materials.
- i. When students leave the IT classrooms, they must switch off the computers and screens.
- j. The last person to leave a classroom, whether they be a teacher or student, must switch off all the lights, the air conditioning or heating, the computer and projector.
- k. It is also required that these rules are applied when all the general services of the Centre are used, such as turning off the taps in the toilets, the lights, etc.
- l. During class time it is not permitted to use **Facebook, Messenger, play games, listen to music, Youtube, webcam, or Similar**, except in cases where the teacher has authorized their use in search of information as part of an educational activity.

- m. The teacher may decide when students are permitted to use laptop computers in the classroom, and when they must be switched off.

In the case of serious or very serious offences, the Centre management may initiate a disciplinary procedure.

4.2 Attendance/absence

Students are responsible for attending classes. Attendance is compulsory during all the hours programmed for each TU, the group tutorial and the workplace training.

Student attendance is a condition for the application of continuous assessment (see article 2.1.1).

Absence is registered if a student arrives 5 minutes after the scheduled start time of the first class. Attendance must be punctual for the rest of the classes during the day.

If a student arrives 5 minutes after the start of the **first class**, or later than the start time for the rest of the classes, the teacher may decide to allow the student to enter the class or not. Regardless of that decision, the teacher will register an absence.

Absences must be justified in writing and submitted to the tutor the following day or within a maximum of **4 working days**..

The teacher will register the absence on the system for managing absences. If the number of unjustified absences exceeds the limits set in these ROFC, the student will be informed in writing.

A student who has missed classes is responsible for recuperating the work covered during the absence and obtaining the information given out during the classes (dates for exams, deadlines for submitting work, etc.).

Students who register 20% unjustified absences out of the total hours delivered in each TU will forfeit the right to continuous assessment of that TU and will not be permitted to take the exams and do the tasks corresponding to the continuous assessment for that TU, therefore their grade will be Not Attended (NA). The student will be informed of this decision in writing. The student will not lose the right to attend classes and will also have the right to take extraordinary exams of the corresponding TU, on condition that they submit the tasks and work specified by the teaching staff, in accordance with the teaching team.

Students who reach a 50% absence rate, justified or not, out of the total hours programmed for each TU, will forfeit the right to be assessed either in an ordinary or extraordinary exam. The Academic Council may authorize an extraordinary assessment purely on a case-by-case basis.

Absence will be considered to be justified **only** if written documentation is provided from an official centre (e.g. health service, job-seeking services, judiciary, etc.) specifying the date, time of visit, signature and stamp of the Centre. Absences for reasons of employment are not considered as justified.

When a student enrolls on a course, they have the right to sit an exam twice for each TU. If a student has forfeited the right to continuous assessment or has left, they forfeit the first right to sit the exam and their grade is NA. Taking the extraordinary exam is voluntary. If a student does not take the extraordinary exam, it will not be counted in the overall result and the grade will be NA.

4.3 Collective non-attendance of students. Strikes

The legislation (Decret 279/2006, 4 July) governing rights and responsibilities of students and regulation of coexistence in non-university education Centres in Catalonia, refers to “collective non-attendance at class”:

“Article 32. Decisions on attendance at class

32.2 In post-compulsory education, the regulations specific to each centre must regulate the conditions in which collective decisions by students regarding their attendance at class will not be considered absence nor subject to penalty, when they result from the exercise of the right to assembly and **the council of delegates has given advance notice to the Centre management.**

32.3 Centres must guarantee the right of students who do not wish to follow the decisions on the attendance at class and remain in the Centre duly attended to.”

It is the responsibility of the Centre management to ensure that strikes called without due process do not become an indirect way of gaining additional days of holiday.

If students call a strike, it must be taken into account that the loss of teaching days affects all students. The call to strike does not imply the obligation to have to strike; the strike must be carried out responsibly. The Centre must guarantee the rights of students who do not wish to strike but wish to attend class.

Start of the process to authorize a strike. In order for management to consider the formal notice for students to strike, the notice must be presented in writing and signed by the absolute majority of the group, via the delegate (or deputy delegate in the case of absence of the delegate) of each class group. The written notice must include the name, identity number and signature of the absolute majority of the group. The written notice must be submitted to the office of the Academic Secretary at the Centre a minimum of two teaching days (48 hours) prior to the date of the strike; the office of the Academic Secretary will register the notice, stamp it with the Centre stamp including the date and time of receipt, and give a copy to the delegate (or deputy delegate in the case of absence of the delegate) of each class group.

Process for authorization of a strike. The Centre management may authorize or refuse the notice to strike, taking into account objective criteria such as the impact of the strike on the academic calendar, the repercussions and consequences of previous strikes.

The refusal to authorize the strike will mean, for all intents and purposes, that the academic calendar is maintained as normal at the Centre.

If the strike is authorized, the right of students who wish to attend class during the strike will be respected. The Centre management will determine the organizational measures required to

guarantee this right. Even though the strike has been authorized, the scheduled times for classes will be maintained and the programmed content will be considered as delivered; if an exam is scheduled to take place, it will be held and if student decides not to attend, they will bear the consequences.

In the case of students who do not attend class the absences will be counted in each of the corresponding TU.

4.4 Complaints and claims

The class group may pass on general disagreements on strictly academic issues to the group delegate for these to be communicated to the Centre management.

Individual disagreements with a teacher, claims regarding qualifications, etc. must be taken up with the corresponding teacher. If the disagreement is not resolved, the student may explain the case to the tutor who may then act as a mediator. If, after this process, the case is not resolved, the student may submit a written complaint to the Centre management.

The written complaint must use the template provided by the Centre, be addressed to the management and submitted to the office of the Academic Secretary. The Centre management will have 15 days to respond in writing to the student who has presented the complaint or claim, explaining the resolution of the issue.

All the documentation generated during this process will be archived by the office of the Academic Secretary at the Centre.

4.5 Disciplinary procedure for students

Behaviour and actions by students which are seriously detrimental to coexistence will be considered as offences and subject to penalties.

Behaviour and actions which are detrimental to the coexistence of students will be subject to corrective measures taken by the Centre if they take place within the premises or during complementary activities organized by the Centre. Equally, corrective measures and corresponding penalties will be applied by the Centre if the actions by the students concerned are motivated by life at the Centre or are directly related to or affecting other students or members of the academic community, even if the actions take place outside the Centre premises.

The application of corrective measures and penalties must not prevent students from exercising the right to an education. Under no circumstances may corrective measures or penalties be applied that violate the physical integrity or personal dignity of the student.

The application of corrective measures and penalties must take into account the personal, family and social circumstances of the student and be proportional to the offending behaviour or action, and they must aim to contribute to the maintenance and improvement of the educational process of the student.

4.5.1. Offences and penalties related to coexistence at the Centre

The following behaviours will be considered seriously detrimental to coexistence at the academic Centre:

- a. Insults, offences, physical aggressions, threats, harassment or humiliation of other members of the academic community, intentional damage of their belongings and actions which seriously attack their intimacy or personal integrity.
- b. Unjustified and serious alteration to the normal development of activities at the Centre, serious damage to the equipment or facilities at the Centre.
- c. Falsification or theft of documents or academic materials (copying or plagiarizing work and copying exams), either from teaching staff or other students, and impersonation in activities in the life of the Centre.
- d. Acts or possession of means or substance that may be detrimental to health, and the incitement to these acts.
- e. Repeatedly committing acts which are contrary to the rules of coexistence at the Centre.
- f. Acts or behaviour which involves discrimination on grounds of gender, sex, race, birth or any other personal or social condition of those affected.
- g. Acts which seriously affect the class activities caused by the use of devices such as mobile phones, music equipment or games consoles. Also, the inappropriate use of computers (recording with the camera, using websites which are not related to academic purposes: Facebook, Youtube, personal e-mail, etc.).

The penalties which may be imposed when any of these typified offences are committed are the suspension of the right to participate in activities at the Centre, or complementary activities, or the suspension of the right to attend the Centre or certain classes, in both cases for a maximum duration of one month or for the time left until the completion of the academic year, if this is less than a month, or a final disqualification from studying at the Centre.

In the case of a temporary suspension of attendance at classes, the activities and academic measures to be applied during this period must be specified.

If a student places their mobile phone on top of the table or is using the phone without permission during the class, the teacher will warn the student. If the student does not put it away, or uses it again or places it on the table again without permission, the teacher will register an absence for the student for that class, and at the teacher's discretion, may require the student to leave the class..

4.5.2. Responsibility for damages

Students who, intentionally or through negligence, cause damage to the installations or material of the Centre or steal material must repair the damage or replace what they have stolen, without prejudice to the civil responsibility that corresponds to them or the person in charge, in the terms defined by current legislation.

Chapter five. Student rights and responsibilities

In accordance with the legislation on education (Llei 12/2009, 10 July) and on the autonomy of educational Centres (Decret 102/2010, 3 August) the Centre has established internal regulations to guarantee coexistence in the whole academic community, permitting the exercise of rights and responsibilities of students.

5.1 Students rights

- a. The right to receive training that enables them to achieve a holistic development of their personality, within the ethical, moral and social principles commonly accepted in our society.
- b. The right to an objective evaluation of their personal progress and academic performance, to which end they must be informed of the assessment criteria and procedures, in accordance with the aims and content of the education.
- c. The right to respect for their religious, moral or ideological convictions, and the freedom of conscience and respect for their intimacy in relation to their beliefs and convictions.
- d. The right to respect for their identity, physical integrity, intimacy and personal dignity.
- e. The right to protection against any physical, emotional or moral aggression.
- f. The right to carry out their academic activity in adequate conditions of safety and hygiene.
- g. The right to an atmosphere of coexistence which promotes respect and solidarity between fellow students.
- h. The right to expect that educational Centres will maintain confidentiality of all the information they hold on the student relating to their personal and family circumstances.
- i. The right to participate in the functioning and life of the Centre through the system for student representation.
- j. The right to meet in the Centre, to associate as well as to create their own federations or confederations.
- k. The right to receive information from their representatives and from student associations on issues related to their Centre and issues which affect other educational Centres.
- l. The right to freedom of expression, to express their opinions, individually or collectively, in freedom, without prejudicing the rights of all other members of the academic community and the respect all persons have a right to, in accordance with constitutional principles and rights.
- m. The right to an academic and professional orientation that stimulates the responsibility and freedom to decide according to their skills, motivations, knowledge and abilities.
- n. The right to equality of opportunities, in other words, the right to receive potential grants from the academic administration to compensate for possible personal, family, financial or sociocultural deficiencies, with the aim of creating adequate conditions to guarantee real equality of opportunities.
- o. The right to social protection in the case of family misfortune, illness or accident. In the case of accident or long-term illness, the student has the right to receive the required support through orientation, teaching materials and the indispensable support so that the accident or illness does not detrimentally affect their academic performance.
- p. The right to the protection of student rights.

5.2 Student responsibilities

- a. The responsibility to respect others, in other words, the exercise of the rights and freedoms of members of the academic community.
- b. The responsibility to study, specifically the obligation to:
 - Attend classes, participate in the training activities outlined in the general programme of the Centre, and respect the established timetables.
 - Carry out the tasks set by the teaching staff in the fulfilment of their academic duties.
 - Respect the rights of other students to study and participate in training activities.
- c. The responsibility to respect the rules for coexistence, specifically to:
 - Respect the freedom of conscience and religious, moral or ideological convictions, as well as the dignity, integrity and intimacy of all members of the academic community.
 - Not discriminate against any member of the academic community on grounds of birth, race, sex or any other personal or social circumstance.
 - Respect the philosophy of the Centre, in accordance with current legislation.
 - Respect, correctly use and share the equipment and installations of the Centre and the sites where practical training takes place as part of the whole academic activity.
 - Comply with the internal regulations of the Centre.
 - Respect and comply with the decisions of management, teaching staff, Assessment Committee and staff at the Centre, without prejudice to the right to complain and claim if the student considers that their have infringed on their rights, in accordance with the procedures outlined in the internal regulations of the Centre and current legislation.
 - Actively participate and collaborate with other members of the academic community in order to facilitate the best development of the academic activity, tutoring, orientation and coexistence at the Centre.
 - Contribute to a positive atmosphere and respect the right of other students that the normal activities in classrooms is not disturbed.

Chapter six. Rules for teaching staff

6.1 Programming and planning

The teaching staff will submit the programming for implementation at second level of the TU which include teaching, to the Centre management in June, prior to the following academic year, according to the established model.

The programming for implementation at third level will be submitted in September, before the academic courses begin, according to the established model for all TU. This must include the activities in and outside the classroom, as well as the resources required for activities and assessment.

In addition, each term the teaching staff will completing the planning for each class group: submission of tasks and/or activities, presentations and exams with the aim of establishing a balanced workload for the students throughout the assessment.

6.2 Assessment Committee and Academic Council

Each term, in December, March and June, the Assessment Committee for each class group will meet in order to evaluate the students' learning process and grade the TU they have just completed, as well as awarding a guideline grade for those TU which continue with teaching in the following term.

After the extraordinary exams for those students that failed TU, there will be an extraordinary meeting of the Assessment Committee which will review the students who have passed the course, as well as those students who will need a personalized plan in order to continue with the HVTQ.

Teaching staff for each class group are obliged to attend the corresponding Assessment Committees which will be chaired by the Centre management ([see article 1.3.1.](#)).

The Academic Council will meet ordinarily on two occasions during the academic year: in September, prior to the start of courses, and in June, after completion of academic courses, in order to review the year.

The Centre management, or at the petition of staff, may call an extraordinary meeting of the Academic Council to deal with an important pending issue..

The Teaching Team of the Centre are obliged to attend the Academic Council ([see article 1.2.3.](#)).

6.3 Tutoring

See specific document regarding the [Tutoring Action Plan \(TAP\)- document in catalan.](#)

6.4 Classes and attendance

The duration of classes is 55 minutes. Classes will start on time and will end 5 minutes before the hour to facilitate the change of teacher in the classroom. Therefore, the break between each class is 5 minutes.

If a teacher delivers two hours consecutively in the same TU, at the discretion of the teacher, the block of two classes may end 10 minutes before the end of the second class and there will be no break during the two hours.

Teaching staff must communicate potential future absences to the academic coordination with a minimum advance notice of one week, with the aim of changing the class time and avoid students losing class time. In the case of illness of the teacher, they must inform the Centre with the maximum possible notice, wherever possible, in order to organize a substitute teacher for the class.

6.5 Student support

Teaching staff must be available to students in the established timetable and respond to questions on the virtual campus within a maximum of 72 hours (teaching days) ([see article 3.5.5.](#)).

Teaching staff will dedicate one hour per month for assistance to students and/or exchange of information with the tutor. The assistance may be face-to-face or via the virtual campus. Teacher staff are recommended not to use personal e-mail to communicate with students but instead use the virtual campus or the Centre e-mail.

The group tutor must dedicate one hour per week to group tutorial as set in the students' timetable, as well as personalized attention.

6.6 Intellectual property

The Centre applies the policies outlined in the [documentation published by the UAB](#) on the protection of third-party intellectual property rights and copyright related to content published by teaching staff on the virtual campus.

- [Copyright](#)
- [Audiovisual resources and copyright \(English version available\)](#)
- **See article 2.4.** [Rules on plagiarism \(in catalan\)](#)

6.7 Centre resources

6.7.1. Online resources

The Document marc per a una nomenclatura universitària de la UAB, approved by the Governing Council on 25th April 2012, is a multilingual list – in Catalan, English and Spanish – of commonly used terms in the specific context of the UAB. It is available as a PDF file in the Digital Deposit of documents at the UAB, at this address: [Digital Deposit of documents at the UAB.](#)

- [Guide for the introduction of a gender perspective into teaching.](#)
- [Language services.](#)

6.7.2. Printing and photocopying

The UAB has an integrated printing service available to students, teaching and administration and service staff, whereby documents can be printed at the printer itself (using a USB memory device) or from any computer at the UAB Campus, and collect the printed document from any printer at the UAB, while maintaining confidentiality, identification using the UAB card or NIU (personal identification number), including the possibility of rejecting documents that have been sent.

The photocopies of exams can be ordered from the office of the Academic Secretary, with a minimum of 48 hours' advance notice.

All material provided to students must bear the cover page indicating the type of document (programme, notes, exam, etc.) and the Centre's logo. The template of the cover page will be given to teaching staff at the start of the year.

The Centre aims to reduce the consumption of paper as much as possible and therefore promotes the use of the virtual campus to upload all the required academic documentation.

6.7.3. Teaching staff room

The teaching staff room is located on the 3rd floor. It is a common room where furniture, IT equipment and stationery materials are shared. Each person is responsible for their personal belongings and materials; the Centre is not responsible.

6.7.4. IT resources

At the start of the year teaching staff will be given a personal identification number (NIU) to access the virtual campus of the UAB and an access code to the platform for academic management of the Centre in order to insert the students' grades, as well as to carry out a daily control of class attendance.

All classrooms have a computer and projector and instructions on how to operate the projection system. There is also a telephone connected to IT Services in order to resolve any incidents.

Teaching staff who do not have the IT room assigned to them on a regular basis can consult the availability and make bookings on the classroom management platform [Aulari FUAB](#).

Teaching staff are responsible for the maintenance and use of the IT classroom during class time. If an incident occurs, they should send an e-mail to IT Services at informatica.fuab@uab.cat.