

Student Code of Conduct

This Student Code of Conduct shall apply to all students enrolled in the Madrid Summer Law Institute.

Preamble

We, the students, recognize that integrity of the highest order is expected of each of us, and adopt the following document, which states the minimum standards of honesty to be followed by students in this institution.

Persons Subject to this Code

Any person enrolled in the Madrid Summer Law Institute is subject to the provisions of this Code.

Standard of Conduct

Every student shall be honest and candid with students, faculty, staff, and administrators, and shall conduct himself/herself in a professional manner.

Substantive Provisions

Examinations

1. Every student shall abide by the principle that each examination shall be the product of his/her own knowledge.
2. Every student assumes the burden of compliance with the provisions of this Code.
3. It shall be a violation of the Code for a student:
 - a. To use prior to an examination any information concerning the content of the examination, unless the faculty member authorizes such information concerned.
 - b. To bring into the examination room books, papers, or other materials of any sort unless authorized by the instructor, with intent to use such materials to aid one's self or any other student in any way during the examination.
 - c. To refer to unauthorized books, papers, or other materials during the course of the examination, whether inside or outside the examination room.
 - d. To communicate during the examination in any manner with another student concerning the examination.
 - e. To display one's examination paper with the intent to aid another student, or to look at the examination paper of any other student with intent to copy or use information from it.
 - f. To fail to turn in the examination materials at the appointed time.
 - g. To take more time to complete an examination than is allowed.

- h. To have an examination in one's possession unless authorized by a faculty member.
- i. To discuss an examination already taken with another student who will take the examination at a later time.
- j. To prepare, to encourage, to counsel or to combine with another to violate the above provisions.

Papers

1. Every student shall abide by the principle of academic honesty in all written work.
2. Plagiarism is a violation of the Honor Code. Plagiarism is defined as the knowing use of the ideas or words of another without indicating such use fully and accurately.
3. It shall be a violation of the Code if a student intentionally fails:
 - a. To cite fully and accurately the source of an idea taken from another;
 - b. To place in quotations material used from a source and to cite fully and accurately such material; or
 - c. To cite fully and accurately material paraphrased from a source.

Law Library

1. Every student shall respect the integrity of the Universidad Rey Juan Carlos' library collection and facilities and shall respect the rights of others in their use of the library.
2. It shall be a violation of the Code for a student:
 - a. To intentionally damage or destroy library property (including, but not limited to: books, microfilms, equipment or furniture).
 - b. To hide or secrete library materials within the library.
 - c. To violate library rules concerning checkout procedures for library materials with the knowledge that such violations deprive others of those materials.

School Activities

1. Every student shall be honest in his/her every action with regard to all Institute activities.
2. It shall be a violation of the Code for a student to lie, cheat, steal, be dishonest, or otherwise act contrary to the provisions of this Code while participating in, or preparing for Institute activities.

Property

1. Every student shall respect the property rights of every member of the faculty, staff, student body, Institute, and of the Universidad Rey Juan Carlos and its employees.
2. It shall be a violation of the Code for a student:
 - a. To take university property with the intent to permanently deprive the university of the property.
 - b. To take property belonging to students or to any member of the faculty or staff without the owner's permission with intent to temporarily or permanently deprive the owner of the property.

Honesty

1. Every student shall be honest and candid in his/her every action.
2. It shall be a violation of the Code for a student:
 - a. To lie.
 - b. To represent someone else's work as his/her own.
 - c. To use any unauthorized research materials.
 - d. To intentionally misrepresent material information in applying for financial aid, work-study, relief from academic suspension, or school-related programs, activities and benefits.

Compliance with Code Procedures

1. An effective code depends for its enforcement on the professional responsibility and individual integrity of those functioning under it.
2. It shall be a violation of the Code for a student:
 - a. To witness or know of a Code violation and not to report the offense, the names of the offender(s), and all relevant circumstances of the violation.
 - b. To refuse to appear when requested as a witness at an Honor Board hearing.
 - c. To disclose any fact concerning an Honor Board Hearing except as provided by this Code.
3. The specific provisions enumerated above do not preclude disciplinary action for other violations of the spirit of the Code.

Procedure for Reporting an Honor Violation

1. A student who sees or learns of an apparent violation is encouraged to confront the suspected person and ask for an explanation. If an explanation is given that clears up the matter (*i.e.*, the witnessing student is convinced there was no violation), this should end the matter, except as provided below.
2. If an apparent violation is resolved under the provisions of Paragraph IV(A) the witnessing student shall verbally report the incident and its resolution to the Director of the Madrid Summer Law Institute without revealing the previously suspected person's name.
3. A student who sees or learns of an apparent violation who prefers not to confront the suspected person, or who has confronted the suspected person, or who has confronted him/her and been given no explanation or an inadequate explanation, shall report the incident to the Director of the Institute. This report should be made within 48 hours of the incident or as soon as possible.
4. A faculty or staff member who sees or learns of an apparent violation should report the incident to the Director within 48 hours of the incident or as soon as possible.
5. The Director with the reporting witness shall write a brief report of the alleged violation. The report shall include the following:
 - a. The nature of the alleged violation;
 - b. The time and date of the alleged violation;

- c. The name of the accused;
 - d. The name of the reporting witness;
 - e. The names of any other witnesses.
6. The Director will investigate the alleged honor code violation and if appropriate will impose a sanction appropriate to the summer program. He/She will report all facts to the individual's home school.