

GOOD ACADEMIC PRACTICES



Universidad
de Jaén



Facultad de
Ciencias Sociales
y **Jurídicas**

RESPECT AND NON-DISCRIMINATION

Maintain a respectful attitude at all times towards all members of the university community (teaching staff, students, and technical, administrative and service personnel). No one should be discriminated against or ridiculed based on physical appearance, ideology, religion, sexual orientation, race, language, origin, age, or gender.

* Art. 14 (1); Art. 4.1 (2); Art. 11.2.b) (4) y Art. 16 (5)

CLASSROOM BEHAVIOR

To ensure the proper development of teaching activities, class schedules must be respected and punctual attendance is expected. In this regard, it is recommended to:

- Avoid entering the classroom once the class has started.
- Refrain from leaving the classroom before the class has ended.
- If it is necessary to arrive late or leave early, notify the professor in advance and do so without causing disruption.
- Remain silent out of respect for the person speaking and for fellow students who are listening attentively.

* Art. 11.2.a) y f) (4); Art. 34.3 y 4 (5)

USE OF MOBILE DEVICES

The use of electronic devices (mobile phones, laptops, tablets, etc.) for taking photos, audio or video recordings during class is not allowed unless expressly authorized by the teaching staff. It is recommended not to use personal devices during class for non-academic reasons. Non-compliance, after being warned by the teaching staff, may result in removal from the classroom.

* Art. 11.2.e) (4); Art. 34.2 (5)

IDENTIFICATION DURING EXAMS

Students must bring valid official identification to all exams. Teaching staff may request identification from any student, who must present a legally recognized ID (ID, Passport, or Student Card).

* Art. 14.4. (4); Art. 35.1 (5)

PLAGIARISM AND FRAUDULENT BEHAVIOR DURING ASSESSMENTS

Electronic devices (mobile phones, laptops, tablets, etc.) may not be used during assessments unless explicitly allowed in the course guide and/or authorized by the professor. Failure to comply, after warning from the professor, may result in expulsion from the exam and a failing grade.

* Art. 11.2.d) y 23 (4); Art. 35 (5)

INTELLECTUAL PROPERTY

Materials such as notes, slides, recordings, texts, etc., provided by the teaching staff in class or on educational platforms are subject to intellectual property law.

* Art. 10.1 (3); Art. 26 (5)

SHARED USE OF FACILITIES AND EQUIPMENT

Students must use facilities, equipment, and resources appropriately and responsibly, in accordance with their intended purpose and with a duty of care.

* Art. 11.2 (4)

APPLICABLE REGULATIONS

- (1) Constitución Española
- (2) Ley 15/2022, de 12 de julio, integral para la igualdad de trato y la no discriminación.
- (3) Real Decreto Legislativo 1/1996, de 12 de abril, por el que se aprueba el texto refundido de la Ley de Propiedad Intelectual, regularizando, aclarando y armonizando las disposiciones legales vigentes sobre la materia.
- (4) Reglamento de régimen académico y de evaluación del alumnado UJA, aprobado en Consejo de Gobierno nº 33, de 21/11/2013 y modificado en Consejo de Gobierno nº 48, de 18/12/2014.
- (5) Reglamento de Convivencia universitaria UJA, aprobado por Consejo de Gobierno en sesión ordinaria número 9, de 16 de febrero de 2024.