



gasma

GASTRONOMY & CULINARY
MANAGEMENT CAMPUS



CEU

*Universidad
Cardenal Herrera*

SPECIFIC REGULATIONS FOR STUDENTS

**Bachelor's Degree in Gastronomy
2019 - 2020**

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1. GENERAL REGULATIONS

The purpose of these regulations is to establish the general rules applicable to students of the Bachelor's Degree in Gastronomy regarding the activity carried out in the facilities of the Gastronomy & Culinary Management Campus (hereinafter Gasma or Gasma Campus). Due to its specific nature, this regulation is complementary to all general regulations of the CEU Cardenal Herrera University, which can be found at www.uchceu.es, deemed to have been reproduced in full herein. Both the General Regulations of the CEU Cardenal Herrera University and this document have been accepted by the student in their admission and enrollment process, therefore they are mandatory. In the event that a possible cross-regulation between aspects of this Specific Regulation and the General Regulations generates doubts of application, the interpretative power of what should be applied will depend on what the General Secretary of the University decides.

The current Regulations and their subsequent updates must be accepted by all students at the beginning of every academic year.

Non-acceptance of these regulations will imply access restriction to classes, kitchens and Campus facilities.

1.1. ASSISTANCE

Given the eminently practical nature of the Bachelor's Degree in Gastronomy and the focus on continuous assessment, attendance at lectures and workshops, seminars and practical classes is mandatory. Students who do not comply with this obligation may be affected in their assessment of the subject, based on what the respective teaching guide determines in this regard.

Attendance to external or complementary activities organized outside regular lecture hours, is also mandatory when these activities are considered a part of the learning methodology. The Gasma Campus Management will inform students in advance of this type of valuable activities that are part of the teaching methodology and therefore have the same compulsory attendance requirements as those articulated within the regular schedule.

Students may justify their absence in class, either in the ordinary schedule or for external or complementary type activities. This justification must be in writing and a day before the class session or activity will take place. Some class sessions or complementary activities may have another call, so that students can attend the make-up session or activity from which they did not participate in due to a justified absence. However, other lectures or activities will not have a repetition of the session, so the training content of the sessions cannot be subject to recovery.

In any case, the justification of absences may never exceed 20% of the sessions, whether they are ordinary class or mandatory complementary activities.

In general:

- a. If a student does not attend and does not justify his/her absence at 10% of the sessions of a subject, he/she will lose his/her right to continuous evaluation and will have to undergo the alternative evaluation system contemplated for this purpose.
- b. If a student does not attend and justify up to 20% of the sessions, he or she may continue to maintain the continuous evaluation, under the conditions established for that purpose by the teaching guide.
- c. In the subjects defined as 'projects', non-attendance without justifying more than 10% of the sessions will imply the loss of the right to continuous evaluation and since there is no alternative evaluation system for this type of subjects, this may mean a fail grading for the student.

1.2. PUNCTUALITY

Respecting the beginning and ending schedule of lectures is mandatory. Once the class session or the mandatory complementary activity is started, access will not be allowed. This will be considered an unjustified absence.

If for some reason students need to leave the class or cannot attend a lecture, they must let the teacher know in advance.

1.3. DIETARY PREFERENCES AND / OR RELIGIOUS RESTRICTIONS

Students with specific dietary preferences or religious restrictions may only be excused from tasting the raw material that they have restrictions on. All students, without exception, are required due to the methodology of the training to handle and cook the raw materials planned in the learning process of the subject. The refusal to handle or elaborate specific foods may result in the non-evaluation of a specific part of the subject and thus affect the evaluation system.

2. REGULATIONS REGARDING THE USE OF UNIFORMS

2.1. UNIFORM COMPOSITION

The complete list of the uniform pieces is detailed in Annex I of these regulations.

2.2. DELIVERY

Students enrolled at the Bachelor's Degree in Gastronomy will receive the necessary uniform for the correct follow-up of the lessons at Gasma Campus.

Students will be summoned for uniform delivery at the beginning of the first year, once their measurements are taken. Uniforms will be free of charge, against a deposit (see Annex II).

Gasma will deliver the uniforms on a set date and time. On the presentation day at Gasma Campus, students will be summoned to take their uniform measurements.

Size modification or other alterations in the uniform (i.e. shorten the legs of the trousers) are the student's responsibility and therefore, at their own expense.

2.3. PURCHASES, REPLACEMENTS, SALE SITES AND RETURNS

Subsequent uniform and replacement purchases are made through the Gasma Campus store. All requested items will be delivered within the stipulated period in the purchase process. Prices for purchase and repositions are detailed in Annex I. Future updates will be published in the website.

In order to maintain the integrity of the uniform during the four years of the Bachelor's Degree, students will have to renew the uniform or parts thereof when necessary. Uniform renovations will apply if the garments have tears, loose seams, holes, obvious wear, etc. or if the teacher in charge or Gasma Campus Management indicates so based on a justified reason. The cost of the renovation will be borne by the student.

Should the student decide for any reason not to continue attending or receiving the lessons of the course, he / she must return to the Campus the Gasma and CEU embroidered jacket.

2.4. APPEARANCE

Once classes start, the use of the uniform is mandatory. Students must maintain a professional image. Therefore, students must attend theory, cooking and service classes, as well as events (at Gasma Campus or outside), properly uniformed (jacket, trousers, hat, apron and shoes) and following these guidelines:

- a. At the beginning of any practical or service class, work uniforms must be clean and properly ironed. Cleaning and ironing the uniform shall be the responsibility of the student.
- b. Footwear must be clean and in good shape. Safety shoes or specific kitchen or service shoes (all in black) are the appropriate footwear. No sports shoes allowed.
- c. The use of different uniforms, not provided by Gasma, is not allowed.
- d. All pants will have a straight leg cut. No skinny or flared cut allowed.
- e. Jackets and shirts will be loose to facilitate body movements. No tight cut allowed. These must be kept in good condition for the whole duration of the academic year. Their use will not be allowed if there are tears, frays, loose seams or any flaws. Students will be responsible for the correct maintenance of the garments. Should this not be the case, students will be required to replace the damaged piece of uniform with a new one. Students will bear the cost of the replacement.
- f. The uniform will display the distinctive Degree Course the student is enrolled in. Students not displaying the

corresponding course on their uniforms will not be allowed in class. Teachers are allowed to reserve the right to refuse admission to students who do not meet the above-mentioned requirements with the consequent attendance absence and its implication in the evaluation system of the subject.

- g. As stated in point 2.5 of this regulation, the use of the uniform within the Gasma Campus facilities is mandatory. In case the student does not have any of the compulsory garments to attend class (either due to loss, forgetfulness or any other reason) he / she will have the possibility of requesting it to Gasma, after paying 5€ for laundry costs, and use it while the day's activity takes place. Return is mandatory after its use. Students will be allowed three borrowings per course. In the event that it happens on more occasions than those established here, the student will have to buy and bear the total cost of the piece of uniform.

2.5. BOUNDED SPACES FOR THE USE OF UNIFORMS

Entrance to kitchens, workshops and events in street wear is not allowed.

The use of the uniform within Gasma Campus facilities is mandatory. It is forbidden to wear it outside the center, unless previously authorized by the Management. In kitchens, workshops, restaurant, cold rooms and warehouses the complete uniform is required. It needs to be properly cleaned and ironed (Gasma jacket, Gasma kitchen pants, Gasma fabric hat, Gasma apron, and kitchen shoes). In the classrooms and the auditorium, when the activity is a congress or masterclass, the mandatory uniform will be made up by a Gasma jacket, Gasma kitchen pants and kitchen shoes.

In the theory classes at Gasma Campus the use of the Gasma jacket, long dark colored pants (not ripped) and closed shoes will be mandatory.

For hygienic reasons, once classes are over, it is mandatory to change out of the uniform when leaving the premises of the Gastronomy and Culinary Management Campus.

Students are allowed to access the rest of the unrestricted Gasma Campus facilities in streetwear.

3. REGULATIONS REGARDING THE USE OF KITCHEN TOOLS

3.1. PERSONAL KITCHEN TOOLS

After submitting a security deposit (see Annex II for details), each student will be given a set of ZWILLING knives (a.k.a. Degree Pack) at the beginning of the first year of the Degree.

This set, along with its content, will be numbered and assigned to each student individually in order to avoid any exchange among students. Students are responsible for any breakage, loss and replacement of any item of the set at their own expense.

The complete list of the Degree Pack is detailed in Annex I of this regulation.

3.2. DELIVERY

Students at our Gastronomy and Culinary Management Campus will receive the necessary kitchen tool set for the correct follow-up of the lessons at Gasma Campus facilities.

Students will be summoned for the delivery of their knives set. They need to be ready at the appointed time.

3.3. PURCHASES, REPLACEMENTS AND SALE SITES

Purchases and replacements are made through the Gasma Campus store and delivered at Gasma Campus, within the set time limit of the buying process.

All requested items will be delivered at Gasma Campus, within the stipulated period in the purchase process. Prices for purchase and repositions are detailed in Annex I.

3.4. APPEARANCE

Students must maintain a professional image. Therefore, students must attend all cooking classes with their own kitchen tools and following these guidelines:

- a. At the beginning of any practical class, all kitchen utensils must be clean and properly sanitized. The student is responsible for cleaning and disinfection.
- b. The use of different kitchen tools, not provided by Gasma, is not allowed. Teachers are allowed to reserve the right to refuse admission to students who do not meet the above-mentioned requirements. This would be considered an absence and therefore, could be considered a penalty and could affect the continuous evaluation assessment according to the corresponding teaching guide.

4. DEPOSIT

Students need to deposit 400€. This deposit corresponds to the aforementioned uniform and kitchen tools deliveries.

The particular details of the deposit are stated in the Annex I of this document. The amount of the deposit will be returned to the student according to the criteria detailed in Annex I.

Should the student leave the course before completion, the amount of the deposit will not be returned under any circumstances.

5. REGULATIONS REGARDING HYGIENE

5.1. CLEANING AND PERSONAL HYGIENE

Every food handler must comply with the following basic rules:

- a. Maintain a good personal hygiene (daily shower).
- b. Students should wash their hands properly and frequently using hot water (around 40° degrees) and liquid soap. Hands should be dried using single-use paper towels. Washing hands is specially reinforced in the following circumstances:
 - When starting any practical or cooking lesson (beginning of the class, after lunch break or any other recess).
 - When changing from one activity to another.
 - After using the bathroom.
 - After coughing, sneezing or blowing your nose.
 - After handling garbage or any container containing it.
 - After handling raw foods.
 - Before and after touching any door or recipient handles and any other surface that might cause cross-contamination.
- c. Keep nails clean, short and cared for (not polished).
- d. Hair:
 - While working in the kitchen or workshops, the hair will be clean, tied up and inside the regulatory protective cap.
 - Facial hair is not recommended. Beards, sideburns and moustaches must be kept neatly trimmed.
 - Avoid contact with hair or facial hair during food handling.
 - The hair must be washed on a regular basis. Hairpins are not allowed. In order to tie up the hair, use a protective cap.
- e. Avoid using cosmetic makeup since it can shed dust particles on the food. The use of perfume, scented soap or hand cream is not allowed, with the exception of service personnel, who are allowed to use them in moderation depending on the service they are providing.
- f. A suitable waterproof dressing will protect any wounds that may have contact with food.
- g. Any person suffering from a foodborne disease or affected by skin infections, diarrhoea or any other diseases, which may cause direct or indirect contamination of food with pathogenic microorganisms, must report the disease or its symptoms to the teacher or person in charge, in order to assess their temporary exclusion from food handling. Food handlers who suffer from respiratory diseases, bronchitis, colds, flu or similar processes. They will be temporarily removed from the food handling.
- h. The following non hygienic practices will be avoided during food handling:
 - Touching your hair, forehead, nose, ears or mouth.
 - Coughing, sneezing, and talking loudly next to food without covering the mouth.
 - Smoking, eating or chewing gum.
 - The use of cloth towels to dry your hands and clean surfaces and utensils (under no circumstances should cloth towels be hanging at the waist).
 - Handling food with bare hands when there is an alternative effective tool.
 - Using your hands to open garbage bins that have a pedal.
 - Any other practice that may present a risk of food contamination should be avoided.

Teachers are allowed to reserve the right to refuse admission to students who do not meet the above-mentioned requirements. This would be considered an absence and therefore, could be considered a penalty and could affect the continuous evaluation assessment according to the corresponding teaching guide.

5.2. ACCESSORIES - JEWELLERY

The use of watches, bracelets, rings and piercings, which may come into contact with food is not allowed while working in the kitchen or workshops.

5.3. ACCESSORIES - BELONGINGS

Belongings such as bags, backpacks, accessories, coats, etc. other than those necessary for the lesson are not allowed while working in the kitchen or workshops.

5.4. CELL PHONES, CAMERAS

Cell phones and other devices that are not strictly necessary for the follow up of your lesson, must remain outside the classroom. In case you need them for some reason, please inform the teacher, who will determine if it is possible to deposit it in a place that does not pose any danger in the kitchen or workshop.

In case the teacher or person in charge allows to take pictures in the classroom / kitchen, all cell phones and cameras must remain together in a visible place until the capture moment is authorized.

It is strictly forbidden to capture images, video and/or audio in any lecture with a mobile phone or any other device without the express written permission of the teacher or Gasma Campus Management.

Likewise, students are not authorized to upload or publish any type of video or improper images to social media wearing the Gasma-CEU uniform or alluding to the institution, regardless of their temporality. Thus, this limitation affects both the present time of the course development and future years after the completion of the Bachelor's Degree. Failure to comply with this limitation will imply the application to the offender of the provisions established for this purpose in the Regulations of the Students of the CEU Cardenal Herrera University and / or what is established regarding the protection of trademarks and privacy rights in current legislation.

5.5. ORDER, CLEANING, RESPONSIBILITIES

Maintaining cleanliness and order according to the protocols, will be fundamental assignments of the student, and also obeying the teacher in charge and / or the student responsible for the task.

In the kitchen, students will be responsible for cleaning work surfaces. The material and tools used will be placed in the assigned sinks and carts.

All types of waste shall be deposited into the designed bins for this purpose, respecting the recycling standards for each one.

6. FOOD - BEVERAGES – RAW MATERIAL

It is forbidden to eat, drink or chew gum in kitchens, workshops and theory classrooms (mandatory tastings required in class excluded).

It is not allowed to take food / drink / raw material from the Gasma Campus for any purpose and under no circumstances.

Drinking and eating are only allowed in public or designated areas.

7. TOBACCO, ALCOHOL, DRUGS

Smoking is not allowed in the whole campus, in accordance with the regulations in force, as published in the Official State Gazette (BOE) of Friday, December 31st, 2010 (Law 42/2010, of December 30) which amends Law 28/2005 of December 26th on health measures against smoking and the regulation of sales, supply changes, consumption and advertising of snuff products.

"Article 7. Ban against smoking. Smoking is banned, in addition to the places or spaces defined in the regulations of each Regional Governments, at:

- a. Public and private work centers, except for open spaces.
- b. Centers and offices of the public Administrations and public law entities.
- c. Health centers, services or establishments, and at open and enclosed spaces on their premises.
- d. Teaching and formational center, except at the open spaces of the college centers and those exclusively dedicated to the formation of adults, provided they are not immediate accesses to the neighboring buildings or sidewalks.
- e. Sports facilities and places where public events are held, provided they are not open spaces.
- f. Areas destined for direct attention to the public.
- g. Cultural centers, reading rooms, exhibits, libraries, conferences and museums.

- h. Areas or establishments where food is made, transformed, prepared, tasted or sold.
- i. Any other place where smoking is banned, by order of this Law or any other norm, or by decision of its owner.
- j. Bars, restaurants and other enclosed restaurant establishments.
- k. All other enclosed spaces for public or collective use.

Drinking is not allowed during school hours, unless it is part of a teaching activity.

Consumption and illegal substance distribution in the facilities are strictly prohibited. Attending the Gasma Campus under the effects of illegal substances is strictly forbidden. Should this happen, the police will carry out a narcotics control, arrest the subject, if in possession of illegal substances at the time of the investigation. Noncompliance with this regulation will result in the application of the Student Regulations of the CEU Cardenal Herrera University and may result in the expulsion of the student..

8. MECHANICAL EQUIPMENT AND FACILITIES

8.1. EDUCATIONAL FACILITIES

The Gasma Campus has several spaces for practices, each of which is under the responsibility of a teacher in charge of the area. If students wish to obtain the detail and blueprints of these spaces, they can contact the Campus' reception.

8.2. CHANGING ROOMS AND LOCKERS

Entry into kitchens and workshops in street clothes is not allowed, therefore, students must change their clothes using the corresponding locker/changing rooms. Each student is responsible for emptying and leaving every day in perfect shape the locker that they have used during each day. The locker needs to remain clean and tidy. It is strictly forbidden to tamper with it or place any type of sticker. Gasma will not provide students with locks for the lockers.

The Campus will review the correct conditions of the lockers at the end of each day and will proceed to open all those lockers that remained locked. Gasma will not be responsible for any equipment, object or possessions students may have left inside.

8.3. KITCHENS AND WORKSHOPS

In order to minimize the risks in the workplace, kitchens and workshops, the following action points need to be considered:

- Keep emergency exits and passageways clear.
- Wipe up and acknowledge the existence of spills or debris on the floor.
- Do not operate equipment and facilities that are not allowed to use.
- Keep utensils and tools safely ordered, following the instructions provided by the teacher in charge.
- Follow regulations on machinery protection and work facilities.

The use of cooking and workshop facilities will be exclusive for the stated teaching activities. Any other use will only be considered if it has been previously communicated and accepted by the management of the Gasma Campus.

Students must care for and properly use the equipment and facilities of the Campus, as well as those of any collaborating entities.

8.4. KNIVES

It is forbidden to carry them inside uniform pockets. To this end, each student has a Roll Bag for transportation.

- Use safety gloves when necessary.
- Knives need to be properly stored in a place where there is no risk of falling, with the protective lid on.
- It is forbidden to gesticulate while holding a knife in order to avoid injuries to other colleagues.
- Start cleaning knives alternating sides.
- Knives will never be cleaned in the dishwasher or left to be cleaned by third parties.

8.5. KITCHENWARE

- Dishes, glasses and cups with shabby edges should be removed.
- If any item breaks, the pieces need to be immediately removed.
- All kitchenware needs to be properly stored in places where there is no risk of falling, keeping the area tidy.

- Any dishes to be used during class, will be those stated by the teacher. Under no circumstances, unless previously authorized by Gasma Campus Management, will Vidó restaurant dishes be used (Restaurant within the Gasma Campus Facilities).

8.6. ACCIDENTS RELATED TO HEAT

- When leaving pots and pans on the stove, do so with the handles facing the interior of the stove in order to avoid any contact that may cause the spilling of its contents.
- Before touching containers that may be hot, protect your hands with gloves, cloth fabric, etc.
- When opening hot containers or ovens avert the face, in order to avoid steam burns.
- Keep flammable materials such as papers, cloth and wood out of heat sources.
- Do not move flame or fire sources from one place to another.
- To avoid oil splashes, avoid keeping oil containers at high temperatures and remove water from food and utensils that are to be in contact with oil.

8.7. FALLS

In order to avoid falling in kitchens and workshops, take into consideration the following guidelines.

- Do not run down aisles or work areas (kitchens, workshops, freezing cameras, warehouses, etc.)
- Use non-slip footwear.
- Collect litter or any object lying on the ground immediately.
- Avoid spilling. In case of spilling, wipe up and clean the area immediately.

8.8. MACHINERY

Given the large number of specific machinery in kitchens and workshops such as grinders, blenders, electric knives, juicers, slicing machines, etc. and the different variations of each, the regulations on their use are extensive. Nonetheless, the following recommendations generally apply:

- Before any use check that the equipment is properly secured on the worktable to prevent displacement due to vibration.
- Do not alter the safety devices placed by the manufacturer.
- Use Cutting machines with appropriate protective measures.
- To avoid the use of bare hands while pushing or introducing food in cutting machines it is mandatory to use specific items such as turners, plastic pressure pieces, etc.
- Do not tamper or manipulate any machinery while in operation.
- Unplug machinery before cleaning.
- When using any machinery the student's uniform must be fitted. Make sure no cords or attachments are loose that can be stuck in any appliance.
- Before starting up a machine: make sure that all parts are correctly installed, as directed by the teacher in charge.
- When introducing or removing food from a machine, use plastic or rubber spatulas. Not metal. Should it fall into the machine, turn it off and remove it once the elements of the equipment have stopped.
- Safety instructions for specific machinery will be available to students previous to their use.

8.9. CLASSROOMS AND LABORATORIES

Students must take proper care of all goods, equipment, facilities and grounds of the Campus, and its partners.

8.10. EXTERNAL LEARNING ACTIVITIES AND VISITS

Students are required to act professionally at all external learning activities, since these provide unique opportunities to learn and develop possible future collaborations.

Students will attend any external visits wearing the Gasma embroidered jacket.

9. SAFETY REGULATIONS

9.1. PERFORMANCE OF PREMISES, EQUIPMENT AND INFRASTRUCTURE

It is mandatory to meet all safety and use standards in every occasion.

Regulatory provisions will be followed regarding food handling.

While in the kitchen or workshops, students must learn about the use of the mechanical equipment and facilities, detailed in Chapter 8 of this document.

Students must act responsibly.

9.2. EVACUATION ANNOUNCEMENTS

It is mandatory to respond to evacuation announcements in case of emergencies when requested by those in charge or teachers.

9.3. STUDENT ACCIDENTS IN THE CAMPUS

9.3.1. OBJECT

The purpose of this process is to define the performance criteria for the proper management and action on accidents of students in the Gasma Campus..

9.3.2. SCOPE

This process involves all faculty personnel who may witness or be involved in any student accident. Students should also be familiar with this process in case they need to help any person from the Gasma campus or student.

INSURANCE BROKERAGE COMPANY INFORMATION – FOR CONSULTATIONS ON ADMINISTRATIVE ISSUES

- Insurance Policy Holder: Proyectos Docentes y Management, SL
- Insurance Brokerage Company: Closa Correduría de Seguros
- Phone: +34 934 140 304
- Email: closa.corseg@allianzmed.es
- Insurance Company: Allianz
- Phone: 902 108 784
- Phone: (international) +34 913 255 276

ACCIDENT NOTIFICATIONS: ALLIANZ SEGUROS

When in need to notify an accident, please call Allianz Seguros:

- For assistance in the Valencia Region: 902 102 687
- For assistance in Catalonia and Murcia. 902 102 687
- For assistance in the rest of the Spanish Territory: 902 108 509

When calling, please have the following information available:

Gastronomy and Culinary Management Campus Information:

- PROYECTOS DOCENTES Y MANAGEMENT, SL
- Avda. Enrique Gimeno, 279
- 12006, Castellón de la Plana
- CIF: B-12930350

Insurance Policy:

For long term Learning Programs (Bachelor's Degree.): Insurance Policy no. 036440465

- Information on the injured person:
- Name and Family Name
- Identification no. (D.N.I./Passport/N.I.E.)
- Date of birth
- Email and Phone no.

Choice of Healthcare Centre

We will provide the above-mentioned information to Allianz for inclusion in the Emergency Medical Report that we submit.

Castellon de la Plana's nearest healthcare Centre is Hospital Rey D. Jaime, nonetheless, students can choose another one that is located closer to their accommodation.

Report – With all this information, any operator at Allianz Seguros will be able to initiate a report and send Gasma an Emergency Medical Report (to any email we indicate) so that the injured student can attend the Health Centre of their choice.

From this moment on, the student can attend the corresponding Healthcare Centre

The Accident Notification must be send back to the operator at Allianz Seguros using the same email that initiated the correspondence. The Accident Notification needs to be filled out, stamped and signed by the Company's manager.

9.3.3. REFERENCE/REGULATIONS

Medical Kits and their content

In compliance with the Royal Decree 486/1997 Annex VI, A)3 that establishes the following requirements regarding the contents of a first aid kit, the Gasma Campus has everything that is applicable to it. The following information should be known and, if applicable, applied by any person affected by it:

ANNEX VI - First aid material and spaces

A) Provisions applying to authorized workspaces used for the first time since the effective date of this Royal Decree and also to any modifications, extensions or transformations of workspaces already in use before the effective date of the Decree.

1. Workplaces shall have first aid equipment in case of accidents. These must be suitable regarding quantity and characteristics, the number of workers, the risks they are exposed to and the distance to the nearest medical assistance. The first aid equipment needs to be adapted to the professional needs of the staff.
2. The situation or distribution of the material in the workplace and facilities to access it and, if necessary, move to the crash site, they must ensure that the provision of first aid can be done with the speed required by the type of foreseeable harm.
3. Without prejudice to the provisions in the preceding paragraphs, every workplace must have at least a portable first aid kit containing authorized disinfectants and antiseptics, sterile gauze, cotton wool, bandage tape, adhesive bandages, scissors, tweezers and disposable gloves.
4. The first aid equipment shall be reviewed periodically and replenished as soon as the material is used or expired.
5. Workplaces that are simultaneously occupied by more than 50 employees should have an area reserved exclusively to the medical assistance of workers. This area should also be available in workplaces of more than 25 employees, if so is determined by the labor authority, taking into account the danger of the activity and the distance to the nearest medical assistance.
6. First aid areas must provide at least a first aid kit, a stretcher and a source of drinking water. They shall be close to the workspace and be easily accessible for stretchers.
7. First aid equipment and designed areas must be clearly identified.

B) Provisions applying to workplaces already in use before the effective date of this Royal Decree, with the exception of the areas that are modified, extended or processed after that effective date.

Workplaces already in use before the effective date of this Royal Decree, with the exception of the areas that are modified, extended or processed after that effective date need to comply with the provisions stated in Part A) o this Annex, with the following modifications:

Paragraphs 5 and 6 shall not apply, except regarding those obligations that were already applicable under the current regulations before the effective date of this Royal Decree.

Contents of the first aid kit at our gastronomy and culinary management campus

- Hydrogen peroxide - 250ml
- Alcohol 70° - 250ml
- Povidone iodine antiseptic.- 250 MI
- Zig zag cotton wool – 25gr
- Hypoallergenic tape cloth - 5m x 2,5cm
- Sterile gauze - 3 packages (5 units per package – 20x20cm)
- Gauze bandages - 2 units (5mx7cm)
- Gauze bandages - 2 units (5mx7cm)

- Gauze bandages - 1 unit (5mx10cm)
- Crepe bandaging - 1 unit (4mx5cm)
- Surgery scissors (11cm)
- Dissection clips (11cm)
- Plasters – a 10 unit box.
- Adhesive dressing - 1 packet (1mx6cm)
- Disposable latex gloves – 2 pairs
- Sterile saline (5ml) - 6 one-dose units

First Aid

First Aid is defined as the set of actions and techniques that allow the immediate attention of a victim, until professional medical help arrives.

a. Tips to consider:

- Keep calm
- Avoid crowds - an accident is not a show
- Take charge of the situation until the arrival of the medical team
- Do not move the injured - in any case, until you are sure you can perform movements without aggravating injuries
- Examine the injured:
 - Primary evaluation in order to determine if there is a possibility of loss of life
 - Secondary evaluation in order to control injuries that can wait until medical assistance arrives.
- Keep the injured calm
- Keep the victim's body temperature stable
- Call for medical assistance
- Wait for proper transportation to arrive - avoid transfer of the injured by private car
- Do not medicate

b. Activation of the emergency system – P.N.H = PROTECT - NOTIFY - HELP

- Protect - make sure the injured it is out of danger
- Notify – call medical assistance
- Help - act on the injured in this order:
 - Consciousness
 - Breathing
 - Pulse

c. Emergency telephone numbers (no need to dial '0' beforehand)

- Emergencies – 112
- National Police Department– 091
- Local Police Department – 092
- Guardia Civil – 062
- S.A.M.U. (Emergency Medical Assistance Service) – 092
- Fire Department – 085 / 964 22 10 80

10. REGULATIONS ON TEACHING AND LEARNING MATERIALS

All teaching material that the Gasma Campus offers students, is intended as a support service to teaching, studying and researching through the dissemination of information resources (regardless of their format, origin, purchase procedure and economic cost).

All members of the University Community are beneficiaries of these services:

- a. Teaching and research staff.
- b. Gasma students.

- c. Service and administrative staff at CEU University.
- d. Employees and managers.

In order to use the different services of the Library you must provide appropriate identification: i.e. University Card, or any other valid ID that proves membership to any of the sections indicated above.

Library users must comply with the existing laws on intellectual property and use of the available resources.

11. REGULATIONS ON THE USE OF THE FACILITIES AT GASMA GASTRONOMY AND CULINARY MANAGEMENT CAMPUS

Access to the Gastronomy and Culinary Management Campus will be through the entrance located at Avenida Enrique Gimeno 67, 12006 Castellón.

Opening hours are from 8:30 a.m. to 19:30 p.m.

Students will use the spaces provided for each training activity.

Students will use the specific spaces provided for periods of recess or breaks when required by schedules or as directed by the teacher in charge.

It is strictly forbidden to enter the premises that are not authorized to students without express authorization from the Gasma Campus Management, doing so without proper permission will be considered a serious offense based on what is qualified as such in the Student Regulations of the CEU Cardenal Herrera University.

Access to the campus facilities is strictly forbidden to anyone outside the university community. Students who wish to visit the facilities with a visitor, must send a request to: info@gasma.es, indicating the date of attendance, the visitor's data and the purpose of the visit.

12. ACADEMIC DISCIPLINE

12.1. GENERAL

Throughout their activities, students of the Gasma Campus are subject, in the first instance, to the academic discipline of the CEU Cardenal Herrera University, as stated in the Students Regulations (especially in the provisions of Title 3, Academic Discipline).

Any misconduct or infraction committed by a teacher, worker or student will be classified, considering its importance, transcendence or intention, as minor, serious or severe. The following list of misconducts, within each of the groups below, is not limited to additional infractions, which will be classified according to analogy.

Any minor, serious or severe misconduct will be object of disciplinary proceedings by the Rector of the CEU Cardenal Herrera University.

The severity of the offense may be modified according to the magnitude of the consequences.

12.2. TYPES OF MISCONDUCT / OFFENSE

Misconducts are classified as:

- **Minor**
- **Serious**
- **Severe**

Misconducts / offenses, whatever their classification, will require written and justifiable notification to the person committing it.

12.3. CLASSIFICATION

- **Minor**

1. Non-compliance of the uniform use regulations in kitchen and/or classrooms on more than 3 occasions.
2. Failure to comply with the cleaning protocols, as well as disrespect to the teacher's or students in charge of cleaning orders.
3. The lack of cleanliness and personal hygiene as well as the use of rings, necklaces, piercings, in the kitchen and workshops.
4. More than a 5 minute unpunctuality without a corresponding justification, will imply an unjustified fault. Repeated offenses of punctuality without just cause (one to three days per month) shall be considered minor offenses.

5. Failure to fulfill the tasks and responsibilities by the student's own decision.
 6. Eating outside the designated areas, as well as stealing elaborations and raw materials from kitchens and workshops.
 7. The use of cell phones in the classroom, having the devices in sight, and recording any lecture without consent.
- **Serious**
 1. Improper and inappropriate use of facilities and machinery as well as recklessness or negligence in the work.
 2. Inappropriate attitudes, in a context of study and university work as well as in relation to people from the university community, as well as improper behavior, according to the importance and reiteration of their actions.
 3. Unjustified assistance of 2 days within a month or 3 within a period of two months.
 4. Simulation of illness or accident.
 5. Any shortcoming in communication of the defects or anomalies observed in tools or machinery, when this results in serious damage to Gasma.
 6. Performing private work or activities during or outside school days, as well as the use of the Gasma Campus material and facilities without the proper permission. This applies to unauthorized people and to any use other than entrusted activities.
 7. To act carelessness or irresponsibly when carrying out the duties for which they have elected or designated, provided that this does not lead to serious prejudice for people or things.
 8. Sharing audiovisual classroom recordings made with cell phones or any other electronic device without consent.
 - **Severe**
 1. Drunkenness or drug addiction during school hours.
 2. Physical, verbal abuse and threats to colleagues or staff of the center.
 3. Fraud, disloyalty or abuse of trust in the actions entrusted. Appropriation, theft or theft of Gasma's assets or of colleagues or of any other people inside the facilities of the Campus.
 4. Unjustified absence for three consecutive days or five alternates in a period of one month.
 5. Non-return, loss or breakage of material provided by Gasma for the performance of teaching activities.
 6. Carrying out activities, while enrolled, that imply unfair competition with those of the Gasma Campus.
 7. Voluntary and continuous decrease in the performance of normal or agreed work.
 8. Sexual or any other type of unlawful harassment.
 9. Repeated lack of use of the protection equipment regarding safety and hygiene.
 10. It is strictly forbidden to enter the areas that are unauthorized for students without express permission from Gasma.

12.4. SANCTIONS

Sanctions can be imposed according to the classification of misconducts. They will be the following:

1. The sanctions applicable for minor offenses are:
 - a) Oral warning.
 - b) Loss of the rights to renew collaboration scholarships or grants offered by the University at the subsequent enrollment.
 - c) Loss of the rights to obtain free credits due to academic merit at the subsequent enrollment.
 - d) Loss of the right to represent students for a maximum period of one year.
2. The sanctions applicable for serious offenses will be:
 - a) Written warning.
 - b) The prohibition of entry to the premises of the University for a specific time. This ban shall under no circumstances extend until the student's exam period. With the consent of the student, and on the proposal of the Dean, the Principal or the Vice Chancellor of the Center this sanction may be commuted to academic and educational tasks.
 - c) All the consequences of the economic sanctions imposed by the Administration to the Foundation San Pablo or, where appropriate, to the CEU Cardenal Herrera University, as a result of the student's offence when breaching the rules on the use of tobacco. The economic consequences explained in this paragraph will be without prejudice to the sanctions applicable under the rest of the paragraphs of this article.
 - d) Dismissal from the University for all purposes.

12.5. PROCESSING AND PRESCRIPTION

Sanctions will be notified in a justified manner and in writing to the interested party for its information and the appropriate ends.

The processing of a contradictory proceeding is essential for the imposition of sanctions, whatever their gravity.

Minor offenses or misconducts shall prescribe in ten days, serious at twenty and severe at sixty, from the date on which they are informed, and in any case within six months of having been committed, unless written warning.

13. INTELLECTUAL PROPERTY RIGHTS

Gasma owns all rights to intellectual property on the images, graphic material, and any other content from the Bachelor's Degree in Gastronomy. These materials may include audio-visual resources generated during the academic program (i.e. images, sound, audio, video, software or texts, trademarks or logos, color or design combinations, selection of materials, computer programs, access codes, syllabuses, technical data sheets, recipes, etc.).

All teaching material is considered 'intellectual property' and is protected by the Spanish legal system, in compliance with Spanish and EU regulations in this matter, such as international treaties signed by Spain.

All rights reserved. Under the provisions of Articles 8 and 32.1, second paragraph, of the Copyright Act, it is expressly forbidden to reproduce, distribute or publicly communicate, including any means of making available all or part of the above-mentioned contents.

Users agree to respect the rights of ownership of Gasma and/or other third parties. Total or partial reproduction, distribution, public communication or modification of any content (regardless the facility where it is imparted), unless express written authorization of Gasma, is prohibited.

14. IMAGE RIGHTS AUTHORIZATION

Students explicitly authorize Gasma to capture video, audio and/or photographs of presentations, lectures or events in which they participate so that these can be used within the educational, teaching, research and/or promotional field of Gasma's activities. This authorization has no time limit, no geographical scope and refers to all technical means that may be used. The uses or applications that could compromise the right of honor in the terms provided in Organic Law 1/82, of May 5 are excluded. The present image rights authorization is free. Revocation of consent (without retroactive effect) must be communicated in writing, by electronic mail or by post to the following address: Gasma, Avenida Enrique Gimeno 67, 12006 Castellón (Spain), accompanied by a copy of an official identity document.

15. BEHAVIOUR AMONG STUDENTS AND PERSONNEL

Relationships between students and teachers must be as cordial and pleasant as possible.

Respect is at the basis of all relationships. Therefore, relationships between students and the staff at Gasma Campus should be restricted to an academic level. Students will refrain from contacting teachers or other staff members through their personal phone number or social network platforms unless in case of serious emergencies.

In order to contact teachers or staff members, students should ask for an appointment. In order to obtain the contact details of the personnel in charge of the different areas and academic aspects of the Gasma Campus students can contact the Campus' reception.

16. ECONOMIC COMMITMENTS

The student hereby accepts the economic regulations established for students signing up for CEU Cardenal Herrera University and Gasma Campus academic services and, in particular, the following that are included in the regulation to that effect that is part of the admission and enrollment process and that here are largely reproduced for greater transparency:

1. The enrolled student agrees to pay all of the amounts that correspond to the following terms/concepts: pre-registration (reservation of place), registration (or confirmation of registration) and teaching fees.
2. The amounts paid for pre-registration (place reservation), registration (or confirmation of registration) will in no case be refunded.
3. For the student who joins the September edition, the maximum date for the registration fee payment will be the same month of September. For the student who joins the February edition, the maximum date for the registration fee payment will be the same month of February and regardless whether the official registration process takes place before or after that date, which will depend on the situation of the documentation delivered by the student and his/her particular access route. The payment of the amount for tuition will not imply that the student is already formally enrolled, since this depends on the procedures necessary for that purpose in each case. Students joining the course later than the 15th day of the starting month, either in the September or February edition, must pay in the same act the amount equivalent to pre-registration and registration.

4. If for any reason students do not have a bank account within the SEPA space, they must make the payments by transfer or credit card. In these cases the possible commissions will be the responsibility of the students. Once the course has started, if students do not have a bank account within the SEPA space, they must authorize recurring charges against a credit card for the payments provided in the course fee table.

5. If any of the payments provided for in the table of fees and calendar for this purpose do not occur and upon written notice, the following measures will be taken:

a) The student's access to the academic intranet of the course will be disabled.

b) Student access to class sessions will be disabled (this limitation cannot be claimed by the student in relation to with the evaluation process of the subjects. This evaluation process will be applied according to what is established in the teaching guide of each subject and the non-appearances will have the effects foreseen in those aforementioned guides, although the reason was the one foreseen in this section). In accordance with the above measures, if students are defaulting on payments or expect to be in the following month, they must make an appointment at the Gasma Campus Office. In this appointment, they need to explain the reasons for this situation and the Gasma Campus Management may propose a temporary payment model adapted to their needs. With the application of this adapted temporary payment model, the student will regain access to the intranet and to the classes that were contracted through admission and / or enrollment and the payment commitment assumed.

The adapted temporary payment model is a possibility of assistance for students in properly documented special circumstances, is not a general nor mandatory measure for all students in all cases. In the absence of an adapted temporary payment model, there is no claim by the student.

6. If a student wishes to cancel the registration, he/she must notify the Gasma Campus Management in writing. They will analyze the application and process it to the corresponding responsible area of the CEU Cardenal Herrera University. This procedure can have an estimated duration of 15 calendar days. After that, the result of the request to withdraw the student will be notified. The valid date for the intended purposes of cancellations in the regulations and regulations of the University will be the notification of the result of the application. That is why this period must be taken into account by the applicant for the purposes of what may interest or specify in this regard. From the date of withdrawal, all the student's academic procedures are paralyzed. The termination resolution does not entitle the student to refund any financial amount. Likewise, the latter must meet the pending economic obligations until the date of the withdrawal, if any. The accepted withdrawal of the student will imply that the next expiration of the monthly payments will no longer be charged. Since the process can take up to ten calendar days if the student is interested in not being charged for a certain month, if they want to withdraw, they must do so at least ten days before the first day of that month. The final deadline for submitting a withdrawal of the application will be April, 30th of the academic year.

7. No documents may be delivered, nor shall any academic records be transferred unless it has been stated that all the contracted economic obligations have been paid.

8. Students will not be entitled to extracurricular practices if they are not up to date with payment. Only in exceptional cases, and through the express approval of the Gasma Campus management, will extracurricular practices be allowed to be carried out without having paid the entire course.

17. ACADEMIC COMMITMENTS

a) The student, once admitted or enrolled, is informed of and hereby accepts the admission rules currently in force and in particular those established in his/her programme regarding required qualifications prior to admission. In the event of failing to provide all required documentation to comply with the admission requirements, the student is also informed of and hereby accepts that certification for his/her studies will neither be processed nor issued.

b) The student is informed of and hereby accepts the current academic regulations and, in particular those established in the Specific Regulations of the programme in which he/she is enrolling.

c) The student hereby accepts the rules on social and civil conduct established by the institution, which include respect for the institution's property, fair and tolerant treatment of members of the academic community, and respectful and inoffensive language and conduct at all times.

d) The student hereby accepts that internal communications shall be made via Intranet, in addition to traditional methods (public announcement panels and personal communications), and that it is his/her personal responsibility to keep abreast of these communications and, therefore, be properly informed at all times. The student agrees to receive electronic communications from Gasma Campus concerning its activities and those of its related institutions (Law 34/2002 of 11 July and other applicable regulations, governing information society services and e-commerce). Finally, the student shall refrain from recording audio or visual material on Gasma Campus premises unless prior authorization has been granted by the institution.

e) The student hereby expressly authorizes Gasma to take photographs of and record audio and/or video of any speeches or events in which he/she participates and to use these materials as part of Gasma's educational, teaching, research and/or promotion activities. This authorization has no time limit or specific geographical area and refers to all possible technical means. Uses and applications that may violate the right to honor, in the terms set forth in

Organic Law 1/82 of 5th May and other applicable regulations, are excluded. The aforementioned image rights are transferred free of charge. Revocation of consent must be communicated in writing by email, or post to the following address: Gasma, Av. Enrique Gimeno 67, 12006, Castellón.

f) The student hereby authorizes Gasma to include any information pertaining to his/her application for admission and registration as a student in a file owned by Gasma. This data may be used by the institution in relation to educational purposes, including the provision of information on its courses, programmes and activities. Unless expressly and otherwise stated by the student, Gasma shall have the right to provide this data to the Gasma academic community as well as to its collaborating partners and institutions. This shall be done exclusively for educational, training and career development purposes and/or in relation to publicizing activities. In addition, the student acknowledges that he/she may exercise his/her rights of objection, access, rectification and cancellation pursuant to Constitutional Law 15/1999 of 13 December and other applicable regulations, regarding data protection. To exercise these rights, and for any clarifications in this respect, please write to Gasma, Avenida Enrique Gimeno 67, 12006 Castellón.

This communication shall not have retrospective effect.

g) The student hereby undertakes to use the IT resources provided by Gasma Campus for educational and academic purposes only, and to respect the personal and non-transferable nature of the password, and assumes all responsibilities stemming from the use of the resources to which this password provides access. The student also undertakes not to disseminate or make copies of any information which he/she may receive through these IT resources, and to respect copyright at all times.

ANNEX I

WORK UNIFORM

The complete list of each student's work uniform for the academic year 2019/20 is as follows:

- 2 White Jackets, embroidered with Gasma's logo.
- 2 Trousers.
- 2 White Chef hats.
- 2 Aprons, with Gasma's Logo
- 1 pair of Kitchen Shoes (safety shoes)

PURCHASES, REPLACEMENTS AND SALE SITES FOR WORK UNIFORMS

Prices for purchase and repositions for the academic year 2019/20 are as follows:

- White Jacket, embroidered with Gasma's logo: 55,00€
- Trousers: 14,00€
- White Chef hat: 6,30€
- Apron, with Gasma's Logo: 26,00€
- Kitchen Shoes (safety shoes): 30,50€

PERSONAL KITCHEN TOOLS

The complete list of each student's kitchen tools set for the academic year 2019/20 is as follows:

- M Chef's Knife Roll Bag with 16 compartments
- Paring Knife Zwilling Pro
- Slicing Knife Zwilling Pro
- Boning Knife Zwilling Pro
- Chef's Knife Zwilling Pro
- Knife Sharpener
- Peeler
- Kitchen Shears
- Fishbone Tweezers
- Tongs
- Stainless Steel Turner
- Digital Thermometer
- Serving Spoon

PURCHASES, REPLACEMENTS AND SALE SITES FOR KITCHEN TOOLS

Prices for purchase and repositions for the academic year 2019/20 are as follows:

- Chef's Knife Roll Bag with 16 compartments: 50,00€
- Paring Knife Zwilling Pro: 60,00€
- Slicing Knife Zwilling Pro: 85,00€
- Boning Knife Zwilling Pro: 85,20€
- Chef's Knife Zwilling Pro: 115,00€
- Knife Sharpener: 15,00€
- Peeler: 7,00€
- Kitchen Shears: 30,00€
- Fishbone Tweezers: 17,00€
- Tongs: 7,00€
- Stainless Steel Turner: 6,00€
- Digital Thermometer: 10,00€
- Serving Spoon: 5,00€

DEPOSIT REIMBURSEMENT FOR WORK UNIFORMS AND KITCHEN TOOLS.

The amount of the deposit will be returned to students as long as they have previously requested it following the established protocol for deposit refunds. The protocol will be reported annually in due time.

Failure to comply with the deposit refund protocol will result in the loss of the refund established for the corresponding course.

Deposit refunds will be gradually returned after the beginning of the following academic year and exclusively after enrolling and paying the corresponding reservation and tuition fees, as follows:

Year	Deposited Amount	Returned Amount
1st	400 €	
2nd	300 €	100 €
3rd	200 €	100 €
4th	100 €	100 €
		100 €*

* The final 100€ of those students who have already completed the 4 courses of the Bachelor's Degree will be returned via bank transfer as of September of the following academic year provided that all the economic obligations contracted with the University have been paid.

Should the student leave the course before completion, the amount of the deposit will not be returned under any circumstances.

ANNEX II - DEPOSIT

Gasma, Gastronomy and Culinary Management Campus and the signatory of this Regulation,
STATE

that the amount of the deposit (400,00€) mentioned in Section 4 of the Specific Regulations for Students of the Bachelor's Degree in Gastronomy, corresponds to the uniform set and kitchen tools.

The student shall deposit the stated amount by bank transfer, bank deposit, credit or debit card or cash. An email with a proof of transfer or deposit at contabilidad@gasma.es is required if you choose any of those two payment methods.

Alternatively, the signatory can pay in this same act the amount of the deposit (400,00€).



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