

C3S Business School Student Handbook

Welcome to C3S Business School.

This Student Handbook provides essential information about academic policies, student services, and the expectations for all students during their studies. It is designed to help you understand your responsibilities, rights, and the resources available to support your academic success.

At C3S Business School, we are committed to providing an international, career-focused education that prepares students for the global business environment. Our community is built on:

- Academic excellence
- Professional development
- Cultural diversity
- Innovation and entrepreneurship

Students at C3S benefit from a dynamic learning environment in one of Europe's most vibrant cities.

Academic Regulations

Academic standards at C3S Business School are governed by institutional policies designed to ensure fairness, transparency, and high educational quality. These regulations cover:

- Academic integrity
- Assessment procedures
- Attendance requirements
- Progression and graduation rules

All students are expected to familiarize themselves with these regulations and comply with them throughout their studies.

Academic Integrity

Academic honesty is fundamental to the reputation of C3S Business School.

Students must submit original work and properly acknowledge all sources used in their assignments and research. Academic misconduct includes:

- Plagiarism
- Unauthorized collaboration
- Contract cheating
- Misuse of AI tools
- Fabrication of data

Violations may lead to disciplinary action, including assignment failure, module failure, suspension, or expulsion.

For detailed rules, please refer to the Academic Integrity and Plagiarism Policy.

Attendance Policy

Regular attendance is essential for academic success.

Students are expected to attend all scheduled classes, workshops, and academic activities.

Minimum attendance requirements may apply depending on the programme. Failure to meet attendance standards may affect:

Assessment eligibility

Academic progression

Visa compliance (for international students)

Students should notify the Academic Office in case of absence due to illness or exceptional circumstances.

Assessment and Grading

Student performance is assessed through a variety of methods, including:

Written assignments

Presentations

Case studies

Group projects

Examinations

Research reports

The standard grading structure is:

Grade Classification

70% and above Distinction

60–69% Merit

50–59% Pass

Below 50% Fail

Students who fail a module may be offered reassessment opportunities according to academic regulations.

Student Conduct

Students are expected to behave in a professional and respectful manner at all times.

This includes:

Respect for faculty, staff, and fellow students

Responsible use of campus facilities

Professional behaviour during classes and events

Any form of harassment, discrimination, or disruptive behaviour may result in disciplinary action.

Student Support Services

C3S Business School offers a range of services to support student success. These include:

Academic Support

Academic advising

Study skills guidance

Dissertation supervision
Student Services

Accommodation guidance

Visa and documentation support
Orientation assistance
Career Development
Career counseling
CV workshops
Internship opportunities
Networking events

International Student Support

International students receive assistance with:
Visa documentation
Residence permits
Relocation to Barcelona
Cultural integration
Students are responsible for maintaining valid immigration status during their studies.

Health and Wellbeing

Student wellbeing is a priority at C3S.
Students should ensure they have valid health insurance coverage while studying in Spain.
The school can provide guidance on local healthcare services and emergency contacts.

Complaints and Appeals

C3S Business School maintains fair and transparent procedures for student concerns.
Students may raise issues related to:
Academic decisions
Administrative services
Staff conduct
The process typically involves:
Informal discussion
Formal written complaint
Institutional review
Students may also appeal academic decisions under specific conditions.

Graduation Requirements

To graduate from C3S Business School, students must:
Complete all required modules
Achieve the required number of credits
Pass all assessments
Fulfill financial obligations

Final results and awards are ratified by the Academic Board.

Data Protection

C3S Business School complies with European data protection regulations.

Student data is used only for academic administration, communication, and institutional reporting.

Personal data is protected and handled according to applicable privacy laws.

Equality and Inclusion

C3S is committed to providing a respectful and inclusive learning environment.

Discrimination based on gender, race, religion, nationality, disability, or sexual orientation is not tolerated.

All students are expected to contribute to a supportive and respectful academic community.

Contact Information

www.csss.es

Email: info@csss.es

For student support, please contact the Student Services Office through the main contact email. studentsupport@csss.es

Disclaimer

The policies described in this handbook are subject to review and amendment by C3S Business School in order to maintain academic quality and regulatory compliance.