

ACADEMIC REGULATION

MASTER'S DEGREE AND CONTINUING EDUCATION

The Istituto Europeo di Design Barcelona (hereinafter, IED) has drawn up this General Regulation applicable to Master's Degree and Continuing Education courses, which do not lead to an official qualification.

By signing this document, the student fully accepts the conditions set forth herein and undertakes to observe and follow them.

SECTION I. SCOPE AND APPLICATION OF THE GENERAL REGULATION

Article 1. Subject matter of the regulation

This regulation establishes the basic rights and duties of the students on Master's Degree and Continuing Education courses in accordance with current legislation and its internal rules. Attendance at the classes implies acceptance of the whole of the Academic Regulation.

Article 2. Scope of application

For the purposes of this regulation, students on Master's Degree and Continuing Education courses are those students who are enrolled and undertake studies leading to the diploma of the Master's Degree and Continuing Education courses.

Article 3. General principles

1. All students will have equal rights and duties with no distinction beyond that resulting from the course which they are taking.
2. The rights and duties will be exercised in line with the purposes of IED.

SECTION II. RIGHTS OF THE STUDENTS

Article 1. Students are entitled to:

1. Receive theoretical and practical teaching from the corresponding Curriculum.
2. Be informed in advance of the opening and start of each academic course.
3. Have timetables of theoretical and practical classes of one single group that are compatible throughout the course.
4. Perform the academic tests, obtain their marks, request certificates, and access any other IED service providing the student is up-to-date with payment of all fees of any type.
5. Access an exam review per subject, which shall be set at a specific date by the course coordinators. Failure to attend on said date will lead to abandonment of the review. The procedure for the review is that set out in Section III, Article 3.
6. Foreign students will obtain from IED the appropriate documentation necessary to facilitate the procedure for obtaining a student visa, with the student responsible for carrying out said procedure.
7. Participate in the assessment of the teaching staff through the surveys and other procedures established by IED.
8. Receive the student identity card, after having paid the full

price of the course. This card is personal and non-transferable and is valid for the duration of the course. Possession of the card entitles the student to access the library and to discounts on products and services of partner companies of IED, which may be consulted on the Student Center website.

SECTION III. CURRICULUM AND ACADEMIC ORGANISATION

Article 1. Curriculum

1. The Master's Degrees are structured in 60 IED training credits each, the Postgraduate courses in 30 IED training credits, and the Continuing Education courses in 15 IED training credits. The didactic planning of all these courses is based on the criteria set by the European Higher Education Area (EHEA), and they therefore adopt a credit system which follows the structure of the European Credit Transfer System (ECTS).
The Master's Degree and Continuing Education courses lead to a private qualification.
2. The duration of each academic year will be set in the legislation in force. The centre will provide information on this duration at the beginning of each academic year on the IED virtual campus.
3. The course covers the face-to-face teaching activities, online teaching activities, non-teaching activities, the exam period and assessment tests.
4. Face-to-face activities are all those activities in which students work directly with the teacher: theoretical and practical classes, seminars and workshops, internships, tutorials and assessment tests, whether in a physical or virtual classroom.
5. Each of the face-to-face activities will have an area or school supervisor to guarantee continuity and compliance with quality standards.
6. IED's Academic Coordination Department has information regarding the list of activities and the distribution of the times and credits apportioned to each subject.

Article 2. Academic Organisation

IED must guarantee successful compliance with the teaching objectives and effective organisation of its internal functioning, designation of teachers, planning and performance of the courses, seminars, lectures and any other activities which it organises, and it reserves the following rights with justified cause:

- Right to assign the student upon enrolment to one of the groups into which each course is divided and to change the group from one year to the next.
- Right to set the timetable during which the student must attend, which may be in the morning, afternoon or evening from Monday to Sunday and from 8 AM to 10:40 PM. The teaching timetable for the course will depend on the type of course, as indicated in the academic offer.
- The right to suspend classes providing the number of hours established for the course is made up and met. Students must also perform on their own account the work assigned to them by IED.
- Right to organise seminars, meetings, visits, lectures etc. at different times and on different days from those set for the course in which the student is enrolled.
- Right to modify the teaching staff of the course at any time of the academic year.
- IED has several laboratories and workshops. Each laboratory has

its own internal rules for optimum use and maintenance. The regulations can be found in each laboratory. Failure to comply with the rules of the laboratories may lead to temporary or definitive expulsion from the premises.

- Right to regulate on each occasion, and according to its own non-appealable criteria, the student's participation in the following complementary activities: exhibitions and fairs, fashion shows, research, competitions and internships. For the student's participation in these complementary activities, the management of IED will take into account the student's merits, as well as the logistical and financial circumstances of the centre. IED also organises other complementary activities such as: seminars, lectures and workshops. The grade for these activities will be included within the course for which these activities are established.

Article 3. Attendance, assessment and grading

1. Course attendance is mandatory. Students are required to attend a minimum of 80% of the total course in order to have the right to submit the Final Project and be eligible for the diploma. Late entry into class within 15 minutes of the start time will be considered a delay. One absence will be counted every 3 recorded delays. Entry into class after 15 minutes from the start time, or departure from the class before it ends, will be considered as an absence. If the minimum attendance is not fulfilled, the student will fail the course and will not obtain the diploma.
2. Online Module: For students on Master's Degrees that have an online module, participation/interaction on the IED campus is mandatory, accounting for a minimum of 5% of the final mark of each one of the subjects.
3. IED staff may prohibit access to the classrooms for students who arrive after the classes have started.
4. If the absences, even if justified, are repeated, the situation will be assessed by the Management, which may decide to expel the student from the course.
5. Students must take the written and oral tests and present the projects undertaken in each subject (face-to-face or online) according to the indications of the calendar of each course and according to the method established by IED. To pass the course, students must pass 100% of the credits/subjects.
6. For admission to presentation of the final project, regular attendance at the course, successful completion of all tests and exercises and compliance with all administrative requirements set out in this General Regulation will be required.
7. Assessment will be differentiated by subject and will take into account the level of acquisition and consolidation of the competences defined for each subject.
8. The grade will be awarded on a numeric scale from 0 to 10, to one decimal point, as follows:
 - From 0 to 4.9 – Fail (SS): Does not meet basic requirements for learning outcomes. The research is poor, does not make a significant contribution to class discussion, the academic presentation and the project level are weak.
 - From 5.0 to 6.9 - Pass (AP): Work of acceptable to average quality. Meets basic requirements for learning outcomes, demonstrates appropriate reading level, is able to communicate basic conceptual ideas, and knows basic relevant content for class discussion.
 - De 7.0 to 8.9 – Merit (NT): Meets 85-90% of learning outcomes with high quality and capability, contributes and communicates his/her research and project results efficiently and shows a high level of integrity and collaboration with his/her classmates.
 - From 9.0 to 10 – Distinction (SB): Means that the research and

the project have the potential to be published as a general interest article, and the student will be given the opportunity to present his or her work to the IED Barcelona Academic Board.

9. Final course mark:

- For the Master's Degree courses, the Final Course Mark will be weighted by credits assigned to each subject and final project.
- For the other Continuing Education courses, the Final Course Mark will be composed of 60% for the average of the marks of the subjects and 40% for the mark of the final project, with the exception of the Summer Courses, for which 100% will be the mark of the Final Project.

10. Notification of marks

- Students will be informed of the mark for each subject within 15 calendar days of the date of the exam.
- The teachers will give the marks to the Academic Coordination Department, which, after verification with the Course Coordinator, will communicate them individually to the students within the established period.
- Students will be able to consult their academic record independently in the IED Campus.

11. The marks will be communicated indicating the following data:

- a. Academic year and course
- b. Title of the subject and name of the teacher who teaches it
- c. Final exam mark
- d. Numerical grade given to each student (average of the final mark plus other parameters, where necessary)

12. The marks published on the IED Campus for the online module will appear in the order of submission of the assignments, indicating the marks obtained in each of them, as well as the average of the final mark of each subject.

13. All those subjects that have been passed with a mark equal to or higher than 5 cannot be re-examined in the resit period in order to raise the mark.

14. Review of the mark

- For a period of two school days following communication of the grades, students may request, by submitting a written petition to the Academic Coordinator of their course, a first review of the mark of their subject, explaining the reasons for their disagreement.
- The Academic Coordinator of the course, assisted by the Program Leader and the subject teacher(s), will examine the reasoned requests for review, giving a brief hearing to the student making the petition, and he or she will reach a decision within 10 school days following receipt of the petition, in accordance with his/her best scientific and teaching criteria. His/her decision will be communicated individually to the student.
- In the event of continued disagreement with any of the reviewed grades received, and within a period of five calendar days following publication of the results, the student may appeal to the Area Director or the Educational Policy Manager by submitting a written petition to the Academic Coordinator of their course, setting out the grounds for their differences of criteria, making special reference to those maintained in the prior review process. The Area Director or the Educational Policy Manager, after hearing the Academic Coordinator of the course, will decide within five school days, communicating their decision to the student and informing the IED Master Academic Secretariat if it is necessary to amend the grade in the subject certificate.

- In the event of continued disagreement with any of the reviewed grades received, and within a period of five calendar days following publication of the results, the student may appeal to the Centre Director by submitting a written petition to the Academic Coordinator of their course, setting out the grounds for their differences of criteria, making special reference to those maintained in the prior review process.

15. Resit of failed subject

- Students have one ordinary and one extraordinary exam session per subject included in the course fee. If a student needs a second extraordinary exam session (resit), they must pay an exam fee of €100. In order to be admitted to the resit, the student must have previously paid the corresponding exam fee for each outstanding subject.
- The first extraordinary exam session will be scheduled in the week prior to submission of the final project (Summer Course exempt). If the student fails the first resit session, they may have a second resit session in September of the same year by paying an exam fee of €100. Students who have up to 2 failed subjects may submit the Final Project, but will not be eligible for the diploma until they pass said subjects. Students who have failed three or more subjects will not be entitled to resit the subjects and may not obtain the diploma. Said students may continue to attend the classes, but the academic management reserves the right not to include them in the development of the Final Project.

16. Academic activity is considered to be suspended in August and therefore no publication, communication and/or review of marks will be performed.

Article 4. Submission of projects and presentation of final project

Students must respect the dates indicated for the submission of written and/or oral tests, exercises and projects that are used to assess the corresponding subject.

1. The teacher of said subject, together with the coordinator and the academic management of IED Master & Summer School reserve the right to accept the delay of a submission after analysing the circumstances of the delay, in all cases attaching the Attenuating Circumstances note.
2. Students who have not submitted their Final Project during the academic year in which they have taken the course will have the right to one extraordinary session in the month of September of the same academic year, paying the corresponding exam fee. After this period, students will lose the right to present their Final Project, to pass the course and to obtain the Course diploma.
3. Students who have not presented their Final Project will not be able to pass the course and will not be entitled to receive the corresponding diploma.
4. Students who fail the Final Project and wish to be eligible for the diploma must repeat the submission and presentation in an extraordinary session in the month of September of the same year, after paying the exam fee (€100). Students who fail the first resit session may have a second and final extraordinary session in February of the following year, after paying once again the exam fee. In the event that the student does not attend an exam session, the amounts paid as exam fees will not be refundable or transferable unless said absence can be justified (illness or **force majeure**), in which case the right to the examination will be maintained until the next session. If the student fails to attend any of the exam sessions without any justification of force majeure or illness, he/she will lose the session, which will be classified as a fail and the exam

fee will not be reimbursed.

SECTION IV. WORK PERFORMED BY THE STUDENT

Article 1. Selection of the work

1. The IED management reserves the right to select any work and/or projects created by the student, including the Final Project, performed during their time at IED that it considers appropriate as teaching or promotional material.
2. IED may use the selected work only for teaching, promotion or dissemination purposes when students assign the reproduction, distribution and public communication rights on such work. The assignment is free of charge and for the time that the student is enrolled at IED plus two years from the end of their studies and under the terms of Royal Legislative Decree 1/1996 of 12 April, approving the Recast Text of the Intellectual Property Act.
3. For any assignment of such rights to third parties, IED shall request express authorisation from the student in writing.
4. During the aforementioned period, students may use their work through any means and in any format with the sole condition of naming IED as follows: Work performed at IED Madrid/Barcelona.
5. After this period, students will be reinstated in all their rights.
6. In the event that the work is not selected by IED, students will be informed so that they may collect it within one year from the end of the course. In the event that the student does not collect it, IED may definitively withdraw or destroy it.

Article 2. Copying and plagiarising

1. Academic performance will be evaluated based on the work and exams performed by the student. Students who copy or who submit plagiarised work will be subject to the opening of a disciplinary procedure, as provided for in Article 5 of Section IV, with the consequences indicated therein.
2. In any event, copying in an exam will lead to a fail in the subject and, therefore, the obligation to repeat the subject.
3. In the event of plagiarism, depending on the seriousness, IED reserves the right to require the student to enrol again in the subject, with the requirement to pay the amount of the corresponding fees and credits.
4. Similarly, IED reserves the right, in the case of doubts about plagiarism, to perform a formal investigation to clarify the scope of such plagiarism.
5. It is forbidden for students to copy each other's work. It is also forbidden for students to purchase already produced items and accessories to be submitted as academic work.

SECTION V. DISCIPLINE

Article 1. Ban on smoking

It is strictly forbidden to smoke throughout the site and premises of IED and particularly in its classrooms and laboratories, in accordance with the provisions of Article 7.d of Law 42/2010, of 2 January 2011. A breach of this ban will lead to the student being asked to leave the premises. The consumption of drugs and alcohol is also forbidden throughout the premises.

Article 2. Use of the facilities

1. It is strictly prohibited to remain in the classrooms and laboratories outside class times except with the express authorisation of the Management following a request from the student submitted through the coordinators of each course.
2. Students must have a student card in order to access IED

facilities. If a student forgets their card, they may show an official photo ID. The Reception will validate the student in the database. Once the name has been validated in the database, the student will be allowed to enter the centre. If the card is repeatedly forgotten more than three times, the student will not be allowed to enter the centre.

3. In the event of loss of the named card or provisional card, the student must inform the Administrative Secretariat. A new card will be generated upon payment of €30. In the event of a stolen card, the student must inform his or her Coordinator. A police report of the theft must be presented and a new one will be generated at no cost.

Article 3. Behaviour

1. The student undertakes to respect both physically and psychologically the workers at the centre, the teachers, classmates, structure, equipment, furniture, cleaning and other IED facilities. The Management reserves the right to compensation for any damage which may be caused by the student.
2. Use of mobile telephones during classes is strictly prohibited.
3. IED accepts no liability for any personal objects, materials or any other item lost in any part of the centre.
4. Students shall make proper use of, and respect, the common areas (exhibition areas, toilets, workshops and classrooms).
5. No personal objects or academic work may be left in the reception area.
6. It is also not permitted to send personal post to any of the IED sites not addressed to staff of the centre.

Article 4. Recordings

Classes taught by teachers online may not be recorded or broadcast by students without the teacher's express consent. Recording of the classes will mean that the student is violating the right to privacy set out in Article 18 of the Spanish Constitution and infringing the provisions of the European General Data Protection Regulation, EU 2016/679, and Organic Law 3/2018 on Personal Data Protection and Guarantee of Digital Rights.

Article 5. Disciplinary procedure

Failure by the student to comply with any of the obligations or conditions established herein will be grounds for disciplinary action by the Management which, if the breach is confirmed, may lead to application of one or several of the following disciplinary measures, depending on the seriousness of the events: verbal warning, written warning, temporary expulsion or definitive expulsion.

Definitive expulsion will not give the right to a refund of the fees and amounts paid up to that time by the student to IED or the right to make any claim. Without prejudice to the aforementioned disciplinary measures, IED may exercise any pertinent legal actions to safeguard its rights.

SECTION VI. RESERVATIONS

IED reserves the right to cancel or delay the start of the course of any speciality or qualification, elective subject or teaching content if, in the opinion of the Management, there are not enough students to start up the course or subject.

In this case, IED will respect a one-month notice period prior to the start of the course and the full amount of the fees paid by the student for all items will be reimbursed.

SECTION VII. JURISDICTION

The law applicable to this contract will be Spanish Law. For any doubts or disputes which may arise in the interpretation, compliance or application of this General Regulation, the provisions of Article 52.3 of the Civil Procedure Act apply.

SECTION VIII. AMENDMENTS AND REPEALS

1. The power to amend and/or repeal this General Regulation corresponds exclusively to the legal representative of IED and to the persons that he/she delegates in accordance with the law.
2. This regulation repeals any previous regulation. In all matters not provided for herein or which are contradictory, the provisions of the Enrolment Contract shall apply.

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