

ACADEMIC REGULATION

Summer Courses

The Istituto Europeo di Design Barcelona (hereinafter, IED) has drawn up this General Regulation applicable to the Summer Courses. 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 Summer 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 summer courses are those students who are enrolled and undertake studies leading to the Summer Course diploma, at any of its levels.

Article 3. General principles

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

SECTION II. RIGHTS OF THE STUDENTS

Artículo 1. Los estudiantes tienen derecho a:

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. 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.
6. Participate in the assessment of the teaching staff through the surveys and other procedures established by IED.
7. 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 time units for academic organisation will be the course, which will cover the face-to-face teaching activities, online teaching activities, non-teaching activities, the exam period and assessment tests.
2. 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.
3. Each of the face-to-face activities will have an area or school supervisor to guarantee continuity and compliance with quality standards.
4. 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 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, IED's management 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 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.
2. IED staff may prohibit access to the classrooms for students who arrive after the classes have started.
3. 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.
4. Students must take the written and oral tests and present the projects undertaken 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 required work.
5. For courses with marks, the evaluation will be that of the final project and will take into account the level of acquisition and consolidation of the competences defined for each of them.
6. The grade will be awarded on a numeric scale from 0 to 10, to one decimal point, as follows:
 7. 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.
8. Notification of marks:

Students will be informed of the assessment before the diplomas are awarded.

The teachers will give the marks to the Academic Secretariat, which, after verification with the Course Coordinator, will communicate them individually to the students within the established period.

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 assessment D) Numerical grade given to each student (average of the final mark plus other parameters, where necessary)

All those subjects that have been passed (mark equal to or higher than 5) cannot be re-examined under any circumstances.
9. During the month of August, academic activity is considered to be suspended and therefore no publication, communication and/or review of marks will be made during this period.

Article 4. Diplomas and Certificates

1. Students who successfully complete the course will receive a Course Diploma, provided that their administrative situation is in order.
2. Students must collect the diploma in person. It cannot be sent in digital format, only by ordinary mail. If the student is unable to attend, the diploma may be collected by a person whom the student has duly authorised in writing.
3. Once the student has collected the diploma, no subsequent copies or duplicates will be made. In the event of loss, theft, etc., only certificates attesting to completion of the studies will be issued.

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 the Article 5 of Section V, 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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