

# ACADEMIC REGULATION

## UNDERGRADUATE DEGREE IN DESIGN (4-YEAR COURSE)

Istituto Europeo di Design (hereinafter, IED Barcelona) has drawn up this General Regulation applicable to the Undergraduate Degree in Design (hereinafter, Official Undergraduate Degree) that it teaches as a Centre for Higher Education in Design and which determines the student's rights and duties. By signing this document, the student fully accepts the conditions set forth herein and undertakes to observe and follow them.

### TITLE I. SCOPE AND APPLICATION OF THE GENERAL REGULATION

#### Article 1. Subject matter of the regulation

This regulation establishes the basic rights and duties of Official Undergraduate Degree students at IED Barcelona 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, Official Undergraduate Degree students at IED Barcelona are those students who are enrolled and undertake studies leading to the Undergraduate Degree (or equivalent name) in Design in any of its specialities.

#### 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.

### TITLE 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. Transfer to a different educational centre to continue his/her studies providing the specific rules of each qualification related to such transfers are met.
4. Have timetables of theoretical and practical classes of one single group that are compatible throughout the course.
5. Perform the academic tests, obtain their marks, request certificates, request transfer of their academic record and access any other IED service providing the student is up-to-date with payment of all fees of any type

6. 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 Title III, Article 3.
7. 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.
8. Participate in the assessment of the teaching staff through the surveys and other procedures established by IED.
9. 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.

### TITLE III. CURRICULUM AND ACADEMIC ORGANISATION

#### Article 1. Curriculum

1. The Official Undergraduate Degrees in Design at IED are structured into four course years, each of 60 ECTS, giving a total of 240 ECTS credits.
2. The duration of each academic year will be set in the legislation in force. The centre will provide information on the duration at the start of each academic year on its noticeboard and/or in written documentation or in the Virtual Campus IED.
3. The time units for academic organisation will be the semester and the academic year that will cover the face-to-face teaching, online teaching, 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. ED'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 to those set for the course on 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. Attendance at the classes, seminars and all the teaching activities offered by the centre is mandatory. Students must have an attendance rate of at least 80% in order to be eligible to take the exam in the ordinary exam session of a subject.
2. Students that do not meet the minimum attendance rate will not be entitled to take the exam in the ordinary session and will only be entitled to attend the extraordinary exam session.
3. Assessment will be differentiated by subject and will take into account the level of acquisition and consolidation of the competences defined for each subject.
4. Students who were unable to complete their assessment work due to demonstrable unforeseen circumstances may submit an application for extenuating circumstances upon request to their Course Coordinator. This request will be evaluated by the director of the corresponding school and, if approved, one of the following cases may be selected:
  - The student will have 10 more days to submit their work and their mark will not be affected by the delay.
  - The student may go directly to the resit at no charge and with no record of the ordinary exam session.
5. Grades will be awarded on a numeric scale from 0 to 10, to one decimal point, as follows:
  - From 0 to 4.9 – Fail (SS)
  - From 5.0 to 6.9 - Pass (AP)
  - From 7.0 to 8.9 - Merit (NT)
  - From 9.0 to 10 - Distinction (SB)
 Obtaining the credits corresponding to a subject requires passing the corresponding exams or assessment tests (minimum mark of 5.0).  
 The average of the academic record will be the results of applying the following formula: sum of the credits obtained by the student with each one multiplied by the value of the corresponding grade and divided by the total number of credits.  
 If the student did not sit the exam, it will be classified as "Not Taken" but a grade of 0 will be given in the academic record.

- Any student that cannot be graded due to reasons considered justified by the Director of the corresponding school or the centre will be regarded as "Ungraded" (SC). These credits will be understood as "Not obtained" and will therefore not form part of the academic record.
6. At the start of the academic year, study guides for each subject will be posted on the noticeboard and/or in the folders shared with the students, including their corresponding assessment and grading criteria and procedure, the number of sessions to be held throughout the course year and details of how they will be organised. Each student will be able to access the guides by logging on with a username and password provided by IED, whenever the facility is technically available. In any event, these guides will be available in the Academic Coordination Department.
  7. It will not be possible to assess a student in a subject if he or she has not previously passed the corresponding subject of the same name and lesser numeration, or a subject which has been established as a prior requirement for studying the following academic year.
  8. Regarding the publication and review of examination marks with the Coordinator:
    - On the day specified in the exam session notification, the Coordinator or the person responsible for each subject will communicate the day of publication of the corresponding marks
    - On the same day as the publication of the marks, the period for review of said marks will begin.
 The marks will be published on the Virtual Campus IED by means of a list containing the following data:
    - a. Academic year and the session to which the exam corresponds.
    - b. Subject name and code.
    - c. Personal number of each student, determined by their sequential order
    - d. Final exam mark.
    - e. Numerical grade given to each student.
 For a period of two school days following publication of the grades, students may request, by submitting a written petition to the Academic Coordinator of the area specialisation, a first review of the mark of their exam in a reasoned manner, explaining the reasons for their disagreement. The Academic Coordinator of the area of specialisation, assisted by the corresponding subject teachers that he/she deems necessary, will examine the reasoned review requests, 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. The process shall follow the deadlines also stated in the exam session notification. The Academic Coordinator will then order immediate publication of the decision by means of a list of marks that have been amended. In the event 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 the corresponding area, setting out the grounds for his/her differences of criteria, making special reference to those maintained in the prior review process. The Centre Director, after hearing the Academic Coordinator of the

corresponding area, will decide within five school days, communicating their decision to the student on the Virtual Campus IED and informing the Academic Coordination Department if it is necessary to amend the grade in the subject certificate.

9. All those subjects that have been passed (mark equal to or higher than 5 may not be examined again in order to raise the mark

#### **Article 4. Ordinary and extraordinary exam sessions**

1. The holding of the exam sessions will be set in accordance with the academic calendar established by IED.
2. If the student fails to attend any of the exam sessions without any justification of force majeure, he/she will lose the session, which will be classified as a fail.
3. The student will have two possibilities of enrolment per subject and one exceptional opportunity.
4. For the first enrolment, the student will be entitled to two assessment sessions per academic year: one ordinary and one extraordinary included in the Course Fee. The extraordinary exam session held in the first semester will be during the month of July and the extraordinary exam session held in the second semester will be during the month of September before starting the new academic year.
5. For the second enrolment in the same subject, the student may decide whether to pay the full enrolment of the subject, then having the right to attend the classes (and one ordinary exam session and one extraordinary session included) or pay only the amount of the exam sessions (without the right to take the subject). The price of each one of the sessions will then be €50 per ECTS of the failed subject.
6. However, students who have exhausted the two enrolments for the same subject may submit a reasoned application for an exceptional enrolment, also with its two corresponding exam sessions, to the Centre Director, who will make the corresponding decision. In this third enrolment, the student may decide whether to pay the full enrolment of the subject, then having the right to attend the classes (and one ordinary exam session and one extraordinary session included) or pay only the amount of the exam sessions (without the right to take the subject). The price per session will then be €50 per ECTS.
7. Admission to the exams of the ordinary session will require regular attendance on the course and fulfilment of all the administrative requirements established in this regulation. Admission to the extraordinary sessions will require the student to pay the corresponding amount of the extraordinary sessions one week before the exam date, where applicable.
8. 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.

#### **Article 5. Recognition of ECTS credits**

1. Students will not be required to study subjects for which ECTS credits have already been recognised, in accordance with current legislation on such recognition. Recognised subjects

will appear in the academic record with the grade obtained in the original centre with the letters REC (Recognised).

2. Submission Deadline:
  - a. Students wishing to obtain recognition of ECTS credits must submit the corresponding documentation before 30 September of the current academic year to the Academic Coordination Department for it to be sent to the Department of Education of the Regional Government of Catalonia in September.
  - b. Students who have not formally requested recognition of ECTS credits by said deadline must attend all the teaching activities programmed by IED for that current academic year.
3. Procedure for recognition of ECTS credits if the student's original studies are an official National Qualification (other than the Undergraduate Degree):
  - a. Once a place has been obtained at IED, students may apply for recognition of ECTS credits (never more than 144 ECTS). The corresponding application will be submitted to the Academic Coordination Department together with the academic certificate of the courses studied, the curriculum and teaching contents regulating the course
  - b. IED will send the application to the Department of Education of the Regional Government of Catalonia, attaching the Resolution Proposal.
  - c. In the event of a favourable decision, the recognition of credits will be included in the student's academic record and will be reflected in the European Diploma Supplement.
4. Procedure for recognition of ECTS credits if the student's original studies are from Abroad, outside the European Higher Education Area:
  - a. Once a place has been obtained at IED Madrid, students may apply for recognition of credits. The student must submit to the Department of Education the certified academic certificate of the courses studied, the curriculum and teaching contents regulating the courses. Once the Department of Education has issued a decision on the application for recognition of ECTS credits, the student must submit to IED the ruling on the application.
  - b. Once a decision has been issued by the Department of Education, IED will proceed to recognise the credits (never more than 144 ECTS) established by the Department of Education and enrol the student on the course and corresponding academic year according to their educational level. Once a decision on the recognition has been issued, the file and recognised credits will be sent to the Department of Education for official custody.
  - c. The recognition of credits will be included in the student's academic record and will be reflected in the European Diploma Supplement
5. Procedure for recognition of ECTS credits if the student's original studies are from Abroad within the European Higher Education Area:
  - a. Once a place has been obtained at IED, students may apply for recognition of ECTS credits, by submitting the corresponding application together with the academic certification of the courses studied, the curriculum and teaching contents regulating the courses. All the

documentation provided must be translated into Spanish by a sworn translator.

- b. IED will send the application to the Department of Education of the Regional Government of Catalonia, attaching the Resolution Proposal.
  - c. In the event of a favourable decision, the recognition of credits will be included in the student's academic record and will be reflected in the European Diploma Supplement.
6. Limits to recognition:
- a. Under no circumstances may the following be subject to recognition or ratification of credits:
    - Final projects of university or advanced artistic education.
    - Final work or integrated project modules of the Professional Education in Plastic Arts and Design.
    - The vocational project modules of Vocational Training.
    - Final project modules of Sports Education.
  - b. Curricular internships may be recognised if evidence is provided of one of the following circumstances:
    - Having prior professional experience relating to the advanced artistic education in which the student is enrolled whether in the framework of employment, collaboration or a scholarship.
    - Having passed a practical training module in other prior official studies of a similar nature in accordance with the provisions of Article 4 of Royal Decree 1618/2011.
    - The application will be made using the annex available from the Academic Coordination Department. In the event of a favourable decision, full recognition in the academic record will appear with the letters REC (Recognised) and without a numerical grade. In the event of partial recognition, the numerical grade resulting from the evaluation of the remaining outstanding credits will be recorded.

#### **Article 6. Available elective subjects.**

Speciality electives of the Undergraduate Degree in Design.

1. IED has included elective subjects in its curriculum.
2. The speciality paths in the Undergraduate Degree in Design are dependent on the existence of a minimum number of students so as to ensure their educational/organisational and financial viability. In the event the said viability is not met, the elective path will not be carried out and students must select another.

#### **Article 7. Continuation and progression**

1. Students may continue with their official studies if they pass at least 12 credits at the end of the first year.
2. The maximum study period for students will be seven academic years, including the period for the Final Project. Students who exhaust this period of time may request an extraordinary extension of one academic year. The application must be addressed to the Director of IED Barcelona.
3. First-year students may move on to the next year providing they have passed 48 ECTS of the credits of the immediately preceding year.
4. Students may enrol on a maximum of 90 ECTS per year. This option will only be for exceptional cases and will have to be approved by the Centre Management.

5. Students may request the deferment of their enrolment in the conditions and in the manner specified in Article 1.5 of Title III herein.

#### **Article 8. Transfer of Records between Higher Education Centres**

1. In order to be able to transfer academic records from another Higher Education Centre to IED, the requesting students must meet the established requirements:
  - a. Not having exhausted the exam sessions established in rules for remaining on the course.
  - b. Not having exhausted the maximum period of study (seven academic years).
  - c. Documentation to be submitted:
    - Application form for transfer of academic record, to be requested from the Academic Coordination Department.
    - Copy of DNI, NIE or passport.
    - Personal certification duly stamped and signed by the original centre.
    - Certified photocopy of the entrance exam pass certificate.
    - Certified photocopy of the advanced secondary education certificate.
    - Copy of the official programmes or teaching guides stamped by the original centre.
2. In order to be able to transfer the record from IED to another Higher Education Centre, students making the request must complete the corresponding application justification.

#### **Article 9. Final Project of the Undergraduate Degree in Design and Curricula Internships**

1. The Final Project of the Undergraduate Degree in Design will have a minimum allocation of 30 credits, and satisfactory completion of the project will be required in order to obtain the Undergraduate Degree in Design.
2. The student must submit a Final Project for the Undergraduate Degree in Design in accordance with the theme established by IED.
3. Students will be required to pass all of the other credits making up the curriculum before undertaking the Final Project of the Undergraduate Degree in Design.
4. In the event of a fail in the ordinary and first extraordinary sessions, the student must enrol once again in the Final Project of the Undergraduate Degree in Design and pay the cost of the Place Reservation and the price corresponding to 30 ECTS (according to the price of the fees for the corresponding academic year).
5. Students must perform curricular internships in companies when they have passed all of the basic core subjects and mandatory speciality subjects. The companies for performing internships will be provided by IED

#### **Article 10. Official Undergraduate Degree in Design**

1. In order to obtain the qualification, students must have passed all of the subjects, internships and Final Project that make up the curriculum of the higher artistic education of the Official Qualification in Design. The degree will specify the corresponding speciality. Similarly, international students must have their advanced secondary education certificate

recognised in Spain in order to receive their Official Undergraduate Degree in Design.

2. Once they have completed their studies, fourth-year students must pay the Qualification Issue Fee, the price of which is established by the Autonomous Region.
3. Together with the qualification, the European Diploma Supplement containing the following information will be issued:
  - Student details.
  - Information on the qualification (including speciality and, where appropriate, path taken by the student).
  - Information on the level of the qualification.
  - Information on the content and results obtained.
  - Information on the function of the qualification.
  - Additional Information.
  - Certification of the supplement.
  - Information on the National Higher Education System.
4. If a student takes only part of the studies leading to the official higher artistic education qualification, the European Diploma Supplement will not be issued, but only a certificate of the studies undertaken.
5. When a student wishes to move to another centre to continue his/her studies, he/she must request from the current centre a personal certificate of the studies undertaken and the results obtained. This certificate will be used to apply for a place in another centre.

#### **TITLE 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 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 VI, 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**

1. 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 the 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**

1. 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.
2. 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.

### **TITLE VI. 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.

### **TITLE VII. 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.

--- ---

December 2020 update