

# ACADEMIC REGULATION

## BA Honours

Istituto Europeo di Design Barcelona (hereinafter, IED) has drawn up this General Regulation applicable to IED Barcelona BA (Honours) courses (hereinafter, BA).

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 BA students 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, BA students are those students who are enrolled and undertake studies leading to the BA (Honours) qualification, equivalent to 360 UK credits.

#### 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 Official Undergraduate Degrees in Design at IED are structured into 3 academic years, each of 120 UK credits.
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 time units for academic organisation will be the semester and the academic year, which will cover the face-to-face teaching activities, virtual 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. The academic year begins in September and ends in July. The course consists of theory and practice. School days are from Monday to Friday, and may in some cases include Saturdays. The classes may be distributed throughout the day.
6. Students must also perform the assignments given to them by IED. The classes may be suspended in one academic year once the number of hours set for that year in question have been completed.
7. Each of the face-to-face activities will have a school supervisor to guarantee continuity and compliance with quality standards.
8. 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, 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. Students must adhere strictly to the start and finish times indicated by the centre's management and may not arrive late to the classes or leave them before the end. IED staff may refuse access to students who arrive late.
2. Any student who is absent from their studies without authorisation or reasonable cause for a period of at least two weeks (10 consecutive school days) will be considered to have abandoned the course and, at the discretion of the appropriate Academic Coordinator, may have their enrolment terminated.
3. Students must take the exam of the modules included in each course and, in any case, in the Course Organisation Plan, taking into account the criteria indicated in the rules of the centre. In order to attend the exams, students must be up to date with the payment of fees and with their administrative situation in order.
4. An exam is scheduled at the end of each module, using one of the following methods and procedures: oral, test, research study, **ex-tempore**, papers. Exam scores are stated on a numerical scale of 0-100, without decimals:
  - 0-29 = fail;
  - 30-39 = resit;
  - 40-49 = pass;
  - 50-59 = good;
  - 60-69 = merit;
  - 70+= distinction.
5. Exam results will be published on the Moodle platform <http://moodle.iedbarcelona.es>.
6. Students who submit their work late but within 24 hours or one working day after the deadline will have a 10% deduction in the overall grades assigned to the corresponding evaluation element as a penalty for the late submission.

### **Article 4. Qualifications and certificates**

1. Upon completion of the three-year course, students will be awarded a qualification from the University of Westminster, providing their administrative situation is in order. The evaluation will be calculated in units, taking into account the average grade obtained in each subject, to which the grades of the thesis and any increases depending on the activities performed will be added.
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 awarded by the University of Westminster, in the event of loss, theft, etc., of said diploma, a duplicate may be requested directly from the University of Westminster with the fees set by the University.

## **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 non-official 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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