

ACADEMIC REGULATION

ONE and THREE-YEAR IED DIPLOMAS

Istituto Europeo di Design Barcelona (hereinafter, IED) has drawn up this General Regulation for private qualifications (IED Diploma) which sets forth the students' rights and duties.

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 of the courses leading to the one-year and three-year IED private qualifications. 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 of the courses leading to IED private qualifications are those students who are enrolled on any of the one or three-year courses leading to an IED private qualification.

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, 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.
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 necessary documentation 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 teaching of the one-year IED private qualification is structured into 60 IED credits.
2. The teaching of the three-year IED private qualification is structured into 60 IED credits per year.
3. The centre will provide information on the duration of the course at the beginning of each academic year on the IED virtual campus.
4. 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.
5. 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.
6. Each of the face-to-face activities will have an area or school supervisor to guarantee continuity and compliance with quality standards.
7. 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.
- 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. Attendance at the classes, seminars and all the teaching activities offered by the centre, is obligatory. Students shall scrupulously respect class entry and exit times as set by the Centre's Management. Arriving late at the classes or leaving early will not be tolerated. IED staff may prohibit access to the classrooms for students who arrive after the classes have started. Class attendance is mandatory for the first enrolment of each subject, with attendance of at least 80% of the total class hours required in order to be assessed. Class attendance will be evaluated within the teacher's evaluation parameters.
2. Students that do not meet the minimum attendance rate will not be entitled to take the exam in the first 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 will be offered the opportunity to go directly to the following session at no charge.
5. 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)
 From 5.0 to 6.9 - Pass (AP)
 From 7.0 to 8.9 - Merit (NT)
 From 9.0 to 10 - Distinction (SB)
- Passing a subject requires having passed the corresponding exams or assessment tests (minimum mark of 5.0).
 When a student has not sat an exam, it will be marked "Not Present" (NP) but on the academic record, the grade will be shown as 0.
 When a student cannot be graded due to reasons considered justified by the Area or Centre Director, it will be marked "Ungraded" (SC). These subjects 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 notice board and/or in the folders shared with the students, including their corresponding assessment and grading criteria, 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 denomination 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 same day as the publication of the marks, the period for review of said marks will begin.

The marks will be published on the IED Campus 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 their decision by means of a list of marks that have been amended. 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 the corresponding area, setting out the grounds for their 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 noticeboard and informing the Administrative Secretariat 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) cannot be re-examined 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 submitted at the start of the course.
2. Students who fail to attend any of the exam sessions without any justification of force majeure will lose the session, which will be classified as a fail.
3. Students will have two regular enrolments per subject and one extraordinary enrolment.
4. For the first enrolment, 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, students may

decide whether to pay the full enrolment of the subject (paying €20 per class hour 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 €100 per exam 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, students may decide whether to pay the full enrolment of the subject (paying €20 per class hour 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 €100 per exam.
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 (force majeure), in which case the right to the examination will be maintained until the next session.

Article 5. Permanence and progression in three-year private qualification

1. Students may progress to the next year providing they have fails in 20% or less of the subjects of the immediately preceding year.
2. Students who have fails in more than 20% of the subjects of the immediately preceding year must enrol again in those subjects and pass them before they may select subjects from the following year.
3. 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.

Article 6. Thesis in three-year private qualification

1. The thesis work will be mandatory for obtaining the IED Diploma.
2. The Thesis will have an allocation of one semester, and will be mandatory for obtaining the IED Diploma.
3. Students must submit a Thesis proposal in accordance with the theme established by IED.
4. The attendance, evaluation and grading of the Thesis will require not having failed any of the subjects that make up the curriculum prior to the Thesis.
5. In the event of a fail in the ordinary exam sessions and first extraordinary session (included in the price of the third year and which are always in September) of the Thesis, students must enrol once again in the Thesis Project, pay the cost of the place reservation and the price corresponding to half of the course fee.

Article 7. Certificates and Diplomas obtained

1. Students who successfully complete the one-year private qualification or three-year private qualification will receive a course Diploma, providing their administer 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. After this period, students will be reinstated in all their rights.
5. 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. 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 VI. 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 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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