

ACADEMIC REGULATION

Higher Level Training Cycle

Istituto Europeo di Design (hereinafter, IED Madrid) has drawn up this General Regulation applicable to the Higher Level Training Cycles (hereinafter, Training Cycles) that it teaches as a centre of vocational education, which sets out 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 Training Cycles 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 of Training Cycles are those students who are enrolled and undertake studies leading to the Qualification for Higher level Training.

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. Transfer to a different educational centre to continue their 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 the waiver of the review. The procedure for the review is that set out in Section III, Article 3.
7. 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.

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 ISIC website. This card is digital and free of charge. Students who do not have a mobile device or one that is compatible with the application will be given a physical student card at a cost of 5 euros. Loss of the card and its replacement will have a cost of 10 euros.

SECTION III. CURRICULUM AND ACADEMIC ORGANISATION

Article 1. Curriculum

1. The teaching of the Training Cycles is structured into modules and one practical training module to be performed over two academic years, with a total of 120 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 on the virtual campus.
3. The time units for academic organisation will be modules and the academic year, and will cover the areas of face-to-face teaching, exams 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 at the start of the course 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 is indicated in the course prospectus.
- 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 in which the student is enrolled.
- Right to modify the teaching staff of the course at any time of the academic year.
- 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

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.

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 85% 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 eligible for ongoing assessment and will be required to sit the exam in the ordinary session on the entire subject.
3. The assessment will be conducted in a differentiated manner by modules, taking as reference the objectives of each module expressed in terms of capacity, skills and competences and the respective assessment criteria of each of them.
 - The grades of all the vocational training modules in the educational centre and the Project Module will be awarded on a numerical scale from 1 to 10, without decimals. Those equal to or greater than 5 will be considered positive and the rest negative.
 - The Workplace Training Module will be graded in terms of "Satisfactory" or "Not satisfactory".
 - The vocational modules recognised by means of other training courses or which are deemed to correspond to the work experience will be graded, respectively, with the expression of "Recognised" and "Exempt".
 - The vocational modules that for reasons other than those of the waiver of the exam session have not been graded will be recorded as "Not assessed" and the corresponding exam session will be counted as consumed.
 - Once all the vocational modules that make up the training cycle have been passed, the final grade of the training cycle will be determined. For this purpose, the simple arithmetic average of the grades of the vocational modules that have a numerical assessment will be calculated. From this result, the whole part and the first two decimal figures will be taken, rounding up

the hundredths figure if the thousandths figure is equal to or greater than 5. This calculation does not therefore take into account the grades of "Satisfactory", "Recognised" and "Exempt".

- If, as a result of recognitions or exemptions, all the vocational modules have been graded with a worded expression, the final mark for the training cycle will be 5.00.
4. On the publication and review of examination marks with the subject coordinator.
 - Within two working days from publication of the marks, students may request from teachers and tutors as many clarifications as they consider necessary with regard to the assessments performed on their learning process and on the grades adopted as a result of said process.
 - In the event that, following the appropriate clarifications, there is disagreement with the final grade obtained in a training module or in the Practical Training Stage, the student may request in writing from the School Director, who is in charge of the modules, a review of said grade in a period of three working days following the day on which they were notified. The decision will be reasoned and in writing.
 - In the event that the disagreement persists, and within two working days from the last communication from the centre, a claim may be lodged with the Management of the Territorial Area.
 5. Each academic year, there will be two exam sessions, one ordinary and another extraordinary, without prejudice to the provisions of the paragraphs below, which will lead to the corresponding final grade. In order to pass each module, students will have a maximum of four exam sessions, between the ordinary and the extraordinary sessions, and two sessions to pass the Workplace Training Stage.
 6. 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.

Article 4. Waiver of the exam sessions and deferral of the grade of the Workplace Training Module

1. In order not to exhaust the limit of the exam sessions established for the vocational training modules in the educational centre, students or their legal representatives may waive the assessment and grading of one or both exam sessions in the academic year of all or any of the modules, in the event of any of the following circumstances:
 - a. Prolonged illness or accident of the student.
 - b. Obligations of a personal or family nature as assessed by the Centre Director that prevent or hinder normal studying.
 - c. Employment.
2. For the waiver of the exam session to be admitted, the request will be submitted to the Academic Secretary's Office least one month in advance of the final assessment date of the module or modules affected by the waiver. The director of IED Madrid will make a decision, in the same document, on the petition within ten days. A copy will be attached to said record and the interested party informed. Negative decisions will be reasoned.

3. For the same purpose, when any of the circumstances described in the previous section occurs, students or their legal representatives may waive the assessment and grading of one or both of the sessions provided for the Workplace Training module.

The other conditions of the waiver of the exam sessions and deferral of the grading of the Workplace Training module are set out in Article 20 of Order 2694/2009, of 9 June, amended by Order 11783/2012.

Article 5. Recognition of ECTS credits

The Director of the Centre is responsible for deciding on recognitions and exemptions in the Training Cycles.

Article 6. Recognitions between modules of different Training Cycles

The training modules belonging to Training Cycles from the corresponding professional family established in the respective Royal Decrees regulating their qualifications and approving minimum teaching requirements may be recognised. The procedure for recognition of said modules will be that set out in the respective Royal Decree and, failing that, in Articles 37 to 41 of Order 2694/2009 of 9 June, amended by Order 11783/2012 of 11 December, and Order ECD/2159/2014 of 7 November.

Article 7. Permanence and progression

1. Students who pass all the vocational modules of the first year will progress to the second year.
2. Those students who, after the holding of the extraordinary exam session of the first year, have one or several vocational modules outstanding that together account for no more than nine teaching hours per week will also progress to the second year.
3. Access to the Workplace Training module requires the student to have passed all the vocational modules in the educational centre included in the Annex to the Royal Decree that determines their correspondence with the units of competence of the National Catalogue of Professional Qualifications for accreditation. Consequently, the following will be able to start this training module:
 - a. Students who have passed all vocational modules in the educational centre.
 - b. Students who have one single training module outstanding that has no correspondence with the units of competence of the National Catalogue of Professional Qualifications for accreditation, providing the module does not account for more than eight teaching hours per week.
 - c. The incorporation of students included in section b) will be made by a decision of the teaching staff, who will assess individually for each student the level of acquisition of the general competence of the qualification and of the general objectives of the Training Cycle, the possibilities of retaking the failed module and the benefit the student may take from the workplace training module.

Article 8. Characteristics of the Project Module

1. The second year of every Higher Level Training Cycle includes the Project Module, which aims to integrate the

different skills and knowledge of the curriculum of the Training Cycle. To this end, students must perform a project that incorporates the technological and organisational variables relating to the qualification. The Schools will determine, within the framework of the general annual programme, the proposed projects to be performed by the students.

2. The students themselves may also propose the project, in which case the acceptance of the corresponding school will be required. To this end, they must submit a preliminary project containing a brief description of the project that they wish to undertake at least 15 days in advance of the second year Ordinary Final Assessment.
3. Students will perform the project individually or in groups of no more than three people.
4. Period for completing projects.
In the second quarter of the second academic year, the timetable set for tutorials will be allocated to the following activities:
 - a. Familiarising students with the project method.
 - b. Specifying the formal aspects that a project must contain.
 - c. Guiding students on the possible projects to be performed and helping them in the decision-making process.

The projects will be assigned by the teaching staff to the students that have been proposed for the Workplace Training Module. They will be drawn up during the same period of time as that allocated to this vocational module.

Article 9. Internship stage

Students may be deemed exempt from certain modules and the internship stage in companies, studios or workshops of each training cycle as result of correspondence with work experience, as regulated in Article 40 of the aforementioned Order.

SECTION IV. HIGHER LEVEL TRAINING CYCLE

Article 1. Obtaining the Qualification

1. In order to obtain the Qualification, it is essential to have passed all the training modules, the Internship Stage and the Project that make up the curriculum of the Higher Level Training Cycles. Similarly, students with international studies must have their advanced secondary education certificate recognised in Spain in order to receive their Higher Level Training Cycle qualification.
2. Together with the qualification, the European Diploma Supplement containing the following information will be issued:
 - a. Student details.
 - b. Information on the qualification.
 - c. Information on the level of the qualification.
 - d. Information on the content and results obtained.
 - e. Information on the function of the qualification.
 - f. Additional Information.
 - g. Certification of the supplement.
 - h. Information on the National Higher Education System.
3. If a student takes only part of the studies leading to the official qualification for Higher Level Training, the

European Diploma Supplement will not be issued, but only a certificate of the studies undertaken.

Article 2. Transfer of academic record

1. 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. If this centre accepts the student, it will request from the corresponding Autonomous Region an official academic certification. Only based on the information contained in this official certificate will the receiving centre be able to formalise the enrolment and open the corresponding personal academic record.
2. When a student changes centre without having completed the academic year, both the personal certificate and the official academic certificate will be accompanied by a personalised assessment report. The receiving educational centre will officially add the personalised report received to the student's personal record and will make it available to the teaching staff. The receiving centre, applying its regulations and that of the Autonomous Region where it is located, will have the power to admit or not a student who has not completed the academic year.

SECTION V. 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 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 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 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 Secretary's Office. A new card will be generated upon payment of €10. 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 and the consumption of food 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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