

# ACADEMIC REGULATION

## IED MADRID PRIVATE QUALIFICATIONS (IED Diplomas, Master's Degrees and Postgraduate Courses, One-Year Courses and Summer Courses).

The Istituto Europeo di Design Madrid (hereinafter, IED) has drawn up this General Regulation applicable to the Private Qualifications. 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 Private Qualification 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, students of the courses leading to IED Madrid private qualifications are those students who are enrolled in any of the private qualification courses offered by IED Madrid, whether IED Diplomas, Master's Degrees and Postgraduate Courses, One-Year Courses and Summer Courses.

#### 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 (where appropriate) 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 the waiver 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. 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 private qualification Master's Degrees and One-Year Courses are structured into 60 IED credits. The private qualification 3-year IED Diploma is structured into 60 IED credits per year. The private qualification 6-month Postgraduate Courses are structured into 30 IED credits and the 3-month courses are structured into 20 IED credits. The private qualification Summer Courses are not structured into IED credits.
2. The duration of each academic year will be set in the curriculum. 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 cover the periods for face-to-face teaching, online teaching, exams and assessment tests.
4. The course covers the face-to-face teaching, online teaching, non-teaching activities, the exam period and assessment tests, whether in a physical or a virtual classroom.
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.
- 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. Course attendance is mandatory. 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 Madrid staff may prohibit access to the classrooms for students who arrive after the classes have started.
2. If the absences, even if justified, are repeated, the situation will be assessed by the Management, which may decide that the student must repeat the course in order to obtain the diploma. Students who exceed 20% of non-justified absences in each subject will not be admitted to the ordinary exam sessions. Class attendance will be evaluated within the teacher's evaluation parameters.
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. In the case of the Junior and Summer Courses, assessment will be performed by thematic blocks.
4. The marks for one-year and three-year diplomas 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 result 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. 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 the student cannot be graded, for justified reasons at the discretion of the teacher or the centre, the classification of "Ungraded" will be given. These credits will be understood as "Not obtained" and will therefore not form part of the academic record.

5. IED Diploma students will be entitled to three assessment sessions per academic year, two ordinary (continuous and loss of continuous) and one extraordinary session. The course price includes only the ordinary exam session and the first extraordinary session (July). The cost of the exam sessions is available to students at the administration department. Students of Master's Degrees and Postgraduate Courses will be entitled to one session and must pass the modules by average (each module contains several assessable subjects) to be able to do the Final Project. Students of Summer Courses will not have any exam sessions.
6. The holding of the exam sessions will be set in accordance with the academic calendar established by IED Madrid.
7. 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.
8. Admission to the exams will require regular attendance at the course and compliance with all the administrative requirements set out in this regulation and will require prior payment of the corresponding exam fee for each outstanding subject.
9. On the publication and review of examination marks with the subject coordinator.
  - a. After the student is informed of the marks, the period for a review of said marks will be opened within a period of two school days. The student will request a review by submitting a written request to the Academic Coordination Department or the Coordinator stating the grounds for the request. After this deadline, the student will not be able to request a review of the marks.
  - b. The marks will be published on the noticeboard of the corresponding qualification by means of a list containing the following data:
    - Academic year and session to which the exam corresponds.
    - Subject name and code.
    - The student's enrolment number, as control data of the above.
    - Final exam mark.
    - Numerical grade given to each student.
  - c. The subject coordinator, assisted by the subject teachers where appropriate, will examine the reasoned request for review, hearing the student in question, and will reach a decision based on their best scientific and teaching criteria within the deadlines set out in the announcement of the exam. Once a decision on the request has been reached, the interested party will be informed, either individually or collectively, by means of a list of marks that have been amended.

#### On the review of the final mark by the School's Director:

- In the case of continued disagreement with any of the final marks issued, and within a period of five calendar days following publication of the first review, the student may appeal to the Director of the School responsible for teaching the subject by submitting a reasoned document in the Academic Coordination Department setting out the grounds for his/her differences of criteria. The Director of the School will make an immediate decision, which will be notified to the student and passed on to the Academic Coordination Department.
- If, following the review process, any final grade is modified, this will be recorded in the records.

#### **Article 4. Recognition of IED credits**

1. Students who want subjects to be officially recognised, must submit the corresponding documentation to the Academic Coordination Department before 15 October of the current academic year.
2. Students who have not formally requested recognition of subjects by said deadline must attend all teaching activities carried out by the centre during the current academic year.
3. There is no possibility of recognition for the Summer Courses or Junior Courses.
4. Students will not take subjects that have been recognised.
5. Recognised subjects will appear in the academic record with the letters CV (Recognised) and the value assigned for this subject is 5 for the total average of the record.

#### **Article 5. Permanence and progression.**

1. For three-year private qualifications.
  - Students must repeat the academic year when they have passed fewer than 30 credits of the current year.
  - Students must pass at least 50% of the credits assigned to each academic year to progress to the following year.
  - In the event that a student, in a year higher than the first year, has more than 12 credits outstanding between the years for which he/she is enrolled (first and second year), the student must repeat the year with those subjects that are outstanding until he/she passes the threshold of 12 outstanding credits necessary for progressing to a higher year.
2. One-year private qualifications.

Students must repeat the academic year when they have a number of failed credits greater than 30 following the extraordinary exam session.
3. Summer Courses or Junior Courses

There are no permanence and progression conditions.
4. Students who do not pass the course must repeat it to obtain the diploma.

#### **Article 6. Change of speciality**

No change in speciality (where applicable) will be accepted once the year has begun.

#### **Article 7. Certificates and Diplomas obtained**

1. Students who successfully complete a three-year private qualification will receive an IED diploma.
2. Students who successfully complete a private qualification course of Diplomas, One-Year Courses, Summer Courses and Junior Courses will receive an IED Diploma.

#### **Article 8. Duplicates of 3-year IED Diplomas**

Students requesting a duplicate IED diploma shall pay a fee of €20 (twenty euros).

#### **Article 9. Final Project or Thesis in three-year private qualification**

1. The Final Project or Thesis will be mandatory for obtaining the IED Diploma.
2. Students must submit a Final Project or Thesis proposal in accordance with the theme established by IED Madrid.
3. In the event of a fail in the ordinary and first extraordinary sessions (included in the price of the third year) and the second extraordinary session, the student must enrol once again in

4. The Thesis and pay the cost of the Place Reservation and 1800 (one thousand eight hundred) euros, i.e., 150 (one hundred and fifty) euros per credit.

### **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.
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.

- 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.
- 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

- 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.
- Use of mobile telephones and the consumption of food during classes is strictly prohibited.
- IED accepts no liability for any personal objects, materials or any other item lost in any part of the centre.
- Students shall make proper use of, and respect, the common areas (exhibition areas, toilets, workshops and classrooms).
- No personal objects or academic work may be left in the reception area.
- 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 IX. AMENDMENTS AND REPEALS

- 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.
- 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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