

Academic regulation

Bachelor of Arts 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.

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 Official Undergraduate Degree students at IED Barcelona in accordance with current legislation and its internal rules. Enrollment in the course implies acceptance of the entire 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.

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 his/her studies providing the specific rules of each qualification related to such transfers are met.
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 a review of the subject assessment, which shall be set at a specific date by the course coordinators.
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. 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 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 school will provide information on the duration at the start of each academic year in the Virtual Campus IED and on the school's website.
3. The time units for academic organisation will be the semester and the academic year that will cover the face-to-face 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 classroom or in other previously announced spaces.
5. Each of the face-to-face activities will have an area or school supervisor to guarantee continuity and compliance with quality standards.

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 21:30 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.
- The right to organise complementary activities such as, but not limited to, exhibitions, fairs, various events, fashion shows, competitions, research, projects in collaboration with external organisations and entities. The participation of students in such activities will be governed by merit and organisational selection criteria and, in some cases, by specific agreements. Some of these activities will be compulsory and assessable. If

the specific complementary activity is compulsory, it will appear in the course teaching guides.

- The right to define for each of its own laboratories (including the library) its own internal rules for optimal use and maintenance. The regulations can be found in each laboratory. Failure to comply with the laboratory rules may result in temporary or permanent expulsion from the facilities, as well as liability for the cost of any material damaged and/or lost by the student.

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. The calls are set out in Title III, Article 4.
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. 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)

The credits corresponding to a subject are considered to have been obtained when the student has passed the corresponding exams or assessment tests with a 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.

5. At the beginning of the academic year, the teaching guides for each subject will be published on the website and on the IED Virtual Campus, with the corresponding assessment and grading criteria and procedures, the number of sessions to be held during the academic year and their planning. 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.
6. 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.

7. Regarding the publication and review of examination marks with the Coordinator:
Grades will be published via the Virtual Campus. Students will be able to view their grades and academic record in their private area of the Campus. 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
8. Review of the examination marks before the Coordinator:
Students may request a review of their exam mark within 5 working days of the publication of the marks by submitting a written request to the Academic Coordinator of the speciality area, stating the reasons for their discrepancy. Once this period has elapsed, the student may not request a revision of the marks.
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 working 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.
9. In the event continued disagreement with any of the reviewed grades received, and within a period of three calendar days following publication of the results, the student may appeal to the Head of School 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 Academic Board will decide within five working days, communicating their decision to the student on the Virtual Campus IED and informing the Academic Coordination if it is necessary to amend the grade of the subject.
10. 10. 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 student will have three possibilities of enrolment per subject.
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. For the second and third 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 is €50 per ECTS of the failed subject.
2. The holding of the exam sessions will be set in accordance with the academic calendar established by IED.
3. 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.
4. 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.

5. 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. 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 six academic years, including the period for the Final Project.
3. Students are allowed a maximum of three enrollments and six exam attempts per subject. Exceeding this limit without passing the subject will result in expulsion.
4. First-year students may move on to the next year providing they have passed 48 ECTS of the credits of the immediately preceding year.
5. Students may enrol on a maximum of 78 ECTS per year. This option will only be for exceptional cases and will have to be approved by the Head of School.

Article 6. 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:
2. Not having exhausted the exam sessions established in rules for remaining on the course.
3. Not having exhausted the maximum period of study.
4. 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 or homologation.
 - Copy of the official programmes or teaching guides stamped by the original centre.
5. 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 7. 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 8. Bachelor's Degree in Higher Artistic Design Education Equivalent to a University Degree for All Purposes

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. 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.

Section IV. Work performed by the student

Article 1. Use of Academic Works and Projects

1. The student shall retain ownership of any intellectual property rights to which they are legally entitled in respect of the academic works and projects produced as part of their studies at IED, including the Final Project. The student may use their works in any medium or format, subject only to acknowledging IED as follows: "Work produced at IED Barcelona."
2. By completing the enrolment process, the student grants IED and the entities belonging to the IED Group, on a royalty-free and non-exclusive basis, the right to use, reproduce, distribute and communicate such works and projects to the public, including by making them available online, exclusively for academic, educational, institutional, informational and promotional purposes relating to IED and its academic activities.
3. For these purposes, IED may use and disseminate the works, in whole or in part, on websites, social media, digital platforms, publications, newsletters, annual reports, catalogues, brochures and other institutional or promotional materials, as well as at exhibitions, fairs, events and presentations, and in communication campaigns, press activities and media relations, in any medium or format.
4. For the same purposes, IED may provide the works, or materials reproducing them, to media outlets, agencies, service providers, platforms and other third parties involved in IED's communication, promotional or dissemination activities, solely to the extent necessary for such purposes.

5. The student may at any time request in writing that IED cease using and publishing their works, stating the reasons for the request. Such cessation shall apply to uses made after the request and shall not, as a general rule, affect materials that have already been published, produced or distributed, unless there are justified grounds that reasonably warrant their withdrawal.
6. This authorisation does not include the commercial exploitation of the works by IED or by third parties. Any use for purposes other than those set out above and, in particular, any commercial exploitation thereof shall require a specific agreement with the student.
7. The student's moral rights shall remain unaffected in all circumstances and, whenever reasonably possible having regard to the medium and format used, the authorship of the work shall be acknowledged.
8. Academic projects developed in collaboration with companies, institutions or other third parties and subject to specific intellectual property terms shall be governed by the specific terms established for the relevant project.

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 Section V, 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

Students are subject to compliance with the IED Barcelona Coexistence Rules. Failure by the student to comply with any of the established obligations or rules will lead to the opening of a disciplinary file which, if non-compliance is confirmed, may lead to the application of one or more disciplinary sanctions, depending on the severity of the violation. The facts, as detailed in the document Rules of Coexistence of IED Barcelona

Section VI. Access to the facilities

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 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.

Section VII. Recordings

Classes taught by teachers may not be recorded or by students without unless expressly consented by both the teacher and IED Barcelona. 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.

Section VIII. 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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