

GENERAL REGULATIONS ON IED THREE-YEAR DIPLOMAS AND ONE-YEAR DIPLOMAS

Istituto Europeo di Design (hereinafter, IED) has drafted these General Regulations for IED Diplomas in order to define students' rights and duties. By signing this document, students declare their full acceptance of the terms and conditions contained herein and undertake to observe and comply with same.

Section I. Scope and Application of the General Regulations

Article 1. Purpose of the Regulations

These regulations detail the rights and basic obligations of the students on courses that lead to one- and three-year IED Diplomas.

Article 2. Scope of Application

For the purposes of these regulations students on courses that lead to one- and three-year IED Diplomas are deemed to be those who have enrolled for an IED diploma course (one year or three years).

Article 3. General Principles

1. All students will have equal rights and obligations, with no distinction other than that derived as a result of the studies they are taking.
2. Rights and obligations will be exercised in accordance with the objectives of IED.

Section II. Students' Rights

Article 1. Students are entitled to:

1. Receive instruction in the theory and practice of their particular Study Plan.
2. Be made aware of the opening and start dates of each academic year in advance.
3. Move to another educational centre to continue their studies, so long as the specific rules for each degree course relating to such changes are complied with.
4. The timetable of theory and practical classes in the same group shall be compatible throughout the length of the course.
5. Undertake academic assessments, receive marks, request certificates, request the transfer of their academic records and have access to any other service of IED Barcelona, so long as the payments of all fees of whatever nature are up to date.
6. Have access to one examination review per subject, which will be on a set date determined by those responsible for the course. Failure to attend on that date will result in the renunciation of the review.
7. Foreign students are entitled to receive from IED the necessary documentation that it is authorised to issue in order to facilitate the student's visa application, whilst the responsibility for processing said application remains with the student.
8. Contribute to evaluating the teaching staff by means of questionnaires and other procedures which IED may put into place.
9. Be issued with a student card once the total cost of the course fees has been paid. This card is personal and non-transferable, and it will remain valid throughout the academic year in question. Possession of the card gives the student right of access to the library and discounts on products and services from companies collaborating with IED, a list of which can be viewed in the teaching/hospitality department.

Section III. Place reservation and course payment

Article 1. Admission and Inscription (place reservation).

IED courses can be taken by Spanish and foreign nationals who have completed their higher secondary education or equivalent. Admission is understood to be solely for year one of the Speciality, with the exception of specific cases considered individually by IED. Automatic admission to the next year is conditional upon successfully passing the exams envisaged in the study plan.

Inscription is made by filling out the relevant application. The Inscription Fee will be valid and come into force as from the moment it is accepted by IED, at which point mutual obligations will arise between both parties. Admission involves payment of fees by the student as set out in Section III, article 2.

1. Payment of the inscription fee is personal and non-transferable, meaning it cannot in any way be passed on to another person or body.
2. Students who wish to sign up for the first time at IED Barcelona must enrol for the entire course in question, without prejudice to the process of subject recognition.
3. Enrolments in successive years in a given Speciality are dependent on the passing of exams as set out in the annual Study Plan and these General Regulations. Payment of inscription fees for successive years implies conformity with and acceptance of the regulations in force at that time.
4. Place reservation (inscription fee) will be payable once the student's enrolment is formalised and will be the only valid way of reserving a place on any of the courses offered by IED. IED reserves the right not to admit any more students once the available places for the current academic year are taken. The inscription fee must be paid in full, and cannot be paid in instalments under any circumstances. If the student were to subsequently drop out of the course, this would not give rise to any right to reimbursement of the inscription fees. Attendance on the course means conformity with these regulations, whether they have been signed by the student or not.
5. The student may desist from his/her enrolment (place reservation) for any given academic year, without the need for justification, providing he/she informs IED Barcelona (by submitting the form provided for this purpose) within 14 calendar days after the payment receipt for the Enrolment Fee had been issued. In such cases, any amounts paid to IED Barcelona towards fees for the upcoming academic year will be refunded in full.
6. After this deadline, a student wishing to cancel his/her enrolment should present a written request to the Director of IED Barcelona at least one month prior to the start of classes. This type of cancellation only entitles the student to reimbursement of the amounts paid as Course Fees. The place reservation fee will not be returned to the student under any circumstances, except in the event failure to obtain the Baccalaureate Degree or equivalent, visa denial owing to circumstances beyond the student's control or denial of the purchase of currency in the case of CENCOEX (Venezuela) or similar agencies so long as the student can demonstrate that all the requisite documentation was presented in good time. In the latter two cases, the submission of documentation and/or official justification will be mandatory and IED Barcelona will retain the sum of 300 Euros to cover administration expenses. Following the above-mentioned period of time and in special circumstances, under the exclusive criteria of IED Barcelona's Management, students who have reserved a place may make a written request seeking that the fees paid be frozen until the next academic year, but only for the course in which they originally enrolled. Said request should be made as soon as possible and no later than April 30th of the current academic year.
7. The decisions of the Director of IED Barcelona regarding requests for cancellation of matriculation for subjects in IED Three Year Diplomas and One-Year Diplomas must be well-grounded and will be communicated to the applicant in writing.
8. Discontinuance or withdrawal from a course in progress:
If attendance is discontinued due to force majeure (serious personal illness) the student may request that the sums paid by way of Tuition Fees be frozen for a maximum period of one academic year in order to join the course next time round. Such a request should be made in the form of a written communication addressed to the Management to consider the concession based on the documentation supplied (e.g. doctor's note) and issue a decision in writing. When the time comes to formalise inscription for the next academic period, the student will be required to pay:

1. The inscription fee in force at the time.
2. Any difference generated by an increase in the applicable tariff for any frozen credits.
3. The amount corresponding to the subjects taken in the previous academic year. For the purposes of calculating said amount, the definition of "taken" refers to those subjects which the student attended for more than 20% of class time (even if it was not possible to sit exams).

In the case of discontinuance or abandonment, amounts paid will not be refunded under any circumstances. Furthermore, the student must settle any pending debt, whether it be derived from his/her installment plan or non-compliance with the tuition fee payment deadlines mentioned below.

Article 2. Course Fee Payment

1. Students will complete the annual fee payment process in accordance with the prices announced by IED for each academic year.
2. The cost of the annual fee comprises enrolment fee and course fee.
3. In the case of Direct Admission from other institutions through recognition of credits from completed years, the student may be required to obtain additional credits, which for financial purposes will be considered to be "missing credits". The student will be informed of the need to take "missing credits" before

reserving a place.

4. The cost of "missing credits" will be calculated based on the number of hours that those "missing credits" represent out of the total course hours.

5. Failure to attend lessons, with or without justification, does not exempt the student from paying fees and charges.

6. The deadline for payment of tuition fees is thirty calendar days before the lessons start and/or seven calendar days following the announcement of marks from re-sits (except in the case of instalment payment plan). In the event of non-compliance with the terms of payment set out in these regulations, IED will be empowered, without the need to forewarn, to demand immediate payment of the entire course fees, in addition to interest set at 5% of the outstanding sum.

Article 3. Recognition

Recognition can be granted for theory subjects only. Recognition may be granted for practical subjects depending on the annual study plan in question. Decisions regarding recognition will be made by the department coordinator. The documents to be submitted at the Tuition Secretariat are: a certificate of marks, the subject's programme and the test carried out by the teacher if required.

The student will be informed of the subjects recognised within 10 days following submission of the request.

Section IV. Study Plan and Academic Organisation

Article 1. Study Plan

1. One-year IED Diplomas comprise 60 IED credits.
2. Three-year IED Diplomas comprise 60 IED credits per course year.
3. The duration of each course will be that established by IED, which will be announced by the school at the beginning of each academic year on its notice board and/or in the written documentation or through the virtual campus.
4. The units of time for the purpose of tuition organisation will be semesters and course years, and will cover periods of face-to-face tuition, examinations and assessments.
5. Face-to-face tuition is understood to mean all those activities in which students work directly with the teacher: theory and practical lessons, seminars and workshops, vocational training, tutorials and assessments.
6. Each of the face-to-face activities will have an academic supervisor to guarantee continuity and compliance with quality standards.
7. The IED Tuition Organisation department has information regarding the list of activities and the distribution of the times and credits apportioned to each activity in each subject.
8. With a view to achieving the tuition objectives and ensuring effective organisation of activities, IED reserves the right to make permanent or temporary changes in the academic calendar. In the event of specific organisational requirements and in order to improve the services provided, courses may also be imparted on premises other than our main school at Calle Biada number 11. Lessons may occasionally be cancelled provided the number of hours established for the course is met. Students must also complete any assignments required by IED to be performed in their own time.

Article 2. Attendance, assessment and grading

1. It is obligatory to attend all lessons, seminars and teaching activities offered by the school. The student will be required to strictly observe the start and end times of lessons as established by the School Management. It will not be permitted to enter lessons late or leave early. IED staff will not allow any students to access the classrooms once lessons have started. It is obligatory to attend lessons the first time students enrol in a particular subject, which will mean attending at least 80% of lessons in order to be assessed in that subject. Lesson attendance will be evaluated according to the teacher's assessment standards.
2. Should a student fail to meet the minimum attendance requirements, the right to take the first ordinary sitting is revoked, leaving only the right to partake in the extraordinary sittings.
3. Assessment will be subject-specific and will take into account the level of acquisition and consolidation of the skills expected for each subject.
4. Those students who have been unable to complete their assessment assignments due to unforeseen and demonstrable circumstances may present an extenuating circumstances form (CA) after addressing a request to their course Coordinator. This request will be considered by the corresponding Area Manager and, if accepted, one of the following scenarios will arise:

- The student will be granted 10 further days to hand in the assignment, and their marks will not be affected by the delay.
- The student will be allowed to proceed directly to retake the subject at no

additional cost and without this counting as a sitting.

5. Marks will be awarded on a numeric scale of 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)

In order to obtain subject credits, students require a pass in the corresponding examinations or assessments (minimum mark 5.0).

When a student has not sat an exam it will be marked "Not Present" (NP) but on the academic record this status will be shown as 0.

When a student cannot be graded due to reasons considered justified by the Area Manager or the Director of the School, it will be marked "Ungraded" (SC). These subjects will be deemed to be "not obtained" and as such will not be shown on the academic record.

6. At the beginning 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, together with the corresponding criteria and procedures for assessment and grading, 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 user name and password provided by IED, whenever the facility is technically available. In any event, these guides will be available in the Department of Tuition Coordination.

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 continuation of the course to the following academic year.

8. Regarding the publication and review of examination marks with the Coordinator:

On the day the marks are announced, the period during which those marks can be reviewed will commence.

Marks will be announced by means of a list on the notice board showing the following information:

- A) The academic year and sitting to which the exam corresponds.
- B) The name and code of the subject.
- C) The personal number of each student, which will determine the order of sequence.
- D) The final exam mark.
- E) The numerical grade given to each student.

During a period of 2 class days from the announcement of marks, students may present a written request to the Tuition Coordinator of the specialist area to seek a preliminary review of their exam marks, expounding in a reasoned manner the grounds for their disagreement.

The Tuition Coordinator of the specialist area, assisted by any teachers deemed necessary from that speciality, will examine well-grounded requests for review, giving a brief audience to the student in question, and will make a decision, in a time frame of 10 class days from receipt of the request, using his or her best scientific and educational criteria, all within the time scales set out in the examination announcement. He or she will then order the immediate announcement of the decision by publishing a list of those marks that have been rectified.

In the case of continued disagreement with any of the revised marks issued, and within a period of five calendar days following publication of the results, the student may appeal to the Director of the School by presenting a written request to the Tuition Coordinator of the corresponding area setting out the differences in opinion and making particular reference to those affirmed in the previous review process. The Director of the School, having spoken to the Tuition Coordinator from the corresponding area, will make a decision within 5 class days, which will be posted on the notice board and conveyed to the Organisational Secretariat if it is necessary to rectify the mark on the subject records.

8. No passed subjects (mark 5 or above) may be taken again to achieve a higher mark.

Article 3. Ordinary and extraordinary examination sessions

1. Examination sessions (or sittings) will be organised bearing in mind the academic year established by IED.
2. If a student fails to attend any of the sessions without justification of force majeure the sitting will be counted as taken and marked as failed.

3. The student will be granted two normal and one exceptional opportunities for enrolment per subject.

4. The first time students enrol in a subject, they will have the right to two assessment sessions per course year: one ordinary and one extraordinary, included in the Tuition Fees. The extraordinary session for exams held in the first semester will be during the month of July and the extraordinary session for exams held in the second semester will be in the month of September, before the start of the next academic year.

5. The second time students enrol in the same subject, they may decide to pay the whole enrolment fee for the subject (i.e. €20 per hour of lessons), thereby earning the right to attend lessons (as well as an ordinary session and an extraordinary session); or to pay only the amount for the exam sessions (without the right to attend lessons). The price of each of the sessions will be €100 per exam taken for the failed subject.

6. Nevertheless, a student who has already enrolled twice for the same subject may present a justified request for exceptional enrolment, which gives rise to a further two sessions. Said request is to be addressed to the Director of the School, who will be obliged to dictate on the matter. For this third enrolment the student may decide to pay the whole enrolment fee for the subject (i.e. €20 per hour of lessons), thereby earning the right to attend lessons (as well as an ordinary session and an extraordinary session); or to pay only the amount for the exam sessions (without the right to attend lessons). The cost per session will be €100 per exam.

7. To gain admission to the ordinary exam sessions, regular course attendance will be necessary, as well as compliance with all the administrative requirements set out in these regulations. For extraordinary sessions, the student will be required to pay the fee applicable to extraordinary sessions one week prior to the date of the exam.

8. In the case of missing a session, the sums paid by way of examination fees will not be refunded or transferrable unless such absence can be justified (sickness or force majeure), in which case the right to sit exams would be preserved until the next session.

Article 4. Tuition Organisation

In order to better achieve the teaching objectives and guarantee effective organisation, IED is responsible for its internal organisation, the appointment of professors, and the planning and development of courses, seminars, lectures and any other activities it may organise, reserving the following rights:

- The right to assign students during the enrolment process to one of the groups into which each course is divided, as well as to change them to a different group from one year to the next.
- The right to modify the lesson timetables.
- The right to organise seminars, meetings, visits, lectures, etc. at different times and days from those specified for the course on which the student is enrolled.
- The right to change the professors on the course at any time during the academic year.
- The right to change the location of the centre where classes are held.
- The allocation of classrooms will be published daily via IED Barcelona's information system. To ensure proper functioning of the teaching activities and an efficient cleaning service, it is forbidden to remain in the classrooms and laboratories outside the established times without prior authorisation from the Tuition Secretariat. Each laboratory has its own rules for optimum utilisation, usage and maintenance which can be consulted therein. Failure to comply with these rules may result in temporary or permanent expulsion from the facilities.

Article 5. Complementary Activities

IED Management reserves the right to define regulations according to each case and to its own non-contestable criteria for students to take part in the following complementary activities: shows and fairs, fashion shows, research studies, contests and work experience.

When considering a student's participation in such complementary activities, IED Management shall take into account the student's merits together with the School's logistical and financial circumstances. IED also organises other complementary activities such as seminars, conferences and workshops. For these activities, students will be marked according to the subject in which the activities are organised.

Article 6. Permanence and progression in three-year IED Diplomas

1. Students may proceed to the next course year once they have passed at least 80% of the subjects from the immediately preceding year.
2. Students who have failed more than 20% of the subjects from the

immediately preceding year must enrol in those subjects again and pass them before choosing any subjects from the following course year.

3. The maximum study period for students will be seven academic years, including the period of completion of the End of Course work. Students who have expended this period of time may request an extraordinary extension of one additional academic year. Such a request should be submitted to the Director of IED Barcelona.

Article 7. Three-year IED Diploma thesis

1. The thesis project will be obligatory in order to achieve an IED Diploma.
2. The thesis will occupy one semester and will be obligatory in order to achieve an IED Diploma.
3. The student must present a thesis proposal, in keeping with the range of subjects specified by IED.
4. Attendance, assessment and marking of the thesis will be conditional upon not having failed any subjects from the study plan prior to the thesis.
5. In the event of failing the ordinary session and first extraordinary session of the thesis (which is included in the fees for the third year and is always held in September), the student must enrol again for the thesis project, and pay the applicable place reservation fee and the price corresponding to half of the tuition fee.

Article 8. Certificates and Diplomas obtained

1. Students who satisfactorily complete the appropriate one-year/three-year course will receive a course Diploma, providing their administrative situation is in order.
2. It is mandatory for students to retrieve their diplomas in person, and will not be sent in digital format, post mail only. In the event that students cannot appear in person, the diploma can be retrieved by a person who has been properly authorized by the student.
3. Once the diploma has been retrieved, it will not be duplicated nor replaced. In case of loss, theft, etc., of the diploma, IED will issue an accredited certificate of the student's academic transcript.

Section V. Discipline

Article 1. Smoking ban

Smoking in classrooms and laboratories is strictly prohibited, in accordance with the laws laid down in RD art 7.d of Act 42/2010 of 2 January 2011. Failure to comply with this ban will result in the student's expulsion from these places.

Article 2. Use of facilities

It is forbidden to remain in classrooms and laboratories outside class hours without prior authorisation granted by the Management, following an application from the student submitted via those responsible for each course.

To gain access to IED facilities, students must be in possession of a student card. If students forget their card, they should present an official identifying document bearing a photograph. Reception will proceed to check the student on the database. Once the name has been verified on the database they will be granted to get in the school by the reception. After the third time the student forgets his/her card, they won't be able to enter the school.

If the student loses the nominative IED card or the provisional card he/she must communicate it to Administration Office. IED Barcelona will make a new one with a 30€ cost. Theft of the card should be communicated by the student to their coordinator. Once proof of having reported the theft to the authorities is submitted, a new card will be issued free of charge.

Article 3. Behaviour

Students undertake to respect the structure, equipment, furniture, cleanliness and facilities of IED, failing which, Management reserves the right to seek compensation for any loss or damage caused by students.

Students equally undertake to physically and psychologically respect those working at the school, professors and colleagues, failing which Management reserves the right to seek compensation for damages caused by students, as laid down in Section V, Article 4 (Disciplinary Procedures), in these regulations.

Use of mobile telephones is strictly prohibited during lessons.

Food must not be consumed in classrooms or during lessons.

IED will not be held responsible for any personal belongings, material or otherwise which are left behind and disappear from any of the areas and facilities at the school.

It is essential to make correct use of and respect common areas (exhibition

spaces, toilets, workshops and classrooms).

No personal belongings or assignments may be left at reception. Similarly, it is forbidden to send personal mail to any of IED's schools unless it is addressed to the personnel of the school.

Article 4. Disciplinary Procedures

Failure by the student to comply with any of the obligations or conditions established in these General Regulations will give rise to the filing of a report by Management which, in the case of the infraction being confirmed, could lead to the application of the following disciplinary sanctions:

- 1) Verbal warning
- 2) Written warning
- 3) Temporary expulsion
- 4) Permanent expulsion

Permanent expulsion will not confer the right to reimbursement for any fees or sums paid up to that time by the student to IED, nor to any claims whatsoever. Without prejudice to the sanctions described, IED may take any legal action that may be appropriate to safeguard its rights.

Section VI. Assignments carried out by the student

Article 1. IED Management reserves the right to select assignments and End of Course Projects for use as teaching material, which will remain the property of IED, entitling it to full and free utilisation of same under the terms of the Consolidated Text of the Intellectual Property Act for 4 years, including the right to cede same to third parties. Students who wish to use their assignments for themselves before the end of the four-year period will need written authorisation from IED Management. All other assignments will be kept at IED for one month following the end of the course. After that period, if they are not claimed by the student, IED may withdraw them completely or destroy them.

Article 2. Copying and plagiarism

Academic performance will be assessed in terms of the assignments and examinations undertaken by the student. Students who copy or hand in plagiarised assignments will be committing a serious or very serious infraction, which is punishable in accordance with Article 4 of Section V. Copying in an exam will result in failure of that subject, and consequently, the need to retake it. In the case of plagiarism, depending on the seriousness, IED reserves the right to oblige the student to re-enrol in that subject and pay the amounts corresponding to the fees and credits in question. Likewise, in the case of doubts regarding plagiarism, IED reserves the right to carry out a formal investigation to clarify its extent.

Section VII. Reservations

IED reserves the right to cancel or postpone the commencement of the course in any planned speciality in the event of there not being enough students in the judgement of the Management to make it viable, in which case it will provide one month's notice. In that case, any fees paid for enrolment or Tuition Fees will be reimbursed.

Section VIII. Repeals

The authority to modify these general regulations belongs exclusively to IED's legal representative and to the persons to whom they may delegate said authority. No other person is authorised to modify or repeal any of the conditions established in the General Regulations.

Section IX. Data Protection

Students are informed that, in compliance with Organic Act 15/1999 on Personal Data Protection and Royal Decree 1720/2007 on the Regulation of the Development of Data Protection Legislation, compiled data will be held in a file called "ALUMNOS Y EXALUMNOS" (STUDENTS AND FORMER STUDENTS) on the General Data Protection Register, with the party responsible for the file being Istituto Europeo di Design, S.L., its purpose being to enable communications regarding data relating to the institution's students for the administration of academic records, applications for courses, training, information, processing of grants and aid, events, workshops and any other purpose.

We therefore hereby request your express consent to share your data with other members of the group to which Istituto Europeo di Design, S.L. belongs,

and with those parties which may be of interest to you once a commercial relationship has been established with you. The holders of this data will be entitled to view same at the main building of Istituto Europeo di Design, S.L. The sole purpose will be to inform you of our offers and services, for which purpose you are asked to mark one of the following options:

- I give my consent to the sharing of my data and to the sending of commercial communications.
- I do not give my consent to the sharing of my data nor to the sending of commercial communications.

Likewise, you may freely exercise your rights of access, rectification, cancellation and opposition at Calle Biada 11, 08012 in Barcelona or by electronic mail to baja@bcn.ied.es accompanied by valid ID, such as a photocopy of your National Identity Card, stating the subject "PROTECCION DE DATOS" (DATA PROTECTION).

Similarly, as follows:

- I give my consent to the use of my image and/or voice in any format for promotional purposes for IED.
- I do not give my consent to the use of my image and/or voice in any format for promotional purposes for IED.

Section X. Jurisdiction

For any doubts or disputes that may arise from the interpretation, fulfilment or application of these General Regulations, both parties hereby renounce any other jurisdiction to which they may be entitled and agree to submit expressly to the jurisdiction of the courts and tribunals of the city of Barcelona.

These regulations expressly repeal all prior regulations. In witness whereof, in accordance with all of the foregoing, the Parties hereby sign these General Regulations:

DATE

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STUDENT'S FULL NAME (OR LEGAL GUARDIAN):

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PASSPORT/ID No.:

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SIGNATURE OF STUDENT (OR LEGAL GUARDIAN IF MINOR):

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Alessandro Manetti

Director IED Barcelona

