

## GENERAL REGULATIONS OFFICIAL HIGHER DEGREE IN DESIGN (4 YEAR COURSE)

These General Regulations have been drawn up by the Istituto Europeo di Design (hereinafter, IED Barcelona) and are applicable to the Official Higher Degrees in Design (hereinafter, Official Higher Degrees) which IED Barcelona teaches as a Higher Centre for Design. These regulations set out the rights and obligations of the student, who, by signing this document, declares his or her full acceptance of the conditions laid out herein, and commits to observing and complying 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 of Official Higher Degrees at IED Barcelona, taking into account current legislation as well as internal standards. Attendance in class presupposes the acceptance of all the General Regulations even if the student has not signed them.

#### Article 2. Scope of implementation

For the purposes of these regulations students of an Official Higher Degree at IED Barcelona are deemed to be those who have matriculated and are following a course of studies leading to the attainment of the title of Graduate (or equivalent designation) in Design in any of its specialities.

#### 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 undertaking.
2. Rights and obligations will be exercised in accordance with the objectives of IED Barcelona

### Section II. Students' rights

#### Article 1. Students have the right 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 once the Departament d'Ensenyament has established them and notified the Centre thereof.
3. Choose optional subjects in those study plans which offer and require them.
4. 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.
5. The timetable of theory and practical classes in the same group shall be compatible throughout the length of the course.
6. 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
7. Have access to an 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. The procedure for review is set out in Section IV, article 2.
8. Foreign students are entitled to receive from IED Barcelona 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.
9. Contribute to evaluating the teaching staff by means of questionnaires and other procedures which IED Barcelona may put into place.
10. Be issued with a student card once the total cost of the annual fees has been paid and their administrative situation is in order. This card is personal and non-transferrable, and it will remain valid throughout the four-year duration of the course. Possession of the card gives the student right of access to the centre – so long as payments are up to date –, the library, and discounts on products and services from companies collaborating with IED Barcelona, a list of which can be viewed in the teaching department.
11. Request permission to take the course part-time; in other words, have the option to matriculate for only 30 ECTS points a year. IED Barcelona will make available 2 places per group and speciality for students in years 2, 3 and 4. To qualify for these places students will have to duly demonstrate their inability to take the course full-time. These justifications should be well-grounded and submitted in writing. The justifications will be considered and responded to by the Academic Board.

### Section III. Place reservation and course payment

#### Article 1. Enrolment (reservation of place)

1. Payment for enrolment is personal and non-transferrable, and may not be assigned to another person or body under any circumstances.
2. Students who are enrolling for the first time with IED Barcelona should do so for the full course year that corresponds to them (60 ECTS), notwithstanding the process of subject ratification that may be required and compliance at all times with the entry Requirements for official higher-level Design tuition.

In order to access official tuition leading to an official higher degree in Design, it will be necessary to fulfil the academic requirements set out in Article 12 of Royal Decree 1614/2009, of 26 October, and to pass the corresponding specific test referred to in article 5 of Royal Decree 633/2010 of 14 May.

The specific entry test for these courses of study is designed to evaluate maturity and the necessary knowledge and aptitude to benefit from the tuition, and it will be valid solely for enrolment in the academic year for which it has been convened. This specific test will be convened and administered by IED Barcelona and the dates will be published on the IED Barcelona notice board and on the website.

For people over 19 years of age who do not meet the requirements set out in Article 12 of Royal Decree 1614/2009, of 26 October, the Government of Catalonia's Departament d'Ensenyament will arrange and conduct a test to demonstrate that the applicant has a level of maturity in keeping with the objectives of Spanish secondary school education, and the knowledge, capability and necessary aptitude to benefit from the tuition in question. In accordance with article 5.2 of Royal Decree 633/2010 of 14 May, success in that test will have permanent validity for entry to higher artistic tuition in the whole of Spain.

Anyone in possession of a Higher Visual Arts and Design Technician Diploma will be able to enter directly into tuition for the Higher Degree in Design, without having to take the specific entry test. 2 places per group will be reserved for these students.

In exceptional cases, and without prejudice to the criteria of permanence and progression, a student may register in the first year for a minimum of 30 ECTS (subject to the approval of the Academic Board), as long as the student can prove, by supplying the appropriate documentary evidence, that they find themselves in one of the following circumstances:

- a. Working under an employment contract for a minimum of 20 hours/week. The student should submit a copy of their Social Security employment history and a certificate issued by their employer.
- b. Being self-employed. The student should submit an updated copy of their Social Security employment history and a certificate showing their inscription in the self-employed Tax Register together with a copy of the corresponding payment for the current year.
- c. Having an invalidity of 33% or more. The student should submit a certificate of the verdict issued by a suitably empowered public body.
- d. Suffering from a serious illness. The student should present a medical report to that effect.

In any of the above cases, the resolutions will be subject to the evaluation and approval of the Academic Board

Enrolments in successive years in a given Speciality are dependent on the passing of examinations as set out in the annual Study Plan, and on the provisos in Section IV, Art. 5 of these General Regulations. Payment of the enrolment fees for successive years implies conformity with and acceptance of the regulations in force at that time.

Place reservation (enrolment fee) will be payable at the moment of formalising the student's enrolment 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 when the available places for the current academic year are filled. The enrolment fee must be paid in full, and cannot be paid in instalments under any circumstances. The reservation of a place will become valid and effective once the necessary entry test referred to in Art 1.2 of this section has been passed, in accordance with the rules established by the appropriate Autonomous Regions, and will give rise with immediate effect to reciprocal obligations on both sides. Admission presupposes the payment of fees by the student. If the student were to subsequently abandon the course, this would not give rise to any right to reimbursement of the enrolment fees. Attendance on the course establishes conformity with these regulations, whether they have been signed by the student or not.

3. 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.

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 of failure to pass the Higher Degree entry test (providing the student has taken

both annual sittings), 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. Failure to attend the entry test will not in itself entail the right to reimbursement of the place reservation fee, which will apply only in the case of *force majeure* or serious illness and following justification.

Following the period mentioned above 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.

3. The decisions of the Director of IED Barcelona regarding requests for cancellation of matriculation for subjects in Higher Degrees in Design must be well-grounded and will be communicated to the applicant in writing.

4. Discontinuance or abandonment of a course in progress:

If attendance is discontinued due to *force majeure* circumstances, the student may request the freezing of the sums paid by way of Course Fees (though only the part relating to the ECTS that have not been completed) 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 to issue a decision in writing. When the time comes to formalise enrolment for the next academic period, the student will be required to pay:

1. The enrolment fee in force at the time.
2. Any difference generated by an increase in the applicable tariff on any frozen credits (Price/ECTS)
3. The amount corresponding to the ECTS credits taken in the previous academic year. For the purposes of calculating the tariff, 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 in 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 need to obtain "missing credits" will be made known to the student once the Autonomous Region issues its verdict on entry, before place reservation.
4. The cost of individual credits is set out in the academic price list for the current academic year and can be consulted on the centre notice board.
5. Failure to attend class, with or without justification, does not exempt the student from fees and charges.
6. The last date for payment of course fees is thirty calendar days before the commencement of classes and/or seven calendar days following receipt 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 fee, in addition to interest set at 5% on the outstanding sum.
7. On completion of the course, 4th year students will be required to pay the Fee for Issuance of the Diploma, the price of which is established by the Autonomous Region.

## Section IV. Study plan and academic organization

### Article 1. Study plan

1. Higher Degrees in Design at IED are taught in four years, each comprising 60 ECTS credits, which makes a total of 240 ECTS.
2. The duration of each course will be that established in current legislation, which will be communicated by the centre at the beginning of each academic year on its notice board and/or in the written documentation or through the virtual campus.
3. The units of time for academic organisation will be semesters and course years, and will cover periods of face-to-face teaching, examinations and assessments.

4. Face-to-face teaching is understood to mean all those activities in which students work directly with the teacher: theory and practical lectures, seminars and workshops, vocational training, tutorials and assessments.
5. Each of the face-to-face activities will have an area or school supervisor to guarantee continuity and compliance with quality standards.
6. 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.
7. Class attendance is obligatory during the first matriculation in each subject, with students being required to attend at least 80% of the totality of teaching hours in order to be assessed. The second and third time a student matriculates for a given subject, the student may decide to pay for the annual fee in full, thereby earning the right to attend classes (providing that the academic organisation so allows), or to pay only for the examination sessions (without the right to attend the lectures). The price per examination session is shown in Section IV, Art. 3.

### Article 2. Attendance, assessment and grading

1. Attendance in classes, seminars and all teaching activities offered by the centre is obligatory. The student should complete at least 80% attendance in order to gain the right to take the ordinary exam sittings of a subject.
2. Should a student fail to meet the minimum attendance requirements, the right to ordinary sittings is revoked, leaving only the right to partake in extraordinary sittings.
3. Assessment will be subject-specific and will take into account the level of acquisition and consolidation of the skills expected in 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 be possible:  
The student will be granted 10 further days to hand in work, and the marks will not be affected by the delay.
5. Grading will be 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).

The average grade on the student's academic record will be the result of applying the following formula: the sum of the credits obtained by the student, each multiplied by the value of the relevant grading (mark achieved) and divided by the number of total credits.

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, through reasons considered justified by the Area Director or the Director of the Centre, it will be marked "Ungraded" (SC). These credits will be deemed to be "not obtained" and as such will not appear 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 them 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 stated in the examination announcement, the Coordinator or person responsible for each subject will announce the day of publication of the marks for that exam. On the same day the marks are published, the period during which those marks can be reviewed will commence.

The publication of marks will be by means of a list on the notice board with the following information:

- A) The academic year and session 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) Final exam mark.
- E) Numerical grade given to each student.

During a period of 2 class days from the publication of grades, the student may request, by presenting a written petition to the Tuition Coordinator of the specialist area, 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-founded 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 publication of the decision, by means of a list of those marks that have been rectified.

In the case of continued disagreement with any of the revised grades issued, and within a period of five days following publication of the results, the student may appeal to the Director of the centre 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 centre, having listened 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 grading in the subject records.

9. 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 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 a third exceptional opportunities for matriculation per subject.

4. For the first matriculation the student will have the right to two assessment sessions per course year, one ordinary and one extraordinary, included in the Course 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.

5. For the second matriculation in the same subject, the student may decide to pay the whole matriculation fee for the subject, thereby earning the right to attend classes, as well as an ordinary session and additionally an extraordinary session included in the price; or to pay only the amount for the exam sessions (without the right to attend lectures). In this latter case, the price of each of the sessions will be €50 per ECTS of the failed subject. The amount should be paid one week before the date of the examination.

6. Nevertheless, a student who has used up both matriculations for the same subject may present a justified request for exceptional matriculation, which also gives rise to two sessions. Said request is to be addressed to the Director of the centre who will be obliged to dictate on the matter. In this third matriculation the student will also be able to choose one of the two options listed in point 5 of Article 3 in Section IV.

7. To gain admission to the ordinary exam sessions, regular attendance on the course will be necessary as well as compliance with all the administrative requirements set out in these regulations.

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.** Recognition of ECTS credits

A student will not be required to study subjects for which ECTS credits have already been recognised, according to current legislation on the subject.

On the academic record, recognised subjects will appear with the grade obtained from the centre of origin and with the letters REC (Recognised)

#### **1. Time Scales for Delivery:**

a. Students who require recognition of ECTS points should submit the appropriate documentation before 30 September of the current academic year to the Department of Tuition Coordination, for it to be sent during that month of September to the Government of Catalonia's Departament d'Ensenyament.

b. Once that period has expired, if the student has not formally requested recognition of ECTS credits, he or she must complete the entire educational course activity arranged by the IED for that current academic year.

#### **2. Procedure for recognition of ECTS credits if the student's origin is Official National (different from Higher Degree):**

a. Once a place has been granted in IED, recognition of ECTS credits may be requested (for a maximum of 144 ECTS) and the corresponding request will be handled by the Department of Tuition Coordination. The request must include

academic certification of the tuition followed, the study plan and the educational content that governs it.

b. IED will forward the request to the Government of Catalonia's Departament d'Ensenyament attaching the Proposal for Resolution.

c. In the event of a favourable resolution, the recognition of credits will be shown in the student's academic record and reflected in the European Degree Supplement.

#### **3. Procedure for recognition of ECTS credits if the student's origin is International, outside the European Higher Education Area:**

a. Once a place has been granted in IED, recognition of ECTS credits may be requested. The student should present to the Ministry of Education authorised academic certification of the tuition followed, the study plan and the educational content that governs it. Once the Ministry of Education has resolved the request for recognition of ECTS credits, the student should remit the resolution document to IED.

b. Once resolved by the Ministry, IED will proceed with the credit recognition process (never of more than 144 ECTS) as instructed by this governing body, and will enrol the student in the corresponding course and year dependent on their educational level. Upon completion of the process, a record of the credit recognition will be sent to the Departament d'Ensenyament for official safekeeping.

c. In the event of a favourable resolution, the recognition of credits will be shown in the student's academic record and reflected in the European Degree Supplement.

#### **4. Procedure for recognition of ECTS credits if the student's origin is International, within the European Higher Education Area:**

a. Once a place has been granted in IED, recognition of ECTS credits may be requested and the corresponding request will be dealt with. Such a request is to include academic certification of the tuition followed, the study plan and the educational content that governs it. All the supplied documentation must be translated into Spanish by a sworn translator.

b. IED will forward the request to the Government of Catalonia's Departament d'Ensenyament attaching the Proposal for Resolution.

c. In the event of a favourable resolution, the recognition of credits will be shown in the student's academic record and reflected in the European Degree Supplement.

#### **5. Limits of Recognition:**

a. Under no circumstances will the following be admitted for recognition or ratification of credits:

- University or Higher Art School end of course work
- Final work or integrated project modules as part of the professional teaching of visual arts and design
- Professional vocational training project modules
- Final project modules in Sports Education

b. Practical work as part of a curriculum may be recognised if one of the following circumstances can be accredited:

- Previous professional experience related to higher-level artistic learning in which the student is matriculated, be it in the context of employment, collaboration or a grant.
- Completion of previous practical training of a similar nature in other official study programmes, in accordance with article 4 of RD 1618/2011.

The request should be submitted by way of an annex available from the Tuition Secretariat and if the result is favourable for all requested credits, recognition on the academic record will appear with the letters REC (Recognised) without a numerical grading. In the case of partial recognition it will be awarded the numerical grading resultant from the assessment of the remainder of credits yet to be obtained.

### **Article 5.** List of optional subjects, speciality options in the Higher Degree in Design.

1. IED has included in its study plan a list of optional subjects

2. Specialist subjects in the Higher Degree in Design will be conditional upon the existence of a minimum number of students to ensure their didactic-organisational and economic viability. If this viability is not achieved, the course will not go ahead and students should choose a different subject.

### **Article 6.** Permanence and progression

1. Students may continue with their official studies if they achieve at least 12 credits by the end of the first course year.

2. 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. The request should be submitted to the Director of IED Barcelona.

3. First-year students may proceed to a higher course year once they have passed 48 ECTS credits from the immediately preceding year.
4. Students may matriculate for a maximum of 90 ECTS per year. This option will only be available in exceptional cases and must be approved by the centre Management.
5. Students may request the freezing of their matriculation under the conditions and in the manners specified in Section III, Article 1.7 of this document.

#### **Article 7. Transfer of Academic Record between Centres of Higher Education**

1. In order to be able to transfer an Academic Record from another Higher Education Centre to IED, students who request it must meet the following requirements:
  - a. Not to have expended the number of exam sittings established in the rules of permanence.
  - b. Not to have expended the maximum period allowed to complete their studies (7 academic years).
  - c. Submission of the following documents:
    - Academic record transfer application form, to be requested from the Tuition Coordination Department
    - Copy of National Identity Card, Resident's Card or Passport
    - Personal Academic Certification duly stamped and signed by the centre of origin
    - Certified copy of the entry test pass certificate
    - Certified copy of secondary school education certificate
    - Copy stamped by the centre of origin showing the official course programming or tuition guides
2. To be able to transfer an academic record from IED to another Higher Education Centre, students who request it should fill out the corresponding justification for the application.

#### **Article 8. End of Course Assignment for the Official Higher Degree in Design and Curricular Practical Training**

1. The End of Course assignment for the Higher Degree in Design will be worth 30 credits and it must be passed satisfactorily for the Higher Degree in Design to be awarded.
2. The student should present a Higher Degree in Design final assignment proposal, in accordance with the subject criteria established by IED
3. To be able to complete the End of Course assignment for the Higher Degree in Design, all of the rest of the credits comprising the study plan must have been obtained.
4. In the event of failure to pass during the ordinary and first extraordinary sessions, the student should matriculate afresh for the End of Course assignment for the Higher Degree in Design, pay the place reservation fee and the sum corresponding to the 30 ECTS (according to the cost of fees for the corresponding year).
5. Students are required to carry out curricular work practice with companies when they have passed all the basic foundation subjects and compulsory specialist subjects. The companies for work practice will be provided by IED.

#### **Article 9. Official Higher Degree in Design**

1. To obtain the diploma it is essential to pass all the subjects, the work practice and the end of course Final Assignment that make up the higher artistic tuition study plan for the Higher Degree in Design. The diploma will specify the appropriate speciality. Likewise, international students must have their diploma of Spanish Secondary Education ratified to be able to receive their higher official diploma in Design.
2. To obtain their diploma, foreign students must have obtained ratification of their secondary school education, within a time scale of one year from their entry into their first course year at IED.
3. Upon completion of their course, fourth year students must pay a fee of the issuance of their diploma as set by the Autonomous Community.
4. Together with the diploma, the European Diploma Supplement will be issued, which will contain the following information:
  - Student's details
  - Information about the degree (including the speciality, and if appropriate, the course followed by the student)
  - Information about the level of the degree
  - Information about the content and results obtained
  - Information about the purpose of the degree
  - Additional information
  - Certification of the supplement
  - Information about the National System of Higher Education.

5. In the case of students who follow only part of the studies leading to a certificate of official higher artistic tuition, the European Diploma Supplement will not be issued, but instead a certificate only of the studies followed.

6. When students wish to transfer to another centre to continue their studies, they should ask their current centre for a personal certificate of studies undertaken and the results obtained. This certificate will serve to request a place in another centre.

#### **Article 10. Academic organisation.**

In order to better achieve the teaching objectives and guarantee effective organisation, the 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 as part of the matriculation 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 class timetable.
- 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 in the academic year.
- The right to change the location of the centre where classes are held.
- The allocation of classrooms will be published daily through the 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 may be consulted therein. Failure to comply with these rules may result in temporary or permanent expulsion from the facilities.

#### **Section V. Discipline**

##### **Article 1. Smoking ban**

It is absolutely forbidden to smoke within the entire boundaries of IED and its facilities, and especially in the classrooms and laboratories, 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 expulsion of the student from these places.

##### **Article 2. Use of the 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 commit to respect the structure, equipment, furniture, cleanliness and facilities of IED, and Management reserves the right to seek compensation for damage and losses caused by students.

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

Use of mobile telephones is strictly prohibited during class. Food must not be consumed in classrooms and during classes. IED will not be held responsible for any personal objects, material or otherwise which are left behind and disappear from any of the classrooms. It is essential to make correct use of and respect common areas (exhibition spaces, toilets, workshops and classrooms). No personal objects or assignments may be left at reception. Similarly, it is forbidden to send personal mail to any of IED's establishments unless it is addressed to the personnel of the centre.

**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 opening of a report by Management which, in the case of the infraction being confirmed, could lead to the application of the following disciplinary sanctions: Verbal warning, written warning, temporary expulsión, permanent expulsión. Permanent expulsion will not confer the right to reimbursement for any fees and sums paid up to that time by the student to IED, nor to any claims whatsoever. Without prejudice to the sanctions described, IED may exercise any legal rights that may be appropriate to safeguard its rights.

**Section VI. Work carried out by the student**

**Article 1.** IED's Management reserves the right to select pieces of work 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 work pieces for themselves before the end of the four-year period will need written authorisation from IED's Management. The remainder of pieces of work will stay in IED for one month after the date of 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 work and examinations undertaken by the student. Students who copy or hand in plagiarised pieces of work will be committing a serious or very serious offence, which is punishable in accordance with Article 3 of Section VII. Copying in an exam will result in failure of that subject, and consequently, the necessity to repeat it. In the case of plagiarism, depending on the seriousness of each case, IED reserves the right to oblige the student to re-matriculate 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 the first course of any speciality or qualification, optional subject or unofficial teaching content in the event of there not being enough students in the judgement of the Management to make it viable, in which case it must provide one month's notice prior to the scheduled beginning of the course. In that case, the totality of the fees paid for those activities will be reimbursed.

**Section VIII. Repeals**

The authority to modify these general regulations belongs exclusively to IED's legal representative and to the persons on whom they may delegate it. 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 permit 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.

The interested party may express non-conformity with the processing of his or her data within a maximum period of thirty days; otherwise, consent will be presumed.

By means of this clause we therefore hereby request your express consent for the sharing of your data with integral parts of the group to which 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 recipients of this data being available for view in the office of Istituto Europeo di Design, S.L., for the sole purpose of informing you about 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 as described and 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 Barcelona or by electronic mail to baja@bcn.ied.es accompanied by valid ID, such as a photocopy of National Identity Card, and using the heading "PROTECCION DE DATOS" (DATA PROTECTION).

Similarly, as follows:

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

.....

**STUDENT'S FULL NAME (OR LEGAL GUARDIAN):**

.....

**PASSPORT/ID No.:**

.....

**SIGNATURE OF STUDENT (OR LEGAL GUARDIAN IF MINOR):**

.....

Alessandro Manetti

**Director IED Barcelona**