

ACADEMIC REGULATION

UNDERGRADUATE DEGREE IN DESIGN (4-YEAR COURSE)

The Istituto Europeo di Design Madrid (hereinafter, IED) has drawn up this General Regulation applicable to Official Higher Qualifications in Design equivalent to a degree (hereinafter, Official Undergraduate Degree).

By signing this document, students fully accept the conditions set forth herein and undertake to observe and follow them.

SECTION I. SCOPE AND APPLICATION OF THE GENERAL REGULATION

Article 1. Subject matter of the regulation

This regulation establishes the basic rights and duties of students of Official Higher Qualifications equivalent to a degree at IED Madrid in accordance with current legislation and its internal rules. Attendance at the classes implies acceptance of the whole of the Academic Regulation.

Article 2. Scope of application

For the purposes of this regulation, students of an Official Undergraduate Degree at IED Madrid are those students who are enrolled and undertake studies leading to the Higher Qualification in Design equivalent for all purposes to an Undergraduate Degree, in any of the 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. Have timetables of theoretical and practical classes of one single group that are compatible throughout the course.
5. Perform the academic tests, obtain their marks, request certificates, request transfer of their academic record and access any other IED service providing the student is up-to-date with payment of all fees of any type.
6. Access an exam review per subject, which shall be set at a specific date by the course coordinators. Failure to attend on said date will lead to the waiver of the review. The procedure for the review is that set out in Section III, Article 3.
7. Foreign students will obtain from IED the appropriate

documentation necessary to facilitate the procedure for obtaining a student visa, with the student responsible for carrying out said procedure.

8. Participate in the assessment of the teaching staff through the surveys and other procedures established by IED.
9. Receive the student identity card, after having paid the full price of the course. This card is personal and non-transferable and is valid for the duration of the course. Possession of the card entitles the student to access the library and to discounts on products and services of partner companies of IED, which may be consulted on the 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 credits.
2. The duration of each academic year will be set in the legislation in force. The centre will provide information on the duration at the start of each academic year in its written documentation and/or in the virtual campus.
3. The time units for academic organisation will be the semester and the academic year, which 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 or virtual classroom.
5. Each of the face-to-face activities will have an area or school supervisor to guarantee continuity and compliance with quality standards.
6. IED's Academic Coordination Department has information regarding the list of activities and the distribution of the times and credits apportioned to each subject.

Article 2. Academic Organisation

IED must guarantee successful compliance with the teaching objectives and effective organisation of its internal functioning, designation of teachers, planning and performance of the courses, seminars, lectures and any other activities which it organises, and it reserves the following rights with justified cause:

- Right to set the timetable during which the student must attend, which may be in the morning, afternoon or evening from Monday to Sunday and from 8 AM to 10:40 PM. The teaching timetable for the course will depend on the type of course, as indicated in the academic offer.
- Right to organise seminars, meetings, visits, lectures etc. at different times and on different days to those set for the course in which the student is enrolled.
- Right to modify the teaching staff of the course at any time of the academic year.
- IED has several laboratories and workshops. Each laboratory has its own internal rules for optimum use and maintenance. The regulations can be found in each laboratory. Failure to comply with the rules of the laboratories may lead to temporary or definitive expulsion from the premises.
- Right to regulate on each occasion and according to its own non-appealable criteria, the student's participation in the

following complementary activities: exhibitions and fairs, fashion shows, research, competitions and internships. For the student's participation in these complementary activities, the management of IED will take into account the student's merits, as well as the logistical and financial circumstances of the centre. IED also organises other complementary activities such as: seminars, lectures and workshops. The grade for these activities will be included within the course for which these activities are established.

Article 3. Attendance, assessment and grading

- Attendance at the classes, seminars and teaching activities offered by the centre is mandatory. Students must have an attendance rate of at least 80% so as not to lose the continuous assessment.
- Students that do not meet the minimum attendance rate will not be entitled to be assessed on a continuous basis and will have to be examined on the entire subject in the ordinary exam session.
- Assessment will be differentiated by subject and will take into account the level of acquisition and consolidation of the competences defined for each subject.
- The grade will be awarded on a numeric scale from 0 to 10, to one decimal point, as follows:
From 0 to 4.9 - Fail (SS)
From 5.0 to 6.9 - Pass (AP)
From 7.0 to 8.9 - Merit (NT)
From 9.0 to 10 - Distinction (SB)
Obtaining the credits corresponding to a subject requires passing the corresponding exams or assessment tests (minimum mark of 5.0). The average of the academic record will be the result of applying the following formula: sum of the credits obtained by the student with each one multiplied by the value of the corresponding grade (mark obtained) and divided by the total number of credits. When a student has not sat an exam it will be marked "Not Present" (NP) but on the academic record, the grade will be shown as 0. When a student cannot be graded due to reasons considered justified by the teacher or the centre, it will be marked "Ungraded" (SC). These credits will be understood as "Not obtained" and will therefore not form part of the academic record.
- At the start of the academic year, study guides for each subject will be posted on the website and on the virtual campus with their competences, contents, methodology and assessment and grading criteria, the number of sessions that will be held over 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 username and password provided by IED Madrid, whenever the facility is technically available. In any event, these guides will be available at the Academic Secretary's Office.
- 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 studying the following academic year.
- On publication and review of the marks with the Academic Secretary's Office.
After the student is informed of the marks, the period for a review of said marks will be opened within a period of three working days. The student will request a review by means of an email addressed to the Academic Secretary's Office

stating the grounds for the request. After this deadline, the student will not be able to request a review of the marks. The marks will be published by posting on the virtual campus of the corresponding Qualification a list containing the following data:

- Academic year and session to which the exam corresponds.
 - Subject name.
 - The student's enrolment number, as control data of the above.
 - Numerical grade given to each student by subject.
- The Academic Secretary's Office will send the request to the subject Coordinator, who, assisted by the subject teachers that they deem necessary, will examine the reasoned request for review, hearing the student in question, and will reach a decision based on their best scientific and teaching criteria.
In the event of continued disagreement with any of the final grades received, and within a period of five calendar days following publication of the first review, the student may once again request a review of the grade by sending an email to the Academic Secretary's Office, which will assign a new teacher to review the grade.
In the event of disagreement with the decision adopted, the student will have three working days from the day following that of the notification from the Academic Secretary's Office in order to inform the Director of IED Madrid of his/her wish to lodge a complaint with the Directorate-General of Universities of the Region of Madrid, which will be managed by the student himself/herself.
 - The student will have two possibilities of enrolment per subject. For said enrolment, the student will be entitled to two assessment sessions per academic year: one ordinary and one extraordinary.
Students who have exhausted the two enrolments for a subject may submit a reasoned request for exceptional enrolment within one month of the start of the academic year, with its two corresponding sessions, to the Director of IED Madrid, which will be submitted to the Academic Secretary's Office, who will make a decision on such requests. This exceptional enrolment may be requested only once per subject, for a total number of subjects not exceeding 15% of the total ECTS credits that comprise the curriculum. Granting of the enrolment will be added as a note to the academic record.
 - The holding of the exam sessions will be set in accordance with the academic calendar established by IED Madrid.
 - If the student fails to attend any of the exam sessions, except for reasons of **force majeure** in accordance with the Civil Code, he/she will lose the session, which will be classified as "Not Present" (NP), which will correspond to a 0 for the purpose of the average.

Article 4. Recognition of ECTS credits

- Students will not be required to study subjects for which ECTS credits have already been recognised in accordance with current legislation on the matter. Recognised subjects will appear in the academic record with the grade obtained in the original institution with the letters RC (Recognised).

Submission Deadline:

- Students wishing to obtain recognition of ECTS credits must submit the corresponding documentation before 15

September of the current academic year to the Academic Secretary's Office for it to be sent to the Ministry of Education of the Region of Madrid in October.

- b. Students who have not formally requested recognition of ECTS credits by said deadline must attend all the teaching activities programmed by IED Madrid for the current academic year.

Procedure for recognition of ECTS credits if the student's original studies are in Spain and he/she has studied an Official Qualification (other than the Undergraduate Degree in Design):

- a. Once a place has been obtained at IED Madrid, students may apply for recognition of ECTS credits (never more than 144 ECTS). The corresponding application will be submitted to the Academic Secretary's Office together with the academic certificate of the courses studied, the curriculum and its date of publication and teaching contents regulating the courses.
- b. IED Madrid will send the application to the Regional Ministry of Education, attaching the decision proposed by IED.
- c. In the event of a favourable decision, the recognition of credits will be included in the student's academic record and will be reflected in the European Diploma Supplement.

Procedure for recognition of ECTS credits if the student's original studies are from Abroad (outside the European Higher Education Area), having completed his/her studies:

- a. Once a place has been obtained at IED Madrid, students may apply for recognition of the qualification obtained from the Spanish Ministry of Education.
- b. Once the Ministry of Education has issued a decision on the application
- c. for recognition of the studies, the student must submit to IED the ruling on the application for it to be sent to the Region of Madrid Government.
- d. In the event of a favourable decision, the recognition of credits will be included in the student's academic record and will be reflected in the European Diploma Supplement.

Procedure for recognition of ECTS credits if the student's original studies are from Abroad (outside the European Higher Education Area), NOT having completed his/her studies:

- a. Once a place has been obtained at IED Madrid, students may apply for recognition of ECTS credits. The corresponding application will be submitted to the Academic Secretary's Office together with the academic certificate of the courses studied, the curriculum and its date of publication and teaching contents regulating the courses.
- b. IED Madrid will send the application to the Regional Ministry of Education, attaching the decision proposed by IED.
- c. All the documentation must be duly translated to Spanish by a sworn translator and, where appropriate, apostilled and authenticated.
- d. In the event of a favourable decision, the recognition of credits will be included in the student's academic record and will be reflected in the European Diploma Supplement.

Procedure for recognition of ECTS credits if the student's original studies are from Abroad, within the European Higher Education Area:

- a. Once a place has been obtained at IED Madrid, students may apply for recognition of ECTS credits, by submitting the corresponding application together with the academic certification of the courses studied, the curriculum and its date of publication and teaching contents regulating the courses. All the documentation must be duly translated to Spanish by a sworn translator and, where appropriate, apostilled and authenticated.
- b. IED Madrid will send the application to the Regional Ministry of Education, attaching the decision proposed by IED.
- c. In the event of a favourable decision, the recognition of credits will be included in the student's academic record and will be reflected in the European Diploma Supplement.

Limits to recognition:

Under no circumstances may the following be subject to recognition or ratification of credits:

1. Final Projects of university or advanced artistic education.
2. Final work or integrated project modules of the Professional Education in Plastic Arts and Design.
3. The vocational project modules of Vocational Training.
4. Final project modules of Sports Education.
5. Curricular internships may be recognised if evidence is provided of one of the following circumstances:
 - a. Having prior professional experience relating to the advanced artistic education in which the student is enrolled whether in the framework of employment, collaboration or a scholarship.
 - b. Having passed a practical training module in other prior official studies of a similar nature.

All the above in accordance with the provisions of Article 4 of Royal Decree 1618/2011. The application for recognition should be submitted by way of an annex available from the Academic Secretary's Office. In the event of a favourable decision, "full recognition" will appear in the academic record with the letters RC (Recognised) without a numerical grade. In the event of "partial recognition", the numerical grade resulting from the evaluation of the outstanding credits will be recorded.

Article 5. Available elective subjects.

Speciality electives of the Official Undergraduate Degree in Design.

1. IED Madrid will offer elective subjects following the procedure established by the Ministry of Education of the Region of Madrid.
2. The speciality electives are dependent on the existence of a minimum number of students so as to ensure their educational viability. In the event that said viability is not met, the students must select other electives from those available.

Article 6. Permanence and progression

1. Students may continue in the official studies if they pass at least 12 credits at the end of each year.
2. The maximum study period for students will be seven academic years, including the period for the Final Project. Students who exhaust this period of time may request an extraordinary extension of one academic year. The

application must be addressed to the Director of IED Madrid.

3. Any student who fails 30 credits at the end of the academic year may not progress to the next year.
4. When a student formalises the enrolment of a year and has outstanding subjects from previous years, he or she must enrol in all the outstanding credits, except in those cases affected by the order of priority established between subjects. At any event, students may complete the enrolment with credits corresponding to the immediately higher year providing they meet the requirements of the minimum and maximum number of credits in which students may enrol in accordance with this regulation.

Article 6. Enrolment extension

1. As from the second year of the Undergraduate Degree, students may request an enrolment extension up to a maximum of 90 credits providing they submit their application prior to the ordinary exam session (15 days earlier).
2. Granting of the extension will in all cases be at the discretion of the Director and will be dependent on the availability of places and providing there are no educational incompatibilities.
3. The application will be submitted to the Academic Secretary's Office.
4. The extension will be formalised after payment has been made.

Article 7. Change of speciality

1. Students may change their speciality at the end of the year in which they are enrolled. Students must enrol in the first year with the 12 credits of the new speciality, providing the requirements of the maximum and minimum number of credits that may be enrolled is met and requesting recognition of the credits of the core subjects.
2. No change in speciality will be accepted once the year has begun.

Article 8. Transfer of Records between Authorised Centres of Higher Education

1. In order to be able to transfer academic records from another Centre of Higher Education in Spain to IED Madrid, the requesting students must meet the established requirements:
 - a. Having passed the full first year.
 - b. Not having exhausted four exam sessions in any subject in the original centre.
 - c. Not having exhausted the maximum period of study to complete the course (seven academic years).
 - d. Having passed at least 12 credits at the end of each academic year.
2. The application for admission by transfer shall be submitted to the academic secretary's office of the destination centre by any of the following methods:
 - a. Delivering it personally.
 - b. Sending it by certified mail or by any other of the procedures established in Law 39/2015, of 1 October, of the Common Administrative Procedure of Public the Administrations.

The deadline for submitting applications will be set by each of the centres.

Documentation to be submitted:

- Application form for transfer of academic record, which may be requested from the Academic Secretary's Office.

- Copy of DNI, NIE or passport.
- Academic certification duly stamped and signed by the original centre.
- Certified photocopy of the entrance exam pass certificate.
- Certified photocopy of the secondary education certificate.
- Copy of the official programmes or teaching guides stamped by the original centre.
- Document supporting the grounds for the application.
- Application for credit recognition.

Article 9. Final Project and Curricular Internships

1. The Final Project will have a minimum allocation of 12 credits, and satisfactory completion of the project will be required in order to obtain the Undergraduate Degree in Design.
2. Students must submit a Final Project proposal in accordance with the theme established by IED Madrid.
3. Students will be required to pass all of the other credits making up the curriculum before the Final Project is assessed and graded.
4. In the event of a fail in the ordinary and extraordinary sessions, the student must enrol once again in the Final Project and pay the cost of the Registration Fee and the price of the credit at the time of enrolment.
5. Students may perform curricular internships in companies as from the second semester of the third year and providing they have passed all the subjects of all the years. The companies for performing internships will be provided by IED Madrid.

Article 10. Official Higher Qualification In Design Equivalent For All Purposes To A University Degree

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. In addition, students with international studies must have their secondary education certificate recognised in Spain in order to receive the Undergraduate Degree in Design.
2. Together with the Degree, the European Diploma Supplement containing the following information will be issued:
 - Student details.
 - Information on the qualification (including speciality and, where appropriate, path taken by the student).
 - Information on the level of the qualification.
 - Information on the content and results obtained.
 - Information on the function of the qualification.
 - Additional Information.
 - Certification of the supplement.
 - Information on the National Higher Education System.
3. If only a part of the official Advanced Studies of Artistic Education leading to a Qualification is studied, the European Diploma Supplement will not be issued, but only a certificate of the studies undertaken.

SECTION IV. WORK PERFORMED BY THE STUDENT

Article 1. Selection of the work

1. The IED management reserves the right to select any work and/or projects created by the student, including the Final Project, performed during their time at IED that it considers appropriate as teaching or promotional material.

2. IED may use the selected work only for teaching, promotion or dissemination purposes when students assign the reproduction, distribution and public communication rights on such work. The assignment is free of charge and for the time that the student is enrolled at IED plus two years from the end of their studies and under the terms of Royal Legislative Decree 1/1996 of 12 April, approving the Recast Text of the Intellectual Property Act.
3. For any assignment of such rights to third parties, IED shall request express authorisation from the student in writing.
4. During the aforementioned period, students may use their work through any means and in any format with the sole condition of naming IED as follows: Work performed at IED Madrid/Barcelona.
5. After this period, students will be reinstated in all their rights.
6. In the event that the work is not selected by IED, students will be informed so that they may collect it within one year from the end of the course. In the event that the student does not collect it, IED may definitively withdraw or destroy it.

Article 2. Copying and plagiarising

1. Academic performance will be evaluated based on the work and exams performed by the student. Students who copy or who submit plagiarised work will be subject to the opening of a disciplinary procedure, as provided for in Article 5 of Section 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

Article 1. Ban on smoking

It is strictly forbidden to smoke throughout the site and premises of IED and particularly in its classrooms and laboratories, in accordance with the provisions of Article 7.d of Law 42/2010, of 2 January 2011. A breach of this ban will lead to the student being asked to leave the premises. The consumption of drugs and alcohol is also forbidden throughout the premises.

Article 2. Use of the facilities

1. It is strictly prohibited to remain in the classrooms and laboratories outside class times except with the express authorisation of the Management following a request from the student submitted through the coordinators of each course.
2. Students must have a student card in order to access the IED facilities. If a student forgets their card, they may show an official photo ID. The Reception will validate the student in the database. Once the name has been validated in the database, the student will be allowed to enter the centre. If the card is repeatedly forgotten more than three times, the student will not be allowed to enter the centre.
3. In the event of loss of the named card or provisional card, the student must inform the Administrative Secretary's Office. A new card will be generated upon payment of €10. In the

event of a stolen card, the student must inform his or her Coordinator. A police report of the theft must be presented and a new one will be generated at no cost.

Article 3. Behaviour

1. The student undertakes to respect both physically and psychologically the workers at the centre, the teachers, classmates, structure, equipment, furniture, cleaning and other IED facilities. The Management reserves the right to compensation for any damage which may be caused by the student.
2. Use of mobile telephones during classes is strictly prohibited.
3. IED accepts no liability for any personal objects, materials or any other item lost in any part of the centre.
4. Students shall make proper use of, and respect, the common areas (exhibition areas, toilets, workshops and classrooms).
5. No personal objects or academic work may be left in the reception area.
6. It is also not permitted to send personal post to any of the IED sites not addressed to staff of the centre.
- 7.
8. Article 4. Recordings
9. Classes taught by teachers online may not be recorded or broadcast by students without the teacher's express consent. Recording of the classes will mean that the student is violating the right to privacy set out in Article 18 of the Spanish Constitution and infringing the provisions of the European General Data Protection Regulation, EU 2016/679, and Organic Law 3/2018 on Personal Data Protection and Guarantee of Digital Rights.

Article 5. Disciplinary procedure

Failure by the student to comply with any of the obligations or conditions established herein will be grounds for disciplinary action by the Management, which, if the breach is confirmed, may lead to application of one or several of the following disciplinary measures, depending on the seriousness of the events: Verbal warning, written warning, temporary expulsion or definitive expulsion.

Definitive expulsion will not give the right to a refund of the fees and amounts paid up to that time by the student to IED or the right to make any claim. Without prejudice to the aforementioned disciplinary measures, IED may exercise any pertinent legal actions to safeguard its rights.

SECTION VII JURISDICTION

The law applicable to this contract will be Spanish Law. For any doubts or disputes which may arise in the interpretation, compliance or application of this General Regulation, the provisions of Article 52.3 of the Civil Procedure Act apply.

SECTION VIII. AMENDMENTS AND REPEALS

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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