

# **IE UNIVERSITY**

## GENERAL ACADEMIC REGULATIONS FOR BACHELOR DEGREE PROGRAMMES

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The introduction of the new Bachelor programmes under Spanish Royal Decree 1393/2007, of 29 October, on the organisation of official university education, as amended by Spanish Royal Decree 861/2010, of 2 July, requires university academic planning regulations to be amended. Furthermore, the development of IE University's educational model in the European Higher Education Area (EHEA) calls for the full involvement of all members of the university community in building innovative and international education geared towards academic excellence and entrepreneurship from a global perspective.

IE University's *raison d'être* is its students, whose academic qualifications and personal skills identified in the admission process ensure their involvement in learning during their time at the University. Through these regulations, IE University expresses its commitment to comprehensive quality academic, fully compliant with the fundamentals of the European Higher Education Area and the prevailing legal framework.

The education offered by the University is based on mutual trust between students and teaching staff to develop a joint learning process within a framework of transparency, interaction and accountability. The implementation of the academic programmes for the respective Bachelor programmes is based on the joint responsibility of students and teaching staff for the methodical and sequential implementation of planned activities to ensure student progress. Thus, student learning will always be guided by the teaching staff so that each student is able to achieve their academic goals and performance levels in the time and manner best suited to their personal abilities and professional aims.

As an institution committed to the present and future needs and demands of society, IE University pursues the success of its students in their education by driving learning efficiency through the design and implementation of an educational model which combines rigour and flexibility to achieve progressive improvements in academic outcomes. This means students can acquire high-level professional skills that benefit their personal development as well as the development of today's global society of which they are members.

For the above reasons, IE University has adopted the following regulations:

## **TITLE I: GENERAL PROVISIONS**

### **Article 1.      “Purpose”**

These regulations set out the rules for academic activities on Bachelor programmes by developing IE University's educational model and the principles of the European Higher Education Area so that the studies completed and the learning acquired by its students are recognised under the Spanish Qualifications Framework for Higher Education.

### **Article 2.      “Scope”**

The provisions of these regulations apply to official university Bachelor programmes taught at any IE University centre using any kind of teaching and learning method (classroom, blended or distance) while taking into account the specific features of each one.

### **Article 3.      “Regulatory basis”**

3.1. These regulations are based on national and regional legal provisions concerning universities in Spain and on the University's own regulations, in particular its Organisation and Operation Rules.

3.2. The Validation Reports for authorised Bachelor programmes reflect IE University's educational commitment to society and provide the basic principles for the application and implementation of IE University's official degree educational programmes at this educational level.

### **Article 4.      “Division of powers”**

4.1. These regulations have been adopted by IE University's Governing Board on the proposal of the Rector after discussion in the Rector's Committee.

4.2. Based on the advice of the Rector's Committee as the highest academic body, the Rector adopts appropriate provisions to apply and implement these regulations, as proposed by the Office of the Vice-Rector responsible for academic affairs, and also interprets them. They shall also ensure full public disclosure of all the provisions adopted and fairness and transparency in the procedures carried out in full compliance with current regulations.

4.3. The Office of Vice-Rector responsible for academic affairs shall ensure the application of these regulations and their implementing provisions in all Bachelor programmes taught at IE University. It shall also regularly monitor their operation and effectiveness and report the annual results to the Rector's Committee. As part of the procedures for monitoring and review of degree programmes, the Rector's Committee shall examine the impact and results of the implementation of the provisions of these regulations and may make any amendments it thinks necessary to improve them.

4.4. The head of coordination of Bachelor programmes and the academic heads of the various degree programmes shall carry out the measures assigned to them by these regulations in close coordination with the Office of the Vice-Rector responsible for academic affairs and shall draw on its judgment and intervention when deemed necessary.

## **TITLE II: EDUCATION**

### **Article 5. “Academic programme”**

5.1. The academic programme is the set of actions making up the general education in each Bachelor Degree. It is designed to ensure students acquire the academic and professional knowledge and skills for this educational cycle, including personal education and education in values.

5.2. Based on their Validation Reports, the academic programme for each Bachelor programme contains the following items:

- a) Description of the admission profile and any particular admission conditions.
- b) Specification of objectives and competencies.
- c) Syllabus.
- d) Teaching system and teaching/learning modalities.
- e) Assessment system.
- f) System for student support and orientation.
- g) Additional academic activities.
- h) Internships.
- i) Mobility actions.
- j) Quality assurance system.

5.3. Depending on organisational and budgetary means, the University shall provide the human, material and technical resources required for all its students to complete the academic programmes within a framework of equal opportunities and full integration into the university community.

5.4. The academic heads of the Bachelor programmes are responsible for compliance, enforcement, monitoring, supervision and proposing improvements to the academic programmes in close coordination with the members of the Rector's Committee within their respective remits. Academic programmes, including syllabi, shall be implemented with sufficient flexibility to cater for the needs of each student based on their abilities and expectations within the limits established by the regulations.

5.5. The University shall ensure public knowledge of the contents of all the academic programmes for its Bachelor programmes by publishing relevant information from their Validation Reports in various media.

**Article 6. "Programme"**

6.1. The programme is part of the academic programme of each Bachelor's Degree and sets out how the official teaching of each degree is organised on the basis of the design in its Validation Report. Successful completion of the total ECTS credits allocated to the respective programmes under the conditions defined by the academic programme shall entitle the student to obtain the corresponding bachelor's degree diploma.

6.2. The programme of each bachelor's degree programme shall specify its courses, their type (core, compulsory, elective, internship and Final Project) and ECTS credits in their timeframe as part of the established academic years, including Final Projects and external internships if planned and any authorised tracks and specialisations.

6.3. The programme for each official Degree shall be published in national and regional Official Gazettes as the culmination of the process of implementing the Bachelor Programmes and in order to ensure they receive full publicity. In addition, the University shall ensure their dissemination through the media it has available in various formats.

6.4. The academic heads of the Bachelor Programmes shall present the range of elective courses available in each academic year before the latter begins and shall decide on their delivery based on applications received and available resources. They shall ensure the allocation of ECTS credits for these courses in the corresponding academic year of the programme.



## **Article 7. "Syllabus"**

7.1. The syllabus is the framework for the academic activities that make up each course of the programme under the conditions defined in the Validation Report for the Bachelor programme. It is therefore the implementation of the principles and contents of the academic programmes specified in these reports for each course. The syllabus is the embodiment of the teaching and learning commitment between each student enrolled on a course and the professor responsible for teaching it.

7.2. The syllabus shall provide all the basic information about its course and include clear and complete practical information about:

- a) The name of the course in the language in which it is delivered. The name used in the Validation Reports shall be maintained for core courses and for those specifically mentioned in these reports.
- b) The type of course (core, compulsory or elective).
- c) The allocation of ECTS credits.
- d) The teaching timeframe.
- e) Any prerequisites for taking the course.
- f) The skills to be acquired by students and learning outcomes.
- g) Content.
- h) Academic actions and method of delivery, including their specification in calls for which teaching is not guaranteed.
- i) The assessment system, indicating the percentage weighting of grades obtained during the year in assessment instruments and the provision for assessment instruments and criteria in extraordinary examination sessions.
- j) The teaching staff responsible for teaching the course in each group and the conditions under which they will provide student support and follow-up.
- k) Any other additional information it is decided to be included in each academic year (bibliography, specific material, information about tutorials, etc.).

7.3. Compulsory curricular internships shall also have a syllabus tailored to their organisation. Likewise, the Final Project is a compulsory course in the programme and shall have its own syllabus.

7.4. The Rector's Committee shall decide on a single format for teaching plans for all Bachelor programmes. Its layout and content shall be confirmed and circulated with instructions to the academic heads of Bachelor programmes by the Office of the Vice-Rector responsible for academic affairs for each academic year sufficiently far in advance for teaching plans to be drawn up and made available to students.

7.5. Each course shall have a single syllabus regardless of whether it is taught by a number of professors or in different teaching groups. If need be, it may include the specifications of each professor or teaching group. The academic heads shall ensure compliance with the content of the syllabus and consistency in its application and shall authorise any adjustments to it if required by circumstances.

7.6. The teaching staff giving the courses shall draw up their syllabus on the dates chosen by the Rector's Committee and in line with established conditions, with full respect for the principle of academic freedom. This syllabus must be approved by the academic head and made available to students before starting the enrolment process. It shall be a core reference document in the educational process and for the appraisal of teaching performance.

7.7. If there are significant discrepancies about syllabus content between the teaching staff responsible for the course and the academic head, the head of coordination of Bachelor programmes shall decide on the issue after hearing both parties.

7.8. Within one month after teaching of the course has finished and assessment instruments for the ordinary examination session have been completed, the teaching staff of the course shall write a report setting out the teaching activities performed and assessing the degree of compliance with the syllabus, including the results obtained by students and proposals for possible improvements for the following academic year.

## **Article 8.      *"Additional academic activities"***

8.1. Additional academic activities are all learning actions that round off student education under the academic programme for the respective programmes. They may be specific to the knowledge area of each programme and/or general in terms of developing knowledge and skills relevant to all Bachelor programmes.

8.2. This additional education shall be acquired by attending and taking part in conferences, workshops, seminars, visits, non-curricular internships and in any other way prescribed by the academic heads of the Bachelor programmes and the University authorities. The Rector's Committee shall authorise its scheduling and monitor its performance each academic year. Likewise, the Rector's Committee shall also decide on how it is to be organised and the division of authority between the various bodies involved.

8.3. Cross curricular additional academic activities and ones specific to each Bachelor programme are part of the academic programme for the degrees and therefore students must attend and take part in them, unless otherwise specified in their call, under the conditions set out below.

8.4. The person in charge of organising the activity shall issue a certificate to officially certify that the student has carried out the activity. To that end, organisers shall register student attendance and participation in these activities in order to be able to issue the certificate. Students shall include official certificates for additional academic activities in their academic documentation.

8.5. These activities may be assessed and graded if this is stated in their call, specifying the conditions under which performance appraisal is to be conducted. Credits for them may also be recognised under the conditions established by the University regulations for credit recognition and transfer.

## **Article 9. “Internships”**

9.1. External academic or professional internships are academic programme activities of the Bachelor programmes undertaken by students and supervised by the University. They are designed to enable students to put into practice and add to the knowledge gained in their academic education which helps them to acquire the skills that will prepare them for professional life and enhance their future employability.

9.2. External internships may be curricular or extracurricular by virtue of their inclusion in the respective programmes. Curricular internships consist of formal and tutored academic activities that are part of the programme. Extracurricular internships are any activities that students do voluntarily during their educational period and which are not included in the programme but may have the same purposes as curricular internships. Curricular internships shall be stated as a programme course in the student's transcript, while extracurricular internships may be subsequently mentioned in the European Diploma Supplement.

9.3. The University shall enter into agreements with public and private companies, institutions and organisations in order to improve methods for the professional development of students from the beginning of their education, with special emphasis on access to internships by students with special educational needs. External internships may be carried out in the University's centres and in centres specified by partner organisations.

9.4. The organisation, content and monitoring and quality procedures for external curricular and extracurricular internships shall be subject to specific regulations adopted by the Rector after discussion in the Rector's Committee and in coordination with the academic heads of the Bachelor programmes.

## **Article 10. “Mobility”**

10.1. The University shall promote mainly international mobility programmes for students by signing inter-university cooperation agreements which address the Degree's academic education and other areas of the comprehensive education of the student based on the principles and purposes of the educational model. To this end, the University shall set up information and assistance services for its students with special emphasis on enabling students with special educational needs to do mobility programmes.

10.2. In general, mobility programmes shall preferably be done in the second half of the programme. The knowledge and skills acquired in the academic activities undertaken in the host university shall be recognised and included in the student's transcript at the University. Mobility programmes that a student has done and their academic performance as well as activities that are not part of the learning agreement and are accredited by the host university shall be included in their European Diploma Supplement.

10.3. After discussion in the Rector's Committee and in coordination with the academic heads of the Bachelor programmes, the Rector shall adopt specific regulations for the implementation of mobility activities.

## **Article 11. “Languages of the academic process”**

11.1. IE University's international outlook means education in its Bachelor's programme shall be given in Spanish and English and hence all academic activities may take place in either or both languages. Consequently, under the regulations for access and admission to IE University, students must demonstrate a suitable level of competence in the language in which they choose to pursue their official Bachelor Degree.

11.2. The delivery of the respective programmes shall be organised into specific teaching groups based on the languages for teaching and learning, taking into account the objectives of the academic programmes and applications for enrolment by prospective students, so that students will have accurate information about the language of instruction to be used in academic activities before they enrol.

11.3. Thus, in general, all courses shall be taught in the same language, Spanish or English, depending on whether it is in one or the other language group without this entailing any change in its contents, academic activities, learning outcomes, assessment systems and skills. In certain cases, it may be decided to progressively change the programme from one language to the other by gradually incorporating courses in the other language in order to help with students' language adaptation.

11.4. Likewise and prior to delivery of the courses, the syllabus of each of the courses that make up the Bachelor programme shall specify the language and communication conditions in which academic activities shall be conducted and the associated assessment instruments in each academic year.

11.5. The foregoing shall not preclude a particular activity, especially in the case of additional academic activities or certain elective courses, from being carried out only in Spanish or English depending on the communication abilities of the person delivering it. In these cases, students shall be given prior notice and the conditions of attendance, participation and any performance assessment shall be specified.

11.6. Irrespective of the programmes which include language teaching as a specific course in the Bachelor programme, students must demonstrate they can function academically and professionally with fluent spoken and written communication in Spanish if studying in English or in English if studying in Spanish in order to complete their academic programme and always prior to handing in their Final Project. If the student's mother tongue is the same as the one in which they have to demonstrate the required level, they shall be exempt from this accreditation.

11.7. The academic heads shall ensure consistency in the delivery of the programmes in the two language groups through the teaching coordination mechanisms established both for the Bachelor programme and at the University.

11.8. Students taking the programme in a language other than their mother tongue shall be specially monitored by their academic heads. Students in special education situations shall receive particular attention to ensure their language immersion. In cases of need, language skills shall be improved by additional language teaching.

11.9. The University shall enhance the learning of other languages through the activities of its Language Centre.

11.10. The Rector's Committee, in coordination with the heads of the University's various services, shall ensure that all internal information and communications that affect members of the university community are available in Spanish and English.

## **Article 12. "Teaching schedule"**

12.1. Every year the Rector's Committee shall set the academic calendar at least three months before the opening of the enrolment period. The university community shall be immediately informed and the calendar sent to the General Secretariat.

12.2. The academic calendar shall contain basic information about the academic activities over a period of twelve months from September of the current calendar year, including the following:

- a) The starting dates of each of the Bachelor programmes.
- b) The public holidays established by national, regional and local authorities.
- c) Holiday periods.
- d) The periods for carrying out the last assessment instruments under the assessment systems of the Bachelor programmes and for the publication of the final grades for each examination session.
- e) Any other additional information deemed appropriate to include in each academic year.

12.3. The teaching period in each academic year shall not exceed forty (40) weeks and shall contain during the academic year the academic activities as set out in the respective programmes based on their Validation Reports. Depending on students' academic needs, academic heads may ask the Rector's Committee to establish extraordinary academic periods. If the Rector's Committee accepts the request, it shall decide on how this period is to be organised.

12.4. The academic heads shall tailor the implementation of the programmes of each Bachelor programme to the academic calendar set for the year. Prior to the opening of the enrolment period, the academic heads shall announce the planning for the Bachelor programme for the academic year. This shall include the time the student has to spend on studying and learning in terms of ECTS credits, the assigned teaching staff and the overall timetable distribution of each course, taking into account the requirements of the work that students have to do outside classroom hours.

12.5. The academic heads shall tell the Office of the Vice-Rector responsible for planning about the proposed academic activities for the degrees at least one month before the start of the enrolment period. Based on existing enrolments or admission applications submitted and the proposals by the academic heads for the Bachelor programmes, the Rector's Committee shall approve the planning for the academic year in all Bachelor programmes before the enrolment period starts with full public disclosure so that students are aware of the planning for degree activities when enrolling.

12.6. The academic heads shall announce the timetables of the academic activities planned for each academic year sufficiently far in advance to ensure full disclosure to all members of the university community. The Office of the Vice-Rector responsible for planning shall decide in the event of timetable conflict between any of the planned activities.

**Article 13. “Student time commitment”**

13.1. Students can tailor their time commitment to educational activities based on their circumstances, abilities and personal and professional goals. While the University will encourage full-time education in order to ensure greater effectiveness in achieving learning outcomes, it shall also ensure students have the opportunity to study part-time.

13.2. The University's admission and enrolment regulations shall determine the conditions for part-time studies and the minimum and maximum enrolment credits for each category, which shall be the reference for the application of these regulations.

13.3. The University's specific services and the academic heads of its Bachelor programmes shall pay particular attention to the time commitment of students with special educational needs, mainly in cases of disability, gifted or talented students and exceptional situations, and shall implement any academic measures needed to foster their integration into the university community and personal performance.

**Article 14. “Modes of delivery”**

14.1. Education for a Bachelor programme may be delivered in the classroom or using blended or distance learning (online) based on the need for the student to be physically present in the University's centres. Multiple systems may be used at the same time.

14.2. The mode of delivery for each course shall be known prior to enrolment and shall be set out in the syllabus based on the teaching objectives and academic activities planned.

14.3. The University shall foster the use of information and communication technology in education for its Bachelor programmes. It shall drive the technical and human resources needed to ensure the proper application of these regulations in blended and distance learning modes, mainly in terms of student monitoring and support, checking attendance and participation in activities and the use of assessment instruments.

## **TITLE III: LEARNING**

### **CHAPTER 1: ATTENDANCE**

#### **Article 15.     *“Attending academic activities in the programme”***

15.1. Students are required to attend all the activities planned for each course in the programme and must demonstrate they have attended at least seventy percent (70%) of the sessions, either in person or online. Attendance shall be recorded by the professor responsible for the activity using an attendance register in the format determined by the Rector's Committee. This information will be available for the affected students. The academic heads shall carry out a monthly check and shall review the attendance of each student at the end of each four-month period and of the academic year, which shall then be reported to the head of coordination of the Bachelor programmes.

15.2. The previous paragraph does not exclude that academic heads may require a higher level of attendance or full attendance (100%) at one or more of the academic activities in the programme for each degree.

15.3. Attendance below the level required without authorisation from the academic heads shall mean the student cannot pass the course in the examination sessions for the academic year and will receive a final mark of zero (0.0) “Fail” in that academic year. In this case, the provisions concerning examination sessions in these regulations shall not be applicable.

15.4. Academic heads may partially exempt a student from attending academic activities if the student has previously informed them that they will be unable to attend and specified the reason. The academic head shall immediately inform the head of coordination of Bachelor programmes of their decision and the latter may reject the exemption if they feel it is unjustified. In cases of unforeseen inability to attend, academic heads shall assess its significance for mandatory attendance on the basis of the supporting documents supplied. The academic heads shall decide on the academic measures to be taken in each case.

15.5. The head of coordination of Bachelor programmes shall decide in conjunction with the academic heads on the general principles for assessing reasons for not attending academic activities. These general principles shall then be endorsed by the Rector's Committee.



15.6. If there is a clash between the activity timetables for two courses which a student is enrolled on for two separate academic years, as a general rule attendance shall be required for the course of first enrolment and students shall be partially exempt from minimum attendance in the other course. This shall not affect the measures for checking attendance at support and monitoring activities established by the academic heads. Attendance in these cases, based on the format in which it is established, may not be at less than fifty percent (50%) of the special activities planned.

15.7 If there are individual cases or special situations in which timetables clash, the academic heads of the Bachelor programmes concerned shall decide on procedure. They shall inform the head of coordination of Bachelor programmes for the latter's records and ask for their assistance if they think it necessary in order to set the conditions for application of attendance rules and any exceptional exemptions.

15.8. Academic activities shall begin and end at the times specified in the teaching activity schedule for the programme concerned. The professor responsible for each activity may allow or refuse to allow students to join the activity after that time at their discretion.

## **CHAPTER 2: PARTICIPATION**

### **Article 16. *"Participation in academic activities in the programme"***

16.1 Class participation is an integral part of the University's educational model. Students are required to actively participate in all activities planned for each course taught both in the classroom and online. Each student's participation shall be assessed by the professor responsible for the activity under the conditions and to the extent provided for in the syllabus.

16.2 Participation as one of the assessment instruments and its importance in the composition of the final grade is determined by the references in the Validation Reports for the Bachelor programmes, albeit referring to the area of which the course is part. Hence it is the professor in charge of teaching who will tailor these references to their course under the supervision of the academic heads of the Bachelor programmes.

16.3. In general, and notwithstanding other specific criteria, assessment of participation in academic activities shall take into account the depth, quality and frequency of student interventions and their contribution to group learning.

16.4. Students must pay attention and provide the individual and group commitment required to conduct academic activities, following the guidelines set by the professor responsible for teaching the course. Failure to do so may result in disciplinary action.

### **CHAPTER 3: ATTENDANCE AND PARTICIPATION IN ACADEMIC PROGRAMME ACTIVITIES**

#### **Article 17. *“Attendance and participation in academic programme activities”***

17.1. Attendance and participation in academic activities other than teaching the courses in the programme shall be governed by the specific provisions of their call and, failing that, by the general rules of these regulations.

17.2. The University may establish that students must demonstrate their attendance and completion of a minimum of additional academic activities during their time at the University as a requirement for the submission of their Final Project.

### **CHAPTER 4: SPECIAL SITUATIONS**

#### **Article 18. *“Attendance and participation in specific activities and conditions”***

18.1. In the case of students enrolled with special situations and those with special educational needs, the conditions of their enrolment shall determine their attendance and participation requirements. The academic heads may establish any necessary curricular adjustments with the help of the University's advisory and support services.

18.2. Attendance and participation in external curricular internship activities shall be governed by the relevant internship agreements and, failing that, by the University's internship regulations. The tutors of students at the University and in the host organisation shall record and assess their compliance during their stay at the partner organisation.

18.3. Students studying courses abroad as part of the University's international programmes shall be exempt from the attendance and participation requirements during their stay at the host institution. The regulations established by the regulatory agreement for the mobility scheme or, failing that, the host institution's rules shall apply.

18.4. IE University's rules of attendance and participation will be applied to incoming students that are enrolled in courses of the Bachelor programmes as part of the University's international programmes. This will not apply in the event that the agreement on mobility establishes specific regulations agreed between IE University and the host institution.

18.5. Students' attendance and participation in courses that are taught wholly or partly at a distance shall be recorded by the technical means provided for that purpose and tailored to the modes of delivery allowed by the electronic medium. In general, the same criteria shall be used as those applied to classroom learning. The syllabus for each course shall specify the specific conditions of general criteria regarding attendance and participation.

18.6. The University and any of its centres may run other activities alongside the direct application of the academic programmes of the respective Bachelor programme. Students' attendance and participation in these activities shall be governed by the terms established for each call.

## **TITLE IV: ORIENTATION AND MONITORING**

### **CHAPTER 1: STUDENT ORIENTATION**

#### **Article 19. “Orientation service”**

19.1. The University shall provide its students with a personalised vocational, academic and careers orientation service from the start to the end of their studies in order to encourage their capabilities, skills and vocation and enhance their academic performance, professional development and continuity in their university education. The purpose of this service is to ensure that students not only acquire and develop the competences of the Bachelor programme they are studying for but can also attain greater intellectual and ethical depth and increase their independence and interest in learning from a professional standpoint.

19.2. The University orientation service shall coordinate measures for academic information, orientation and support for students. These measures will be drawn up by teaching and specialised staff, notwithstanding the teaching activities conducted specifically by the professors responsible for teaching the respective courses.

19.3. As part of highly personalised education and by means of coordinated measures carried out by various bodies, the orientation service shall mainly perform the following functions:

- a) Developing models for intervention and institutional services in order to give each student a unity of purpose and action in the university environment.
- b) Planning continuous learning activities in order to improve academic education and the level of skills and performance throughout the academic year while establishing procedures for assessment and recommendation to improve students' curricular tracks that in turn enhance their professional prospects.
- c) Advising students based on their personal and professional profile and encouraging all aspects of their personal and academic development that further their social development and practical use of acquired skills and knowledge, with special attention to activities carried out abroad.
- d) Setting up the services and tools that will provide students with basic education in their careers orientation, which will serve as a bridge between academia and the labour market.

19.4. The Rector will appoint the person in charge of IE University's orientation service, that will be in coordination with the various bodies and services involved in the University. Their functions shall include the following:

- a) Designing, in coordination with the academic heads of Bachelor programmes, the orientation and monitoring plan for students on Bachelor programmes, which shall be submitted to the Rector for their approval.
- b) In line with the orientation and monitoring plan, specifying the orientation and monitoring programmes to be established based on the training pathways in the bachelor's degree courses taught at the University. These programmes shall be submitted to the Rector's Committee for their approval by the Rector.
- c) Specifying, supervising and coordinating orientation and monitoring activities carried out by the heads of academic orientation and monitoring.
- d) Coordinating the heads of academic orientation and monitoring and coordinating them with the academic heads of the Bachelor programmes and the University.
- e) Coordinating both academic orientation and monitoring programmes and careers orientation programmes, as well as relations with careers orientation heads.
- f) Publicising and informing the university community about orientation and monitoring plans, programmes and activities.

19.5. The head of IE University's orientation service shall submit an annual report to the Rector about compliance with targets and implementation of planned activities. The Rector's Committee shall discuss the report, if need be put forward measures to improve performance and publish its main contents.

19.6. The situation of students with special educational needs shall have special consideration in the planning and implementation of all orientation service activities.

**Article 20. “Academic orientation”**

20.1. Students shall receive general academic orientation throughout their education in order to help with:

- a) The student's transition and adjustment to the university environment.
- b) Learning information and resources.
- c) Setting curricular tracks while addressing the specific features of students with special educational needs.
- d) Transition to the labour market, initial career development and access to continuous learning.

20.2. Academic orientation shall reinforce and add to teaching as comprehensive and critical education for students and as preparation for professional activities.

20.3. The University may ask students in the later years of their studies to assist with academic orientation activities for students in their first years and for those who have just joined the University in order to help with the social, personal and academic integration of new students.

**Article 21. “Careers orientation”**

21.1. Students shall have a range of services designed to help them successfully enter the labour market by encouraging their personal initiative and entrepreneurship. Students shall have access to career advancement resources in order to help them achieve their career goals.

21.2. Careers orientation for IE University students is provided by the University's Career Services, operating in close coordination with the head of coordination of Bachelor programmes. Its main function is to support, coordinate and run a range of activities and services that are based on the professional profile of the respective Bachelor programmes and extend professional experience and employment opportunities for students and graduates of the University with the following aims:

- a) Training and instructing students so that they can develop the necessary skills to successfully face the challenges of the labour market.
- b) Providing employment orientation to students and informing them about the various career options open to them after completing their Bachelor programmes.
- c) Managing new career opportunities for students and graduates by setting up a job bank.

21.3. The Career Services may run activities on a regular basis in each academic year for all interested students, mainly for those in their final academic year. These activities are designed to equip them with the tools they need to find a job.

21.4. All Career Services measures shall be guided by the principles of equal opportunity and non-discrimination. The situation of students with special educational needs shall receive special consideration.

21.5. The Career Services shall provide on its website the technical means to enable students to access all services and activities together with a continuous contact with the service's team and a customised tracking of their career status.

21.6. The Career Services shall regularly provide monitoring and assessment reports about all the activities it runs in each academic year. These reports shall be sent to the academic heads of the Bachelor programmes and the Rector's Committee. The Rector's Committee shall discuss the reports, putting forward measures to improve performance if needed, and will publish their main contents.

21.7. Under the Quality Assurance System for official Bachelor programmes, the Career Services shall assess and evaluate the employment of graduates from Bachelor programmes in each academic year as well as the satisfaction grade of external stakeholders with the education delivered on the University's Bachelor programmes. To this end, the Career Services shall survey students, employers and other external stakeholders under the procedures in the University's Quality Assurance System and shall send its findings, assessments and proposals for improvement to the academic heads of the Bachelor programmes and the University.

## **CHAPTER 2: STUDENT MONITORING**

### **Article 22. "Academic monitoring"**

22.1. Each student's learning process shall be continuously monitored in a personalised way that focuses on their academic life and uses a cross curricular academic instrument to guide and support the development of independent learning abilities and the skills of the professional profile associated with the degree. This instrument is designed to foster students' human and intellectual growth in order to help them successfully enter the world of work and business.

22.2. Academic monitoring of student learning shall consist of activities to identify the academic progress of the student and their group both individually and generally and to take the measures needed to overcome the difficulties encountered in their performance analysis.

### **Article 23. "Tutoring"**

23.1. Students shall be helped individually and collectively in the learning process for each course in their programme by means of tutorials held throughout the academic year.

23.2. All professors who teach any of the courses in the Bachelor programmes are required to offer in-person or remote tutoring to students throughout the duration of the course in order to ensure continuity in teaching contact. The teaching plans for each of the courses shall include the procedure and the conditions chosen by each professor for their individual and group tutorials.

23.3. The academic heads of the Bachelor programmes shall ensure teaching staff provide tutoring in line with the programmes and the teaching schedules for their courses. They shall decide on the individual and collective scope of tutoring and if need be may establish additional tutoring structures in addition to the strict scope of each course. They shall also assess the tutoring based on the information provided by the teaching staff in the teaching reports for each course and take the measures necessary for its proper functioning.

23.4. The Rector's Committee shall ensure that students have access to tutoring and shall lay down its general principles and timetables.

23.5. Special regulations shall set out the arrangement and operation of tutorials for Final Projects, internships and mobility programmes.

## **CHAPTER 3: COMMON PROVISIONS FOR GUIDANCE AND MONITORING**

### **Article 24. "Heads of student orientation and monitoring"**

24.1. The Rector shall appoint the heads of student academic orientation and monitoring on the proposal of the Office of the Faculty Vice-Rector and after discussion in the Rector's Committee. These heads shall be the key contacts for students in their individual and collective learning throughout the academic programmes of their Bachelor programmes.

24.2. The heads of student academic orientation and monitoring shall be supervised by the Office of the Faculty Vice-Rector and in close coordination with the head of the coordination of Bachelor programmes and the academic heads of these programmes. They shall regularly report the Office of Faculty Vice-Rector on activities and results to ensure they are monitored and applied. The Rector's Committee shall specify the outlines of coordination and operation between the various bodies involved.



24.3. In terms of academic orientation, these heads shall assist and guide students in their learning processes, transition to the workplace and professional development by providing academic administration focused on the learning process through actions such as:

- a) General information about the education the students will receive indicating, among other things, the objectives, the human and material resources available, the structure and planning of learning and the teaching methods used.
- b) Initial assessment of each new student based on their vocational interests and skills in the field of the professional profiles of their respective Bachelor programmes, together with an analysis of their learning strategies.
- c) Support with academic or personal difficulties that may affect the academic performance of students, paying particular attention to students with special educational needs.
- d) Mentoring students' academic stages through the chronological delivery of education in the respective academic tracks and structuring the skills and knowledge they acquire in terms of their future careers.
- e) Any other functions considered appropriate to assign to them with the agreement of the Rector's Committee.

24.4. In terms of academic monitoring, these heads shall have the following main functions as stakeholders outside the teaching relationship created from giving the courses in the programmes:

- a) Personally knowing each student, their attitude to the University and individual abilities, targets and performance.
- b) Advising and assisting every student personally, educationally and academically on a continuous basis throughout the entire academic process and ensuring their academic performance is monitored
- c) Mediating in students' teaching relationships with their professors and the academic heads of their Bachelor programmes, working closely with them to ensure the objectives set and scheduled for the implementation of the programmes are met.
- d) Promoting the participation of students in the learning and academic activities of the Bachelor programmes and those established by the University.
- e) Any other functions considered appropriate to assign to them with the agreement of the Rector's Committee.

**Article 25. “Orientation and monitoring of students with special educational needs”**

25.1. Students with special educational needs shall receive particular attention from their heads of orientation and monitoring, who shall be suitably trained to cater for their personal circumstances, in conjunction with other University services.

25.2. The University shall set up ongoing and cross curricular orientation programmes to provide these students with appropriate support throughout their education.

25.3. Monitoring programmes and activities shall be tailored to the needs of these students, making any changes in method and curriculum that may be required and arranging specific tutorials based on their situations. Tutorials shall be held in places which are accessible to people with disabilities.

25.4. The heads of orientation and monitoring of these students shall be coordinated and supervised by the University's integration services.

**Article 26. “Orientation and monitoring and quality assurance of education”**

26.1. Under the Quality Assurance System for official Bachelor programmes, all information about student orientation and monitoring shall be one of the indicators for assessing the quality of teaching in the degree. It shall be examined and included in the monitoring and review procedures for the respective Bachelor programmes in line with the mechanisms established in the Quality Assurance System for Bachelor programmes.

26.2. Each year the head of coordination of Bachelor programmes, the heads of student orientation and monitoring and the academic heads of the respective Bachelor programmes shall review the results achieved and suggest appropriate measures to maintain the system and improve its performance as part of monitoring the degree.

26.3. Every four years the degree review process shall include an examination of the orientation and monitoring of student learning and its impact on their performance and the employability of graduates. It shall also analyse to what extent employers and other external stakeholders are satisfied with the education delivered in each year of the Bachelor programmes.

## **TITLE V: PERFORMANCE AND ASSESSMENT**

### **CHAPTER 1. ASSESSMENT**

#### **Article 27. “Assessment of learning”**

27.1. Consistent with the process of student learning, the assessment of the academic activities of the programme is an ongoing, continuous and systematic process applied throughout the delivery of education in each academic year and leads to a final grade reflecting learning outcomes. IE University students are entitled to continuous and objective assessment of their academic performance by means of the instruments that are publicly announced.

27.2. Students' grades shall be decided by the assessment systems set out in each course syllabus based on the content established in the Validation Reports. Students shall be made aware of the assessment systems applicable to each course prior to the enrolment period.

27.3. Following the guidelines of the Rector's Committee and in coordination with the Office of the Vice-Rector for Academic Affairs, academic heads of the Bachelor programmes shall implement objective and effective procedures for continuous verification and monitoring of students' academic work. These procedures shall make it possible to inform students about their learning process so that they can immediately take the measures required to ensure they receive the full benefit of the education and achieve the targets set in the academic programme.

27.4. After the realization of all the assessment instruments, a final grade will be established in order to evaluate the performance of the student in the course. Final grades will be formalized in the official grade certificates, whose elaboration and signature belongs to the professor in charge of the course, within the means and conditions established. Any eventual modification of the official grade certificates has to be authorized by the academic heads of the Bachelor programmes who, under special circumstances, will also be able to elaborate and sign them instead of the professor in charge of the course. The Rector's Committee, under proposal from the Registrar's Office, and in coordination with the academic heads of the Bachelor programmes, will determine the closing date of the official grade certificates in each academic course, meaning the end of the evaluation process.

27.5. The grades appearing in the official grade certificates will be transferred to the student academic transcript by the Registrar's Office, who will assume its management and safekeeping.

**Article 28. "Assessment systems"**

28.1. In keeping with IE University's educational model, assessment shall be objective and continuous using active teaching and learning methods. Assessment systems for academic activities shall consist of a specific and precise set of instruments and criteria which shall be used to check students' progression in their learning.

28.2. The syllabus for each course shall establish its assessment system based on the principles contained in the Validation Reports for each Bachelor programme. Consequently, the assessment instruments and proportional coefficients used to establish the student's final grade in the course and at each examination session shall be chosen based on the skills, objectives and specific content of the course and the academic activities to be carried out.

28.3. Students shall have to pass the assessment instruments under the criteria specified for each course in the syllabus to obtain credits for the course.

**Article 29. "Assessment instruments"**

29.1. An assessment instrument shall be any activity in the teaching and learning process that allows objective and consistent evaluation of the acquisition of the knowledge and skills set out in an academic programme.

29.2. In general, and notwithstanding any instruments included in the assessment systems of the respective Validation Reports, the University provides for the following categories of assessment instruments:

- a) Doing written or oral tests in any format.
- b) The presentation of research and practical work, both individually and in groups.
- c) Assessment of students' active participation in their own learning process in any mode of teaching and learning.

29.3. As a tool for joint educational responsibility, assessment instruments shall be established by the professors teaching the respective courses and specified in the syllabus for that course for each examination session. This shall be done within the framework set out in the Validation Reports and bearing in mind the conditions of the students in the teaching group.

29.4. Also within the framework set out in the Validation Reports and bearing in mind the conditions of the students in the teaching group, the professors teaching the respective courses shall specify in their syllabi the weighted average which shall determine the final grade for the course after completion of the assessment instruments.

**Article 30. "Assessment criteria"**

30.1. The assessment criteria shall structure the weighted application of the instruments used to evaluate the acquisition of the skills and knowledge included in the learning process of the respective academic programmes.

30.2. Notwithstanding the provisions of the assessment systems of the respective Validation Reports, the assessment criteria shall seek to reflect at least the following general indicators in the distribution of the proportional coefficients to be allocated in the assessment of each course:

- a) Indicator for the acquisition of technical knowledge.
- b) Indicator for the development of integration skills.
- c) Indicator for the development of methodology abilities.

**Article 31. "Conducting assessment instruments"**

31.1. The academic calendar shall establish the general deadline for completing the last assessment instruments provided for in the respective assessment systems in each examination session of the academic year for all Bachelor programmes. The professors teaching each course shall decide on the specific calendar of dates, times and places for performance and delivery of the instruments included in the course syllabus, taking into account the circumstances and conditions of the students in their teaching group. However, the academic heads of the Bachelor programmes shall authorize the dates of the final exams or the global tests as well as their eventual modification.

31.2. The schedule for assessment instruments shall conform to the teaching and assessment method set out for each degree and may not be changed except when unexpected events mean it cannot be followed. In these exceptional circumstances, the academic heads of the Bachelor programmes shall consult teaching staff and students to propose a new schedule as provided for in the University's regulations.

31.3. When scheduling assessment tests it shall be ensured that a student is not required to do in a same day more than one global test of core and/or compulsory courses from the same year and in the ordinary call. Thus, students shall be entitled not to have global ordinary call tests of core and/or compulsory courses of the same year on the same day and at the same time. This same principle will be applied to same-track elective courses.

31.4. Assessment activities shall begin at the scheduled time. At their discretion, the professor for the course may agree or refuse to admit students who are late, except in duly substantiated cases.

31.5. Students who do not sit an assessment instrument without justifiable cause shall get a mark of zero (0.0) "Fail" for that instrument. Students who are unable to do a previously scheduled assessment instrument for sufficiently substantiated exceptional reasons could request to do it on a different day and time by means of the academic heads of the Bachelor programmes' authorization. The University shall ensure meetings of university representation bodies do not coincide with test periods or with study periods before the tests.

31.6. The justifications set out in the preceding paragraph shall be governed by the rules established for attendance at and participation in academic activities.

31.7. When assessment tests are being conducted the professor may require students taking the test to identify themselves by showing their student card, identity card, passport or, failing that, another means of identification that the professor deems to be sufficient.

31.8. Students shall not commit or collude in fraud when doing any assessment instrument, such as tests or projects, or in official University documents. In such cases, the procedures set out in the University's Code of Ethics or in any other regulations document regarding the topic shall apply.

31.9. Assessment instruments shall accommodate students with special educational needs, particularly students with disabilities, and the academic heads of the Bachelor programmes shall make any adaptations necessary in terms of method, time and place.

31.10. Students shall have the right to obtain documentary proof of having done the assessment tests when they have been completed.

## **Article 32. "Assessment boards"**

32.1. In the case of final examinations or assessment instruments that account for more than fifty percent (50%) of the final grade, students may ask academic heads of the Bachelor programmes for assessment by a board for duly substantiated reasons and at least seven days before doing the assessment instrument. If the academic heads of the Bachelor programmes agree to the request, the assessment shall be made by a board consisting of at least the course professor and another professor appointed by the academic heads of the Bachelor programme. If the student does not agree with the decision of the academic heads of the Bachelor programmes about the treatment of the request or the composition of the assessment board, the Vice-Rectorate responsible for academic affairs shall resolve the issue.

32.2. When a professor is in any of the situations of abstention and disqualification provided by law, the academic heads of the Bachelor programmes shall designate a substitute professor from among the professors in the same course area or related areas.

32.3. Assessment of Final Projects and of the Rector's additional examination session shall be preferably made by an academic board under the conditions to be determined in each case.

## **CHAPTER 2. GRADING**

### **Article 33. "Official grading system"**

33.1. The level of learning achieved by students shall be expressed in numerical grades which shall be reflected in their transcript in compliance with current rules and regulations.

33.2. The academic performance of students shall be assessed through grades, with marks on a numerical scale from zero (0) to ten (10) expressed to one decimal place and to which a qualitative grade may be added:

- 0.0 - 4.9: Fail (F)
- 5.0 - 6.9: Pass (P)
- 7.0 - 8.9: Very Good (VG)
- 9.0 - 10: Excellent (E)

The pass mark for the assessment and to obtain credits in the call in process is five (5.0).

### **Article 34. "Other grading systems"**

34.1. At a purely internal level, the Rector's Committee may authorise the use of letter grades in any or all Bachelor programmes to help students from educational systems different to the Spanish one to understand their grades. The academic heads of the respective Bachelor programmes shall report the courses involved and request authorisation for each academic year.

34.2. Any authorisation of these systems is exclusively for internal purposes and such grades shall have no official effect and shall not be stated on official University certificates. Grades on degree certificates shall be based on the Spanish system.

34.3. A model for conversion between the Spanish and American grading systems is detailed in the Annex.

**Article 35. “Reporting grades”**

35.1. The professors responsible for assessment shall communicate the grades from assessment instruments within at most fifteen (15) calendar days from the date of completion of an assessment instrument during the teaching period.

35.2. Students are entitled to receive reasoned and sufficient information about the assessment instruments and the grades obtained. For this, the professor in charge of the assessment will set appropriate measures and will inform the students about their academic performance, so that the grades can be modified in a positive or negative way if found inappropriate.

35.3. Final grades will be communicated to the students within a maximum period of fifteen (15) days after the completion of the last assessment instrument. This period can be interrupted during holidays, from their beginning until the start of the academic activities.

35.4. The time, date and method for reviewing grades shall also be announced along with the grades. This information and the review locations shall be accessible to students with disabilities. In the case of manifest impossibility for the student or for the professor responsible for the course to do this in person, communication channels may use communication technologies.

**Article 36. “Reviewing final grades”**

36.1. Final grades shall be reviewed by setting aside a minimum period of forty-eight (48) hours during the teaching period after they have been communicated.

36.2. Students shall have access in the review to their own projects and exercises to the extent they are available and shall receive a verbal explanation for the grade awarded from the professors who graded their work. Students assessed by a board shall be entitled to a review of their exercises before this board. In the case of manifest impossibility for the student or for the professor responsible for the course to do this in person, communication channels can be tailored to communication technologies.

36.3. The review shall be personal and individual and shall be tailored to the special needs of students with disabilities by means of the establishment of specific reviews based on their needs.

36.4. The review period shall end before the period set for the finalisation of the official grade certificates in each examination session.



**Article 37.     *“Final grade appeals”***

37.1. In the case of final grades for a course, and after having reviewed the grade with the professor responsible for the course, students may file a written substantiated appeal against the decision of the professor or assessment board with the academic heads of the Bachelor programmes. The deadline for filing appeals shall not be greater than two (2) working days during the teaching period following the conclusion of the review period for grades in each examination session.

37.2. On receipt of an appeal, the academic heads of the corresponding Bachelor programmes shall submit it together with any reports they deem appropriate to the Bachelor's Appeals Board, in which the professor whose evaluation was appealed shall not be a member. The Appeals Board's decision is final in the appeals procedure, and in general, it is implemented before the closing date of the official grade certificates. For cases of exceptional complexity, the academic heads of the corresponding Bachelor programme may request the extraordinary intervention of the Vice-Rectorate responsible for academic affairs.

**Article 38.     *“Determination of the average grade of the transcript”***

38.1. The average for each student's transcript shall be the sum of the credits earned by the student, each multiplied by the numerical grade achieved, and divided by the total number of credits earned by the student. The result shall be expressed to two (2) decimal places.

38.2. Any credits recognised for completing activities not included in the programme shall not be taken into account in the application of the above formula.

38.3. Without prejudice to the official average grade shown in the academic transcript and for internal processes, the University may establish other mechanisms to assess the general performance of the students during their realization of the Bachelor programme of enrolment.

## **CHAPTER 3. AWARDS**

### **Article 39. “Distinction”**

39.1. A number of “Distinctions” equivalent to 5% of all students on a Bachelor programme who are enrolled on the same course may be awarded to those students who have achieved a grade equal to or higher than nine (9.0) “Excellent”. This will apply even if these students belong to different groups. The Distinction will be stated on their transcript. In the event that the number of students who are enrolled on the course is less than twenty (20), only one “Distinction” will be granted. Merely getting a grade above nine (9.0) “Excellent” does not by itself entail the award of a “Distinction”.

39.2. For this purpose, the courses in each of the dual-degree programmes with two official qualifications shall be deemed to be different from the same course of a degree not included in a dual-degree programme.

39.3. The academic heads of the respective Bachelor programmes shall ensure that the number of Distinctions awarded remains within the established limits.

39.4. A Distinction may lead to exemption from payment of the enrolment fee for the equivalent in credits for the following year in the conditions set out by the appropriate service of IE University. This exemption will not apply for students awarded in the final year of a Bachelor programme.

### **Article 40. “Graduation prizes”**

40.1. Every year the University shall establish special graduation prizes for students who have passed their official studies in the academic year in which the examination session takes place.

40.2. One prize shall be awarded for each Bachelor programme for students who have completed the programme in the academic year and have achieved an average grade equal to or greater than eight point five (8.5). In the event of a tie, the prize shall be given to the student whose transcript has the highest number of Distinctions, and if there is still a tie after this, to the one who has the highest number of “Excellent” grades. If there is still a tie, the prize shall be given to all tied candidates.

40.3. The University shall select ex officio those students who meet the academic requirements to qualify for the award of prizes. Prizes shall be given on the decision of the Rector who shall indicate the date of the academic ceremony for presenting them.

**Article 41.     *“Performance and financial assistance”***

Students who receive financial assistance from the University in their enrolment fees must meet the performance requirements of each academic year for this assistance to be renewed. If they do not, they shall cease to receive this assistance under the conditions to be determined, regardless of the application of the provisions of these regulations.

**CHAPTER 4. CUSTODY AND STATUTORY GUARANTEES FOR ASSESSMENT INSTRUMENTS**

**Article 42.     *“Custody of assessment instruments”***

42.1. The University shall keep written examinations or other final assessment instruments for a course until the end of the following academic year after the date on which they were done.

42.2. The University shall keep the written material, either on paper or in electronic media, of assessment tests or, where appropriate, the documentation of oral tests until the end of the following academic year. In cases of request for review or appeal against the grade they shall be kept until there is a final decision.

42.3. Internship projects and reports with unique support material shall be kept by the University until the end of the following academic year. They shall then be returned to the student concerned at their request unless a ruling on an appeal is pending.

42.4. Publication or reproduction of all or part of the projects referred to in the preceding paragraph or their use for any purpose other than strictly academic ones shall require the express permission of the author or authors in line with intellectual property legislation.

42.5. Final Projects shall be governed by their specific regulations.

**Article 43.     *“Intellectual property”***

43.1. The University recognises its students' authorship of the projects they do during their studies and the protection of their intellectual property.

43.2. Students shall have intellectual property recognition and protection of their Final Project and prior research work under the terms established by current legislation in this area.

## **CHAPTER 5. ASSESSMENT AND QUALITY ASSURANCE OF TEACHING**

### **Article 44. “Academic performance indicators”**

44.1. Learning outcome indicators for the degree shall be one of the indicators for teaching quality assessment in the degree.

44.2. Performance indicators shall be drawn up on the basis of the results recorded in official grade certificates and confirmed by the academic heads of the corresponding Bachelor programmes.

44.3. Every year, as part of the monitoring of degree qualifications, the academic heads of the Bachelor programmes shall also assess the results obtained by students in the various courses in the programmes and make suitable recommendations to the heads of teaching in order to achieve quality targets.

44.4. Performance indicators for the previous four years shall be considered in order to assess the progress of each degree course and put forward proposals for improvement in view of the Bachelor accreditation.

## **TITLE VI: CONTINUATION OF STUDIES AND PROGRESS**

### **Article 45.     *“Students continuing to study at IE University”***

45.1. Whether a student may continue to study at the University shall be subject to their ability, personal achievement and compliance with the internal regulations of the institution, in particular enrolment regulations and the Code of Ethics.

45.2. The University shall ensure that the students' time commitment is efficiently used in their education so they can acquire skills and knowledge in the timeframes specified for the implementation of the respective programmes. Hence, students who do the academic activities in the normal course of the academic programme shall be able to achieve best performance levels without going over the stipulated time limits. This does not exclude any adjustments to cater for the personal situation of each student.

45.3. Students are required to take and pass all the subjects in the programme at the scheduled examination sessions in order to obtain their official diploma.

45.4. In general, and unless otherwise stated in these regulations, in each academic year students shall have to pass a minimum number of courses whose ECTS credits account for at least seventy percent (70%) of the ECTS credits established for the year in the degree programme and on which they have therefore been enrolled according to the type of enrolment.

45.5. Failure to reach the threshold of seventy percent (70%) of ECTS credits out of the ECTS credits established for the corresponding year in the degree programme shall mean students may not continue their studies in the Bachelor programme they have enrolled on, regardless of the number of examination sessions taken.

45.6. In the case of Bachelor programmes whose programme is taught in more than four academic years and in other duly justified exceptional cases, the academic heads of the degree courses may increase the threshold for ECTS credits in subjects not passed in an academic year by up to ten percent (10%).

## CHAPTER 1. EXAMINATION SESSIONS

### Article 46. *“Ordinary and extraordinary examination sessions”*

46.1. Each course may be taken for a maximum of two consecutive academic years, except in duly authorised cases. As a rule, in each academic year there will be an ordinary and an extraordinary examination session for each course enrolled on in the programme. This means students shall have four examination sessions per course except for the exceptional cases listed below.

46.2. Ordinary examination session means doing all the academic activities and assessment instruments in the course syllabus in a four-month period or an academic year, depending on the length of the course specified in the programme.

46.3. Sitting a course in an ordinary examination session shall be reflected by a numerical grade that is the average resulting from the percentage distribution of the assessment instruments. The course shall be deemed passed when this grade is equal to or greater than five (5.0) "Pass" and when the prerequisites for attendance and any other requisites that may be established prior to enrolment on courses in each academic year have been met.

46.4. If a student does not pass a programme course they have enrolled on in its ordinary examination session, they shall have an extraordinary examination session at the end of the same academic year, except in the cases expressly mentioned below. The academic activities contained in the course syllabus shall not be repeated for this extraordinary examination session, although other academic support and tutorial monitoring measures may be provided, and grades shall be determined by doing the assessment instruments provided for that purpose in the course syllabus.

46.5. The student shall pass this extraordinary examination session when their grade is equal to or greater than (5.0) "Pass" and they have met the prerequisites established before the courses are taught in each academic year.

46.6. If the student does not pass the programme course in the extraordinary examination session, they shall have to enrol on it again in the following academic year unless it comes under one of the exceptional cases. Second enrolment in a course after failing to pass the examination sessions in the previous academic year does not guarantee they will do all the academic activities and assessment instruments included in the syllabus.

46.7. Prior to the start of the enrolment period, the academic heads of the Bachelor programme shall set the conditions under which academic activities and assessment instruments are to be carried out for the third and fourth examination sessions of the courses, notwithstanding any academic support and tutorial monitoring measures that may be arranged throughout the academic year. While the academic heads of the Bachelor programme shall give preference to passing courses with pending examination sessions, doing academic activities for first enrolment courses shall take precedence over activities for second enrolment courses in cases of clashes in the academic scheduling of these activities.

46.8. The examination sessions referred to in this section shall be computed successively and shall be activated in each case by enrolment for the course. Students may not cancel examination sessions or cite not doing the assessment instruments planned for the course to avoid failing it and thus using up the examination session of the course on which they have enrolled.

46.9. If the student has not completed all the assessment instruments or some of the prerequisites for attendance or other requisites that may be established prior to enrolment, the grade for this examination session shall be zero (0.0) "Fail". This grade shall also be given in cases where there is a final test with a determining percentage in the assessment of students and the student either does not turn up or leaves the session for no justifiable reason. However, the application of this rule may be waived by the academic head of the Bachelor programme in the event of serious illness or another duly demonstrated cause that has prevented participation in academic activities and associated assessment instruments.

46.10. A classification of "absent" which will mean that the process of using up examination sessions is stopped may only be decided by the academic heads of the Bachelor programmes in exceptional and duly justified circumstances. In these exceptional cases and depending on the circumstances, the activation of examination sessions shall be subject to the renewal of enrolment without changing the number of examination sessions available.

46.11. Elective courses students have enrolled on will have an ordinary and an extraordinary examination session in each academic year. If a student does not pass the elective courses at its extraordinary examination session, they will have to enrol in the following academic year for a course of the same type and with the same allocation of ECTS credits from those offered in that academic year. This may include the course failed if offered in the year. After enrolling for a second time in the following academic year, students shall have only two more examination sessions to earn the ECTS credits assigned to the elective course from the previous academic year. The regulations for attendance at academic activities and doing assessment instruments shall apply in full.

46.12. Compulsory curricular internships can be done for at most two consecutive academic years and only in an ordinary examination session in each academic year. If not passed in the ordinary examination session in the first academic year, compulsory curricular internships shall be done in the following academic year at an organisation other than the one chosen in the preceding year.

46.13. Optional curricular internships can be done for at most two consecutive academic years and only in an ordinary examination session in each academic year. If not passed in the ordinary examination session in the first academic year, credits can only be earned in other elective courses with an ordinary and an extraordinary examination session in that academic year.

46.14. The Final Project can be done for at most two consecutive academic years with its ordinary and extraordinary examination sessions in each year. However, due to its special features and because it is done in the final year, the specific regulations on Final Projects may provide for a special system for the use of scheduled examination sessions.

46.15. Additional academic activities shall be done in a single ordinary examination session during the academic year for which they are scheduled under the specific conditions to be established. Failure to pass these activities due to inadequate performance or breach of the attendance and participation requirements shall have no effect on students continuing to study on the Bachelor programme. The activity shall be noted as not done for the purposes of certificates and documentary records.

**Article 47. “Additional examination session”**

47.1. Students who have not passed a course in the examination sessions in the two enrolment periods provided for may exceptionally ask the Rector for a single additional examination session in order to pass the course. The use of this option is not automatic and excludes any other means provided for in the regulations of the University to pass a course, including by compensation.

47.2. Students must submit their written request to the Rector with reasons based on concrete and substantive considerations within twenty (20) working days from the date for finalisation of student achievement records specified in the academic calendar and after exhausting all avenues for reviewing and appealing against grades.

47.3. The Rector shall make their decision based on the written report of the academic head of the Bachelor programme and after discussion in the Rector's Committee, taking into consideration the reasons cited by the student and the exceptional nature of this measure.

47.4. If this additional examination session is exceptionally conceded, the Rector's ruling shall enable the academic head for the Bachelor programme, in conjunction with the Office of the Vice-Rector responsible for academic affairs, to establish the conditions for holding the additional examination session including academic support and monitoring measures, assessment instruments and grading by an academic board.

47.5. If the course is not passed in this examination session, the regulations about continuing to study at the University shall be fully applicable and students shall not be able to continue their studies in the Bachelor programme they have enrolled on.



**Article 48. “Suspension of enrolment in the last examination session”**

48.1. Students who have enrolled for the last examination session for a core or compulsory course may ask the academic head to suspend enrolment for this course before completing the assessment instruments for the course in the examination session for justifiable reasons, excluding internships and the Final Project. A favourable ruling by the academic head of the Bachelor programme shall mean the examination session remains valid for the time decided and it shall also establish the academic conditions for its application.

48.2. Students who meet the conditions laid down may request suspension of enrolment on courses for a maximum of five percent (5%) of the ECTS credits in their programme. The academic heads of the Bachelor programmes may grant suspension within these limits. In case of disagreement with the decision of the academic head of the Bachelor programme concerned, students may appeal to the Office of the Vice-Rector responsible for academic affairs.

48.3. The Rector's Committee shall be informed of any suspensions of enrolment and their scope, ensuring full compliance with and enforcement of the University's regulations on enrolment and the actions of the IE University Academic Compensation Board.

**Article 49. “Examination sessions in cases of simultaneous studies”**

49.1. Students enrolled on two Bachelor programmes at the same time and taking courses in both programmes shall have the ordinary and extraordinary examination sessions contemplated in these regulations for each of the courses of the respective programmes in both Bachelor Degrees.

49.2. At the request of the academic heads of the Bachelor programmes concerned and with the agreement of the Office of the Vice-Rector responsible for academic affairs, the Rector may relax the enforcement of enrolment regulations on a limited basis and in consideration of the personal circumstances of the students concerned. The exceptions granted shall be sent to the General Secretariat for all relevant purposes in the enrolment process.

49.3. Students who simultaneously enrol on courses in Bachelor programme other than their main studies as additional academic shall have only the ordinary and extraordinary examination sessions for the year of enrolment under the conditions set out in these regulations. Failure to pass this course in the same academic year means it shall be classified as not done for the purposes of its inclusion in the European Diploma Supplement, but will appear on their transcript as a course the student has enrolled on and failed.

**Article 50. “Examination sessions in cases of adaptation of studies”**

50.1. Students joining a Bachelor programme from a programme that is either defunct or becoming defunct shall do so under the conditions determined by the academic head of the Bachelor programme under the adaptation procedure set out in the relevant degree Validation Report and considering the student's prior academic background and the results they have achieved.

50.2. When students join a Bachelor programme without having passed one or more courses in the four examination sessions provided for by the University's regulations, these courses may not be adapted to the Bachelor programme.

50.3. In general, in cases of adaptation of studies students shall have ordinary and extraordinary examination sessions for each course in the programme under the conditions set out in these regulations.

**Article 51. “Examination sessions for part-time students”**

Part-time students shall have ordinary and extraordinary examination sessions recognised by the University's regulations for each course in the programme they have enrolled on. This means they shall have two examination sessions per course in each academic year with the same scope and effects as set out in the general regulations.

**Article 52. “Examination sessions for students with special educational needs”**

52.1. Students with special educational needs shall have ordinary and extraordinary examination sessions recognised by the regulations of the University for each course they have enrolled on. Thus, they shall have two examination sessions per course with the same scope and effect.

52.2. The academic heads of the Bachelor programmes may tailor teaching activities and assessment instruments to ensure students acquire skills and knowledge with a performance level appropriate to their circumstances, paying special attention to students with disabilities.

**Article 53. “Examination sessions for mobility activities”**

53.1. IE University students who are taking courses abroad on international programmes arranged by the University shall be subject during their stay at the host institution to the regulations established by the regulatory agreement for the mobility programme or, failing that, by the relevant rules and regulations of the host institution. IE University shall coordinate with host institutions to jointly tailor their respective rules for continuation of studies at the university to the students' academic track in order to ensure these rules are applied in the same way. Enrolment at IE University of ECTS credits to be taken at the host institution will not give the students the right to take an extraordinary examination session for a Bachelor programme course of IE University.

53.2. Students from other universities or foreign institutions who are taking courses at IE University under international programmes shall be subject to the regulations established by the regulatory agreement for the mobility programme or alternatively by these regulations during their time at IE University. They will only have an ordinary examination session in the academic year when they studied at IE University.

53.3. Students on a mobility programme who wish to continue their studies at IE University shall have their academic performance reviewed by their original university to determine their continuity at the University. They shall also be subject to its rules for admission to official Bachelor programmes, continuation of studies at the University and recognition of credits and studies.

**Article 54. “Examination sessions in cases of joining from another university”**

54.1. Students applying to do a Bachelor programme at IE University who come from another university shall be informed of the rules for continuation of studies at the University and accepting them shall be a specific condition of admission. The academic heads of the Bachelor programme shall examine their prior academic performance at their original university in order to assess their application and recognise credits if need be.

54.2. In general, in these cases students shall have ordinary and extraordinary examination sessions in each course of the programme under the conditions set out in these regulations. When students join a Bachelor programme without having passed one or more courses in an ordinary examination session and another extraordinary one, they shall only have the remaining examination sessions in the year of enrolment to comply with the regulations for continuation of studies at the University; that is, one ordinary examination sessions and one extraordinary examination session.

**Article 55. “Effect of examination sessions on students continuing to study”**

55.1. Students who have failed a programme course of whatever kind in the examination sessions and under the conditions set out in these regulations may not continue their studies in the programme they were enrolled on at IE University.

55.2. Students who have been forced to abandon their studies in a Bachelor programme for this reason may begin new studies in other programmes offered by the University after receiving permission from the academic head of the Bachelor programme they are applying for, who shall assess their application in light of their previous academic record and the number of places available.

55.3. All ECTS credits obtained by students doing official Bachelor programmes (even if they have not led to the corresponding bachelor's degree) completed at IE University shall be included in their transcript and reflected in the European Diploma Supplement if the student earns a bachelor's degree.

**Article 56.     “Continuation of studies at the University and quality assurance of teaching”**

The percentages of student continuity shall be one of the indicators used to assess the quality of teaching on a degree. Each year the academic head of the Bachelor programme shall assess continuity in the academic year as part of degree monitoring. Furthermore, the evolution of continuity over the previous four academic years shall be considered in the review of the Bachelor programme.

**CHAPTER 2.   STUDENT PROGRESS**

**Article 57.     “Progress”**

Progress is the headway made by each student in doing the programme and is confirmed by passing the courses at each level based on the specific characteristics of the sequential development of the programme for each degree.

**Article 58.     “Progression to the following year”**

58.1. To move on to the following year students have to pass the minimum threshold of ECTS credits set by regulations about continuation of studies at the University in each academic year.

58.2. Students entering a higher year in the programme of their degree and who have unfinished courses from the previous year must enrol on these courses together with the courses for the new year, unless enrolment was suspended for the previous examination session.

58.3. Doing academic activities for courses in the new year of enrolment shall take precedence over all activities for second enrolment courses in cases of conflict in the academic scheduling of these activities, notwithstanding the academic support and monitoring measures the academic head of the Bachelor programme may arrange throughout the academic year.

**Article 59.     “Prerequisites”**

59.1. The academic heads of the Bachelor programmes may decide that in order to do a course in a subsequent year the student must have passed another one from the previous year to make sure they have adequate prior education based on the programme design and sequential implementation specified in the Validation Report for the degree. Hence students may not enrol on the course in the subsequent year without having first passed the other one from the previous year. This provision shall also apply in cases of application for credit recognition.

59.2. Access to the possible tracks and specialities shall be regulated by the rules included in the design of programmes in the Validation Reports and the University's specific applicable regulations.

59.3. The Office of the Vice-Rector responsible for academic affairs, together with the head of coordination of Bachelor programmes, shall ensure that the application of programmes is compatible with the University's regulations for student progress and continuation of studies.

59.4. The academic heads of the degree courses, under the supervision of the head of coordination of bachelor's degree courses and in conjunction with the heads of student orientation and monitoring, shall ensure proper development of the academic profiles of students as part of the consistent implementation of the respective syllabuses.

#### **Article 60. "Retaking a year"**

60.1. Students who have not earned the minimum percentage threshold of ECTS credits required by the rules for continuation of studies at the University and who have not applied for suspension of enrolment under the established conditions may only ask the Rector exceptionally and for due cause to enrol again on the programme for that year in the following academic year.

60.2. Students must submit their written application to the Rector based on concrete and substantive considerations within twenty (20) working days from the date of finalisation of student achievement records established in the academic calendar and after exhausting all avenues for reviewing and appealing against grades.

60.3. The Rector shall make their decision based on the written report of the academic head of the Bachelor programme and after discussion in the Rector's Committee, taking into consideration the reasons cited by the student and the exceptional nature of this measure.

60.4. If the student is allowed to enrol on a year they have previously done, the Rector's ruling shall be sent to the General Secretariat for all relevant purposes in the enrolment process and shall enable the academic head of the Bachelor programme to set the conditions under which this year is to be done, in conjunction with the Office of the Vice-Rector responsible for academic affairs.

60.5. If the application is rejected, the University's regulations about continuation of studies shall remain fully applicable and hence the student shall not be able to continue studying for the Bachelor programme on which they enrolled.

## **TITLE VII: ACADEMIC COMPENSATION BOARD**

### **Article 61.     “Composition and objectives”**

61.1. The Academic Compensation Board reports to the Vice-Rector responsible for the academic affairs which operates in all the Bachelor programmes taught at IE University.

61.2. Its purpose is to assess students' overall performance during their time at the University and decide whether they deserve to receive the degree on which they are enrolled, in spite of not having passed all the courses with their corresponding ECTS credits included on their Bachelor programmes.

### **Article 62.     “Access conditions and requirements”**

62.1. Any student who has yet to pass core and compulsory courses up to a maximum of five percent (5%) of ECTS credits to complete their programme and thus obtain their degree can appeal to the Academic Compensation Board. Under no circumstances shall credits for the Final Project, internships and elective courses be eligible for compensation.

62.2. In general, the student must have been enrolled on their programme at the University for at least two full academic years. The student must also have completed the four examination calls at the University for the course(s) which she/he wish to compensate and have achieved at least one grade in these examination calls equal to or greater than three (3.0), and for which there must also have been a previous suspension of enrolment.

62.3. As an exception to the general principle, last year students can appeal to the Academic Compensation Board in order to facilitate the progression in their educational or professional development under the following conditions:

- Only compulsory courses up to a maximum of six (6) of ECTS credits are eligible for compensation. Under no circumstances shall credits for the Final Project, internships and elective courses be eligible for compensation.
- The student must have completed the two examination calls of the academic year at the University for the course(s) which she/he wish to compensate. Courses followed in International Mobility actions cannot be subject to compensation.
- The student has achieved at least one grade in these examination calls equal to or greater than three (3.0).
- The student has to confirm the effect on the development of her/his career of an eventual delay in the conclusion of the programme.

**Article 63. "Composition"**

63.1. The Academic Compensation Board shall have five members:

- The person responsible for the University academic affairs or the person they delegate, who will chair the Board.
- The person who responsible for University relationship with students who will be the secretary of the Board.
- The person in charge of the quality department.
- A member of the Bachelor programme teaching staff appointed with the consent of the responsible of the University Faculty.

63.2. The members of the Board shall be appointed by a Rector's decision for a period of one year, renewable on an annual basis, and may leave it by choice, by expiry of their term or by decision of the Rector when the person concerned is found to be in repeated breach of standards for the performance of their duties.

**Article 64. "General criteria"**

64.1. The Board shall evaluate students' academic record as a whole throughout their university studies, analysing the grades stated in their transcript and any other additional information it requires in order to justify its decisions. This information shall preferably be provided by the academic head of the Bachelor programme on which the student is enrolled.

64.2. It shall also ensure compliance with the principles of fairness, impartiality and equity and avoid any form of discrimination in its actions. The head of the course(s) which may be compensated and any other member who for personal reasons might jeopardise compliance with established criteria should not take part in the Board's proceedings.

64.3. Under no circumstances may it examine or hold a personal hearing with the student since overall compensation assessment excludes this type of testing. Hence the Board's decision shall be founded solely on its assessment of the student's academic record based on documentary evidence.

64.4. The Board's discussions shall be confidential. Its members shall agree to keep any information received secret even after they have left the Board.

64.5. The Board shall decide by a majority vote of its members and the chair shall have the casting vote.

**Article 65. "Procedure"**

65.1. Students must submit their written, reasoned request for compensation within twenty (20) working days from the date of finalisation of student achievement records established in the academic calendar and after exhausting all avenues for reviewing and appealing against grades. The application shall be addressed to the Office of the Vice-Rector responsible for the academic affairs of the University which is responsible for convening the Board.

65.2. The application shall be submitted in the final academic year of enrolment after having completed all the courses in the programme, including doing and passing the Final Project in an ordinary examination session. Each student may submit only one application for compensation.

65.3. By applying for compensation, the student agrees not to take any further actions under other procedures established by the University's academic regulations.

65.4. The chair of the Board shall call a meeting of its members based on the applications received at the end of the academic periods in which enrolment is used up.

65.5. The academic head of the Bachelor programme of the student applying for compensation shall present their opinion about the application to the Board.

65.6. The decision adopted for each case, which can only be favourable or unfavourable, will be reflected in a resolution signed by the President and will be communicated to the student and the academic head of the respective Bachelor programme.

65.7. The resolution shall also include an academic grade certificate with the approval of the chair. When the Board has accepted the application, this certificate shall state the student's name, the course(s) compensated and the grade of "5.0 – Pass by compensation".

65.8. The grade given by the Academic Compensation Board shall be computed in the average of the student's transcript and shall have academic effect from the date of the last examination session.

65.9. If the application is rejected, the regulations for continuation of studies at the University shall apply to the course(s) included in the application, excluding the Rector's additional examination session.

65.10. Students shall be informed of the Board's decisions in writing and these decisions shall exhaust the internal appeals in the University.



## **TITLE VIII: OFFICIAL DIPLOMA**

### **Article 66.     “Obtaining the diploma”**

Students who have completed their studies under the officially approved conditions and the conditions in the University’s enrolment regulations and in these academic regulations are entitled to obtain an official diploma. These university degree diplomas are official and valid in Spain, shall have full academic effect within the European Higher Education Area and shall enable their holder to perform regulated professional activities in accordance with applicable regulations.

### **Article 67.     “Application for the diploma”**

67.1. Application for their Degree diploma by a student who has completed all academic requirements for obtaining this diploma shall mark the completion of their studies. Consequently, their transcript shall be closed for all issues relating to this Bachelor programme.

67.2. Students may also apply for the issuance of the European Diploma Supplement containing, in the format and to the extent permitted by law, full information about their education at the University. The European Diploma Supplement shall be awarded with the official degree diploma when it is available.

67.3. The application for the Degree diploma and the application for the European Diploma Supplement must be submitted to the General Secretariat of the University under the established conditions and according to the established procedure.

### **Article 68.     “Issuance of official diplomas”**

68.1. Official diplomas shall be issued the Rector of IE University in accordance with the requirements established by law with respect to their format, text and procedure for issuance.

68.2. The General Secretariat shall carry out all procedures with official bodies and at the request of students shall accredit their academic status during these procedures.

### **Article 69.     “Custody of official diplomas”**

69.1 The University shall keep official diplomas until they are presented to students under the conditions set out by law. The General Secretariat shall inform each student personally about the availability of their diploma and the procedure for collecting it.

69.2. Official diplomas shall be kept for at most five years from the date of notification to the student that the University has received the diploma issued by the Ministry of Education or another body. After this period, through its General Secretariat, the University reserves the right to carry out the controlled destruction of these diplomas with an official certificate of destruction.

## OTHER PROVISIONS

### CHAPTER 1: TRANSITIONAL PROVISIONS

#### **First transitional provision.**                    *“Previous studies”*

1. Academic activity in official university studies at IE University under regulations prior to Spanish Royal Decree 1393/2007, of 29 October, which establishes the organisation of official university studies, shall continue to be regulated by the Academic and Student Regulations approved on 18 June 2003 and in force since the 2003-2004 academic year (1 October 2003).
2. The current regulations shall apply to students who enrol on official Bachelor programmes as a result of a process of adaptation at their own choice or due to the disappearance of a previous degree.

#### **Second transitional provision.**                    *“Application of regulations”*

1. These regulations shall apply to the official Bachelor programmes taught at IE University and their effects shall be applicable from the 2012-2013 academic year onwards.
2. The academic heads of the respective Bachelor programmes, under the supervision of the Office of the Vice-Rector responsible for academic affairs, shall assist with adapting to these regulations and shall individually deal with any pre-existing situations stemming from previous years on the basis of the principles of these regulations and with special attention to the circumstances of previously enrolled students.

### CHAPTER 2: REPEAL PROVISION

#### **Single repeal provision.**                    *“Repeal of regulations”*

1. All existing regulations of equal or lower rank which come into conflict with the content of these regulations shall be repealed, without prejudice to the provisions of the First Transitional Provision.
2. The Academic and Student Regulations approved on 18 June 2003 and in force since the 2003-2004 academic year (1 October 2003) shall apply to students enrolled on official Bachelor programmes in all aspects not covered by these regulations.

## **CHAPTER 3: FINAL PROVISIONS**

### **First final provision.                   “Jurisdiction”**

These regulations are adopted pursuant to Article 9 of the Rules of Organisation and Operation of IE University, approved by Decision 131/2009, of 10 December, of the Regional Government of Castile and Leon.

### **Second final provision.                   “Authorisation for new regulations”**

The Rector is authorised, after deliberation in the Rector's Committee, to enact rules and provisions in implementation and development of these regulations, and to interpret them and partially review the provisions of the regulations.

### **Third final provision.                   “Validity and disclosure”**

These regulations shall come into force on their approval by the Governing Board of IE University and shall be applicable from the 2012-2013 academic year onwards to official Bachelor programmes taught at the University. Their content shall be published immediately in the usual communication media and formats for full release in the university community both in Spanish and English. The original in Spanish shall be the only authentic version and shall prevail for legal purposes.

Issued in Segovia on 10 October 2012.

## **ANNEXES**

## ANNEX I

### EQUIVALENCIES BETWEEN THE SPANISH AND AMERICAN GRADING SYSTEMS

<b>EQUIVALENCE OF GRADES</b>		
<b>AMERICAN SYSTEM</b>	<b>IE UNIVERSITY (SPANISH SYSTEM)</b>	
A+	10	9.0 – 10 EXCELLENT
A	9.5	
A-	9	
B+	8.5	7.0 – 8.9 VERY GOOD
B	8	
B-	7.5	
C+	7	
C	6.5	5.0 – 6.9 PASS
C-	6	
D+	5.5	
D	5	
D-	4.5	0.0 – 4.9 FAIL
F	<4.5	

## ANNEX II

### APPLICATION OF REGULATIONS FOR CONTINUATION OF STUDIES AT THE UNIVERSITY

COURSE	ENROLMENT	EXAMINATION SESSION	
Core	1 <sup>st</sup>	Ordinary	
		Extraordinary	
	2 <sup>nd</sup>	Ordinary	
		Extraordinary	
		Rector's additional examination session	
Compulsory	1 <sup>st</sup>	Ordinary	
		Extraordinary	
	2 <sup>nd</sup>	Ordinary	
		Extraordinary	
		Rector's additional examination session	
Elective	1 <sup>st</sup>	Ordinary	
		Extraordinary	
	2 <sup>nd</sup> (Same course or another of same kind and number of ECTS)	Ordinary	
		Extraordinary	
		Rector's additional examination session	
Compulsory external internships	1 <sup>st</sup>	Ordinary	
	2 <sup>nd</sup>	Ordinary	
Final Project	1 <sup>st</sup>	Ordinary	
		Not submitted (Tutor)	Rectification (Board)
		Extraordinary	
	2 <sup>nd</sup>	Ordinary	
		Extraordinary	