

IE UNIVERSITY

**REGULATIONS ON CONTINUING
EDUCATION**

JULY 2019*

*Version approved by the Rector's Committee on July 8, 2019

PREAMBLE

The European University Association (EUA) has issued a European Universities' Charter on Lifelong Learning. According to this charter, universities will assume a leading role in this area to deal with demographic changes in European society. In particular, universities will address the increase in the older population wishing to complete their higher education, contribute to increasing the integration of immigrant communities and respond to the need to meet the education requirements of people affected by the economic cycle.

Article 34 of the Ley Orgánica 6/2001, of December 21, on University Degrees establishes that universities will offer courses of study that lead to obtaining official degrees which are recognized as valid throughout all of Spain, and they may offer courses of study that lead to obtaining other degrees.

Through these other degrees indicated in the regulations, IE University aims to offer education with a clear professional character so that its students can enhance their professional careers. The nature of these degrees, which do not lead to obtaining official degrees, gives them an ideal design and flexibility to respond to the challenges that the labor market presents.

IE University establishes in these Regulations the characteristics and procedures aimed at responding to the demand for lifelong learning in today's society.

CHAPTER 1: SCOPE OF APPLICATION

Article 1. “Continuing Education”

1.1. Continuing Education at IE University includes all programs taught by centers, departments or internal areas of the University that do not lead to obtaining official degrees.

1.2. These programs may be:

a) Master's Programs: postgraduate level courses with a workload equivalent to between 30 and 60 ECTS, a general scope and professional orientation.

b) Management and Senior Management Programs, Education Programs or Specialized Courses: undergraduate or postgraduate level courses with a workload of between 20 and 30 ECTS. These programs are cross-disciplinary in nature and aimed at specializing in a professional area or sector.

c) Advanced Studies: courses with a workload equivalent to less than 20 ECTS, with a specific scope in a particular professional field.

d) Continuing Education Courses: courses with a workload of less than 10 ECTS focused on the study of one topic.

Article 2. “Títulos propios” (university’s own degrees)

The University’s *títulos propios* (our own degrees) are Continuing Education Programs whose duration is greater than a workload equivalent to 10 ECTS. These programs focus on the acquisition of professional competencies, carry out an evaluation of learning or an assessment of student performance, and possess quality assurance mechanisms.

Article 3. "Agreements"

IE University may also organize Continuing Education Programs of an educational or professional nature in collaboration with other institutions and entities, both public and private. These programs will be based on a jointly signed agreement which will determine the conditions for organization of the courses and their compliance with these regulations.

CHAPTER 2: APPROVAL, RENEWAL AND TERMINATION OF CONTINUING EDUCATION PROGRAMS

Article 4. “Program approval”

4.1. Any center, department or internal area of the University can create a Program proposal. This proposal must be discussed, at least, with the Admissions, Marketing and Teaching Innovation departments before being considered a formal proposal of the center, department or internal area that intends to assume responsibility for its implementation, in accordance with internal decision-making procedures.

4.2. The formal proposal of the center, department or internal area must be submitted for the approval of the University’s financial bodies, which will assess the profitability and appropriateness of its launch. After its approval, the proposal will be sent to the Vice-Rector in charge of academic planning to process its approval.

4.3. For a Continuing Education Program to be recognized as a *Título Propio*, the center, department or internal area responsible for the program must submit a request to the Vice-Rector responsible for academic planning. The request for authorization must be accompanied by a brief report containing at least the following information:

- Name.
- Duration, format (in-classroom, blended or distance learning).
- Course plan: schedule and place of instruction.
- Rationale: reason for delivery and context.
- Enrollment profile: description of potential students.
- Curriculum: modules or courses that compose the program, with information about what the students will learn (learning outcomes) and the content (descriptors).
- Educational activities and performance assessment.
- Faculty: brief curriculum vitae of the participating professors.
- Student orientation, monitoring system and assistance.

4.4. The Vice-Rector responsible for academic planning will submit the applications received for approval by the Rector’s Committee. On the basis of this approval, the Rector will submit the proposals for new *Títulos Propios* for the definitive approval of the University Board of Directors. Approved *Títulos Propios* will be communicated annually to the responsible administrations, in compliance with the established procedures.

4.5. The Continuing Education Programs approved annually, including those that are considered *Títulos Propios*, will be taught by the center, department or internal area of the University in charge of them, in coordination with the various pertinent bodies of the University.

Article 5. “Renewal of program delivery”

5.1. Before the start of each academic year, Management of the Continuing Education Programs will inform the Vice-Rector responsible for the academic planning of the programs offered for the following academic year. This will include the programs to be offered, as well as suspension requests for programs to be suspended the following academic year, accompanied by the due justification for such measure.

5.2. The suspension of a program may be requested when the enrollment forecast does not allow its financial viability, or when its academic validity among the general Continuing Education programs offered by the University is questioned. If the suspension of the program is approved, the necessary measures will be taken to guarantee the rights of the enrolled students.

5.3. The Vice-Rector in charge of academic planning will submit the proposal for the Continuing Education programs offered for the following academic year to the Rector's Committee for approval. On the basis of this approval, the Rector will submit the proposal for the offer of *Títulos Propios* for the following academic year for the final approval of the University's Board of Directors. The Vice-Rector of Planning will report to the pertinent administrations on an annual basis regarding the *Título Propio* programs offered for the following academic year.

Article 6. “Program termination”

6.1. When the Management of a Continuing Education Program repeatedly finds that a program does not meet the enrollment or economic sponsorship forecasts sufficient to ensure its financial viability, or that said program does not meet the academic and quality objectives initially established, it will request, from the Vice-Rector in charge of academic planning, the initiation of the procedure to terminate the program, on the basis of the proper justification for such a measure.

6.2. After analyzing the reasons and verifying compliance with the established conditions, the Vice-Rector in charge of academic planning will submit the proposal to terminate the program to the Rector's Committee for evaluation. Based on this assessment, the Rector will submit the termination proposal for the final approval of the University's Board of Directors.

6.3. In the event that the program is terminated, the necessary measures will be taken to guarantee the rights of the enrolled students.

CHAPTER 3: ADMISSIONS AND ENROLLMENT IN CONTINUING EDUCATION PROGRAMS

Article 7. "Program admissions and access"

7.1. The University's Continuing Education Programs will have an admissions process, directed by an Admissions Committee, which guarantees the compatibility of the candidates with the admissions profile defined for the program.

7.2. For access to postgraduate programs, it is necessary to hold an official or private degree that the Admissions Committee considers suitable for admission. Likewise, university graduates from foreign education systems may also be admitted without the need for the official validation of their degrees, provided that they accredit a level of education equivalent to the corresponding official Spanish university degrees, and that they are qualified for postgraduate studies in the country issuing the degree.

7.3. The Admissions Committee may exempt candidates from the requirement of the corresponding degree by analyzing documentation that certifies considerable professional experience in the program field which guarantees the candidate has achieved the competencies necessary for the program.

Article 8. "Program enrollment"

8.1. All students of Continuing Education Programs must sign an enrollment contract at the University. The center, department or internal area of the University responsible for the program will keep the enrollment record, guaranteeing coordination between Program Management and the University Registrar.

8.2. The enrollment or registration of students in these courses will grant them the status of students of the University.

8.3. School Insurance will not be applicable to students enrolled in Continuing Education Programs.

CHAPTER 4: STUDENTS IN CONTINUING EDUCATION PROGRAMS

Article 9. "Student rights and responsibilities"

9.1. Students enrolled in the Continuing Education Programs will hold the rights and responsibilities that general legislation and the University regulations recognize for university students during the duration of their enrollment, taking the special characteristics of this education into account. Likewise, they will have guaranteed access to and use of academic resources and university services under the conditions established by Program Management to achieve the established educational goals.

9.2. During their stay at the University, students enrolled in Continuing Education Programs are obliged to respect the University's standards of academic ethics and coexistence under the conditions established by Program Management.

Article 10. "Support, care and guidance"

10.1. Program Management, in coordination with the University's specialized departments, will take all necessary measures to ensure academic and professional support and guidance for students. Program Management will pay special attention to individually and collectively monitoring students in the program, establishing the appropriate mechanisms for managing possible suggestions, complaints and grievances.

10.2. Students with special educational needs will have proper supervision and attention from Program Management, which will establish the necessary measures to facilitate these students' full integration into the educational program.

CHAPTER 5: ACADEMIC PERFORMANCE AND ITS RECOGNITION IN CONTINUING EDUCATION PROGRAMS

Article 11. "Assessment of academic performance"

11.1. Each Continuing Education Program will establish the procedure for verifying students' learning progress. Depending on the program's objectives, content, course plan and scheduled education activities, this assessment can consist of individual grades in the subjects studied or a comprehensive aptitude assessment.

11.2. When the Continuing Education Program provides for an objective and ongoing evaluation based on an active teaching and learning methodology, the evaluation systems for the education activities will be determined by establishing a specific and precise set of evaluation instruments and criteria, as well as a grading system.

11.3. Due to the nature of the Continuing Education Programs, Program Management may create, publicly and prior to the program start, a requirement to attend the established educational activities as a condition for assessing academic performance.

Article 12. “Degrees and certifications”

12.1. Students who have completed their courses in accordance with these regulations and under the specific conditions established for their chosen Continuing Education Program, have the right to the corresponding degree and certification of the education received.

12.2. In certain previously stated circumstances, Program Management may certify attendance and participation in a program's educational activities, without this implying the awarding of the degree that corresponds to that program.

12.3. The degrees and certifications issued will be registered in the center, department or internal area of the University responsible for the Program, guaranteeing coordination between Program Management and the University Registrar, with special attention to the programs considered Títulos Propios.

CHAPTER 6: MANAGEMENT OF CONTINUING EDUCATION PROGRAMS

Article 13. “Management”

13.1. The centers, departments or internal areas of the University responsible for Continuing Education Programs will determine the organizational structure for the management of these courses, in coordination with University Management and the different services and departments involved in the delivery of the programs.

13.2. Each Continuing Education Program will be assigned a Management body that will exercise the executive and academic coordination functions necessary for the program's organization and development, including management of the quality assurance system.

Article 14. “Teaching coordination”

Program Management will guarantee the execution of the course plan in accordance with the schedule, monitoring of the teaching of the subjects and educational activities that make up the program and supervision of the faculty's teaching activity. In particular, Program Management is responsible for approving the teaching plan of each educational activity before it begins and for controlling each professor's compliance with this plan.

CHAPTER 7: CONTINUING EDUCATION PROGRAM FACULTY AND ADMINISTRATIVE STAFF

Article 15. "Faculty"

15.1. Teaching in the Continuing Education Programs may be carried out by IE University professors and other professors from outside IE University.

15.2. IE University professors may teach in these programs under the conditions established by the Vice-Rector in charge of faculty and under the supervision of Program Management.

15.3. Program Management may entrust teaching to professors from other universities and to professionals of recognized prestige, taking into consideration the criteria of specialization and excellence regarding the respective content of each program. Professors from outside IE University are subject to the University's internal regulations and the conditions established by Program Management in coordination with the Vice-Rector in charge of faculty.

Article 16. "Auxiliary staff"

Program Management will put the necessary staff in place to guarantee the effective academic progress of the program and adequate support for students and faculty. This staff will form part of the University's Administration and Services Staff, unless, due to the nature of the program or its teaching requirements, the involvement of personnel from outside the University is required.

CHAPTER 8: QUALITY ASSURANCE SYSTEM FOR CONTINUING EDUCATION PROGRAMS

Article 17. "Quality assurance"

17.1. Program Management will be responsible for guaranteeing the quality of education in the program offered and will report on it annually to the center, department or internal area responsible for the program.

17.2. The University's internal quality assurance systems at the undergraduate and postgraduate level will serve as a benchmark in the delivery of Continuing Education Programs. Taking into consideration the special characteristics of these courses, Program Management must at least ensure that satisfaction surveys are conducted regarding the teaching and education, as well as ensure that procedures are established for the management of student suggestions and complaints.

17.3. Program Management will implement the procedures established in the quality assurance system in coordination with the Vice-Rector in charge of academic planning.

CHAPTER 9: FINAL PROVISIONS

First final provision. “Legislative power”

These regulations are adopted in accordance with the provisions of Article 9 of the IE University Organization and Operation Regulations, approved by Agreement 131/2009 of December 10 of the Junta de Castilla y León.

Second final provision. “Right to policy development”

After deliberation with the Rector’s Committee, the Vice-Rector in charge of academic planning is entitled to implement the rules and provisions in these regulations, as well as to evaluate and partially revise these provisions.

Third final provision. “Implementation and publication”

These regulations will enter into force on the day following their approval and will be applicable as of the 2019–2020 academic year for the Continuing Education Programs taught at the University. Its content will be published immediately and shared with the entire university community through the usual media and communication channels in both Spanish and English. The original Spanish text is the only authentic and valid version of these regulations for legal purposes.