

## **IE UNIVERSITY**

# REGULATIONS FOR STUDENT RETENTION AND PROGRESS

## TITLE VI OF GENERAL ACADEMIC REGULATIONS FOR MASTER DEGREES

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## **TITLE VI: STUDENT RETENTION AND PROGRESS**

### **Article 40. Student retention**

40.1. A student's place at university is conditional on their aptitude, performance and compliance with the institution's internal regulations, especially those regarding enrollment and ethical conduct.

40.2. The university undertakes to ensure that students' commitment to their studies will be guided by the efficiency of their training so as to allow them to acquire the appropriate competencies and knowledge within the time periods provided for during the course of the respective study plans. In this way, students who complete all of the educational activities within the regular course of the master's program and without exceeding the pre-established time frame will be in the best position to receive optimal results, notwithstanding possible adaptations to educational activities in accordance with each student's personal needs.

40.3. To obtain the master's degree, students are obliged to take and pass all of the subjects specified in the syllabus and within the study plan's established time frame, and must comply with the general assessment rules.

40.4. In general and with the exceptions provided for in these regulations, students must pass the credits they have enrolled in for each period in the academic year.

### **Article 41. Retention rates and teaching quality guarantee**

41.1. A degree's retention rate will be considered as one of the indicators used in evaluating the degree's teaching quality. On an annual basis, the degree's academic director will assess the retention rate in that corresponding academic year within the framework of the supervisory procedure. The development of retention rates over the last four academic years will also be analyzed in this procedure.

### **Article 42. Ordinary and extraordinary sittings**

42.1. Each subject can be taken during a specific period within the academic year, except for duly authorized exceptions. As a general rule, in each academic year there will be an ordinary and an extraordinary sitting for each subject during the established teaching period, except for the exceptions expressly mentioned below.

42.2. An ordinary sitting is understood to be the completion of all educational activities and evaluation exercises provided for in the corresponding syllabus within the established time frame, depending on the duration of the subject provided for in the study plan.

42.3. Completion of a subject in an ordinary sitting will be reflected in a numerical grade that corresponds to the average percentage distribution of the examination exercises. The subject will be passed ("pass" or "aprobado") when said grade is equal to or greater than five (5.0) and provided that the student has complied with the requirements for attendance and any other conditions that may be established prior to enrolling in the subject in that academic year.

42.4. If a student does not pass a subject in the study plan during the ordinary sitting, an extraordinary sitting will take place 5 to 10 working days after the date of the review session, except for those cases expressly mentioned below. In said extraordinary sitting, the educational activities specified in the corresponding subject syllabus will not be repeated.

The extraordinary sitting may consist of an exam, a written assignment, an oral test or any other assessment tool that ensures that the student has acquired the required competencies, skills and knowledge as indicated in the subject's syllabus.

If the student or professor responsible for the extraordinary sitting are unable to attend the sitting in person, digital communication channels may be used.

42.5. The grade resulting from said extraordinary test will be limited to five (5.0) "pass" or "aprobado" or between zero and four-point-nine-nine (0-4.99) "failed" or "suspenso." This means that if a student passes the subject during the extraordinary sitting, they cannot receive a grade higher than a five (5.0), "pass" or "aprobado." Both grades (the failure in the ordinary sitting, as well as the grade obtained in the extraordinary sitting) will appear on the student's record. However, only the grade obtained in the extraordinary sitting will be taken into account when calculating the Final Master's Project. Those students who obtain a "fail" in a subject's extraordinary sitting may not continue on the program.

42.6. In the event that a student has not completed all of the planned evaluation exercises or has not complied with the attendance requirements or any other conditions that may be established prior to enrolling in the ordinary sitting, the grade in said sitting will be between zero and four-point-nine-nine (0-4.99) "Fail." A student will also obtain this grade where there is a final test with a determining percentage of the student's evaluation and they do not attend or leave the test without a duly justified reason. However, the academic director of the corresponding degree may waive this rule in the event of serious illness or any other duly accredited cause that has prevented the student from participating in the educational activities and corresponding assessment exercises.

42.7. The Final Master's Project and other syllabus subjects may be undertaken either in an ordinary or an extraordinary sitting only.

42.8. Curricular internships will be carried out in a single ordinary sitting during the academic year under the specific conditions established. In the event that a student does not pass the curricular internship as a result of inadequate performance or failure to comply with the provisions on attendance and tasks, the student must enroll on optional credits corresponding to the internship in an elective subject with a single

ordinary sitting. Failure to pass said subject will impact the student's ability to continue on the program, and the activity will be considered as failed.

42.9. Complementary educational activities will be undertaken in a single ordinary sitting during the scheduled academic year and under the specific established conditions. Failure to pass these activities as a result of inadequate performance or failure to comply with the provisions on attendance and participation will not affect students' ability to continue on the program. The activity will simply be considered as not having been completed for the purposes of certification and documentary evidence.

#### **Article 43. Sittings for students with special educational needs**

43.1. Students with special educational needs will be able to attend the ordinary and extraordinary sittings recognized by university regulations for each subject they are enrolled on, such that these students will be able to access two sittings per subject with the same scope and effect.

43.2. Master's academic directors may adapt the schedule of educational activities and evaluation exercises in order to ensure students acquire the established skills and knowledge with a performance level that is appropriate to their circumstances, with special attention paid to students with disabilities.

#### **Article 44. Sittings for students undertaking mobility activities**

44.1. Students who are studying subjects abroad as part of international programs subscribed to by the university will, during their stay at the host institution, be subject to the regulations established by the agreement or, in its absence, the regulations in force at the host institution. IE University will endeavor to coordinate with host institutions in order to jointly adapt the respective rules on continuing studies to the students' academic career, thereby avoiding inconsistencies in their application. Enrollment on credits to be studied at a host institution will not entitle students to an extraordinary sitting at IE University.

44.2. Students from other universities or foreign institutions who are studying at IE University as part of an international program will, during their stay, be subject to the regulations established by the governing agreement or, in its absence, by these regulations. In the latter case they will only have access to one ordinary and one extraordinary sitting in the academic year.

#### **Article 45. Effects of sittings on students' retention**

45.1. Students who have not passed a subject in the study plan, whatever its format, in the pre-arranged sittings and according to the conditions established in these regulations will not be able to continue the degree they are enrolled in at IE University.

45.2. Students who have been forced to leave their master's degree for the abovementioned reason may enroll on other degrees at IE University once two years have elapsed since the interruption of their studies. Re-admission is subject to the express authorization of the academic director of the desired master's degree, who will assess a student's application in light of their previous academic career and the number of places available.

45.3. In any case, all ECTS credits obtained by students in official master's degrees at IE University (even if they have not led to the attainment of said master's degree) will be included in their personal record.