

IE UNIVERSITY

GENERAL ACADEMIC REGULATIONS FOR MASTER DEGREES

MAY 2020*

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TITLE I: GENERAL PROVISIONS

Article 1. Subject

These regulations regulate IE University's official master's degrees and their academic activity at all of its centers. The regulation adheres to the IE University educational model and the principles of the European Higher Education Area (EHEA) to ensure that courses and students' education are recognized in accordance with the Spanish Framework for Higher Education Qualification.

Article 2. Scope of application

2.1. The provisions in these regulations will be applicable to IE University's official master's programs in any teaching and learning format (in-person, blended or distance), taking into account the specific characteristics of each.

2.2. This general regulation is applicable at all IE University centers. However, these centers may adopt specific regulations that are applicable to the official master's programs they deliver, in view of the fact that these programs may have particular features. Center-specific regulations will be adopted under the supervision of the Vice-Rector's Office, which is responsible for IE University academic planning and ensures that each center complies fully with the principles and provisions of the general regulations.

Article 3. Basis of the regulations

3.1. These regulations are based on the current legal provisions for universities in Spain, both national and regional. It is also based on the university's internal regulations, particularly its Organization and Operations Regulations.

3.2. The respective Verification Reports for authorized Master's degrees, which represent IE University's educational commitment to society, provide the basic criteria for the application and development of IE University's official degree programs.

Article 4. Distribution of duties

4.1. These regulations are adopted by IE University's Rector under the direction of the Vice-Rector's Office, which is responsible for the university's academic planning, and after previous deliberation by the Rector's Committee.

4.2. It is the duty of the Vice-Rector's Office, which is responsible for academic planning at the university, to adopt the relevant provisions in order to apply, develop and interpret these regulations in close coordination with IE University's competent bodies. Likewise, the Office will guarantee that all adopted provisions are shared with the public and ensure that all procedures developed are fair, transparent and in full compliance with current regulations.

4.3. The person responsible for academic planning at all IE University centers where master's programs are taught will ensure these regulations, all implementation provisions and any center-specific regulations are enforced for all master's degrees taught at that center. Said individual will also regularly monitor the operation and efficiency of these regulations, informing the center's Dean of its annual results. Within the procedural framework for monitoring and reviewing degrees, the center's Dean will analyze the effects and results that arise from applying the provisions set out in these regulations, proposing any modifications they consider necessary to improve them.

4.4. As academic directors of their respective degrees, academic and executive leaders will implement the measures that are attributed to them in accordance with this regulation. This will be done in close coordination with the person responsible for academic planning in that center, using their criteria and intervening where necessary.

TITLE II: EDUCATION

Article 5. Educational program

5.1. The educational program is the set of actions that configure the general educational objectives for each master's degree in order to guarantee that students acquire the knowledge, academic competencies and professional skills relevant to this field of study, their personal development and the development of values.

5.2. In the terms set out in the respective master's degree Verification Reports, the educational program for each degree includes the following elements:

- a) Definition of the ideal applicant profile and, where appropriate, specific admission criteria.
- b) Definition of learning objectives and competencies to be acquired.
- c) Study plan.
- d) Educational system and teaching-learning formats.
- e) Grading system.
- f) Complementary educational activities.
- g) Internships.
- h) Mobility projects.
- i) Quality assurance system.

5.3. Subject to the existing organizational and budgetary capacity, the university will guarantee the availability of human, material and technical resources to facilitate the full implementation of the respective educational programs, operating within a framework that ensures all students have equal opportunities and are fully integrated into the university community.

5.4. The academic directors of the respective master's degrees are responsible for compliance, application, monitoring, supervision and, where appropriate, the proposal of new measures to improve the relevant educational programs in close coordination with the center's Dean, adhering to their respective fields of competency. In all cases, the development of educational programs, including study plans, will be carried out with sufficient flexibility such that they can accommodate the requirements of each student in accordance with their abilities and expectations within the limits established by current regulations.

5.5. The university will ensure that the educational programs for the master's degrees are made available to the public by publishing relevant information from the respective Verification Reports on various media.

Article 6. Study plan

6.1. The study plan forms a part of the overall educational program for each master's degree and formally organizes the official teaching of each in accordance with the respective Verification Reports. By earning all ECTS credits attributed to a given study plan under the conditions defined by the respective educational program, a student will be entitled to obtain the corresponding master's degree.

6.2. The master's degree study plan will specify each subject and whether it is compulsory, optional, an external internship or part of the Final Master's Project. It will also specify each subject's weighting with regard to ECTS credits and their corresponding time frame within the established academic year. This includes the Final Master's Project and the undertaking of external internships, if relevant, as well as any possible specializations that have been verified.

6.3. As the final stage in implementing the master's degree and in order to guarantee full publicity, the respective study plan for each official degree will be published in the relevant Official Gazettes at both the national and regional level. In addition, the university will guarantee its dissemination through various media.

6.4. The academic directors of the respective master's degrees will offer optional subjects, which will be made available before the start of each academic year. The delivery of these subjects will be determined by the number of applications received and the resources available, guaranteeing in any case the allocation of ECTS credits attributed to those subjects in the corresponding year of the study plan.

Article 7. Syllabus

7.1. The syllabus acts as the reference framework for the educational activities that make up each subject in the study plan under the conditions defined in the Verification Report for the corresponding master's degree. This facilitates the application of the educational programs' principles and content, as defined in these reports, to each subject's specific field. The syllabus represents the teaching and learning commitment between each student enrolled in a subject and the professor responsible for teaching it.

7.2. The syllabus will provide all the basic information about the subject it is concerned with and will clearly, explicitly and comprehensively explain all practical information with regard to:

- a) The name of the subject in the language it will be taught in, which will also be explicitly stated.
- b) The nature of the subject (whether it is compulsory or optional, an external internship or the Final Master's Project).
- c) The number of ECTS credits.
- d) The time frame for delivery.
- e) Course prerequisites, if applicable.

- f) The competencies to be acquired and learning objectives.
- g) Content.
- h) Educational activities and their delivery format.
- i) The grading system.
- j) The faculty responsible for teaching the subject in each group, as well as the conditions under which they will monitor students' progress and offer support.
- k) Any other relevant information such as bibliography, specific materials, tutorials, etc.

7.3. Internships that are compulsory are listed as subjects in the study plan and will feature their own adapted syllabus. Similarly, the Final Master's Project is also considered a compulsory subject in the study plan and has its own corresponding syllabus.

7.4. The Vice-Rector Offices responsible for academic planning and faculty will, in collaboration with the center Deans, determine a single syllabus format for all master's degrees. Its framework and content will be confirmed and distributed to the academic managers of the master's degrees for each academic year with the appropriate guidelines. This will be completed with sufficient time to ensure the syllabus is properly implemented and so that it is accessible to students before the start of the year.

7.5. Each subject will have a single syllabus, regardless of whether it is taught by multiple professors or delivered in different teaching groups. If necessary, it may include individual specifications for each professor or teaching group. The directors responsible for this area will guarantee compliance with the syllabus' content and ensure consistency in its application. Where appropriate, they will authorize changes that may be necessary in light of various criteria.

7.6. The professors in charge of teaching subjects will prepare the relevant syllabus by no later than the dates set by the centers' Deans. This will be done in accordance with established conditions and without prejudice to the principle of academic freedom. The aforementioned syllabus must be approved by the corresponding academic director and will be provided to students before the start of the matriculation process. It will be considered as a reference for the educational process and the evaluation of teaching performance.

Article 8. Complementary educational activities

8.1. Complementary educational activities refer to those actions that contribute to a comprehensive educational experience for students within the educational program framework of each respective degree. The content of such activities can be specific to the area of knowledge that each degree concerns and/or general knowledge, so long as it develops transversal knowledge and skills that are relevant to all degrees.

8.2. This complementary education will be acquired by attending and participating in conferences, workshops, seminars, visits, non-curricular internships, immersion trips abroad and any other activity that is agreed upon by both the degrees' academic directors and the university's competent bodies.

8.3. Both transversal and program-specific complementary educational activities form part of each degree's educational program. As a result, attendance and participation is mandatory, unless otherwise specified in their intake under the conditions detailed below.

8.4. Completion of these activities may be formally accredited by a certificate that is issued by the responsible individual at the organization which has hosted the activity. In order to be able to issue the corresponding certification, attendance and participation in said activities will be monitored by organizers. The completion of formally accredited complementary educational activities will be noted on each student's academic record.

8.5. These activities may be subject to evaluation and qualification if established for their intake, which will specify the conditions under which performance will be assessed.

Article 9. Internships

9.1. Both academic and external professional internships are an activity that forms part of each degree's educational program and are carried out by students and supervised by the university. The objective of these activities is to put into practice and complement the knowledge students have acquired in their academic training, favoring the development of skills that will prepare them for professional life and boost their future employability.

9.2. External internships may be extracurricular or curricular by virtue of their inclusion in the respective study plans. Curricular internships are regulated and supervised academic activities that are part of the study plan, whereas extracurricular internships are those that students carry out during their studies but which are not included in the study plan. Nonetheless, they may fulfil the same purposes as curricular internships. Curricular internships will appear in the student's academic record as a subject in the study plan.

9.3. The university will endeavor to establish agreements with companies, institutions and public and private entities in order to foster students' professional development as soon as they begin their studies. Extra attention will be paid to ensuring that students

with special educational needs have access to internships. External internships may be carried out both in university centers and in locations determined by collaborating entities.

Article 10. Mobility programs

10.1. The university will offer students mainly international mobility programs thanks to its membership of corresponding interuniversity cooperation agreements. These programs will complement the degree's academic training as well as other areas of a student's education in accordance with the educational model's principles and purposes. To this end, the university will establish guidance and support systems for students and will pay special attention to ensuring that students with special educational needs can participate in mobility programs.

Article 11. Delivery languages

11.1. Due to IE University's international vocation, master's degrees are delivered in Spanish and English so that all educational activities can be carried out in one or both languages. For this reason and in accordance with IE University's rules on access and admission, students must demonstrate a prerequisite level of competency in the language in which they choose to pursue their official master's studies.

11.2. Study plans will be delivered to groups that are organized specifically according to the languages used for teaching and learning, accounting for the corresponding educational program's objectives and the preferences indicated by future students on matriculation. This ensures that students have precise information about the language of educational activities before formalizing their enrollment.

11.3. Generally, all subjects corresponding to a given educational program will be taught in the same language, either Spanish or English, depending on the linguistic group. This does not imply any alteration of content, educational activities, learning outcomes, assessment systems or competencies to be developed.

11.4. Likewise and prior to commencing teaching, the syllabi for each subject in the study plan will specify the language and communication conditions under which educational activities will be carried out, as well as the corresponding assessment instruments for each academic year.

11.5. The above does not prevent specific activities, mainly in the cases of complementary educational activities or certain optional subjects, from being offered only in Spanish or English, depending on the communication abilities of the person responsible for delivering them. In this case, students will be informed in advance and will be informed of the conditions for attendance, participation and, if relevant, assessment.

11.6. All students who are studying in Spanish must obtain an accreditation of an intermediate academic and professional level of spoken and written English language

in order to complete their program, even if the corresponding degree features foreign language teaching as a specific subject. In the event that their native language corresponds with this requirement, the student will be exempt from obtaining this accreditation. Such exemptions and accepted certifications that accredit the required language level will be communicated by the Program Directors to students before the start of the enrollment process.

11.7. The relevant academic directors will guarantee that all linguistic groups fully adhere to the study plans using the academic coordination mechanisms established at both the degree and university level.

11.8. Those students who pursue the study plan in a language other than their mother tongue will receive special supervision by the corresponding academic directors. Students with special educational needs will receive specialized attention to guarantee their linguistic immersion. Where necessary, linguistic ability will be reinforced through complementary language lessons.

11.9. In coordination with those responsible for various university services, the academic directors will ensure that all internal communication concerning members of the university community are transmitted in Spanish and English.

Article 12. Teaching schedule

12.1. The teaching period for the academic year will have a minimum duration of 36 weeks and a maximum of 40 weeks in the full-time format, during which all educational activities will be distributed in accordance with the respective study plans based on the corresponding Verification Reports.

12.2. For each master's degree, academic directors will adapt the corresponding study plan to the academic calendar established for each year. Before enrollment begins, academic directors will provide information about the degree for the academic year. This will include the student's commitment to study in terms of ECTS credits, the anticipated faculty members and the overall timetable for each subject, accounting for students' workload outside of teaching hours.

12.3. At least one month before the start of the enrollment period, academic directors will share the proposed educational activities for each respective degree to the department responsible for planning. In accordance with the number of enrolled students or submitted applications and the academic directors' proposals, the plan for the academic year will be approved before the start of the enrollment period. This will be fully publicized to allow students to find out what the planned activities are when completing the enrollment process.

12.4. Academic directors will publish the schedules for planned educational activities with sufficient notice to guarantee that they are fully communicated to all university members. In the event of a scheduling conflict between two or more planned activities, it will be the duty of the person responsible for planning to make the final decision.

Article 13. Study commitments

13.1. Students will be able to adapt their study commitments in accordance with their individual circumstances, abilities and personal and professional goals. For this reason, the university has designed degrees that are offered in both on-campus and blended formats. This ensures that students can enroll in the format that best fits their circumstances, providing that the blended format is available for their program.

13.2. Specific university services and master's academic directors will pay particular attention to the study commitments of students with special educational needs. This will mainly concern cases of disability, advanced students and other exceptional situations, with university services and managers mediating precise academic measures that facilitate these students' integration into the university community and ensure they are able to perform to their full potential.

Article 14. Teaching formats

14.1. Master's degrees may be taught in person, via a blended format or remotely (online) depending on each center's required level of in-person attendance. The degree may also be simultaneously taught with a combination of formats.

14.2. Each subject's teaching format will be specified prior to enrollment. Information about the selected format will be explained in sufficient detail in the syllabus, in accordance with teaching objectives and planned activities.

14.3. The university favors the use of ICT in teaching master's degrees, and enhances technical and human resources to guarantee that regulations are properly enforced in blended and remote formats. This mainly applies to student guidance and support, the monitoring of attendance and participation in activities, and the completion of evaluation exercises.

TITLE III: LEARNING

CHAPTER 1: ATTENDANCE

Article 15. *Attendance of educational activities specified in the study plan*

15.1. Students are obliged to attend all planned activities for each subject and must attend no less than 80% of the sessions that are carried out in person and online. Attendance will be noted by the professor responsible for the activity, who will keep a record in accordance with the format determined by the academic managers. This information will be available to all of the students it concerns. The relevant academic directors will carry out a monthly review, and will assess each student's attendance at the end of each specified period as well as at the end of the corresponding academic year.

15.2. The aforementioned stipulations will be applicable without prejudice to the fact that academic directors may demand a higher level of attendance or complete attendance (100%) of any educational activity outlined in the degree's corresponding study plan.

15.3. Attendance that falls short of the required level without the proper approval from the relevant academic directors will affect a student's academic record. These consequences will be defined in the syllabus that corresponds to the particular subject.

15.4. Academic directors may partially exempt students from attendance at educational activities if they have previously been told of a student's inability to attend an activity for duly justified reasons. In the event that a student is suddenly unable to attend, the academic directors will assess whether they have reached the required attendance level in light of the reasons submitted. The academic directors will determine the academic measures to be adopted in each case.

15.5. Educational activities must begin and end at the time specified in the academic schedule of the corresponding degree. The professor responsible for each activity may, at their discretion, permit or refuse entry after that time.

CHAPTER 2: PARTICIPATION

Article 16. Participation in the educational activities specified in the study plan

16.1. Class participation is an integral part of the university's educational model. Students are required to actively participate in all educational activities for each subject, whether in person or online. Student participation will be evaluated by the professor responsible for the activity under the conditions and to the extent provided for in the subject's syllabus.

16.2. References in the master's degree Verification Reports will specify how participation is used as an evaluation criterion and its weighting in the final grade, even if these references relate to the material that forms part of the subject. For this reason, the corresponding professor is responsible for adapting these references to their subject, under the supervision of the degree's academic directors.

16.3. In general and without prejudice to other specific criteria, participation in educational activities will be evaluated according to the depth, quality and frequency of a student's contribution, as well as their respective contribution to the group's overall development.

16.4. Students must pay appropriate individual and collective attention and display dedication during the activities, following the guidelines set by the professor responsible for the subject. Failure to comply with this provision may lead to the enforcement of disciplinary measures.

CHAPTER 3: SPECIAL CIRCUMSTANCES

Article 17. Attendance and participation in specific activities and conditions

17.1. For students that enrolled under special circumstances and those with special educational needs, particular enrollment conditions will specify the required attendance and participation levels. Additionally, with the help of the appropriate university counseling and support services, the corresponding academic directors may adapt the curriculum if necessary.

17.2. Attendance and participation in external curricular internships will be regulated by the corresponding internship agreements and, in their absence, by the university's regulations on external internships. Students' advisors at the university and host organization will record and evaluate their performance during their time at the respective collaborating entity.

17.3. Students who are taking courses abroad as part of international programs subscribed to by the university will, during their stay at the host institution, be exempted from attendance and participation obligations at the university. They will be subject to the regulations established by the agreement or, in their absence, the regulations in force at the host institution.

17.4. IE University's attendance and participation regulations will apply to host students who are taking master's programs as part of international mobility programs, unless the agreement regulating the program establishes specific rules agreed between IE University and the student's home university.

17.5. For subjects that are taught fully or partially online, student attendance and participation will be recorded by the technical means established for this purpose and duly adapted to the teaching model that the electronic format allows for, so that, in general, the same criteria will be applied as per the face-to-face format. The subject's syllabus must detail the specific conditions for applying the general attendance and participation criteria.

17.6. The university or any of its centers may organize other activities in addition to directly implementing the respective degrees' educational programs. In this case, student attendance and participation will be governed by the conditions established for each intake.

TITLE IV: GUIDANCE AND SUPERVISION

CHAPTER 1: STUDENT GUIDANCE

Article 18. Guidance system

18.1. The university will provide students with a personalized academic and professional guidance system as soon as they join the university and until the end of their studies. This is designed to enhance students' abilities, aptitudes and vocation, and to facilitate their academic performance, professional development and continuity in their university studies. The purpose of this system is for students to not only acquire and develop the competencies of the degree they are studying, but also to deepen their intellectual and ethical education and to reinforce their autonomy and intellectual curiosity from a professional perspective.

18.2. The university's guidance system will coordinate and integrate the information, guidance and academic support provided to students. This will be carried out by faculty and specialized personnel without prejudice to educational activities, which will be specifically led by the professors responsible for teaching those respective subjects.

18.3. Within a highly personalized educational framework and via the coordinated actions of various bodies, the guidance system's main objective will be to carry out the following functions:

- a) Develop intervention and institutional service models with the aim of providing each student with a set of objectives and actions related to the university.
- b) Plan continuous learning activities in order to improve students' academic training, performance and level of competency throughout the academic year. In addition, to establish evaluation and recommendation procedures to improve students' curricular progress, which in turn will result in an improvement of their professional development.
- c) Advise students, taking into account their personal and professional profile and encouraging all aspects of their personal and academic development to facilitate their social development and to help them implement the knowledge and skills they've acquired, with special attention to the development of international activities.

18.4. Students with special needs shall be given special consideration when planning and implementing activities for the guidance system.

Article 19. Academic guidance

19.1. Academic guidance is aimed at reinforcing and complementing teaching as an integral and critical component of students' education and as preparation for the

professional world. Students' main contact in this respect will be the academic directors of their respective degree programs.

Article 20. Career guidance

20.1. Students will have a range of services at their disposal to ensure they are able to successfully enter the employment market, encouraging personal initiative and entrepreneurship. They will also have access to existing career advancement resources to assist them in achieving their career goals.

20.2. The IE Talent & Careers department oversees career guidance for IE University students. Its main function is to promote, coordinate and manage a series of activities and services aimed at expanding students' and graduates' opportunities for work experience and employment, in accordance with the professional profile of each degree. The department has the following objectives:

- a) To educate and train students so that they can develop the skills needed to successfully overcome the challenges of the labor market.
- b) To provide career guidance to students by informing them about the different professional options available to them after completing their respective master's degrees.
- c) To manage new professional opportunities that arise for students and graduates through the creation of a job bank.

20.3. In fulfilling its role, IE Talent & Careers may provide, on a regular basis throughout each academic year, a series of activities aimed at providing all interested students with the necessary tools to prepare them for entering the labor market.

20.4. All IE Talent & Careers activities shall be guided by the principles of equal opportunity and non-discrimination. In this regard, students with special educational needs will be given special consideration.

20.5. Through its website, IE Talent & Careers will set up the necessary technical means to allow students access to the services and activities that are organized. Students will also be able to remain in continuous contact with the IE Talent & Careers team and receive a personalized analysis of their professional situation.

20.6. Within the framework of the official master's degrees Quality Assurance System, IE Talent & Careers will be responsible for evaluating and assessing graduates' entry into the labor market after each academic year, as well as the satisfaction of external agents with the training provided by the university's master's degrees. To this end, IE Talent & Careers will create the appropriate surveys for students, employers and other external agents in accordance with the procedures set forth in the university's Quality Assurance System. This includes forwarding the results, evaluations and proposals for improvement to the academic directors of the respective degrees and university.

CHAPTER 2: SUPERVISION

Article 21. Academic monitoring

21.1. Each student's learning process will be the subject of continuous and personalized supervision that will focus on their academic life, applying transversal formative guidance and support tools to develop their autonomous learning skills and the professional competencies required by the degree. The ultimate aim of these tools is to promote students' personal and intellectual maturity in order to facilitate their future integration into the labor and business world, guaranteeing success.

21.2. Academic monitoring will be conducted through activities that allow, both individually and generally, a diagnosis of each student and their group's academic evolution and the adoption of necessary actions to overcome any issues detected in the analysis of their performance.

Article 22. Academic mentoring

22.1. Students will be assisted, individually and collectively, in learning each subject in the study plan with tutorials that take place throughout the academic year.

22.2. Both individual and group tutorials are arranged by students at their own initiative, either by taking advantage of gaps in their daily timetable, in-person days for blended programs, or by making an appointment with the professor. Tutorials are intended for individual or group discussion to review concepts and to solve or correct work.

22.3. In the case of the Final Master's Project, external internships and exchange options, their respective special regulations will determine how these discussions will be arranged and organized.

CHAPTER 3: COMMON PROVISIONS FOR GUIDANCE AND SUPERVISION

Article 23. *Persons responsible for student guidance and supervision*

23.1. The Academic Directors and Executive Directors of the master's degrees are responsible for supervising students and offering them academic guidance. They are representatives of the students in their individual and collective education throughout their master's studies.

23.2. When it comes to academic guidance, these representatives will assist and guide students in their learning processes, transition to the world of work, and professional development. They will provide academic guidance on the learning process via the following actions, among others:

- a) By providing general information on the training to be received, indicating *inter alia* the objectives, personnel and materials available, the course structure and plan, and the teaching methods to be used.
- b) By conducting an initial evaluation of each new student based on their vocational interests and skills within the scope of the professional profile of the respective master's degree, alongside an analysis of their learning strategies.
- c) By offering support for any academic or personal difficulties that may affect a student's academic performance, with particular attention paid to students with special educational needs.
- d) By providing guidance on students' academic progress as they advance through their respective educational journey, ensuring their knowledge and competency training is optimally structured to prepare them for their future professional activities.
- e) Any other function that is deemed appropriate to assign to them, subject to the agreement of the center's Dean.

23.3. With respect to academic supervision, these representatives will mainly perform the following functions:

- a) Get to know each student personally, their attitude toward the university and their individual abilities, aspirations and performance.
- b) Personally, pedagogically and academically advise and assist each student in a continuous and consistent manner throughout their studies, ensuring their academic performance is monitored.

- c) Act as a mediator between students and their professors, collaborating closely with them to ensure that the objectives outlined and planned for in the respective study plans are fulfilled.
- d) Encourage students to participate in their respective degree program's educational activities as well as those established by the university.
- e) Any other function that is deemed appropriate to assign to them, subject to the agreement of the center's Dean.

Article 24. Guidance and supervision of students with special educational needs

24.1. Students with special educational needs will receive particular attention by those responsible for their guidance and supervision, who will have undergone the necessary training to respond fully to each students' personal needs. In addition, students will have the eventual assistance of the relevant university services.

24.2. The university will promote the establishment of permanent and transversal guidance programs so that these students may receive the support they need throughout their studies.

24.3. Programs and supervisory activities will be adapted to these students' needs, implying changes to the methodology used and the curriculum where necessary. Specific tutorials may also be established according to relevant circumstances. These tutorials will be held in places that are accessible to people with disabilities.

24.4. Those responsible for guiding and supervising these students will develop their activities under the coordination and supervision of the university's competent integration services.

TITLE V: PERFORMANCE AND EVALUATION

CHAPTER 1. EVALUATION

Article 25. Assessments

25.1. In accordance with students' learning processes, educational activities will be evaluated continuously and systematically throughout the academic year, resulting in a final grade that reflects students' progress. IE University students have the right to continuous, objective assessment of their academic performance through the evaluation exercises established with due publicity and dissemination.

25.2. Students' grades will refer to the evaluation systems established in the syllabi of the respective subjects and on the basis of the Verification Reports. Students will be informed of the evaluation systems for each subject prior to enrollment.

25.3. The academic directors will ensure that objective and effective procedures are implemented to verify and continuously monitor students' performance. These procedures will allow students to be informed of the learning process so they may immediately and continuously adopt the necessary measures to ensure they receive the full benefit of their training and achieve the program's objectives.

25.4. After completing all of the evaluation exercises, students will receive a final grade that establishes their performance in the subject.

25.5. In order to encourage students to reach their maximum potential in a healthy competitive environment, academic directors may apply an internal US-type grading system that distributes grades according to the following curve:

- Honors - the top 15% of the class.
- Excellence - the next 35% of the class.
- Proficiency - the next 35% of the class.
- Pass - the lowest 15% of the class.
- Fail - Failure to meet the minimum academic standards. This grade will be assigned to all students who are below the established minimum threshold, which in this case is equal to the mean of the group's grades minus twice the standard deviation [threshold = mean - (standard deviation * 2)].

25.6. In the event that this grading system is used as a system for monitoring a student's performance and internal evaluation, US-style grades will be subsequently converted to final grades in accordance with the Spanish system, as described in Appendix I.

25.7. In any event, the authorization of these systems is exclusively intended for internal purposes and may not be used as official results nor can they be included in official university certificates. Grades in final transcripts must be recorded according to the Spanish system.

25.8. Final grades will be formalized in official records, which will be completed and signed by the professor responsible for the course through the established means and conditions. The academic directors must authorize any modifications to the official records and may, in special circumstances, complete and sign the records on behalf of the professor responsible for the subject.

25.9. The grades recorded in the official transcripts will be incorporated into the student's official academic record by the General Secretary and Registrar, who will assume responsibility for their management and safekeeping.

Article 26. Grading system

26.1. In accordance with IE University's educational model, students will receive continuous and objective evaluation based on an active teaching and learning methodology. The grading systems of educational activities will be constituted by a determined and precise set of exercises and criteria by means of which students' progression in their studies will be verified.

26.2. Each subject's syllabus will establish the grading system applicable to that subject according to the principles of the respective Verification Reports for each master's degree. In this way and depending on that subject's competencies, objectives, specific content, and the educational activities to be completed, the evaluation exercises and proportional coefficients to be taken into account when establishing the student's final grade in that subject and in each respective intake will be determined.

26.3. Students must pass the corresponding exams and evaluation exercises in order to pass that subject.

Article 27. Evaluation exercises

27.1. Any activity in the teaching-learning process that allows for the objective and coherent assessment of the knowledge and skills acquired during the degree will be considered as an evaluation exercise.

27.2. In general, and without prejudice to any exercise included in the evaluation systems of the respective Verification Reports, the university contemplates the following categories of evaluation exercises:

- a) The completion of oral and written tests in any format.
- b) Individual and group presentations of practical work and research.
- c) The assessment of students' active participation in their own formative process in any teaching-learning mode.

27.3. As a tool of educational co-responsibility, the evaluation exercises will be established by the professors responsible for teaching the respective subjects and will be specified in the corresponding syllabus of that subject for each intake. These exercises will be within the framework defined in the Verification Reports and will take into account students' conditions in that cohort.

27.4. The professors responsible for teaching the respective subjects will specify in the corresponding syllabi the weighted average that will determine the final grade in the subject after completing the evaluation exercises, within the reference framework defined in the Verification Reports and taking into account the conditions of the students in the cohort.

Article 28. Evaluation criteria

28.1. Evaluation criteria will define how to weigh the exercises that assess the acquisition of the skills and knowledge throughout the respective educational programs.

Article 29. Implementation of evaluation exercises

29.1. Academic directors will determine the dates for the evaluation exercises specified in the respective evaluation systems to be taken for each intake in the academic year. Specifically, the professors responsible for teaching each subject will determine the dates, times and places of completion and delivery of the exercise specified in the subject's syllabus, taking into account the circumstances and conditions of the students that comprise the cohort.

29.2. The scheduling of evaluation exercises will be adjusted to the teaching and evaluation methodology foreseen for each degree and may not be altered, except in unexpected situations where it is impossible to adhere to the established schedule. In the event of these exceptional circumstances, the academic directors will carry out the appropriate consultations with the affected faculty and students to propose a new schedule in accordance with the university's regulations.

29.3. The evaluation exercises must begin at the scheduled time. The professor may, at their discretion, allow or prevent students to enter after the scheduled time, unless the student has provided a duly justified reason for their tardiness.

29.4. If students do not complete an evaluation exercise without a justified reason, they will be considered as not passing the exercise and will obtain the lowest grade of those predicted. Students who are unable to perform a previously scheduled evaluation exercise for a sufficiently justified reason shall have the right to complete the exercise on a different day and time.

29.5. The justifications referred to in the preceding paragraph shall be governed by the rules established for attendance and participation in the educational activities.

29.6. At any time during the evaluation exercises, the professor may require students in attendance to prove their identification by showing their student card, national identity card, passport, or, failing that, sufficient accreditation in the opinion of the professor.

29.7. Students shall refrain from using or participating in fraudulent activities when undertaking an evaluation exercise, such as tests or assignments, or in official university documents. In such cases, the procedures set forth in the regulations on ethical conduct or other relevant university regulations shall apply.

29.8. Evaluation exercises must be adapted to students with special educational needs and in particular to students with disabilities, with academic directors making the necessary adaptations to the time, place and methodology for said exercises.

29.9. In the event they require it, students will have the right to obtain documentary proof of having taken the examinations.

Article 30. Evaluation before a committee

30.1. Provided they have duly justified reasons and no later than seven days before the evaluation exercise takes place, students may ask academic directors for an evaluation before a committee in the case of final exams or evaluation exercises that represent more than 50% of the final grade. If the academic directors of the relevant degree agree, the evaluation will be carried out by a committee comprising at least the professor of the subject and another professor appointed by the academic directors of that degree. Should the applicant disagree with the academic director's decision on the granting of the application or the composition of the committee, the person responsible for academic planning in that center will intervene and take the final decision.

30.2. If a professor has to abstain or recuse themselves for legal reasons, the academic directors of the corresponding degree will designate a substitute professor from among the professors of the same or related areas of knowledge.

30.3. The evaluation of the Final Master's Project will always be carried out before an academic committee under the conditions determined in each case.

CHAPTER 2. GRADES

Article 31. Official grading system

31.1. Students' learning progress will be expressed through numerical grades that will be recorded in their academic record in accordance with current regulations.

31.2. Students' academic performance will be evaluated through grades on a numerical scale from zero to 10 and can be expressed up to one decimal place. The corresponding qualitative rating may be included:

- 0–4.9: Fail (F)
- 5–6: Pass (P)
- 7–8: Excellent (E)
- 10: Outstanding (O)

31.3. A model for converting between the Spanish and US grading systems is attached in the Appendix.

Article 32. Communication of grades

32.1. The professors responsible for grading will communicate the grades within a maximum of ten working days after completion of the subject.

32.2. When communicating grades, students will also be informed of the time, manner and date on which appeals are held. This information and the examination locations will be accessible to students with disabilities.

32.3. Students have the right to reasonable and sufficient information about how the evaluation exercise works and how grades are calculated. To do so, the professor responsible for the assessment will arrange the necessary steps and inform students, being able to positively or negatively modify grades if they believe they were inadequate.

Article 33. Review of final grades

33.1. Final grades will be reviewed within 10 business days of their publication.

33.2. In the review, students will have access to their own work and exercises as far they are available, receiving prompt verbal explanations of the grade from the professors who graded them. If the student or professor responsible for the subject are unable to attend the review in person, digital communication channels may be used.

33.3. The review will be personal and individualized, and must be adapted to students with disabilities by holding specific reviews according to their needs.

33.4. The review period will end prior to the period established for the publication and closure of each examination sitting.

Article 34. Final grade appeals

34.1. In the case of final grades, students may submit a written appeal against the professor's decision to the person responsible for academic planning at the center only after reviewing the grade with the subject's professor. The deadline for submitting appeals shall be no more than five business days after the final grade review session for each subject.

34.2. Once an appeal has been received, the person responsible for academic planning in that center will collect any reports they deem appropriate, consider the grading professor's opinion, and, if applicable, the subject's academic coordinator. They will then decide if the appeal is justified and determine the definitive grade. The person responsible for academic planning in that center must provide a response to the student explaining the rationale for considering or refusing the appeal. Their decision is final. Students are not able to appeal to third parties to resolve disagreements over grades.

Article 35. Deciding the average grade for the student record

35.1. Each student's average grade will be calculated by dividing the sum of the credits passed by the student (each credit multiplied by the numerical value of the grades obtained from 0 to 10) by the number of total credits passed by the student, displaying the result to two decimal places.

35.2. When applying the above formula, credits received for carrying out activities not included in the study plans will not be taken into account.

CHAPTER 3. RECOGNITION

Article 36. Graduation awards

36.1. University centers may establish annual extraordinary Graduation Awards for students who have completed their official studies in the corresponding academic year.

36.2. For each master's degree, those students who completed the respective syllabus and attained an average grade in the top 10% of their group may be included in the Dean's List.

36.3. The academic directors will select *ex officio* those students who meet the academic requirements to be eligible for a prize. The prizes will be granted by resolution of the center's Dean, who will specify the date of the academic ceremony at which the prizes will be awarded.

CHAPTER 4. RETENTION OF EVALUATION EXERCISES AND LEGAL GUARANTEES

Article 37. Retention of evaluation exercises

37.1. The university will retain written exams or other final assessment exercises until the end of the academic year following the date on which the assessment is held.

37.2. The university must store written material (whether in paper or electronic format) of examinations or, where appropriate, corresponding documentation of oral tests until the end of the following academic year. In the event of a request for review or appeal

against the grade obtained, these documents must be kept until there is a final resolution.

37.3. The university will keep paper records of work and internship reports only until the end of the following academic year.

37.4. The total or partial publication or reproduction of the works referred to in the previous paragraph or the use of these works for any purpose other than strictly academic, will require the express authorization of the author or authors in accordance with intellectual property legislation.

37.5. The Final Master's Project will be governed by its specific regulations.

Article 38. Intellectual property

38.1. The university recognizes students' authorship of the works developed during their studies and the protection of their intellectual property.

38.2. The intellectual property of students' Final Master's Projects and accompanying research will be recognized and protected under the terms established in governing intellectual property legislation.

CHAPTER 5. TEACHING ASSESSMENT AND QUALITY ASSURANCE

Article 39. Academic performance indicators

39.1. A degree's results will be considered as one of the indicators in evaluating teaching quality for that degree.

39.2. Performance indicators will be calculated on the basis of the results recorded in official records and confirmed by the academic directors of the corresponding master's degrees.

39.3. On an annual basis and within the framework of the supervisory procedure for degrees, academic directors will assess the results obtained by students in the subjects that make up the respective study plans. They will then formulate relevant recommendations to professors in order to achieve the established quality objectives.

39.4. Performance indicators from the last four years will be considered in order to assess how the degree has evolved and determine any improvement proposals.

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.

TITLE VII: OFFICIAL DEGREE

Article 46. Obtaining the degree

46.1. Students will have the right to obtain their official degree provided they have completed their studies in accordance with officially authorized conditions as well as those provided for in the university enrollment regulations and these academic regulations. These degrees will be official and valid in Spain. In addition, they will have full academic effect within the EHEA and will enable students to undertake, where appropriate, regulated professional activities in accordance with applicable regulations.

Article 47. Requesting the degree

47.1. Once a student has passed all the academic prerequisites and requests their master's degree to be issued, their studies will have concluded. Consequently, the academic record relating to this master's degree will be closed.

47.2. Students must submit their request for issuance of the master's degree to the General Secretary and Registrar under the conditions and according to the procedure established.

Article 48. Issuance of official degrees

48.1. Official degrees will be issued by the IE University Rector in accordance with governing legislation regarding their format, text and issuance procedure.

48.2. The General Secretary and Registrar will process the request with the official bodies and may accredit, at the students' request, their academic status in the interim.

Article 49. Retention of official degrees

49.1. The university will retain all official degrees that have been issued until they are collected by students under the conditions established by current legislation. The General Secretary and Registrar will personally inform each student when their degree is ready for collection and the collection procedure.

49.2. Official degrees will be stored for a maximum of five years from the date the relevant party is notified. After this period has elapsed, the university, through the General Secretary and Registrar, reserves the right to destruct those degrees that have not been collected under controlled conditions and will produce the accompanying destruction certificate.

TITLE VIII: OTHER PROVISIONS

CHAPTER 1: TRANSITIONAL PROVISIONS

First transitional provision. Application of the regulations

1. These regulations will be applicable to IE University's official master's degrees and will come into effect from the 2020–2021 academic year.
2. Under the supervision of the person responsible for academic planning, the academic directors of the respective master's degrees will facilitate the transition to these regulations and will resolve all pre-existing issues of previous academic years on an individual basis according to the principles of the present regulations and with particular attention to previously enrolled students.

CHAPTER 2: REPEAL PROVISION

Sole repealing provision. Repealing regulations

Any existing regulation of equal or inferior status that may be in contradiction with the present regulation in its scope of application is repealed.

CHAPTER 3: 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 regulatory development

After deliberating with the Rector's Committee, the Vice-Rector in charge of academic planning is entitled to adopt the rules and provisions in applying and developing these regulations, as well as to proceed with the interpretation and partial revision of its provisions.

Third final provision. Entry into force and publication

Once approved by the IE University Board of Directors, these regulations will take effect and will apply to all official master's degree taught at IE University from the 2020-2021 academic year. 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.

APPENDIX

CORRESPONDING GRADES IN THE SPANISH AND US SYSTEM

CORRESPONDING GRADES		
US SYSTEM	IE UNIVERSITY (SPANISH SYSTEM)	
Honors	10	Sobresaliente
Excellence	8	Notable
Proficiency	7	
Pass	6	Aprobado
Low Pass	5	
Fail	0–4.9	Suspenso