



Barcelona School of Economics

BSE Executive Education and Summer School Policies 2023-24

This version November 14, 2023

*The terms and conditions outlined in these policies apply only to the **BSE Executive Education** and the **BSE Summer School** that run during the 2023-24 academic year.*

Contents

Click on the topic to jump directly to its related content:

Before the course starts

- Admissions process for individuals
- Registration process for companies and institutions
- Cancelation

During the course

- Auditing
- Recording
- Identification
- Attendance
- Online Participation
- Privacy

BSE Summer School Grading and Credit System

Before the course starts

Admissions process for individuals

APPLICATION AND ACCEPTANCE

1. The period for individuals' registrations to BSE courses runs on a rolling basis, from the moment applications open until they close on the published date.
2. Candidates are accepted to courses on a first-come, first-served basis and they can confirm their attendance until the classroom capacity is reached.
 - a. When the start of the course approaches, the final confirmation deadline will be duly notified by email to all accepted candidates.

CONFIRMATION AND WAITING LIST

1. It is the applicant's responsibility to determine whether a course is relevant and suitable for their individual requirements before confirming their attendance. They must do so by examining the information on our website or by asking Admissions Counselors questions to verify eligibility.
2. A place for the course is guaranteed only when full payment of the course fees has been received and registered by the BSE finance department. The payer will be responsible for any commissions or fees generated during the transaction and BSE will not consider a payment complete until all fees have been paid in full.
3. Participants must follow up with their sponsors to make sure the deadlines are met or put them directly in touch with the admissions or accounts office to guarantee a convenient follow-up.
4. Upon successful confirmation payment, an email will be sent to participants acknowledging receipt of the course fees and, therefore, confirmation of their course place.
5. Candidates are strongly encouraged to confirm their seats as soon as possible to avoid getting closed out. Popular courses may be filled out earlier than expected and way before the final application process closes.
6. Those applicants who want to enroll in a course that has been filled out, will be put on a waiting list.

SUMMER SCHOOL COURSES CHANGE REQUESTS

Making changes to the BSE Summer School course selection, type of fee, or discounts applied is only allowed while in "Accepted" status *and* before an invoice has been issued.

Please make sure the course selection and the type of fee and discounts applied in your acceptance letter are correct before confirming your place or requesting an invoice.

Once an applicant's seat is confirmed, changes in course selection are only possible if no more than 20% of the course's contents have been delivered, therefore, until the end of the first day of lectures of a course.

Registration process for companies and institutions

REGISTRATION AND CONFIRMATION

1. The period for Corporate Registrations to BSE courses runs on a rolling basis from the moment Admissions open and works on a rolling basis until they close on the published date.
2. It is the institution's responsibility to determine whether a course is relevant and suitable for their individual requirements before confirming their attendance. They must do so by examining the information on our website or by asking Admissions Counselors questions to verify eligibility.
3. The company registrar should list their participants using the [Corporate Application Platform](#) and submit the registration request.
 - BSE will apply the discounts agreed and the company registrar will receive an email with a summary registration including the final fee quotation.
 - After approval of the registration and quotation, BSE will proceed to issue an invoice for confirmation payment.
4. A place for the course is guaranteed only when full payment of the course fees has been received and registered by the BSE finance department. The payer will be responsible for any commissions or fees generated during the transaction and BSE will not consider a payment complete until all fees have been paid in full.
5. Upon successful confirmation payment, an email will be sent to the company registrar acknowledging receipt of the course fees and, therefore, confirmation of course registration for all participants listed, who will individually receive a welcome message from the Academic Coordinator with instructions for the course.

Cancelation

By the Participants or the Institution

Cancelations will allow tuition fees totally or partially refunded according to the following terms:

- **Cancelation before admission closing date:** Full refund
- **Cancelation on or after the course closing date:** No refund.
If desired, the fee can be used as a credit to defer participation to the next edition of the course.

By the School

In the unlikely event that BSE needs to change the modality of a course from face-to-face to online, or must cancel the course entirely, confirmed participants can choose one of the following options:

1. Request a full refund of the fees paid.
2. Defer admission to the next edition of the course and use the amount paid as a credit towards that edition's fees.

IMPORTANT NOTE ABOUT TRAVEL EXPENSES

The Barcelona School of Economics will not be held responsible for travel expenses related to the course. We strongly recommend every on-campus course participant acquire travel insurance that would conveniently cover them in case of cancellation.

During the course

Auditing

Attending courses that a participant has not officially registered and paid for is not permitted at the Barcelona School of Economics. Participants must be aware that there will be daily random checks on class attendance to guarantee the seats for the participants who have officially registered for each course.

DISCIPLINARY PENALTIES

If a participant is caught during auditing on the first day, he or she will be required to pay the course's full tuition plus a recharge of 200 euros, after which the participant is entitled to continue attending the course.

If a participant is caught during auditing the second or subsequent days, she or he will be required to pay the course's full tuition plus a recharge of 400 euros.

Recording

The recording of classroom lectures (audio and video), discussions, and other course-related activities is not permitted during BSE courses. Please review our specific legal notice regarding online teaching and materials in the **Privacy** section below.

Identification

FACE-TO-FACE COURSES

Upon registration on the first day of a BSE course, participants will receive a welcome pack that includes a name badge which should be worn during the whole week. This

identification badge gives access to lectures, morning coffee breaks, and evening social events.

ONLINE COURSES

Course participants may be required to identify themselves during the online sessions. The school reserves the right to perform random identity checks during the BSE online courses.

Attendance

Attendance at the BSE courses is mandatory and will be tracked daily by the school. The school will not issue an attendance certificate if the participant is absent for more than 20% of a course.

Online Participation

Participants are expected to be on time and show proper behavior during online sessions. Participants are required to have and use a camera and microphone when attending online sessions unless otherwise specified by the instructor.

For the benefit of the whole class, and to improve the learning experience, participants are expected to follow the class from a quiet location, with a device that permits full participation in the class activities (BSE courses cannot adequately be performed on a mobile device).

Privacy

PERSONAL DATA

BSE will treat the personal data provided during the application process in compliance with the General Data Protection Regulation (GDPR) guidelines. This can be reviewed in our data protection policy in full at bse.eu/legal

PERSONAL IMAGE

During the BSE courses, photographs and/or video recordings may be taken for promotion purposes and the resulting audiovisual material may be published on BSE's social media and website, or on other websites where BSE promotes its courses.

Photographs and videos are normally taken in general shots to show the running of the sessions and networking events. In case of a closer shot, participants will always be asked to give their consent before the photo is used.

In compliance with the GDPR guidelines, these images will not be shared with any third party and will be stored for a maximum of 5 years.

Participants have the right to ask BSE to access, edit, limit, or delete any image in which they might be present, and have the right to withdraw their consent at any time by sending an email to communications@bse.eu.

THE PARTICIPANT'S PROFESSIONAL INFORMATION IN CLASS

To promote a frank, open, and constructive discussion, BSE courses are conducted under the Chatham House Rule, which states that "participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed."

ONLINE TEACHING AND MATERIALS

Teaching through online platforms has implications regarding the processing of personal data. This may include the treatment of image and/or voice.

Class interventions will be governed by the principles of the ordinary operation of teaching. Any recordings made can only be used within the framework of the corresponding subject in the online platform, with restricted access, at most, to the participants in the group itself.

Any other use will require the consent of the affected people and, where appropriate, the authorization of the BSE management. Participants must bear in mind that images can be captured in private settings and, therefore, they are urged to be especially careful in protecting their privacy and that of the people they live with, and in respecting the privacy of course instructors and the rest of the classmates.

The contents uploaded to the online platform are restricted to those people who are expressly authorized and for exclusively academic use limited to the subject. Any other use may be subject to sanction in accordance with the BSE disciplinary regulations, without prejudice to the civil or criminal responsibilities that may be incurred.

Likewise, the non-consensual recording and dissemination of academic activity outside the framework of the subject itself may violate fundamental rights to data protection, image rights, privacy, and intellectual property rights. Therefore, they may also be subject to disciplinary sanction and/or civil or criminal liability.

For questions on this matter, please email us at coordination.summerschool@bse.eu.

BSE Summer School Grading and Credit System

Most of the BSE Summer School courses offer participants the possibility of being assessed to request official credit transfers (ECTS). It will be up to the participant's home institution to decide how many credits will be awarded, but the BSE Summer School will:

1. Provide any necessary information to help the university of origin evaluate the courses by recommending the equivalence in our institution.
2. Provide the participant with a transcript stating the courses attended, the number of hours completed, and the grade obtained in the assessment.

Participants who wish to join the Summer School under this scheme will be asked to request ECTS during the standard application process.

Upon conclusion of the Summer School, assessments will be graded, and transcripts sent to participants in a timely manner.

It will be the responsibility of the students to contact the Registrar/Academic secretary/Study Abroad Office of their home institutions to check how the hours completed and the grades obtained can be transferred into official credits.

Participants not interested in credit transfer will instead receive a Certificate of Attendance, stating the courses and number of hours completed. These students will be neither evaluated nor graded.

Each Summer School course has its own conditions for course assessment, grading, and credit equivalencies. To view these conditions, please visit the [Credit Transfer page](#) of our website.

The latest version of this document is always available on our website:

www.bse.eu