



BARCELONA GSE SUMMER SCHOOL POLICIES
2021 Edition

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Before the Summer School
FEES AND DISCOUNTS

1. These terms apply only to discounts offered to applicants to the Barcelona Graduate School of Economics SUMMER SCHOOL.
2. The Barcelona GSE Summer School 2021 will be offering the following **types of fee**:
 - a. Regular Fee
 - b. Reduced Fee: Ph.D. students, Master students, Barcelona GSE current students, Barcelona GSE Alumni (Master's graduates) and those in unemployment situation.
3. The Barcelona GSE Summer School 2021 will be offering the following **discounts**:
 - a. EARLY BIRD
 - b. MULTIPLE COURSE SELECTION
 - c. GROUPS
 - d. PARTNERS
 - e. CURRENT STUDENTS
 - f. RECOMMENDERS
4. The above discounts are applied using as a calculation base the type of fee requested by the applicant and validated by the admissions officer, and are cumulative except for the following cases, in which the highest discount will apply:
 - a. Group discount and Partner discount > Partner discount will apply
 - b. Current students and Recommenders > Recommender discount will apply
5. By accepting this discount offer the entrant agrees to and is bound by these terms and conditions:

EARLY BIRD	10% applicable when confirmation payment is arranged before or on the announced Early Bird Date.
MULTIPLE COURSE SELECTION	15% applicable when taking 2 courses 25% applicable when taking 3 courses or more



<p>GROUPS</p>	<p>10% applicable when a unique payer (university, company or other institution) is paying for the participation of at least 5 people.</p> <p>In order to apply to this discount, the responsible for the group must contact the admissions office providing a comprehensive list of names.</p> <p>All members of the group will be processed and offered the discount at the same time: no discounts will be offered until at least the first 5 people have applied. Additional members can afterwards join the group, if the admissions office is conveniently notified before they are accepted.</p> <p>In the event a group of individuals wants to join this offer in their personal capacity (without a sponsor) one of them must take the lead of the group as the main contact with the admissions office, and a unique payment for the whole group fees will be required.</p>
<p>PARTNERS</p>	<p>20% discount for Gold Partner Institutions and Sponsors. 10% discount for Silver Partner Institutions.</p> <p>Applicable only when the partner is the payer of the fees and an invoice is issued at its name.</p>
<p>CURRENT STUDENTS</p>	<p>20% discount applicable to applicants enrolled in a Barcelona GSE Master's Programs during the academic year 2020-2021.</p>
<p>RECOMMENDERS</p>	<p>50% discount applicable to Current Students and Alumni that recommend us to a friend that confirms a place for the academic year 2021-2022.</p>



ADMISSIONS PROCESS

APPLICATION, ACCEPTANCE and WAITING LIST

1. Summer School Admissions Period runs from the moment Applications open and work on a rolling basis until Applications close in June.
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. Candidates are strongly encouraged to confirm their seat as soon as possible to avoid getting closed out.
 - b. When the start of the sessions approach, final confirmation deadline will be duly notified by email to all accepted candidates
 - c. After the given deadline is expired and having the admissions office sent the convenient reminders, all non-confirmed applications may be canceled with no more prior notice.
3. Popular courses may fill out earlier than expected and way before the final application closing in June. In the event this happens at any time of the admissions period, accepted candidates will be notified and given instructions on how to proceed to confirm their seat:
 - a. A deadline to process confirmation payment is suggested, and after this deadline expires, applicants under the "Accepted" status are moved to the "Waiting List" status.
 - b. The admissions office reserves the right to offer a seat to a new applicant if accepted candidates don't answer to the notification email before the deadline proposed.
 - c. The process is repeated in cycles until the course is completely filled, meaning that new accepted will have a new deadline to reserve their seats and failure to do so will mean they will be moved to the Waiting List and other candidates accepted, until the course is permanently closed.
 - d. Candidates may afterward be readmitted upon request, but only in case of cancellations and in strict order of listing.



CONFIRMATION

1. A place for the course is guaranteed only when full payment of the course fees has been received and registered by our accounts office.
 - a. Participants must follow up with their sponsors in order for them to meet the deadlines otherwise directly put them in touch with the admissions office to make sure the process is conveniently tracked.
2. Upon successful confirmation payment, an email will be sent to the participant acknowledging receipt of the course fees and, therefore, confirmation of course registration.

CANCELLATION

The School is committed to deliver you the best available learning experience. To allow for complete transparency, and give you the full information on the available options in these uncertain times, the following cancellation policy covers all the different modalities (on-campus and online) of the Summer School 2021 edition.

ON-CAMPUS courses policy

Cancellation or modality change caused BY THE SCHOOL

The Barcelona GSE is closely monitoring the development of COVID-19 (corona virus) around the world, and we want to reassure we are committed to delivering the Summer School training you have applied for.

However, there could be two different scenarios in which the school may be forced to change the modality of or cancel the on-campus courses.



This will be assessed on the 14th of May, 2021 and communicated to you if there is a change that affects your enrollment.

On this date the School:

1. will assess if a course will reach the minimum number of registered participants necessary to guarantee its viability, and
2. will assess the COVID-19 situation, related to precautionary measures in place in Barcelona, such as the closure of Higher Education Institutions, the prohibition of public gatherings, events, and meetings, or a compulsory quarantine to enter Spain.

In both cases, 1 and 2, our commitment is to change the modality of the proposed on-campus courses, to an online format.

In the unlikely event that courses you have registered for are not made available online you would be able to:

- request a **full refund** of the fees paid

-OR-

- **defer the admission** to the next edition, and use the paid amount as a credit towards it.

Cancellation BY THE PARTICIPANT

The refund/deferral options mentioned above would also apply if the on-campus courses can be celebrated but there is a strong negative advice to travel to Barcelona from your country of residence, by the competent authorities,

-OR-

Spain imposes selective admission restrictions for travelers arriving from your country

-OR-



the on-campus courses *cannot* be celebrated and are changed to an online format, but you are not interested in this kind of training.

In general, and outside of the aforementioned cases, participants wishing to withdraw from a Summer School course/s will have their tuition fees totally refunded (except for 200 EUR of administration and admission expenses) if canceled before May 14.

IMPORTANT NOTE: The Barcelona GSE will not be deemed responsible for the related travel expenses and therefore strongly recommends every on-campus courses participant to take out a travel insurance that would conveniently cover them in case of cancellation.

ONLINE courses policy

Cancellation BY THE SCHOOL

The Barcelona GSE reserves the right to cancel an online course that by the date of the Early Bird, May 14, has not reached the minimum number of registered participants necessary to guarantee its viability.

In such a case the participant would have the right to:

- **request a full refund** of the fees paid

-OR-

- **defer the admission** to the next edition and use the paid amount as credit towards it.



Cancellation BY THE PARTICIPANT

Participants wishing to withdraw from online Summer School course/s will have their tuition fees totally or partially refunded according to the following terms:

1. Cancellations before May 1: Full refund, except for 200 euros to cover administration and admissions expenses.
2. Cancellation before June 15: 50% of the registration fee charged.
3. Cancellation on or after June 15: No refund.

COURSE ATTENDANCE AND CHANGE REQUESTS

1. Making changes to the Summer School course selection **with no additional charges** is possible only
 - a. while in Accepted Status
 - b. before an INVOICE has been requested

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

No changes in the type of fee or discounts applied will be done in Confirmed status or after an invoice has been issued.

2. Making changes to your course selection **once in Confirmed Status/after an INVOICE has been requested** is only possible under the following terms:
 - a. not more than 20% of course contents have been delivered, therefore until the first day of lectures of a course.



- b. an additional charge of 200€ on top of the new selection total fee amount will be charged
- c. no refunds will be done in case the new selection gives, as a result, a lower amount than the original.

Changes requests approval will be always subject to seats availability and only confirmed after payment of the additional fees that may incur in each case.

GRADING AND CREDIT SYSTEM - NOT APPLICABLE FOR 2021 EDITION-

The Barcelona GSE Summer School courses offer the possibility of being assessed with the purpose of getting official credits transferred (ECTS).

It always will be up to the home institution to decide how many credits will be awarded, but the Barcelona GSE Summer School office will:

1. provide information to help the university of origin evaluate the courses by giving a recommendation of the equivalence in our university
2. provide the participant with Transcript stating the courses attended, the number of hours completed, and the grade obtained in the assessment.

Students who want to join the Summer School under this scheme will be asked to make an online request and pay an additional fee, while following the traditional admissions process. The deadline to confirm your seat in the courses and eventual registration for assessment, is June 1.

Upon conclusion of the Summer School, deliveries will be assessed, and transcripts sent to participants during September. 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.

Exceptionally, a student will be able to request a Transcript before the above mentioned date if he/she provides a document with an appropriate justification.

Participants not interested in credit transfer will instead receive a Certificate of Attendance, stating the courses and number of hours completed. These students will not be evaluated nor graded.

-Please [check out our website](#) to see the specific conditions by program-

During the Summer School

AUDITING

Auditing courses that you have not officially registered and paid for is not permitted at the Barcelona GSE. Please be aware that there will be random checks on class attendance daily to guarantee the place for the participants who have officially registered in each course.

Disciplinary penalties:

1. If you are found auditing during the first day, you will be required to pay the course's full tuition plus a recharge of 200 euros, after which you are entitled to continue attending the course.
2. If you are found auditing during the second or subsequent days, you 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 at the Barcelona Graduate School of Economics Summer School.

You can check our specific Online teaching and material BGSE legal notice in the Privacy section.

IDENTIFICATION

For face-to-face courses: Upon registration on the first day at the Summer School, you will receive a welcome pack that includes a name badge which you must wear during the whole week. This identification badge will give you access to lectures, morning coffee breaks, and evening social events.

For online courses: Students may be required to identify themselves during the online sessions. The school reserves the right to perform random identity checks during the Summer School.

ATTENDANCE

Attendance to the Barcelona GSE Summer School courses is mandatory and will be daily tracked by the school. The school will not issue the attendance certificate if there is more than 20% absence per course.

ONLINE PARTICIPATION

Students are expected to be on time and show proper behavior during online sessions.

Students 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 in order to improve the learning experience, students are expected to follow the class from a quiet location, with a device that permits full participation in the class activities (Summer School courses cannot adequately be performed on a mobile device).



PRIVACY

Your Data

You can check our commitment to treat the data you provide us during the application process, in compliance with the General Data Protection Regulation (GDPR) guidelines, at this link .

Your Image

During the school photographs and/or video recording is usually done with marketing purposes, and the resulting audiovisual material can be published on our social media and webpage, and in other websites where we promote our courses.

Photographs and video are normally taken in general shots to show the running of our sessions and networking events, and in case of a closer shot you will be always asked to give your consent. In compliance with the GDPR guidelines, these contents will not be shared with any third party and will be stored for 5 years. You have the right to inquire at the Barcelona Graduate School of Economics to access, edit, limit or delete any image in which you might be present. You also have the right to withdraw your consent at any time by sending an email to communications@barcelonagse.eu .

Your professional information as a participant in class

In order to promote a frank, open and constructive discussion, this course will be 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 material BGSE legal notice

We inform you about the new implications that online teaching through the Online Platforms may have in the processing of personal data. In particular, it may involve treating your image and your 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 students in the group itself.

Any other use will require the consent of the affected people and, where appropriate, the authorization of the Barcelona GSE Management. It should be borne in mind that images can be captured in private settings and that, therefore, we urge you to be especially careful in protecting your privacy and the one of people you live with, and also in respecting that of teachers and of the rest of the classmates with whom you can interact during teaching activities.

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 BGSE 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.

If you have any questions on that matter, please email us at programs.office@barcelonagse.eu.