



Barcelona School of Economics

# Barcelona School of Economics Internal Regulations

*Approved by the Academic Programs Committee on July 2, 2024*

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# ABOUT THE BARCELONA SCHOOL OF ECONOMICS

## Foundation

The Barcelona School of Economics (BSE) is an institution for scientific cooperation in research and graduate education in economics and the social sciences.

Founded in 2006 as the Barcelona Graduate School of Economics, BSE is a pioneering initiative that brings together four academic units with established international reputations and a history of leadership in the field of Economics:

- Department of Economics and Business, Universitat Pompeu Fabra (UPF)
- Unit of Economic Analysis, Universitat Autònoma de Barcelona (UAB)
- Center for Research on International Economics (CREI)
- Institute for Economic Analysis (IAE-CSIC)

BSE offers a wide range of professionally- and academically-orientated graduate degrees in Economics, Finance, and Data Science.

## Campuses

The Barcelona School of Economics operates on two campuses:

- Ciutadella Campus (UPF)
- Bellaterra Campus (UAB)

# PROGRAMS AND DEGREES

Barcelona School of Economics offers ten programs leading to three master's degrees:

## **Programs leading to the Master's Degree in Specialized Economic Analysis:**

- Competition, Regulation, and Markets (CRM)
- Economics of Energy, Climate Change, and Sustainability Program (ECCS)
- Economics of Public Policy (EPP)
- International Trade, Finance, and Development (ITFD)
- Macroeconomic Policy and Financial Markets (MPFM)

## **Program leading to the Master's Degree in Data Science:**

- Data Science for Decision Making (DSDM)
- Data Science for Methodology (DSM)

## **Programs leading to the Master's Degree in Economics and Finance:**

- Economics (ECON)
- Finance (FIN)
- PhD Track

# STUDENT AFFAIRS

## Programs Office

The BSE Programs Office team, with the support and supervision of the Academic Affairs Manager, coordinates all BSE study programs., It is located at the Student Affairs office, open on working days from 10:30 AM to 1:30 PM. Appointments outside office hours can be made upon request.

## Career Service

The Career Service department can be reached at the BSE Office 23.203 or by appointment (email).

# COURSE STRUCTURE

## Calendar

The student's commitment with the Barcelona School of Economics starts on September 1 and ends on July 15, after graduation.

All Master's programs are nine-month full-time study programs. They are organized in three terms:

- Fall (September-December)
- Winter (January-March)
- Spring (April - June)

Each term ends with a two-week examination period. **Students are required to stay in Barcelona during the whole examination period.**

## ECTS

Upon successful completion of each course in the Master's program, students are awarded ECTS (European Credit Transfer System) credits. The number of credits awarded is based on the number of hours needed to complete the course.

The BSE Master's degrees are 60 ECTS programs, where 60 ECTS correspond to approximately 1,800 hours of study time in nine months (full-time).

## ACCESS AND REGISTRATION

At the beginning of the academic year, all students are asked to formally register at the Barcelona School of Economics. Failure to do so will cancel the admission offer.

### Required documents

At the time of registration, all students must provide:

- Passport and one copy.
- Proof of payment of the first two installments.
- Legalized proof of completion of their undergraduate degree:
  - Final Diploma of your undergraduate degree or a document stating that it is in the process of being issued: original and photocopy.
  - Academic transcript (transcript of grades): original and photocopy.

The Barcelona School of Economics will certify the copies, stamp them, and return the originals to the students.

The process and requirements differ depending on the degree's country of issuance (and not on the student's country of origin).

### DOCUMENTS ISSUED OUTSIDE EEA AND SWITZERLAND

Academic documents issued outside the European Economic Area (EU members and Iceland, Liechtenstein, Norway) and Switzerland must be appropriately authenticated by means of the Hague Convention Apostille or by means of diplomatic legalization, if the issuing country is not a member of the Hague Conference Member. **The authentication process must be carried out in the country in which the documents were issued.**

### TRANSLATION OF DOCUMENTS

Academic documents issued in languages other than Catalan, Spanish, French, Italian, Portuguese, or English must be translated into Spanish, Catalan, or English by an official authorized translator.



## MISSING DOCUMENTS

Students will be allowed to register and follow the courses, but their final registration will be subject to the presentation of the final diploma and final transcript duly legalized. Failure to present these documents will result in denial of graduation, even if the student meets the academic conditions to graduate. The student will only be able to graduate upon presentation of the duly legalized documents.

## Course selection

Students will be asked to register for all courses upon registration at the beginning of the academic year. Students must register for 60 ECTS.

## ELECTIVES

Several programs allow students to choose elective courses. Although students must register for all ECTS at the beginning of the year, the choice of electives can be modified at the beginning of each term in which the course takes place. A one-week registration period is open for this purpose.

Since the number of places is limited, elective courses will be assigned according to order of registration. There are no exceptions to this rule.

Changes in course selection are not allowed after the first two weeks of the term.

### Enrollment in electives from other programs

In very special circumstances, students can take courses from other programs. Approval from directors of both programs and from the school is needed for this change to take effect. In addition, the following rules apply:

- Students cannot take any course from other programs in term 1
- A maximum of 12 ECTS can be taken from other programs, with a maximum of 9 ECTS per term.

## Data Science Industrial Practicum

Students enrolled in the Data Science Industrial Practicum course will not be allowed to change their enrollment once they have been accepted by the internship company unless they have the approval of the program director.

## Cancellation due to low enrollment

The Barcelona School of Economics reserves the right to cancel any elective course with fewer than 10 students enrolled in it.

## Temporary suspension for non-payment

Participants can be temporarily suspended from enrolment in the event of non-payment until the situation is solved, either by payment of the outstanding amount or the corresponding suspension from the program. During the temporary suspension the student will be blocked from accessing the virtual campus and the access to grades until the situation is rectified. This means that they will not be able to submit any academic assignments and, if there are any course assessments during the suspension, they will be marked as "Absent" (Fail).

# STUDENT IDENTIFICATION

## Student ID number

Students receive a personal and confidential identification number that can be used to access, amongst other things, the wireless network, campus computers, and library services. This number is called NIS and/or NIU.

## Student card

Students receive a personal Barcelona School of Economics ID card with their picture and their student ID number printed. This card is used to identify the person as a BSE student anytime required.

## Student email

Students receive a personal BSE email address. After registration, this email address is the only address used by the school to communicate with the students.

Students are required to regularly check the inbox of this email address, as this is an official communication channel between the School and its students.

# STUDENT ELECTRONIC MEANS

## Virtual campus

Students receive credentials to access the Barcelona School of Economics virtual campus. The virtual campus is the tool where students can:

- Find all course materials.
- Access their grades for each course.
- Register on courses for each term.
- Request any academic documents before and after graduation.

## Laptop computers

Students are responsible for bringing their own laptops in case they are needed for a course development. The Barcelona School of Economics will not provide nor lend laptops.

## Licensed tools

Throughout the academic year, the School provides students access to various licensed software and databases to support their learning and research activities. The student agrees that when using the licensed tools will not:

- upload, post, email or transmit or otherwise make available any content that infringes any patent, trademark, copyright, trade secret or other proprietary right of any party;
- use the licensed tool for any illegal or unauthorized purpose;
- remove or alter any copyright, trademark or other proprietary rights notices contained in the licensed tool;
- transmit any viruses, worms, defects, Trojan horses, or any items of a destructive nature.

The school reserves the right to monitor the usage of these resources to ensure compliance. Failure to adhere to these rules may result in the revocation of access privileges and disciplinary actions.

## STUDENT RESIGNATION

A student who wishes to leave the Master's program should communicate their decision to the Barcelona School of Economics in writing.

The Barcelona School of Economics will issue a resignation letter that will be signed by the school and the student as official documentation.

Tuition fees are not refundable. Any outstanding fees are to be paid, even if the student decides to resign.

An email confirming the resignation of the student will also be accepted as a resignation letter.

If a student does not attend classes or sit for exams, the Program Coordinator will send an email to ask for confirmation of the resignation. If no answer is received after one month, the student will be considered to have dropped out of the program.

## INTERRUPTION OF STUDIES

Students experiencing any major health or personal problem that affects class and exams attendance are encouraged to speak to a professional, such as a medical doctor or counselor, and to approach the Academic Affairs and Career Services Manager to evaluate the possibility of starting the procedure to request an interruption of studies at the Barcelona School of Economics.

If a student interrupts their registration, it means they intend to continue with the same program once they return to study. Requests to interrupt are only authorized on submission of official documentation denoting mitigating circumstances (see the exact details in the Annex 2 below).

# ACADEMIC POLICIES

## Grading policy

The Barcelona School of Economics follows the following grading scale, from 0 to 10:

Numeric Scale	Grade	Reference Grade Description
9.5-10	A+	Extraordinary Achievement
9.0-9.4	A	Outstanding
8.0-8.9	A-	Excellent
7.5-7.9	B+	Very Good
7.0-7.4	B	Good
6.0-6.9	B-	
5.0-5.9	C	Pass
4.0-4.9	D	Fail
0-3.9	F	

*Only the grades of A and B allow a plus (+) or minus (-) suffix.*

## Graduation requirements

### ACADEMIC REQUIREMENTS FOR GRADUATION

- **Grade Point Average (GPA) of 5.0 or above**

If the GPA is below 5.0 the student will not be able to graduate under any circumstances.

- **Final Master Project graded 5.0 or above**

If the Final Master Project is graded below 5.0 the student will not be able to graduate under any circumstances.



- **Have no more than 6 ECTS with a grade below 4.0**

Students finishing with more than 6 ECTS with a grade below 4.0 will not be able to graduate at the end of the academic year.

- Courses graded below 5.0 will be shown in the final transcript as a Compensated Pass (CP).

## ADDITIONAL GRADUATION REQUIREMENTS

In addition to the academic requirements, to graduate the student must also:

- Have no outstanding payments due to the Barcelona School of Economics.
- Have presented a duly legalized document proving that the student has the necessary degree to be accepted in an official Master's degree program according to the Spanish and European Regulations.

Any student failing to graduate in the corresponding academic period is allowed to do a second enrollment of the failed course(s) no later than the subsequent academic year. In order to graduate the student has to register to all failed courses and comply with the graduation policy.

If a student needs to enroll in a failed course for a third time, they may apply for a third extraordinary examination call for the unsuccessful courses, following the procedure established by the UPF continuance regulations.

## Exams

### CONTINUOUS ASSESSMENT

All Barcelona School of Economics courses are subject to continuous assessment. This can consist of exams, problem sets, essays, presentations, papers, or a combination of these. The assessment of most of the courses includes a final exam. No exam re-takes are possible.

## EXAM REVISIONS

Students can ask the professor of the course for a review of the grade obtained within the following 15 days (calendar days) after the grades are published. Students will be informed of the revision period each term by the program coordinator.

## GRADE APPEALS PROCESS

If students don't agree with the revision done by the professor of the course, they may file a formal appeal for their grade to be reviewed by an Academic Commission.

The formal grade appeal must be sent to the Program Coordinator within the following 5 days (calendar days) after the exam revision ends and needs to include a short explanation of the reason for the appeal.

Revision of the grade is done by a committee who will grade the whole exam again. The final grade will be set by the committee and cannot be changed under any circumstance.

## EXAM SCHEDULE

**Exams are scheduled during the last two weeks of each term. Students are required to be available during the whole examination period.**

Exam schedules are always final and cannot be modified for any reason with the following exceptions:

- The request is issued at least 21 days prior to the exam date.
- All students taking that course agree on a date change within the exam period.
- The professor(s) agree(s) to that change.
- The School agrees to that change.

## Attendance

Students should attend classes and are expected to participate in all academic activities.

The Academic Calendar, including exams, is announced well in advance so that students can plan accordingly.

If a student cannot take an exam due to medical issues or other exceptional circumstances, a medical certificate or the appropriate proof of the circumstance must be provided in advance, or within the next 2 business days following the exam. The certificate must explain why the student couldn't attend the exam on that day.

No exam will be rescheduled without appropriate proof of the absence.

An exam may only be rescheduled once. The exam will be rescheduled during the week following the exam period.

## Exam rules

- Punctuality is required; a student can be denied examination if late.
- BSE student card is required to access the examination.
- Students cannot leave the room until their exam is finished. Once a student leaves the room, their exam will be considered ended. An exception can be made if a student has an urgency and needs to make use of the restroom. In that case, they will be accompanied to the restroom. Please do not overuse this rule.
- Food and beverages (except drinking water) are not allowed in class as per university regulations. Only students who have previously requested to have food/beverages in the room due to proven medical reasons will be allowed to do so.
- Before starting the exam, students must disconnect all electronic gear, including cell phones and smartwatches, and place them in their backpacks. Students must leave all belongings (coats, backpacks, cell phones) by the professor's table until the end of the exam. No cell phones or computers will be allowed in the exams unless stated otherwise.
- Identify yourself with your NIS Number in the exam sheets, not with your name.

## Learning disabilities

To request special accommodations due to learning disabilities, students must present a medical report stating the disability and specifying the accommodations recommended by the specialist.

The student must address the request of special accommodations to the School before September 1 of each academic year by sending the medical reports and any other related and relevant documents to the Program Coordinator.

No requests will be accepted after September 1 unless a student is diagnosed with a learning disability during the academic year; in this case, a report may be accepted after the specified registration deadline.

The medical report must be as specific as possible, and its date of issue must be within the last two or three years. If the medical report is indeterminate or not specific enough, it will not be accepted by the School.

The School will give an answer to the request of special accommodations within 30 days of the registration period (as stated on the BSE academic calendar). In case the reports presented are not specific enough, the School will ask for further documents, or a meeting with the Academic Affairs Manager might be required.

## Special accommodations for classes

### RECORDING POLICY

**The recording of classroom lectures (audio and video), discussions, and other course-related activities is not permitted at the Barcelona School of Economics.**

Students with documented disabilities may request to record classroom lectures only if the medical report explicitly recommends it and following the same instructions described in the Learning Disabilities section; however, the school will determine if recording is an appropriate academic adjustment and should be allowed based on the presentation of valid and sufficient documentation.

Students granted with permission to record any classroom activity will be requested to complete an Agreement Form that stipulates recordings can only be used for the students' personal use in relation to their studies.

## Special accommodations for exams

### EXTRA TIME

Time allowance of 25%, which means 15 extra minutes per hour of exam. For other time allowance, it must be specifically recommended by a specialist. The maximum time allowance is 50%.

### SEPARATE ROOM

Only in very special cases, specifically recommended by a specialist and if the disability can interrupt the other students or can cause the student with a disability an injury to his/her development.

### COMPUTER WITHOUT INTERNET CONNECTION

This is allowed if the medical report specifically recommends it.

### FOOD OR BEVERAGES

These are allowed only for students with proven medical reasons.

## Academic integrity

### DEFINITIONS

Academic integrity is violated with any activity that is likely to undermine the integrity essential to scholarship and research. It includes plagiarism, collusion, fabrication or

falsification of results, and any other action with the intention to claim credit for those committing it that they do not properly deserve.

**Plagiarism** is the presentation of the ideas, work, or words of other people without proper, clear, and unambiguous acknowledgement. It also includes the submission, in whole or in part, of a student's own work – 'self-plagiarism' – where, for example, such work may have been previously submitted for a different assessment.

**Collusion** occurs when a student or students collaborate inappropriately or illicitly with another student or students with the intention of improving the mark or grade of an individual or group.

**Fabrication or falsification of data or results** by individual students or groups of students is the presentation or inclusion in assignments of figures or data unsupported by verifiable or documented programs of research; this may or may not additionally involve instances of plagiarism and/or collusion.

## PENALTIES

If a student's work violates the standard of academic integrity, penalties imposed may be:

- Cancellation (i.e. a recorded mark of zero, F) of the examination paper or other assessed work in which unfair practice occurred; or
- Cancellation of all the course units in which the unfair practice occurred.

When determining the penalty to be imposed, account shall be taken of the consequences that the penalty will have for the academic progress of the student concerned.

## Academic transcripts and certificates

### FINAL TRANSCRIPT

After graduation, the Barcelona School of Economics issues a final academic transcript. This transcript details the name of the program, the student's grades, the average GPA,

the total amount of ECTS completed, and the degree obtained, i.e. Degree in Economics and Finance, Degree in Specialized Economic Analysis, or Degree in Data Science.

At any time after graduation, the student may request additional copies of the final transcript. A fee is charged for issuing these copies.

## PROVISIONAL ACADEMIC TRANSCRIPTS

The Barcelona School of Economics can issue provisional transcripts and other grade certificates during the academic course. A fee is charged for the printing of these signed certificates.

Students can also request provisional or final electronic transcripts at no cost. These documents are not signed.

If any document or certificate must be sent by mail or courier, the student is required to pay the corresponding delivery costs.

## Diploma

After successful completion of the program requirements, students have the right to request the corresponding official diploma:

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**Master's Degree in Specialized Economic Analysis** (*Master Universitario en Análisis Económico Especializado*), awarded jointly with Universitat Pompeu Fabra (UPF) and Universitat Autònoma de Barcelona (UAB)

**For students in the following programs:** Competition, Regulation, and Markets; Economics of Energy, Climate Change, and Sustainability; Economics of Public Policy; International Trade, Finance, and Development; Macroeconomic Policy and Financial Markets.

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**Master's Degree in Data Science** (*Master Universitario en Ciencia de Datos*), awarded jointly with Universitat Pompeu Fabra (UPF) and Universitat Autònoma de Barcelona (UAB)

**For students in the following programs:** Data Science for Decision Making; Data Science Methodology.

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**Master's Degree in Economics and Finance** (*Master Universitario en Economía y Finanzas*), awarded jointly with Universitat Pompeu Fabra (UPF)

**For students in the following programs:** Economics; Finance; PhD Track.

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The issuing of the official diploma involves the payment of a fee to the Spanish government. Students can request the official diploma at any time after their graduation. The official master's degree diploma is regulated by a Government decree and managed by the universities and by the Spanish Ministry of Education.

Students can contact the Programs Office for further details on the procedure or on the need to apply for the official diploma.



# STUDENT INTERACTION WITH THE BARCELONA SCHOOL OF ECONOMICS

## Focus groups

Two times per year the Barcelona School of Economics will organize focus group sessions with students of every Master's program. In the focus groups, students can express their views and opinions about the program.

## Student surveys

During the last weeks of each term and until the last day of the exams period, the Barcelona School of Economics will invite students to answer an anonymous survey to evaluate the courses they have taken during that term. At the end of the third term, students also receive a survey to evaluate the program as a whole.

All responses to these surveys are strictly confidential.

## Students Representatives

Each Master's program should have two Student Representatives, who will act as spokesperson for the entire group and will facilitate communication between students and the School. The class representative is appointed before the middle of the first term.

## Quality Committee

The Quality Committee has a representation of 3 students or alumni from any of the official Master's programs. The students or alumni representatives are appointed by the president of the Quality Committee.

## Student communication with the Barcelona School of Economics

The Barcelona School of Economics has several channels to allow students to communicate their comments, suggestions, or complaints, depending on whether these are related to the academic activity, the functioning of the school, or the services provided by the Barcelona School of Economics:

**Issues related to academic matters:** Students should as soon as possible pursue an informal solution and direct their suggestions or complaints to the professors of the courses or to the master's Director.

**Issues related to the proper functioning of the Master's program:** Students are advised to contact the Master's Program Coordinator as soon as the issue arises.

**Issues related to the proper functioning of the School and the services provided:** Students are advised to contact the Academic Affairs Manager as soon as the issue arises.

If any of the issues persist, students can redirect their suggestions and complaints through the [BSE Whistleblower Channel](#) by sending a report via the available [platform](#).

In addition, students can express their suggestions in the anonymous students' surveys that take place during the last weeks of each term.

## ALUMNI & FRIENDS NETWORK

The Barcelona School of Economics offers the Alumni & Friends network to all former Barcelona School of Economics Master's program students to connect with other BSE graduates and with recruiters, and to stay updated about BSE activities that are relevant to our Alumni.

More information about the BSE Alumni Network can be found at [bse.eu/alumni](https://bse.eu/alumni)

## DISCIPLINE

The Barcelona School of Economics Rules of Good Fellowship are annexed to this document. Students are requested to read it carefully.

## ANNEX 1: COMMUNITY STANDARDS

The Barcelona School of Economics (BSE) endeavors to ensure all its students and faculty optimum academic conditions for teaching, assessment, and graduation, as well as working conditions for staff.

### **BSE aims to take appropriate measures to ensure:**

- The normal running of academic and all other kinds of activities carried out during the course.
- The safety of the facilities.
- The physical and moral integrity of its students, staff, co-workers, and guests during their stay on the School premises.
- The continuation of the prestige and good name of the School.

### **Therefore, at the time of registration, students assume the following obligations:**

- To show correct conduct during any activity in which they participate.
- To address and behave respectfully towards colleagues, workers, teachers, coworkers, and guests.
- To observe the instructions of the School regarding the maintenance of the good condition and safety of the facilities.
- To respect the good name of the School, channeling their complaints through the mechanisms provided for the purpose.

Accordingly, the commitments of the School and students regarding good fellowship are governed by the following clauses:

## CLAUSE 1. COMMUNITY STANDARDS COMMITTEE

1.1. The members of the Community Standards Committee are:

- BSE General Manager of Barcelona School of Economics (President).
- BSE Deputy Director for Research
- BSE Deputy Director for Academic Programs

- Secretary of the BSE Academic Programs Committee (secretary)
- A representative of the BSE Students Committee
- A representative of the BSE staff

1.2. The Community Standards Committee has the following functions:

- To propose to the management of the school, if appropriate, measures to improve the climate of good fellowship.
- To propose to the management the adoption of the measures provided for in these rules to correct any disruption to good fellowship in the School.
- To propose to the management the amendment of these rules.

The Committee meets under the circumstances specified in these rules and whenever so requested by any of its members.

## CLAUSE 2. DISRUPTION OF GOOD FELLOWSHIP

The following conducts are a breach of students, professors and staff's obligations in the maintenance of good fellowship:

2.1. Disrupting, or improperly interfering with, the academic, administrative, sporting, social or other activities of the Barcelona School of Economics, whether on Barcelona School of Economics premises or elsewhere.

2.2. Obstructing, or improperly interfering with, the legitimate functions, duties or activities of any student, member of staff or other employees of the Barcelona School of Economics or founding Academic Institutions or any authorized visitor to the Barcelona School of Economics.

2.3. Violent, indecent, disorderly, threatening or offensive conduct or language (whether expressed orally or in writing, including electronically) whilst on Barcelona School of Economics premises or engaged in any Barcelona School of Economics activity.

2.4. Distributing or publishing a poster, notice, sign, or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material.

2.5. Fraud, deceit, deception, dishonesty or misuse of licensed tools in relation to the Barcelona School of Economics or its staff or students or in connection with holding any office in the Barcelona School of Economics.

2.6. Actions likely to cause injury or impair safety on Barcelona School of Economics premises.

2.7. Harassment of any student, member of staff or other employees of the Barcelona School of Economics or any authorized visitor to the Barcelona School of Economics.

2.8. Causing damage to or defacing Barcelona School of Economics property or the property of other members of the Barcelona School of Economics and/or misappropriation of such property.

### CLAUSE 3. SERIOUSNESS OF DISRUPTION OF GOOD FELLOWSHIP

3.1. The conducts described in sections 2.1. and 2.2. are considered a minor disruption of good fellowship if they allow the normal continuity of the activity interrupted or interfered with. Otherwise, they are considered serious disruptions.

3.2. The conducts described in sections 2.3, 2.4., 2.5., 2.7 and 2.8 are considered serious disruptions of good fellowship.

3.3. The conduct described in section 2.6. might be considered a minor disruption of good fellowship if it does not actually cause the damage or danger the conduct could potentially cause. Otherwise, it is considered a serious disruption.

3.4. Repetition of minor disruptions is considered a serious disruption.

3.5. Repetition of serious disruptions is considered a very serious disruption.

### CLAUSE 4. MEASURES FOR THE RESTORATION OF GOOD FELLOWSHIP

4.1. In the case of minor disruptions of good fellowship, the School may take the following measures:

- a) A reprimand and warning about future behavior.

- b) A requirement upon the student to give an undertaking as to his or her future conduct within the Barcelona School of Economics.

4.2. In the case of serious disruptions of good fellowship, the School may take the measure of temporary suspension of schooling for a period of 1 day to 1 month. Suspension of schooling implies the prohibition of entering the facilities of the Barcelona School of Economics or founding organizations and participating in any of the School's activities.

4.3. In the case of very serious disruptions of good fellowship, the School may take the measure of temporary suspension of schooling for a period of 1 month to 6 months.

## CLAUSE 5. INDEPENDENCE FROM OTHER MEASURES

The adoption of the measures specified in the previous clause is without prejudice to the obligation to repair any damage caused to people or facilities and without prejudice to any civil, criminal or administrative liabilities that may apply.

## CLAUSE 6. PROCEDURE

The procedure for the adoption of the measures specified in clause four has the following phases:

- Opening of the proceedings.
- Informal consultation.
- Formal hearing.
- Discussion and proposal of measures.
- Appeal.

6.1. The opening of proceedings for disruption of good fellowship is the responsibility of the management of the School, based on the information and evidence obtained ex officio or at the request of any interested party.

The resolution of the opening of the proceedings includes the appointment of a director and the schedule of procedures, which will be communicated to the student concerned via the School email. The communication is equivalent to the convening of the various



phases of the procedure. If the student fails to attend the various phases of the procedure without pleading a just cause, the procedure will continue in his or her absence.

The director of the proceedings can be an academic or a worker of the Barcelona School of Economics unrelated to the disruption of good fellowship that originates it.

6.2. The informal consultation consists of an interview between the student concerned and the director of the proceedings. The purpose of this consultation is to inform the student of the conducts he or she is accused of and gather all the relevant elements for the deliberations of the Community Standards' Committee. The director takes minutes of the informal consultation and, together with all the relevant evidence given, attaches them to the file of the proceedings. The file is sent to the Community Standards' Committee in good time to conduct the formal hearing.

6.3. The formal hearing consists of an interview between the Community Standards' Committee and the student involved in the proceedings. The purpose is to clarify the facts regarding the conduct of which the student is accused. The student may provide witnesses and any lawful counterevidence regarding the conduct he or she is accused of. He may also be accompanied by a fellow student or worker of the Barcelona School of Economics of his choice, who may speak on his behalf.

The secretary takes minutes of the formal hearing. The minutes are approved at the hearing itself and attached, with the approval of the president, to the file of the proceedings.

6.4. Deliberation and proposal of measures. The purpose of the deliberation following the formal hearing is to establish the controversial facts based on the evidence given and classify them, as appropriate, as minor, serious, or very serious disruptions of good fellowship, in accordance with the standards of clause 3.

The purpose of the proposed measures is to restore good fellowship. To this end, they will take into account the acknowledgment of the perpetration of the actions, repentance and the undertaking not to repeat the conduct in deciding on the degree of the proposed measure.

The proposed measures are set down in writing and attached to the file.

6.5. The members of the Community Standards' Committee refrain from participating in proceedings in which reasons of personal relationship or proximity to the events compromise their objectivity and impartiality. In such cases, the management of the School may appoint substitutes for the abstaining members.

6.6. Appeal. After receiving the file, the management of the School will make a provisional resolution on the measures to be imposed, if any. The resolution must contain the list of conducts considered proven, their classification and the reasons for deciding on the measures in question. The provisional resolution is sent to the student concerned via the school email. The student concerned may submit allegations within a period of 7 days.

## CLAUSE 7. RESOLUTION

Once the allegations of the student concerned, if any, are received, the management of the School adopts a final resolution regarding the measures to be taken. The final resolution is communicated to the student. If it is decided to make it public, this is done without publishing the identification details of the student concerned.

## ANNEX 2: INTERRUPTION OF STUDIES

If a student is experiencing any major health or personal problem that affects class and exams attendance, they are encouraged to speak to a professional, such as a medical doctor or counsellor, and to approach the Academic Affairs and Career Services Manager to evaluate the possibility to start the procedure to request an interruption of studies at the Barcelona School of Economics.

If a student interrupts their registration, it means that they intend to continue with the same program once they return to study.

Requests to interrupt are only authorized on submission of official documentation denoting mitigating circumstances.

### 1. DEFINITION AND APPLICATION PROCEDURE

1.1. Mitigating circumstances are defined as recognizable disruptive or unexpected events, beyond the student's control, that might have a significant and adverse impact on their academic performance.

1.1 Illness, hospitalization, or acute personal difficulties can be considered mitigating circumstances, provided that the student has suitable evidence in the form of an original medical certificate.

1.2 Any mitigating circumstances documentation or supporting evidence found to be falsified results in not admitting these alleged circumstances as valid proof.

1.3 Usually it is not possible to back date an interruption, so it is important for a student who is experiencing difficulties to discuss the options and make a decision as early as possible.

1.4 Very exceptionally, a student can be retrospectively granted an authorized absence from the exams, conditional on submitting evidence of mitigating circumstances providing a good reason as to why they did not inform about any mitigating circumstances before the examinations.

1.5 If a student submits documentation of mitigating circumstances, and then decides to attend classes and/or exams, their mitigating circumstances documentation will be

considered void. This is because the School applies the principle that a student who attends class, and/or participates in any form of assessment shall be considered by the School to be in a position to do so.

1.6 All mitigating circumstances documentation is evaluated by the management and academic direction of the School. In reaching a decision, the Management will take into consideration:

- Whether the mitigating circumstances are significant, including the period covered.
- The authenticity of the evidence provided
- Any other information that is considered relevant by the School

1.7 If the mitigating circumstances documentation is accepted, then the student will be granted an interruption of studies and registration to the Master's program will be suspended.

1.8 An interruption of studies at BSE is allowed for one calendar year.

1.9 Students requesting an interruption of the studies must be up to date on tuition payments, according to the Reply Form signed by the student.

Only in very exceptional and justified circumstances this interruption be for up to two academic years. Students are advised that some classes may vary in following academic years.

## 2. RE-ADMISSION AT THE BARCELONA SCHOOL OF ECONOMICS

The condition for re-admission to the same BSE program is that two months before the start of the classes you hand in an original medical certificate of recovery.

In the case mental health issues are alleged as the cause of mitigating circumstances, the signing doctor should expressly state that they do not foresee any cause for concern about a possible breach in the maintenance of good fellowship at the Barcelona School of Economics.

The following behaviors are considered to be a breach of students' obligations in the maintenance of good fellowship, as per the Rules of Good Fellowship of the Barcelona School of Economics:

2.1. Disrupting, or improperly interfering with, the academic, administrative, sporting, social or other activities of the Barcelona School of Economics, whether on Barcelona School of Economics premises or elsewhere.

2.2. Obstructing, or improperly interfering with, the legitimate functions, duties or activities of any student, member of staff or other employee of the Barcelona School of Economics or founding Academic Institutions or any authorized visitor to the Barcelona School of Economics.

2.3. Violent, indecent, disorderly, threatening or offensive conduct or language (whether expressed orally or in writing, including electronically) whilst on Barcelona School of Economics premises or engaged in any Barcelona School of Economics activity.

2.4. Distributing or publishing a poster, notice, sign or any publication which is offensive, intimidating, threatening, indecent or illegal, including the broadcasting and electronic distribution of such material.

2.5. Fraud, deceit, deception or dishonesty in relation to the Barcelona School of Economics or its staff or students or in connection with holding any office in the Barcelona School of Economics.

2.6. Actions likely to cause injury or impair safety on Barcelona School of Economics premises.

2.7. Harassment of any student, member of staff or other employee of the Barcelona School of Economics or any authorized visitor to the Barcelona School of Economics.

2.8. Causing damage to or defacing Barcelona School of Economics property or the property of other members of the Barcelona School of Economics and/or misappropriation of such property.

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