



Barcelona School of Economics

Intensive Course Policies 2021-22

This version December 2, 2021

The terms and conditions outlined in these policies apply only to the [Barcelona School of Economics \(BSE\) Intensive Courses](#) that run during the 2021-22 academic year.

Contents

Click on any topic to jump directly to its related policies:

Before the course starts

Fees and discounts

Admissions process

[APPLICATION, ACCEPTANCE, AND WAITING LIST](#)

[CONFIRMATION](#)

[CANCELATION](#)

During the course

Auditing

[DISCIPLINARY PENALTIES](#)

Recording

Identification

[FACE-TO-FACE COURSES](#)

[ONLINE COURSES](#)

Attendance

Online Participation

Privacy

[YOUR DATA](#)

[YOUR IMAGE](#)

[YOUR PROFESSIONAL INFORMATION AS A PARTICIPANT IN CLASS](#)

[ONLINE TEACHING AND MATERIALS](#)

Before the course starts

Fees and discounts

1. BSE Intensive Courses have two **types of fees**:
 - Regular Fee
 - Reduced Fee for participants with predefined criteria depending on each course. The criteria are published on each course's page on our website.
2. BSE Intensive Courses offer the following **types of discounts**:
 - Early Bird
 - Groups
 - Partners
 - Current Students
 - Recurring Participants
3. Discounts are cumulative except in the following cases, in which the highest discount will apply:
 - Partner discount and Group discount → Partner discount will apply
4. BSE administration will calculate the total discount based on the type of fee requested by the applicant (subject to validation by the admissions officer).
5. By accepting the discount offer, the admitted course participant agrees to and is bound by the terms and conditions outlined on the next page:

Discount type	Conditions
EARLY BIRD	Between 10 and 20% applicable when confirmation payment is arranged on or before the announced Early Bird date.
GROUPS	<p>10% applicable when a unique payer (university, company, or other institution) is paying for the participation of at least 5 people.</p> <p>To apply for this discount, the responsible for the group must contact the admissions office providing a comprehensive list of names.</p> <p>Once at least five members of the group have applied, all individual applications of the group will be processed and offered the discount at the same time: 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 take advantage of 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>
PARTNERS	<p>20% discount for Gold Partner Institutions and Sponsors.</p> <p>10% discount for Silver Partner Institutions.</p> <p>Applicable only when the partner is the payer of the fees, and an invoice is issued in its name.</p> <p>Please inquire with the Admissions Office if you have doubts as to whether your institution meets the criteria for being considered a Partner Institution.</p>
CURRENT STUDENTS	20% discount applicable to applicants enrolled in a BSE Master's Program at the time of applying for the intensive course.
RECURRING PARTICIPANTS	30% discount for those applicants who participated in another BSE intensive course or summer school in the 6 months prior to the start date of the course.

Admissions process

APPLICATION, ACCEPTANCE, AND WAITING LIST

1. The Intensive Courses Admissions Period runs from the moment Applications open and work on a rolling basis until Applications close in 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.
 - Candidates are strongly encouraged to confirm their seat as soon as possible to avoid getting closed out.
 - When the start of the course approaches, the final confirmation deadline will be duly notified by email to all accepted candidates
 - 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 deadline expires. 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 deadline to process confirmation payment is suggested, and after this deadline expires, applicants under the "Accepted" status are moved to the "Waiting List" status.
 - 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.
 - The process is repeated in cycles until the course is 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.
 - Candidates on the waiting list may afterward be readmitted upon request, but only in case of cancelations 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 the BSE finance department.
2. 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.
3. Upon successful confirmation payment, an email will be sent to the participant acknowledging receipt of the course fees and, therefore, confirmation of course registration.

CANCELATION

Cancelation by the participant

Participants who wish to withdraw from Intensive Courses will have their tuition fees totally or partially refunded according to the following terms:

- **Cancelation before admission closing date:** Full refund, except for 200 EUR to cover administration and admission expenses.
- **Cancelation on or after the course closing date:** No refund.
If desired, the fee can be used as a deposit to defer participation to the next edition.

Cancelation or modality change caused by the School

In the unlikely event that the School 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 already 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 cancelation.

If you have any doubt about these terms or how the admissions process work, please contact us at professional.courses@bse.eu

During the course

Auditing

Auditing courses that you have not officially registered and paid for is not permitted at the Barcelona School of Economics. 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 during BSE Intensive Courses.

For some online courses, the Barcelona School of Economics makes recordings available to the participants for a limited period.

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 at the Intensive course, you will receive a welcome pack that includes a name badge which you should wear during the whole week. This identification badge will give you 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 Intensive course.

Attendance

Attendance of the BSE Intensive 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 (courses cannot adequately be performed on a mobile device).

Privacy

YOUR DATA

We will treat the data you provide us during the application process in compliance with the General Data Protection Regulation (GDPR) guidelines. You can review our data protection policy in full at bse.eu/legal

YOUR IMAGE

During the intensive course, photographs and/or video recordings may be taken for marketing purposes, and the resulting audiovisual material may be published on our social media and website, or on other websites where we promote BSE courses.

Photographs and video are normally taken in general shots to show the running of our sessions and networking events. In case of a closer shot, you will always be asked to give your 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.

You have the right to inquire at the Barcelona 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@bse.eu.

YOUR PROFESSIONAL INFORMATION AS A PARTICIPANT IN CLASS

To promote a frank, open and constructive discussion, BSE Intensive 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 new implications regarding the processing of personal data. This may include the treatment of your image and/or 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 participants in the group itself.

Any other use will require the consent of the affected people and, where appropriate, the authorization of the Barcelona School of Economics management. Bear 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 that of the people you live with, and in respecting the privacy of course instructors 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 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.

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

The latest version of this document is always available on our website:
www.bse.eu