



## **BARCELONA GSE SUMMER SCHOOL POLICIES**

### **2020 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 2020 will be offering the following **types of fee**:
  - a. Regular Fee
  - b. Reduced Fee: Ph.D. students, Master students, Barcelona GSE current students, and Barcelona GSE Alumni
3. The Barcelona GSE Summer School 2020 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:

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



<b>GROUPS</b>	<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>
<b>PARTNERS</b>	<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>
<b>CURRENT STUDENTS</b>	<p>20% discount applicable to applicants enrolled in a Barcelona GSE Master's Programs during the academic year 2019-2020.</p>
<b>RECOMMENDERS</b>	<p>50% discount applicable to Current Students and Alumni that recommend us to a friend that confirms a place for the academic year 2020-2021.</p>



## **ADMISSIONS PROCESS**

### **APPLICATION, ACCEPTANCE and WAITING LIST**

1. Summer School Admissions Period runs from November when 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

1. All cancellations must be received in advance by email.
2. Refunds will be processed after the Summer School and confirmed also by email.
3. Participants wishing to withdraw from a Summer School course/s will have their tuition fees totally or partially refunded according to the following terms:
  - a. Cancellations before May 1: Full refund, except for 200 euros to cover administration and admissions expenses.
  - b. Cancellation before or on June 15: 50% of the registration fee charged.
  - c. Cancellation 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**

Starting this 2020 edition, the Barcelona GSE Summer School courses will offer the possibility of being assessed with the purpose of getting official credits transferred (ECTS).

It 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, 2020.

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.

### **IDENTIFICATION**

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.





## **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 is 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](mailto: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."