

**BARCELONA GRADUATE SCHOOL OF ECONOMICS**

**Internal regulations**

*This document and its annex have been approved by the Academic Programs Committee on ~~February~~ 14  
2018.*

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## ABOUT THE BARCELONA GSE

### Foundation

The Barcelona GSE is an institution for scientific cooperation in research and graduate education in economics and the social sciences. Founded in 2006, the Barcelona GSE is a pioneering initiative that brings together four academic units (Universitat Pompeu Fabra, Universitat Autònoma de Barcelona, IAE-CSIC, and CREI) with established international reputations and a history of leadership in the field of economics. The School offers a wide range of professionally- and academically-orientated graduate degrees in economics, finance and data science.

### Campuses

The Barcelona Graduate School of Economics (Barcelona GSE) operates on two campuses: the [Ciutadella Campus](#) at the Universitat Pompeu Fabra (UPF) and the [Bellaterra Campus](#) at the Universitat Autònoma de Barcelona (UAB).

## PROGRAMS AND DEGREES

The Barcelona GSE offers seven programs leading to three master' s degrees:

Programs leading to the [degree in Specialized Economic Analysis](#):

- Competition and Market Regulation (MCMR)
- Economics of Public Policy (EPP)
- International Trade, Finance, and Development (ITFD)
- Macroeconomic Policy and Financial Markets (MPFM)

Program leading to the [degree in Data Science](#):

- Data Science (DS)

Programs leading to the [degree in Economics and Finance](#):

- Economics (ECON)
- Finance (FIN)

## STUDENT AFFAIRS

### Programs Office

The Barcelona GSE Programs Office team, with the support and supervision of the Academic Affairs Manager, coordinates all Barcelona GSE Study Programs, and 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 BGSE Office 23.202 or by appointment (email).

## COURSE STRUCTURE

### Calendar

The student's commitment with the Barcelona GSE 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), and 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

According to the time spent on each course, a number of ECTS (European Credit Transfer System) is granted after successful completion of the course. [The Barcelona GSE masters are 60 ECTS programs](#), which correspond approximately to 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 Graduate School of Economics. Failing to do so will cancel the admission offer.

Students must provide at time of registration:

- Passport and one copy.
- Legalized proof of completion of their undergraduate degree: (process and requirements differ depending on degree's country of issuance, not on the student's country of origin):
  - The legalized university degree and one copy.
  - The legalized official grading transcript and one copy.
- Proof of payment of the first two instalments.

*The Barcelona GSE will certify the copies, stamp them, and return the originals to the students.*

### 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. Several programs allow students to choose elective courses. Although students have to 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 once courses have exceeded more than 20% of their teaching content.

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 and there is a maximum of 15 ECTS that can be taken from other programs.

## 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 GSE ID card with their picture and their student ID number printed. This card is used to identify the person as a Barcelona GSE student anytime required.

### Student email

Students receive a personal Barcelona GSE 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 CAMPUS

Students receive credentials to access the Barcelona GSE electronic campus.

The electronic campus is the tool where students can:

- Find all course materials.
- Access their grades for each course.
- Register on courses for each term.

## STUDENT RESIGNATION

Students wishing to leave the program should notify their decision to the Barcelona GSE in writing. The Barcelona GSE will issue a resignation letter that will be signed by the school and the student as official documentation. Tuition fees are not refundable and any outstanding fees are still to be paid, even if the student decides to resign.

## 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 counsellor, and 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 GSE.

If you interrupt your registration it means that you intend to continue with the same program once you return to study. Requests to interrupt are only authorized on submission of official documentation denoting mitigating circumstances (see procedure in the annexed document).

## ACADEMIC POLICIES: EXAMS, GRADING, AND GRADUATION

### Official Grading Policy

The Barcelona GSE follows the following grading scale, from 0 to 10:

<b>Numeric Scale</b>	<b>Grade</b>	<b>Reference Grade Description</b>
9.5-10	A+	<i>Extraordinary Achievement</i>
9.0-9.4	A	<i>Outstanding</i>
8.0-8.9	A-	<i>Excellent</i>
7.5-7.9	B+	<i>Very Good</i>
7.0-7.4	B	<i>Good</i>
6.0-6.9	B-	
5.0-5.9	C	<i>Pass</i>
3.0-4.9	D	<i>Fail</i>
0-2.9	F	

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



## Graduation requirements

In order to graduate with a Master' s degree from the Barcelona Graduate School of Economics, students must satisfy the following conditions:

- Obtain a 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.
- Have the Final Master' s Project graded 5.0 or above
- Have no more than 6 ECTS with a grade below 4.0.
  - For students finishing with more than 6 ECTS with a grade below 4.0, at the end of the academic year an evaluation committee will study their particular case to decide on the student' s graduation.
  - Courses graded below 5.0 will show in the final transcript as a Compensated Pass (CP).

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

- Have no outstanding payments due to the Barcelona GSE.
- 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 may retake the failed course(s) no later than the subsequent academic year. The cost will be applied accordingly.

## Exams

All Barcelona GSE 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. Students can ask Faculty for a review of the grade obtained. In addition to that, students may file a formal appeal for their exam to be reviewed to the Deputy Director for Academic Programs.

**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.

**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. The Barcelona GSE will provide a new examination date.**

#### **Exam rules:**

- Punctuality is required; a student can be denied examination if late.
- Barcelona GSE Student Card is required to access the examination.
- Students cannot leave the room until their exam is finished. At the moment of leaving the room, the exam will be considered ended.
- Food and beverages (except drinking water) are not allowed in class as per University regulations.

#### **Academic Integrity**

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 anything else that is intended to achieve 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 of collusion.

### Penalties

If a student's work violates the standard of academic integrity, the 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 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

After graduation, the Barcelona GSE 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. In addition to the final transcript, at any time after graduation, the student may request extra copies of the final transcript. A fee is charged for issuing additional copies.

#### *Provisional academic transcripts*

The Barcelona GSE can also 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 has to be sent by mail or courier, the student is required to pay the corresponding delivery costs.

### Diploma

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

- 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 and Market Regulation, Economics of Public Policy, International Trade, Finance, and Development, and Macroeconomic Policy and Financial Markets

- 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 Data Science program.
- Master' s Degree in Economics and Finance (Master Universitario en Economía y Finanzas), awarded by the Universitat Pompeu Fabra (UPF), for students in the following programs: Economics and Finance.

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.

## STUDENTS INTERACTION WITH THE BARCELONA GSE

### Focus Groups

Two times per year the Barcelona GSE 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.

### Students' surveys

During the last weeks of each term and until the last day of the exams period, the Barcelona GSE will invite students to answer an anonymous survey to evaluate the courses they have taken in 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' Committee**

The students' committee is formed by one class representative of each master's program, who will act as spokesperson for the entire group and will facilitate communication between students and the school. The class representative is appointed by mid first term.

### **Students' Communications with the Barcelona GSE**

The Barcelona GSE has a number of 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 GSE:

- 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: students are advised to contact as soon as possible the master's Program coordinator.
- Issues related to the proper functioning of the school and the services provided: students are advised to contact as soon as possible the Academic Affairs Manager.

If any of the problems persists students can redirect their suggestions and complains to the Head Manager ([queries@barcelonagse.eu](mailto:queries@barcelonagse.eu)) who will take the issue up with the Deputy Director for Academic Programs or with the Director of the Barcelona GSE when required.

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 GSE offers the Alumni & Friends network to all former Barcelona GSE master' s program students to connect with other Barcelona GSE graduates and with recruiters, and to be updated with Barcelona GSE activities that are relevant to our Alumni. More information can be found at the Barcelona GSE webpage.

### **DISCIPLINE**

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

## ANNEX 1. Community Standards.

### Introduction

The Barcelona Graduate School of Economics (Barcelona GSE) undertakes to ensure all its students optimum academic conditions for teaching, assessment and graduation. In particular, it undertakes 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 reputation of the School.

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

- To show correct conduct in the course of any activity in which they participate.
- To address and behave respectfully towards colleagues, workers, teachers, co-workers and guests.
- To observe the instructions of the School regarding the maintenance of the good condition and safety of the facilities.
- To respect the reputation 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. The Community Standards' Committee has the following members:

- The Head Manager of Barcelona GSE (President).
- The Deputy Director for Research of Barcelona GSE
- The Deputy Director for Academic Programs of Barcelona GSE
- The secretary of the Academic Programs Committee of Barcelona GSE (secretary)
- A representative of the Students Committee.
- A representative of the workers of the Barcelona GSE.

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.

3. 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 considered to be 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 GSE, whether on Barcelona GSE 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 GSE or founding Academic Institutions or any authorized visitor to the Barcelona GSE.
- 2.3. Violent, indecent, disorderly, threatening or offensive conduct or language (whether expressed orally or in writing, including electronically) whilst on Barcelona GSE premises or engaged in any Barcelona GSE 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 GSE or its staff or students or in connection with holding any office in the Barcelona GSE.
- 2.6. Actions likely to cause injury or impair safety on Barcelona GSE premises.
- 2.7. Harassment of any student, member of staff or other employee of the Barcelona GSE or any authorized visitor to the Barcelona GSE.
- 2.8. Causing damage to or defacing Barcelona GSE property or the property of other members of the Barcelona GSE 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 behaviour.
- b) A requirement upon the student to give an undertaking as to his or her future conduct within the Barcelona GSE.

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 GSE 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 GSE 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 counter-evidence regarding the conduct he or she is accused of. He may also be accompanied by a fellow student or worker of the Barcelona GSE 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 at the Barcelona GSE

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 counsellor, and 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 GSE.

If you interrupt your registration it means that you intend to continue with the same program once you 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, providing you hand in 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 if you are experiencing difficulties it is important to discuss the options and make a decision as early as possible
- 1.4. Very exceptionally, you can be retrospectively granted an authorized absence from the exams, conditional on submitting evidence of mitigating circumstances providing a good reason as to why you did not inform about any mitigating circumstances before the examinations.
- 1.5. If you send in mitigating circumstances documentation, and then decide to attend classes and/or exams, your mitigating circumstances documentation will be 'voided'. 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 your mitigating circumstances documentation is accepted, then you will be granted an interruption of your studies and registration to the master will be suspended.
- 1.8. An interruption of the studies at the Barcelona GSE is allowed for one calendar year. Only in very exceptional and justified circumstances this interruption be for up to two academic years. Please be informed that some classes may vary in following academic years.

## 2. Re-admission at the Barcelona GSE

The condition for re-admission to the same program of the Barcelona GSE 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 (s)he does not foresee any cause for concern about a possible breach in the maintenance of good fellowship at the Barcelona GSE.

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 GSE:

- 2.1. Disrupting, or improperly interfering with, the academic, administrative, sporting, social or other activities of the Barcelona GSE, whether on Barcelona GSE 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 GSE or founding Academic Institutions or any authorized visitor to the Barcelona GSE.
- 2.3. Violent, indecent, disorderly, threatening or offensive conduct or language (whether expressed orally or in writing, including electronically) whilst on Barcelona GSE premises or engaged in any Barcelona GSE 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 GSE or its staff or students or in connection with holding any office in the Barcelona GSE.
- 2.6. Actions likely to cause injury or impair safety on Barcelona GSE premises.
- 2.7. Harassment of any student, member of staff or other employee of the Barcelona GSE or any authorized visitor to the Barcelona GSE.
- 2.8. Causing damage to or defacing Barcelona GSE property or the property of other members of the Barcelona GSE and/or misappropriation of such property.