



Barcelona School of Economics

BSE Executive Education and Summer School Policies 2024-2025

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*The terms and conditions outlined in these policies apply only to the **BSE Executive Education** and the **BSE Summer School** that run during the 2024-25 academic year.*

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Before the course starts

Admissions process for individuals

APPLICATION AND ACCEPTANCE

1. The period for individuals' registration for BSE courses works on a rolling basis, from when applications open until they close on 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.
 - a. When the start of the course approaches, all accepted candidates will be duly notified by email of the final confirmation deadline.

CONFIRMATION AND WAITING LIST

1. The applicant must determine whether a course is relevant and suitable for their individual requirements before confirming their attendance. They must do so by checking the admissions requirements on our website or by asking Admissions Counselors questions to verify eligibility.
2. A course spot is guaranteed only after the full payment of fees is received and registered by the BSE finance department. The payer is responsible for any transaction fees or commissions, and BSE will not consider a payment complete until all associated fees are fully paid.
3. Participants should coordinate with their sponsors to ensure deadlines are met, or directly connect them with the admissions or accounts office for timely follow-up.
4. Upon successful confirmation payment, an email will be sent to participants acknowledging receipt of the course fees and, therefore, confirmation of their course place.
5. Candidates are strongly encouraged to confirm their seats as soon as possible to avoid getting closed out. Popular courses may reach capacity earlier than expected and before the final application process closes.
6. Those applicants who want to enroll in a course that has reached the maximum number of participants will be placed on a waiting list.

SUMMER SCHOOL COURSES CHANGE REQUESTS

Participants may request changes to their BSE Summer School course selection, fee type, or discounts **free of charge** while their status is "Accepted" and before an invoice has been issued.

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

No changes in the type of fees and discounts applied will be permitted once an applicant's seat is confirmed or an invoice has been issued.

Once an applicant's seat is confirmed, changes in course selection are only possible if no more than 20% of the course's contents have been delivered (until the end of the first day of the course). Any changes will incur an **additional administration fee of €200** unless the change increases the number of courses taken, in which case the administration fee is waived.

Change requests are subject to seat availability and are only confirmed after payment of all additional administration fees.

If you have any doubts about these terms or how the admissions process works, please contact us at: summerschool@bse.eu

Registration process for companies and institutions

REGISTRATION AND CONFIRMATION

1. The period for Corporate Registrations for BSE courses works on a rolling basis, from when applications open until they close on the published date.
2. It is the institution's responsibility to determine whether a course is relevant and suitable for their requirements before confirming their attendance. They must do so by examining the admissions requirements on our website or by asking Admissions Counselors questions to verify eligibility.
3. The company representative should list their participants using the [Corporate Application Platform](#) and submit the registration request.
 - BSE will apply the agreed discounts, and the company representative will receive an email with a registration summary and the final quoted fee.
 - Once the registration and quotation have been agreed, BSE will issue an invoice for confirmation payment.
4. A course spot is guaranteed only after the full payment of fees is received and registered by the BSE finance department. The payer is responsible for any transaction fees or commissions, and BSE will not consider a payment complete until all associated fees are fully paid.
5. Upon successful payment, the company representative will receive an email acknowledging receipt of the course fees and confirming the registration of all listed participants. Each participant will then receive a welcome message from the Academic Coordinator with course instructions.

Cancelation

By the Participants or the Institution

Cancellations will result in a full or partial refund of tuition fees according to the following terms:

- **Cancelation before admission closing date:** Full refund
- **Cancelation on or after the course closing date:** No refund.
If desired, the fee can be used as a credit to defer participation to the next edition of the course.

By the School

In the unlikely event that BSE 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 course fees.
2. Defer admission to the next edition of the course and use the amount paid as a credit towards that edition's fees.

IMPORTANT NOTE ABOUT TRAVEL EXPENSES

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 cancellation.

Deferral Policy

Students enrolled in the Executive Education and Summer School courses are eligible to defer their seats to the next academic year only.

Deferring is possible until one week before the course starts; deferral applications will not be accepted after this date.

During the course

Auditing

Attending courses without official registration and payment is not allowed. Participants should be aware that daily random attendance checks will be conducted to ensure that only those officially registered are using the seats.

DISCIPLINARY PENALTIES

If a participant is found auditing on the first day, they will be required to pay the full course tuition plus an additional €200 fee. After payment, they will be allowed to continue attending the course.

If a participant is found auditing on the second or subsequent days, they will be required to pay the full course tuition plus an additional €400 fee.

Recording

The recording of lectures (audio and video), discussions, and other course-related activities is not permitted during BSE courses. Please review our legal notice regarding online teaching and materials in the **Privacy** section below.

Identification

FACE-TO-FACE COURSES

On the first day of a BSE course, participants will be given a welcome pack that includes a name badge and a color-coded bracelet. The bracelet should be worn throughout the week for 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 BSE online courses.

Attendance

Attendance of BSE 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.

To ensure a positive learning experience for everyone, participants should join the class from a quiet location using a device that supports full participation. Mobile devices are not suitable for BSE courses.

Privacy

PERSONAL DATA

BSE will treat personal data provided during the application process in compliance with the General Data Protection Regulation (GDPR) guidelines. These can be reviewed in our data protection policy in full at bse.eu/legal

PERSONAL IMAGE

During the BSE courses, photographs and/or video recordings may be taken for promotion purposes and may be published on BSE's social media and website, or on other websites where BSE promotes its courses.

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

Participants have the right to ask BSE to access, edit, limit, or delete any image in which they might be present, and have the right to withdraw their consent at any time by sending an email to communications@bse.eu.

THE PARTICIPANT'S PROFESSIONAL INFORMATION IN CLASS

To ensure a frank and constructive exchange of ideas, BSE courses adhere to the Chatham House Rule: "Participants are free to use the information received, but must not disclose the identity or affiliation of the speaker(s) or any other participant."

ONLINE TEACHING AND MATERIALS

Teaching through online platforms has implications regarding the processing of personal data. This may include the treatment of image and/or 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 on 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 BSE management. Participants must bear in mind that images

can be Captured in private settings and, therefore, they are urged to be especially careful in protecting their privacy and that of the people they live with, and in respecting the privacy of course instructors and the rest of the classmates.

The contents uploaded to the online platform are restricted to individuals who have received explicit authorization and are intended solely for academic use pertinent to the specific 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.

For questions on this matter, please email us at coordination.summerschool@bse.eu.

BSE Summer School Grading and Credit System

Most BSE Summer School courses offer participants the opportunity to request official credit transfers (ECTS). While it is up to the participant's home institution to determine the amount of credit awarded, BSE Summer School will:

- **Provide Required Information:** Offer necessary details to help your home institution evaluate the courses and recommend appropriate credit equivalencies based on our institution's standards.
- **Issue Transcripts:** Provide a transcript documenting the courses attended, hours completed, and grades received, upon completion of the Summer School.
- **Facilitate ECTS Requests:** Ask participants to request ECTS during the standard application process.
- **Grade Assessments and Send Transcripts:** Ensure that assessments are graded and transcripts are sent to participants in a timely manner.
- **Student Responsibility:** Participants are responsible for contacting their home institution's Registrar, Academic Secretary, or Study Abroad Office to ensure that the hours completed and grades obtained can be transferred into official credits.

For more details on credit transfer and ECTS, please refer to the Credit Transfer page on our website.

Participants not interested in credit transfer will receive a certificate of attendance free of charge, stating the courses and number of hours completed. These students will be neither evaluated nor graded.

Each Summer School course has unique requirements for assessment, grading, and credit equivalency. To learn more, please visit the Credit Transfer page on our website.

The latest version of this document is always available on our website:

www.bse.eu