ACADEMIC REGULATIONS FOR MASTER STUDIES AT THE ETSEIB
(Approved by the Board of School July, 23th 2014)

PRELIMINARY CONSIDERATIONS

This regulation is applied to all master’s taught at the ETSEIB. It has been carried out according to the Academic Regulations for Master Studies (NAEM) of the UPC, it complements this settings some specific aspects of the Centre and develops the bases and procedures for the evaluation of the courses at the ETSEIB.

1. ABOUT THE COURSES AND THE RESPONSIBILITY OF THE COURSES

1.1 This regulation refers to all of compulsory and optional courses of the different masters of the ETSEIB. (The Master’s Final Work, from this point forward TFM, is not included and its particular aspects are contained in a specific regulation).

1.2 In the frame of the study plans, it corresponds to the Permanent Commission of the ETSEIB to approve the programs and the responsible teachers. It is up to the departments to propose objectives, detailed programs, evaluation system, teachers responsible of the courses and other contents of the courses file.

1.3 The Academic Commission of Evaluation and Quality of the ETSEIB (CAAQ) checks the contents of the courses file regarding the adequacy and objectives set in the study plans.

1.4 The teachers responsible for the courses are designated by the Permanent Commission of the School a proposal from the department, informed by the Direction of the School. These Professors responsible are for a maximum period of 4 years. Once these 4 years period has expired, the Department must propose a renovation of the confidence in him or her or a new responsible which needs of the approval of the permanent Commission to be effective.

1.5 The teachers responsible coordinates the teaching and the acts of evaluation: takes care of the unification of the teachers criteria, the uniformity of teaching quality, the requirement levels and the coherence of the evaluation criteria used by all the Professors giving classes of the course in the different groups in which the student is assigned, validates the evaluation report of the course where the descriptive and numeric qualifications of the student are recorded.

2. ABOUT THE EVALUATION OF THE COURSES

2.1 Along the development of each course, through the established mechanisms established in the teaching file, it is proceed to the evaluation of the student progress. The responsible of the course communicates before, to the students the date of publication of the results achieved in
successive stages of evaluation, and take the necessary measures to ensure that the students have access to the results of the evaluation.

2.2 Together with the results of evaluation, the responsible of the course publishes the procedures and deadlines for submitting applications for review and the publication of its resolutions.

2.3 The evaluation of each of the subjects must contain a minimum of 2 acts of evaluation. The load of each act of evaluation should be between 10 and 80%.

2.4 An act of reevaluation for all compulsory course suspended is established, also for the optional specialty courses, if any. In the case of Master in Industrial Engineering, this event will be held at the end of the ordinary period of exams in the spring semester, and this is for the courses of the fall semester and the spring semester as well.

2.5 The act of reevaluation may submit for all students who have failed the course in any of the two semesters.

2.6 The center will publish before the enrollment period dates the acts of evaluation at mid-semester, at the end of the semester and the reevaluation as well.

2.7 The teaching file of the course must specify the weight and conditions to carry out all the acts of evaluation.

2.8 The teachers responsible for the course are authorized to increase the final grade for those students which appreciates the favorable evidence of academic achievement and progress.

3. THE PERFORMANCE OF THE ACTS OF EVALUATION

3.1 Students will be invited 10 minutes before the beginning of the examination in the classroom where it will be hold. The teacher will call them one by one, and will identify them with the student card, ID card, passport or similar and will indicate them the place of the room where they sit. The students who have not wearing any identification document cannot do the exam.

3.2 The acts of evaluation must contain the information regarding to the punctuation and duration of each one of the parts.

3.3 The students cannot leave the room where the test is in progress within half an hour after it began.

3.4 The students have to give back the exam to the teacher if they leave the classroom before the end of the examination.

3.5 The students cannot have available any mobile telephone or communication device during
the realization of the exam, even if they are off. These, along with the material not necessary for the examination, shall be placed in the space provided by the teacher.

3.6 If any of the rules 3.3, 3.4 or 3.5 is not followed, the student will be evaluated with a zero in the course. 2

3.7 Cheating in any act of evaluation of the course may become a fail grade in the course for all the students involved in the action, whether the copy is detected at the performance time of the act as if it is detected by the teacher during the correction.

3.8 The teacher responsible will inform to the direction of the ETSEIB about any fraudulent act. The students may claim against these decisions according the points 4.4.2 and 4.4.4 of the Academic Regulations for Undergraduate Studies of the UPC.

4. ABOUT THE CURRICULAR BLOCKS

4.1 A single block of courses is defined, from which the students can be evaluated, exceptionally, by the curricular commission of the University Master’s degree in Industrial Engineering or by the academic commission of the Master’s, in any case by the rest of the master’s. This block is formed by all the courses of the study plan, excluding the TFM and the elective block of the Q4.