

Academic Policies

Academic Year 2026-2027

Master's and Postgraduate

Member of LCI Education

1. Curriculum structure

The credit distribution by programme is as follows:

- Master's: 60 ECTS
- Postgraduate: 30 ECTS
- Long-duration Patternmaking: Depending on the course

Exam sessions

Each enrolment entitles the student to two exam sessions per enrolled subject, including the final degree project: 1st and 2nd session.

In exceptional and justifiable cases, an extraordinary exam session may be requested from the General Management.

For the final assessment opportunity, the student may request to be evaluated by a panel appointed by the Director of the institution.

2. Assessment criteria

Assessment is continuous for all subjects, and the criteria are as follows:

- In-person attendance is compulsory and essential to pass the subject. Students must attend 100% of classes, but the Centre allows up to 25% absences without documentation or penalty to accommodate personal unforeseen circumstances. This means the minimum attendance required to be assessed is 75%. When an absence coincides with a submission or exam, the lecturer may accept a late submission.
- If absences exceed 25%, it is recommended to inform the lecturer, although the absence will continue to be recorded in the student's academic record.

The only circumstances that would justify an absence without it being recorded are:

- Court summons (e.g. called to testify).
- Serious illness of the student (e.g. hospitalisation for surgery).
- Illness or death of a first-degree family member.
- Professional sports competition.
- Inability to travel to the Centre due to strikes or public transport stoppages.
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To justify an absence, an official document, signed and stamped, must be sent to secretaria.master@lcibarcelona.com. Documents sent through other channels will not be accepted.

- A 15-minute grace period will be allowed at the start of class on an occasional basis, which will be considered a minor infringement if it occurs systematically and repeatedly (three or more times). Arriving more than 15 minutes after the start of class or leaving 15 minutes before the end of class will be counted as a full absence. The lecturer reserves the right of admission and in both cases the absence will be recorded as a full absence.
- 10% of the total subject grade corresponds to the student's attitude during the subject.
- Each subject has specific assessment criteria which can be consulted in the corresponding subject programme and teaching plan.
- All work must be completed under the supervision of the lecturer. Work completed independently without supervision will not be accepted.

3. Grades

The grades and their numerical equivalents are as follows:

- Fail: 0 to 4.9
- Pass: 5 to 6.9
- Very good: 7 to 8.9
- Excellent: 9 to 10

4. Examination period

Examination dates are set in the academic calendar and may not be changed. The date may only be modified in the following cases:

- Hospitalisation and/or surgery of the student.
- Death of a first-degree family member.
- Court summons.
- Professional sports competition.

The academic calendar with the exact examination dates is available on Omnivox.

Disciplinary regulations during the examination period

Any action intended to falsify or misrepresent academic performance assessment systems, or inappropriate behaviour, is considered a serious infringement. Sanctions may include prohibition from sitting exams or a grade of zero in some or all exam sessions of the academic year for all or part of the subjects in which the student is enrolled, with the resulting loss of enrolment rights.

Make-up exams

- Make-up exams will take place within the established period.
- Make-up exams are available to pass failed subjects, not to improve grades.

Grade reviews

Grade reviews may only be carried out during the period established in the academic calendar.

5. Continuation requirements

Full-time students have a maximum of two years to complete their master's or postgraduate studies, including the final master's/postgraduate project, provided the programme has a duration of 60 credits (30 in the case of postgraduate programmes).

6. Programme withdrawal

If a student does not enrol in the same programme for one full academic year, this will be considered a withdrawal. To re-enrol, the student must submit a formal request to the centre, which will be granted subject to available places and without prejudice to the application of continuation requirements.

7. Incidents, complaints and suggestions

Anyone connected to LCI Barcelona (students, teaching staff, administrative and service staff, or other interested parties) who has detected an anomaly or wishes to contribute to the Centre's continuous improvement, may do so through the following channels:

- In person, by completing the standardised document called 'Plantilla instància', available on Omnivox or in paper form at the Academic Secretariat of LCI Barcelona.
- By email, by completing the digital form called 'Plantilla instància' available on Omnivox and sending it by email.

Anonymous forms will not be accepted.

8. Requests and enquiries

Students requiring additional information or documentation must contact the Academic Secretariat, where they will be provided with the request form detailing the enquiry and including all required information where applicable.

9. Access documentation for the official Master's programme (official master's only)

To access the official Master's programme, international students must submit to the Academic Secretariat the original degree certificate granting access to the master's programme and the official academic transcript, both duly apostilled in accordance with the Hague Apostille Convention. Documents not issued in Spanish, Catalan or English must be accompanied by a sworn translation into Spanish.

Failure to submit this documentation within the established deadlines will prevent the processing of the official degree. In such cases, the student will only be eligible to receive the institutional degree certificate issued by LCI Barcelona.

10. Private relations and agreements between students

Personal, professional, commercial, or economic relationships established between students outside academic activities organised or authorised by the institution are strictly private in nature and are carried out under the sole responsibility of the parties involved.

LCI Barcelona shall not intervene in, endorse, or assume any responsibility arising from private agreements between students relating, among other things, to the contracting of services, professional commissions, paid collaborations, loans, purchases and sales, the transfer of materials, or any other relationship of an economic or contractual nature.

Students must act in accordance with the principles of good faith, mutual respect, and compliance with applicable law. Any conflict arising from such private relationships must be resolved directly between the parties involved through the appropriate mechanisms, without prejudice to the institution's right to intervene exclusively when the facts affect academic coexistence, the normal development of teaching activities, or constitute a possible breach of applicable internal regulations.

Teaching staff, academic tutors, and other members of the institution must maintain a position of neutrality regarding private disputes between students and limit their intervention to strictly academic or coexistence-related matters that fall within the institution's competence.