

Academic Policies

Academic Year 2026-2027

Bachelor's Degree in Design

1. Curriculum structure

The subjects in the study plan are distributed as follows to complete the 240 ECTS of the Bachelor's Degree in Design:

- Compulsory – OB: 60 ECTS
- Compulsory of Speciality – OBE: 60 ECTS
- Compulsory of Itinerary – OBI: 90 ECTS
- Internships – PP: 6 ECTS
- Final Degree Project – TFG: 24 ECTS

The indicative distribution by year is as follows (each enrollment will depend on credits ECTS passed and pending):

- Year 1 – 60 ECTS — OB and OBE
- Year 2 – 60 ECTS — OB and OBE
- Year 3 – 60 ECTS — OBI and PP
- Year 4 – 60 ECTS — OBI and TFG

Exam sessions

Each enrolment entitles the student to two exam sessions per academic year: 1st and 2nd session. The 1st session is the ordinary assessment, and the 2nd is the extraordinary assessment (make-up exams). Students are entitled to a maximum of four exam sessions per subject throughout the degree.

In exceptional cases, a 5th exam session may be requested from the General Management. To do so, the student must submit a written statement explaining why the subject has not been passed in previous sessions and what steps will be taken to pass it in the new session. Failure to request or denial of the 5th exam session would result in the loss of official status of the studies.

The document must be sent to matricula@lcibarcelona.com before enrolment is formalised. Requests submitted after the deadline or through other channels will not be accepted.

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

A student may request, within the established deadline, the cancellation of an exam session for a subject before 50% of the teaching time for that subject has elapsed. Cancellation does not exempt the student from continuation requirements or the financial criteria established by the Centre; therefore, the amount paid for the cancelled subject will not be refunded or held over.

2. Assessment criteria

Assessment is continuous for all subjects. In-person attendance is compulsory and essential to pass. While 100% attendance is required, the Centre allows up to 25% absences without documentation or penalty to accommodate personal unforeseen circumstances. This means that the minimum attendance required to be assessed in the ordinary session 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 and prevent it from counting are:

- Court summons (e.g. called to testify).
- Serious illness of the student (e.g. hospitalisation for surgery).
- Illness or death of a family member up to 2nd degree.
- Professional sports competition.
- Inability to travel to the Centre due to strikes or public transport stoppages.

To justify an absence, an official document, signed and stamped, must be sent to secretaria.grau@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). For further information on sanctions, please consult the disciplinary regulations on Omnivox.
- 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-session absence (e.g. in 4-hour sessions, the absence counts as 4 hours). 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.
- All work must be completed under the supervision of the lecturer. Work completed independently without supervision will not be accepted.

Single assessment

When repeating a subject, the student may opt for the single assessment mode, which allows the assessment to be taken at the end of the semester following the lecturer's guidelines and without attending classes. Therefore, there is no obligation or right to attend classes. At LCI Barcelona, there is no audit student status.

To access this mode, the following requirements from the previous academic year must be met:

- Having failed the subject with a grade between 3.5 and 4.9.
- Having attended at least 50% of classes.
- Having requested single assessment during the enrolment period.

3. Grades

The grades and their numerical equivalents are as follows:

- Failed (SS): 0 to 4.9
- Passed (AP): 5 to 6.9
- Very Good (NT): 7 to 8.9
- Excellent (EX): 9 to 10

4. Obtaining the official degree

To be awarded the official Degree in Bachelor's in Design, students must have completed all academic requirements set out in the study plan. Additionally, in cases where current regulations require the submission of specific documentation — such as a student visa, recognition (homologation) of the entry qualification, or proof of B1-level proficiency in a foreign language—, the student must have provided it to the Academic Secretariat within the established deadlines.

Failure to meet this requirement within the established timeframe 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.

5. Enrolment (types, procedure, formalisation and requirements)

Types of enrolment by dedication

- **Full-time:** Minimum of 60 credits per academic year.
- **Part-time:** Minimum of 30 credits per academic year. Part-time enrolment must be requested during the established period in May. **Places are limited**, as stated in the official programme documentation, and decisions will be communicated at the end of June.

Year 1 may only be studied full-time. From Year 2 onwards, students must enrol in all credits not passed in the previous year.

Enrolment procedure

1. **INSTRUCTIONS** - Read carefully the instructions that will be sent at the start of the enrolment period.
2. **ENROLMENT KIT** - Download the enrolment kit from the email that will be received at the start of the period. It contains the following documentation:
 - **Group allocation** - Must be consulted to confirm the assigned group.
 - **Timetable 2026-2027** - Must be consulted to verify that there are no overlaps between subjects to be taken.
3. **TRANSCRIPT** - Check the transcript available on Omnivox or by email. It allows the student to track progress and know what to enrol in.

The academic calendar is available on Omnivox. It should be consulted at the start of each semester to review key dates.

Formalisation

Enrolment will be formalised in two periods:

- 1st period: Students who have passed all subjects in the ordinary exam session.
- 2nd period: Students who sat the extraordinary session (remedial exams).

Enrolments formalised after the deadline do not guarantee allocation to the usual group.

Enrolment requirements

- Failed subjects from previous years must always be included.
- It is not possible to enrol in two subjects that overlap in the same time slot. In the event of overlap, the subject from the lower year always takes priority.
- Enrolment in the Final Degree Project (TFG) is only possible once Year 1, Year 2 and Year 3 have been completed with no pending subjects.
- All subjects in the study plan must be passed before the TFG defence can take place.

Reminder

It is the student's responsibility to formalise enrolment within the established deadline and to review timetables at the start of each semester.

The Centre cannot guarantee the group or the language of instruction for subjects being taken for the 2nd time. Students repeating subjects will be assigned to the available group, whether morning or afternoon, Catalan or English, in order to be able to attend their usual group for subjects taken for the first time.

6. Credit recognition and transfer

From studies outside LCI

- To apply for ECTS credit recognition, a request must be submitted to the Academic Department. The centre will follow the protocol indicated by the Department of Education and Vocational Training (Departament d'Educació i Formació Professional).
- The centre will communicate the resolution to the student's institutional email address.
- The student must process the request explicitly, submitting to the Academic Secretariat the academic transcript with grades obtained at the previous institution.
- Recognition requests may be submitted once enrolment has been formalised.
- Once the resolution has been issued, no modifications of any kind may be made.
- The design and regulation of the module transfer system are the responsibility of the Department of Education and Professional Training.
- The recognition of credits based on professional experience may not exceed 15% and may not include the Final Degree Project (FDP).

From studies within LCI

The Bachelor's Degree in Design is structured around three specialisations: Interior Design, Graphic Design and Fashion Design. Specialisations may include different pathways:

- Graphic Design: includes Video Games, Animation, Photography and Graphic Design pathways.
- Fashion Design: includes the Fashion Design and Fashion Communication pathways.

When a student wishes to change specialisation within the same Bachelor's Degree in Design, all credits earned in basic education subjects will be recognised. If the student moves to a new pathway within the same specialisation, the compulsory specialisation subjects will also be recognised.

To request credit recognition, the Academic Department must be contacted during the enrolment period. Admission to the new specialisation or pathway is subject to approval by the Academic Department and available places.

Once the resolution has been issued, no modifications of any kind may be made.

Changing specialisation or pathway does not reset the maximum period of study, and assessment attempts remain attached to the courses in which the student has been enrolled.

7. Excellence scholarship

The Centre awards scholarships for academic excellence. The scholarship allows students to enrol in the following year in the number of credits corresponding to the subject graded with distinction, free of charge.

Both of the following requirements must be met to obtain the scholarship:

- The student must have passed 100% of the enrolled credits in the 1st exam session of the current academic year.
- To obtain a numerical grade of 10 in a course and be awarded honours.

The Centre's Management will approve the final list of scholarship recipients, which the Enrolment Department will communicate to students during the first months of the academic year.

8. Academic excellence and best TFG awards

The Centre awards two prizes to 4th-year students in each specialisation who graduate in each cohort: the best Final Degree Project (TFG) award and the best academic record award. In both cases, the award-winning student will receive a 100% scholarship towards a master's programme at LCI Barcelona.

To apply this award, the recipient authorises LCI Barcelona to use their Final Degree Project for one year for the purposes of promoting and publicising the studies. This will allow their work to be displayed publicly and featured in various communication materials, with their authorship always acknowledged and highlighted.

9. Continuation requirements

Full-time students have a maximum of 6 years to complete their higher education studies, including the Final Degree Project.

Part-time students have a maximum of 9 years to complete their higher education studies, including the Final Degree Project.

Students who, due to serious and exceptional circumstances that are duly justified, are unable to complete their degree within the prescribed period may apply to the Department of Education for authorisation to enrol for one additional academic year.

To remain on the BA Degree in Design and progress to the next year, the following minimum requirements must be met: in Year 1, students must pass 40% of enrolled credits (24 credits) to remain on the degree, and 40 ECTS to progress to Year 2. In all other years, 50% of the current year's credits must be passed to progress to the next year.

Students who fail to pass this minimum number of credits will be withdrawn from the programme and may not continue their studies at the same institution, unless serious and exceptional circumstances and are duly justified (such as illness, accident, caring responsibilities for family members, or any other serious circumstance beyond the student's control). In such cases, students may apply to the Director of the institution, on a one-time basis, for permission to continue their studies.

A student who fails to pass at least 50% of enrolled credits for two consecutive academic years will not be permitted to continue with the official studies.

In all study modes, students must pass a minimum of 40 credits in the first year in order to enrol in credits from higher-level courses. In any case, students must enrol in all first-year credits that they have not passed. By the end of the second year in the full-time mode, or the third year in the part-time mode, students must have passed all 60 credits that make up the first academic year of the degree. Only if they still have a maximum of 12 credits remaining out of these initial 60 credits may they exceptionally enrol once more, without prejudice to the application of the progression requirements. If they do not pass these credits, they will not be allowed to continue their studies at the same institution.

Students will lose the possibility of completing their studies if they exhaust all assessment attempts for a course (section 1).

Since the 5th exam session is extraordinary, cancellation of the session is not permitted.

10. 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 family member up to 2nd degree.
- Court summons.
- Professional sports competition.

The academic calendar with the exact examination period 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 for serious infringements 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.

Remedial exams

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

Grade reviews

To request a grade review, the application must be submitted to secretaria.grau@lcibarcelona.com, within the period established in the academic calendar.

Applications submitted after the deadline or through channels other than the one indicated will not be accepted.

11. 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 "Complaints and Suggestions Form / Queixes i suggeriments / Formulario quejas y sugerencias". This document is available on Omnivox and can be submitted:

- In person at the Academic Secretariat, where a paper form will be provided if necessary.
- By email, sending the completed form to secretaria.grau@lcibarcelona.com.

Anonymous forms will not be accepted.

12. 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.