

Terms & Conditions

2018/2019

IAAC
Institute for Advanced Architecture of Catalonia

Content

- 1 General guidelines.
 - 1.1 General premises.
 - 1.1.1 IAAC locker Key, access Card and toolkit.
 - 1.1.2 IAAC email address and student code.
 - 1.1.3 IAAC: Terms and Conditions.
 - 1.1.4 Valldaura Labs
 - 2 Payment policy.
 - 2.1 Application fee.
 - 2.2 Tuition fees.
 - 2.3 Tuition deposit.
 - 2.4 Tuition fees instalments
 - 3 Cancellation and refund policy.
 - 3.1 Cancellation of a programme.
 - 3.2 Student's withdrawal from a programme.
 - 3.2.1 Non-refundable application fee and tuition deposit.
 - 3.2.2 Withdrawal prior to the official beginning of the programme
 - 3.2.3 Withdrawal after official beginning of the programme
 - 3.2.4 Transferring from one programme to another after the application dates.
 - 3.3 Ceasing attendance without notification.
 - 4 Disciplinary regulations.
 - 4.1 Expulsion.
 - 4.2 Unacceptable conduct.
 - 4.3 Plagiarism.
 - 5 Grading and attendance policy.
 - 5.1 Grading and evaluation.
 - 5.2 Attendance.
 - 5.3 Structure of the academic programmes.
 - 5.4 Graduation.
 - 5.5 Degree certificate.
 - 5.6 Material delivery.
 - 5.7 IAAC Blog.
 - 5.8 Final exhibition.
 - 5.9 Academic content.
 - 6 Intellectual property, patents, copyrights.
 - 7 Requirements to register.
 - 7.1 Registration procedure.
 - 7.2 Medical insurance.
 - 8 IAAC certificates.
 - 9 Alumni Community.
 - 10 Fab Lab Terms & Conditions
- ANNEX 1 - (A&B) Explicit consent (Pupils) (A) & Consent to the publication of images (B).
ANNEX 2 - Waiver of Liability for Students' Extra - Curriculum Activities.
ANNEX 3 - Agreement to Borrow Equipment Release of Liability.
ANNEX 4 - IAAC general condition access card agreement.

1 General Guidelines

1.1 General Premises

IAAC is an international educational institution that offers a whole series of events running in parallel with the academic activities of its main Educational programmes (invited lecturers once a week, intensive workshops, professional symposiums, collaborations with professional creative groups, amongst others). Considering that IAAC's facilities and infrastructure are intensively used and become highly contested spaces. As a student, you are joining a place of fervent design activity and theoretical debate. IAAC will provide a whole range of possibilities and the infrastructure to develop your own interests, enhance your productive skills and push your creative potential.

As a student of IAAC, you will be granted a series of **benefits**:

- You will have a workspace and a security locker (see also 1.1.1)
- You will be provided with an electronic access card to enter the building during the opening hours (1.1.1)
- You will be provided (pending down payment) with a basic toolkit for developing your projects (1.1.1)
- You will have free Wi-Fi access.
- You will be given a IAAC e-mail address: name.surname@IAAC.net. (see also 1.1.2)
- You will have access to the Fab Lab facilities. The use of these machines and the Fab Lab spaces is regulated in a later chapter.
- You will have admittance to all IAAC lectures and special activities.

1.1.1 IAAC Locker Key, Access Card and Tool Kit

During the registration process you will be provided with a locker, an electronic access card to enter IAAC premises and a basic tool Kit. A €50 down payment is required to receive these materials, which will be refunded at the end the academic year if the materials are in perfect condition.

*Access Card **

The IAAC access card will allow you to enter the IAAC Pujades facilities from 9.00am until 9.00pm from Monday to Sunday except on national or local holidays. IAAC will be closed for winter, spring and summer holidays. The dates will be published on the online master calendar.

IAAC reserves the right to change the access hours at any moment during the academic year if contingencies occur.

IAAC authorizes you to enter the IAAC Pujades facilities using ONLY the doors with a magnetic card access device.

Please take into consideration that:

- The card is personal and cannot be given or lent to any other person. This authorisation is given to you exclusively as an IAAC student.
- The card must be returned to IAAC Administration staff at the end of the academic programme you are enrolled in.

*Locker **

IAAC will provide you with a personal and non transferable locker, in which you can store your belongings.

The academic secretary, the administration secretary and the Master coordinator have the authority to open the student's locker at any moment due to security reasons.

Lockers will have to be emptied at the end of each academic year. Should a student not empty the locker after the end of the academic year, the contents will be thrown out.

IAAC waives any responsibilities with regards to your personal objects and the safety in any part of the building, including your locker.

*For both locker key and access card you will have to pay €20 deposit that will be reimbursed to you when you return both items. In case of loss, you will have to pay an amount of €10 for new card and €10 for a new key.

Tool Kit

IAAC will provide you with a basic tool kit (€30 down payment deposit is mandatory). At the end of each academic year you must return the kit in the same conditions you received it - clean and with all its components - in order to have your deposit reimbursed.

If some tools are missing, you will have the possibility to return the kit and receive the deposit only by replacing the missing tools with identical ones. If you return the tool kit with missing tools, IAAC will not refund the deposit.

Student Card

IAAC will provide you with a student card including your personal data.

In case of loss, you will have to pay an amount of €10 for a new card.

IAAC is not responsible for any material loss within its facilities and does not cover any material insurance. Students are responsible for their personal belongings at all times. The personal belongings that are found by other students can be brought to a member of staff and will be kept in the administration office and to be collected during office hours. However, IAAC is not responsible for personal belongings that the students might forget in its facilities.

1.1.2 IAAC Email address and student code

During the registration process, you will be given a IAAC e-mail address with your name and surname: name.surname@IAAC.net

This email will be used for academic and professional use only and will be the official channel of communication with IAAC administration and coordination. All IAAC official announcements will be sent through this email. Each email sent by the academic coordination or administration should be considered as an official communication. You will have access to your IAAC email until one year after you graduate. If you wish to keep this email address after this date, you should register to the IAAC Alumni Community.

A unique student code is given to each student and will be used by the IAAC administration and coordination to identify the student. It is mandatory to use this code as reference for every payment. Should you not comply with this requirement, IAAC will not be responsible of any delay or mistake that might occur in any administrative service provided.

1.1.3 IAAC: Terms and Conditions

Access and Guests: Access to IAAC Pujades facilities is restricted to IAAC students. Students are not allowed to lend their access card to a third party, under any circumstance. If a third party is caught using a student's card, the student may immediately be suspended of his/her student status.

Guests may enter the building exclusively if accompanied by the student. It is absolutely forbidden to stay at IAAC overnight (see also 4.2)

Field trips: IAAC programmes field trips every academic year. Student's attendance is optional, though IAAC strongly recommends the presence of the students as all field trips are related with projects developed during the Master Courses. The cost and organisation of field trips are not covered by IAAC.

Seminar spaces: Students may use seminar spaces as a place for individual/group work if these spaces are not occupied by a class or other activities. After using the space, students will be responsible for leaving the place clean and organised.

IAAC Books: Students are free to borrow books from the IAAC depository, which is supervised by the IAAC coordination. The student is fully responsible for returning the books in a good shape and in the agreed time. Failure of doing so will result in the penalties specified in the annex "Agreement to Borrow Equipment Release of Liability". In case of damage or loss, the student will assume full economic responsibility for replacing the book, within a maximum period of two weeks.

Cleaning/Maintenance: IAAC will take care of the general maintenance of all its facilities, yet students are expected to contribute to the general cleaning and maintenance of the spaces, furniture or any other IAAC material as follows: students are required to leave everything as clean as they found it, disposing of leftover food, drinks or working materials before leaving. Failure in doing so may result in restriction of the student's access to IAAC facilities (see misconduct).

Should a student damage a building element or furniture inside the IAAC premises, the student will assume full economic responsibility for replacing/repairing it.

Security: IAAC will provide a personal locker to each student to secure their computers and other valued items. IAAC is not responsible for any material loss within its facilities, and does not cover any material insurance. Students are responsible for their personal belongings at all times (7.2).

Safety: IAAC is not responsible for any damage to your person or personal property derived from the use its facilities, and does not cover student health insurance (see also 8.2). Students are responsible for their personal safety at all times. If damage or injury should occur, the student must seek immediate assistance and notify IAAC staff as soon as possible, no matter how small the issue. IAAC has several fire extinguishers, indicated and distributed according to regulations, as well as first aid kits.

Food/Drinks: Food and drinks are permitted everywhere in the building, except in the Fab Lab rooms, Seminar Rooms during class time and Lecture Hall during lectures where both eating and drinking are strictly prohibited. Students have the responsibility to pick up their waste, leaving the spaces and tables clean before leaving.

Smoking: Smoking is strictly prohibited everywhere in the building.

Bicycle/Motorcycles/Cars: Students are not allowed to park their motorcycles or cars inside IAAC, unless temporarily authorized by a staff member, in order to respond to either academic or IAAC infrastructural purpose. Bicycles may be parked inside the Institute, but must be left in specially designated areas. IAAC is not responsible for any damage or loss of these. If a bike is left outside a designated area, blocking an entrance way, door or other, IAAC reserves the right to break the lock or take alternative measures to remove it.

1.1.4 Valldaura Labs

The use of the Valldaura Labs premises is regulated by means of a specific rules and regulations which will be shared with those students using such premises.

2 Payment Policy

2.1 Application Fee

Applicants are required to pay an application fee. The amount is specified for each application deadline period. Applying during the first deadline of applications it will have no cost, during the second deadline will be 60€ and during the third deadline 120€ will be charged at moment of submitting the online application form. (Deadlines might vary depending on the year, more info about the application dates will be found in the website)

2.2 Tuition Fees 18-19/20

Tuition fees for IAAC's programmes are:

Programme**	Tuition Fees (€)
Master in Advanced Architecture 01 (MAA01) with 75 ECTS credits Master in City & Technology (MaCT01) with 75 ECTS credits Master in Advanced Interaction (MAI) with 75 ECTS credits	EU €13.125 Non EU €18.750
Master in Advanced Architecture 01 + Open Thesis Fabrication (MAA01+OTF)* with 100 ECTS credits	EU €19.375 Non EU €25.000
Master in Advanced Architecture 02 (MAA02) with 130 ECTS credits Master in City & Technology (MaCT02) with 120 ECTS credits	EU €21.280 Non EU €30.400
Open Thesis Fabrication (OTF) with 25 ECTS credits	€6.750
Master in Advanced Ecological Buildings (MAEB) with 90 ECTS	EU €14.525 Non EU €19.250
Master in Robotics and Advanced Construction (MRAC) with 75 ECTS credits Master in Design for Emergent Futures (MDEF) with 75 ECTS credits	EU €11.200 Non EU €16.000
Master in Robotics and Advanced Construction + Open Thesis Fabrication (MAA01+OTF)* with 100 ECTS credits	EU €17.450 Non EU €22.250

* The discount is available for students that apply for MAA01+OTF / MRAC+OTF programme before the beginning of MAA01/ MRAC programme. After MAA01/MRAC programme starts, students that want to enroll in OTF will pay the full fees of the OTF programme (6.750€).

****IAAC reserves the right to cancel any programme if the minimum number of participants is not reached. 30 days prior to the start of a programme IAAC will let the students know if the minimum number of participants is met or not.**

2.3 Tuition Deposit

After the student receives an acceptance letter from IAAC, he/she will have to reserve his/her place at the programme by paying in the following weeks the non-refundable Tuition Deposit, which is part of the total tuition fees.

The tuition deposit or enrolment fee amount is **2.500€** for all the master programmes and **300€** for OTF.

Programme	Tuition Deposit 2018-2020 (€)
Master in Advanced Architecture 01 (MAA01)	€2.500
Master in Advanced Architecture 01 + Open Thesis Fabrication (MAA01+OTF)	€2.500
Master in Advanced Architecture 02 (MAA02)	€2.500
Open Thesis Fabrication (OTF)	€300
Master in Advanced Interaction (MAI)	€2.500
Master in City & Technology (MaCT)	€2.500
Master in Robotics & Advanced Construction (MRAC)	€2.500
Master in Advanced Ecological Buildings (MAEB)	€2.500
Master in Design for Emergent Futures (MDEF)	€2.500

2.4 Tuition Fees installments:

After this first payment, the student will have to pay the rest of tuition fees completing the following installments:

Programme		Full tuition excluding Tuition deposit	Before September 1 st 2018	Before December 1 st 2018	Before September 1 st 2019
Master in Advanced Architecture 01 (MAA01)	Non EU	€16.250	€9.750 (60%)	€6.500 (40%)	-
Master in City and Technology (MaCT01)					
Master in Advanced Interaction (MAI)	EU	€10.625	€6.375 (60%)	€4.274 (40%)	-

Master in Advanced Architecture 01 + Open Thesis Fabrication (MAA01+OTF)	Non EU	€22.500	€13.500 (60%)	€9.000 (40%)	-
	EU	€16.875	€10.125 (60%)	€6.750 (40%)	-
Master in Advanced Architecture 02 (MAA02)	Non EU	€27.900	€9.765 (35%)	€8.370 (30%)	€9.7655 (35%)
Master in City and Technology (MaCT02)	EU	€18.780	€6.573 (35%)	€5.634 (30%)	€6.573 (35%)
Open Thesis Fabrication (OTF)	EU & Non EU	€6.450	€6.450 (100%)	-	-
Master in Advanced Ecological Buildings (MAEB)	Non EU	€16.750 *Accommodation fees not included	€10.050 (60%)	€6.700 (40%)	-
	EU	€12.025 *Accommodation fees not included	€7.215 (60%)	€4.810 (40%)	-
Master in Robotics and Advanced Construction (MRAC)	Non EU	€13.500	€8.100 (60%)	€5.400 (40%)	-
	EU	€8.700	€5.220 (60%)	€3.480 (40%)	-
Master in Robotics and Advanced Construction + Open Thesis Fabrication (MRAC+OTF)	Non EU	€19.750	€11.850 (60%)	€7.900 (40%)	-
	EU	€14.950	€8.970 (60%)	€5.980 (40%)	-
Master in Design for Emergent Futures (MDEF)	Non EU	€13.500	€8.100 (60%)	€5.400 (40%)	-
	EU	€8.700	€5.220 (60%)	€3.480 (40%)	-

N.B.

If a student doesn't respect the payment deadline proposed in the tuition fee letter he/she will incur a review process that might lead to expulsion from the educational programme. For each week of delay in the payment of the tuition fee instalment, the student will have to

pay a penalty corresponding to the 2% of the missing payment. In case of more that 4 weeks delay, the student will be expelled.

3 Cancellation and Refund Policy

3.1 Cancellation of a programme

IAAC reserves the right to cancel a programme if the quota of registered students is not fulfilled:

programme	Quota
Master in Advanced Architecture 01 (MAA01)	11 students
Master in Advanced Architecture 01 + Open Thesis Fabrication (MAA01+OTF)	11 students
Master in Advanced Architecture 02 (MAA02)	11 students
Open Thesis Fabrication (OTF)	6 students
Master in City & Technology (MaCT)	11 students
Master in Advanced Interaction (MAI)	11 students
Master in Robotics & Advanced Construction (MRAC)	11 students
Master in Advanced Ecological Buildings (MAEB)	11 students
Master in Design for Emergent Futures (MDEF)	11 students

IAAC reserves the right to cancel any programme if the minimum number of participants is not reached. 30 days prior to the start of a programme IAAC will let the students know if the minimum number of participants is met or not. If IAAC cancels a programme, the student will be given a full refund of any amount paid for the cancelled course, without losing administrative fees. If a programme is cancelled, a student may decide whether to be transferred to another Programme or to receive a full refund of any amount paid for the cancelled course without losing administrative fees.

3.2 Student's withdrawal from a programme

A student choosing to withdraw from a programme must provide IAAC with a written notice, signed and dated.

Students who drop out of the course and had paid part of the tuition fees, will have partial refund according to the following situations:

3.2.1 Non-refundable application fee and tuition deposit

Application fees (2.1) must be paid before submitting the application; these fees are non-refundable.

The tuition deposit (2.3) is also non-refundable.

It is also known as the admission deposit, commitment deposit, down payment or commitment fee, and requires students who have been admitted to verify their intention to enroll.

3.2.2 Withdrawal prior to the official beginning of the programme

In the case of withdrawing from programmes prior to the official beginning of the programme, Application fees (2.1) and Tuition Deposit (2.3) are non-refundable.

If the student has paid part or the whole of the programme's tuition fees prior to his/her arrival, IAAC will reimburse 85% of the fees paid excluding the application fees (2.1) and tuition deposit (2.3), and reserves 15% to cover administrative costs.

Date of Withdrawal or Termination MAA01/MAA02/MAA+OTF/MaCT/MAI/ MRAC/MDEF/MAEB	Tuition Refund
Before October 1st	85% of the amount paid, excluding the application fee plus tuition deposit, and IAAC reserves 15% to cover administrative costs.

Date of Withdrawal or Termination OTF and other short programmes	Tuition Refund
Before classes start (more than 15 days)	85% of the amount paid excluding the application fee plus tuition deposit and IAAC reserves 15% to cover administrative costs.

IMPORTANT: to secure a refund, the student must give proper justification of the reason for withdrawal.

3.2.3 Withdrawal after the official beginning of the programme

There is no refund of any kind after the official beginning of classes.

3.2.4 Transferring from one programme to another after the application dates

Students who wish to change their registration in order to follow a different programme will have to pay the tuition fees for the new programme selected plus the following penalties:

programme	Deadlines	Penalty*
MAA02 to MAA01	Before November 15th	No penalty
	After November 15th	Penalty: 30% of the difference between the tuition fees of MAA02 and MAA01[1]
MAA01+OTF to MAA01	Before November 15th	No penalty
	After November 15th	Penalty: 30% of the difference between the tuition fees of MAA01+OTF and MAA01[2]
MAA01 to MAA02	Before the beginning of MAA02	No penalty, admission subject to analysis after student's performance review.
MAA01 to MAA01+OTF	During the course of MAA01	No penalty, admission subject to analysis after student's performance review. The student will not be granted the MAA+OTF discount described at chapter 2.2.
MAA01+OTF to MAA02	Before the beginning of MAA02	No penalty, admission subject to analysis after student's performance review.
MAA02 to MAA01+OTF	Before November 15th	No penalty
	After November 15th	30% of the difference between the tuition fees of MAA02 and MAA01+OTF[3]

*If the penalty is not paid the student will not receive the Master Diploma or any kind of certificate requested.

In case of change of programme, the difference in cost, if already paid, will not be reimbursed by IAAC.

Note: MAA02 is considered a different programme than MAA01.

MAA+OTF, when the student enrolls at the beginning of the Academic year, is considered as one programme.

Changes of programme beyond those mentioned in the above chart will not be accepted.

[1] 2019-2020 academic year penalty is of €3.495 for Non-Europeans and €2446,50 for Europeans.

[2] 2019-2020 academic year penalty is of €1.875 for Non-Europeans and Europeans.

[3] 2019-2020 academic year is of €1.620 for Non-Europeans and €571,50 for Europeans.

3.3 Ceasing attendance without notification

If a student fails to deliver the assignments requested by the tutors, misses the evaluation periods or final reviews, does not cover 75% of classes and/or fails to attend more than 15 consecutive classes in different courses, IAAC understands that the student abandoned the programme. In this situation, the student loses all the accomplished credits and any right to claim a refund. In addition, IAAC will not deliver the student's diploma nor any kind of certificate requested (see also 4.1).

Should the student suffer from medical issues making it impossible for him/her to attend class, the student is asked to provide an official medical certificate. The procedure will be evaluated by the Academic Committee case by case.

4 Disciplinary Regulations

4.1 Expulsion

Ceasing attendance without notification, not completing tuition fee payments (see also 2.4), failing to deliver assignments requested by tutors, not obtaining a pass mark in all courses and unacceptable conduct can lead to expulsion, which will be notified by e-mail and by a letter sent to the student's permanent address. When a student is expelled, they cease to be part of IAAC, losing his/her academic credits, records and any right to claim a refund and to attend classes. In addition, IAAC will not deliver the student's diploma nor any kind of certificate requested. (see also 3.3)

4.2 Unacceptable conduct

IAAC considers unacceptable conduct behaviour that:

- Disrupts or inappropriately interferes with the teaching, learning, research, administrative, consultative, social or other activities of the Institute.
- Obstructs or inappropriately interferes with the functions, duties or activities of any student, member of staff or other employee of the Institute.
- Is violent, indecent, disorderly, discriminatory or threatening, or involves offensive behavior or language during any activity or on premises.
- Is likely to cause injury or jeopardise safety during any activity on the premises.

- Conducts any illegal activity on the premises.

4.3 Plagiarism

Plagiarism is considered unacceptable conduct that may lead to expulsion.

Any case of supposed plagiarism will be evaluated by the Academic Coordination and Direction. Should a student be suspected of a plagiarism, he/she will be summoned to a meeting where he/she will have the possibility to explain his/her reasons.

5 Grading and Attendance Policy

5.1 Grading and Evaluation

Grades are awarded for courses at the discretion of the professor responsible for the course. Students are required by IAAC to maintain at least a 5 grade point average. Students who fail to meet this standard, or who in other respects do not make normal progress toward the degree, are subject to dismissal.

The grading system goes from 1 to 10:

0–4.9	Fail (this means that the student is not going to get his/her Master Degree. In case of MAA02 students they will not be allowed to pursue the second year of the Master. This grade will be justified and well explained by the course's tutor)
5.0–6.9	Pass
7.0–8.9	Good
9.0–10	Excellent/Distinction

The grading system is based on:

- I. Attendance
- II. Effort/Commitment
- III. Discussion/Participation
- IV. Final outcome/achievement (depending on seminar's requirements)
- V. Blog Posts (depending on seminar's requirements)
- VI. Public presentations (depending on seminar's requirements)

In case of a fail, the student will be given the possibility to submit again before a second deadline that will be established by the academic coordination. Should the student not be able to submit before the deadline or should he/she be unable to reach the minimum academic requirements he/she will be subject to expulsion.

In case of a positive evaluation of the student's second submission, the maximum possible grade will be 5.0.

GRADES

Final grades of the programmes will be published 4 weeks after the end of the programme through the online students' management platform.

IAAC reserves the right to anticipate this publication to the previous weeks.

SURVEYS

At the end of each phase, the students will be asked to fill a Survey on the Educational program, the courses they attended to and the faculty. Filling this Survey is obligatory for all the students.

Grades will be shared with a student only if he/she has filled the Survey.

5.2 Attendance

Attendance to classes and public lectures is mandatory. The students are expected to be present at all classes and extra activities of the programme, with a minimum attendance of 75% of every course's scheduled time. Failure to do so without a proper justification provided to the Academic Coordination will affect the student's grades and final degree. The students are expected to be on time to all classes, according to the online calendar provided by the Academic Coordination team.

The general timetable of the Educational programme courses is arranged from Monday to Friday, with the possibility of special classes to be scheduled on weekends. Considering their full-time status, students are expected to be present at all special classes.

If a student fails to achieve 75% or fails to attend more than 15 consecutive classes in different courses with no specific authorisation from IAAC, the Institution may consider that the student has abandoned the programme and will proceed with the proper measures (3.3).

Studio Final Presentations.

At the end of each term the final presentation of the Studio course (Introductory, Research or Development, Research & Development Studio) will take place. The date will be scheduled throughout the academic year and attendance and presentation on behalf of the students is compulsory.

Should a student not attend the final presentation of the Studio, the Studio faculty will have the authority to fail him/her.

5.3 Structure of the academic programmes

Master in Advanced Architecture - First year

The first year of the Master in Advanced Architecture is organised in three terms. The first Term is an Introductory Term that provides a common grounding of knowledge and skills for the new students at IAAC.

Over the second and third term, students will follow a Research Studio (2nd term) and a Development Studio (3rd term) belonging to a Research Line focused on different scales of investigation. Students will also follow seminars.

The Academic Coordination team will distribute the students in one of the Research lines and in the seminars according to the following criteria:

- *Student's profile*
- *Final grades obtained by the students in the first term in the different courses*
- *Student's preferences, expressed via survey by the due date, in the first term. Should the student not express these preferences by the due date communicated, this point will not be taken into consideration.*
- *Studio faculty's evaluation of the student's profile.*

This distribution cannot be appealed by the students nor changed. The students will have to follow a Research Studio and a Development Studio belonging to the same Research line. The first year of the Master in Advanced Architecture offers the following Research Lines:

- RSI: X-URBAN DESIGN
 - RSII: SELF SUFFICIENT BUILDINGS
 - RSIII: DIGITAL MATTER
 - RSIV: ADVANCED INTERACTION*
- *In case of the integrated program*

Master in Advanced Architecture - Second year

The second year of the Master in Advanced Architecture is organised into three terms. During the first phase of the second year the students propose their thesis project that they will develop individually throughout the year, their strategies in the research and design project studio. Each student will propose his/her thesis project topic by a "White Paper" document. The Academic Coordination team in collaboration with the faculty will assign students a thesis advisor. This selection cannot be appealed by the students nor changed.

White Paper Submission regulation

The White Papers are to be submitted by, and not after, the date assigned by the coordinator. The submission date will be confirmed by said coordinator by July 2019, and will be within the month of August 2019. According to the review of each White Paper, the students will be assigned to a Thesis advisor by the end of September 2019.

If the thesis project proposal will be not submitted by the above mentioned dates, the Academic Coordination team will provide to assign a research topic and a thesis advisor under their own discretion.

Master in City & Technology

The Master in City & Technology is organised into three terms, each including Design Studios and a series of seminars and related events.

The Master in City and Technology comprises the following elements:

- Theory – TC (seminars and master classes, all terms)
- Strategic Planning – SP (seminars, all terms)
- Technology – TE (seminars, all terms)
- Urban Design – UD (seminars and workshops, all terms)
- Design Studio – ST (studios, all terms)
- Lecture Series – LS (all terms)
- Masterclasses

Master in City and Technology - Second year

The second year of the Master in City and Technology is organised into three terms. During the first phase of the second year the students propose their thesis project that they will develop throughout the year, their strategies in the research and design project studio. The Academic Coordination team in collaboration with the faculty will assign students a thesis advisor. This selection cannot be appealed by the students nor changed.

Master in Advanced Interaction

The Master in Advanced Interaction is organised into three terms, each including a Research Studio and a series of seminars and related events.

The Master in Advanced Interaction comprises the following elements:

Interactive Studio IS

Interaction Tools and Methods IT

Physical Computing PC

Applied Theory AP

Lecture Series LS

Research Trip RT

The programme is organized in four phases, including a final exhibition:

Phase 1: Introductory Studio and Seminars

Phase 2: Research Studio and Seminars

Phase 3: Research Studio and Seminars

Phase 4: Final Exhibition
Lecture Series (throughout the year)

Master in Robotic and Advanced Construction

The Master in Robotics and Advanced Construction is organised in three thematic phases, each term focussing in one of the themes. Each term includes studios, seminars and workshops, which allow to gain the theoretical and practical knowledge necessary to deal with the focus theme in a transversal manner.

Term 1: "Materialising Matter"

Term 2: Data- "Scanning and Learning machines"

Term 3: "Interaction - Machine collaboration"

During the 3 terms of the programme, experts in robotics, fabrication processes, materials and computational design will join together with designers and architects in a series of classes on the current state of specialisation.

Master in Advanced Ecological Buildings

The Master in Advanced Ecological Buildings includes a seminars, workshops, studios, master classes, lectures and related events.

The Master in Advanced Ecological Buildings comprises the following elements:

- Contemporary Theory and Practice of Ecological Architecture
- Digital Fabrication
- Ecology
- Solar Energy and Thermodynamics
- Eco-materials
- Advanced Structures
- Metabolic systems for the built environment

The programme is organized in three phases:

Phase 1: Theory modules and seminars

Phase 2: Project Design - group work

Phase 3: Final Project: Development of the collective project in 1:1 scale

Master in Design for Emergent Futures

The Master in Design for Emergent Futures is organised into three terms, each including a Studios and a series of seminars and related events.

The Master in Design for Emergent Futures comprises the following elements:

- Exploration

- Instrumentation
- Reflection
- Research/Design Studio
- Lecture Series
- Research Trip
- Associated Events

The programme is organized in three phases, including a final exhibition, as well as a Lecture Series throughout the year:

Phase 1: Designing for current and future social and economic challenges

Phase 2: Visualising Emergent Contexts

Phase 3: Intervention: creating emergent futures, including Final Exhibition

Lecture Series (throughout the year)

5.4 Graduation

Final examinations are public and are held during the month of June. If the student passes the examination, she/he will graduate at IAAC Graduation Ceremony.

In the final examination sessions the students will be evaluated by a committee made up by the Research line faculty members, the Academic Coordinator and the Programme Coordinator.

5.5 Degree Certificate

At the end of the Educational programmes, the students who accomplished the academic standards required will receive a Master Diploma issued by UPC -Universitat Politècnica de Catalunya.

The date of the release of these documents is subject to the UPC. Until these final documents arrive, IAAC can provide the students with temporary certificates.

Grades certificates will be issued by IAAC upon student's request. Depending on the document required, the elaboration of any certificate can take from 7 to 10 working days. To request a certificate, students must submit the online form:

<http://apply.IAAC.net/applications/view.php?id=20683>

For further legalisation/Apostilles of both the Master Diploma and the Certificate of Grades, please contact academic.secretary@IAAC.net. IAAC provides a legalization service with an extra cost (prices depend on the type or legalization required).

If the student decides not to legalise the Master Diploma and Certificate of Grades, IAAC can send these documents to the student via Post mail or Courier at an extra cost (Students must cover the costs of the postal service required)

All the IAAC Masters (MAA01, MAA02, MaCT, MAI, MRAC, MDEF, MAEB) are postgraduate Master degrees adapted to the European Higher Education Area (EHEA) and accredited by the UPC School of Professional & Executive Development. The accreditation by the EHEA of the Master in Advanced Architecture was done during the Academic year 2009-10 with 75 ECTS credits for the Master in Advanced Architecture _01; 130 ECTS credits for the Master in Advanced Architecture _02; 75 ECTS credits for the Master in City & Technology_01 MaCT accredited in 2014-15; 120 ECTS credits for the Master in City & Technology_02 MaCT accredited in 2017-18; 75 ECTS for the Master in Advanced Interaction, accredited in 2010-11; 25 ECTS credits for the Open Thesis Fabrication OTF; 75 ECTS credits for the Master in Robotics and Advanced Construction MRAC accredited in 2017-18; 75 ECTS credits for the Master in Design for Emergent Futures MDEF accredited in 2017-18; 90 ECTS credits for the Master in Advanced Ecological Buildings MAEB accredited in 2017-18.

IAAC will send the documents required for the preparation of the student Master Diplomas to the UPC within 3 months after the academic programme's finish.

IAAC is not responsible of, nor capable to influence the time spent by the UPC to issue the degree certificate.

IAAC Masters are awards given by tOKhe Universitat Politècnica de Catalunya according to the University's own standards for postgraduate studies. Spanish regulation specifies that universities can instruct studies that lead to obtaining other degrees apart from the Graduate, University Master or Doctorate.Ç

Every country has its own system of accreditation therefore we suggest that you pass the above information to the ministry of education in your home country to assure compatibility.

Note: UPC will issue the Master Diploma based on a copy of the passport, Bachelor's Degree and legalised copies of the degree and translation submitted by the student at the moment of the application and registration. If the student submits incorrect information he/she may be requested to pay a penalty for issuing a new certificate, with a maximum penalty of €250.

Students will have to inform IAAC in case of loss, substitution or expiration of any of the documents up to 4 months after the end of the master. The student is responsible for providing a new copy of the passport if this expires by 4 months after the end of the master. IAAC is not responsible for the delay and/or inconveniences that this causes with UPC, and this will be considered as wrong information subject to a penalty.

Note: Students enrolled in the MAA01+OTF programme will receive separate certificates/degrees, one for the MAA01 and another for the OTF research programme.

5.6 Material Delivery

At the end of Educational programmes, and as part of the general requirements to graduate, students must deliver the following material to IAAC before the deadline established by the academic coordination, in any case before the Graduation ceremony:

- 1) A printed Booklet of the final project according to given layout.
- 2) On the provided google drive folder
 - Booklet in InDesign packaged folder format, including Booklet in PDF high resolution Print format
 - Final Digital Presentation in PDF format
 - Folder with a selection of high resolution JPG images
 - Description Text of the Project (Word doc)
 - Project Data Sheet according to provided format
 - Videos
 - Selection of 10 high resolution images of the project
 - Other files required by tutors or coordinators
- 3) A post of the project in IAAC Blog, following the instructions included in the Blog guide.

If the student does not provide this material to IAAC, and completes all the course submissions required, he/she will not receive the Master Diploma.

5.7 IAAC blog

The publication of at least one post per course in the IAAC blog (www.IAACblog.com) is required for each student / group of students attending a course. This publication will be part of the submission. The blog posts must follow the requirements listed in the "Blog publication guide", updated periodically and shared in the google drive folder "PROTOCOLS and PUBLIC DOCUMENTS > STUDENTS KIT - COMMUNICATION and PUBLICATION" accessible through the following link:
<https://drive.google.com/open?id=0B6clj8JAKs2rUVRnLXIBU3N5bDg>

5.8 Final Exhibition

Final exhibition

IAAC will coordinate the organisation of a final exhibition of a selection of the students' projects (June - July). The students will be responsible for the setup of this public event and will be consequently evaluated by an appointed coordinator.

The students will have to share all the information needed with their tutors, from model dimension to image selection.

5.9 Academic content

IAAC reserves the right to make any changes to the academic content and the courses offered to the students.

6 Intellectual Property, Patents, Copyrights

Students will be involved in research that is capable of producing *Intellectual Property*. In such case, the ownership of the economic rights arising from the works shall belong exclusively to IAAC, assigning the student, as necessary, the rights in favor of the latter in the terms herein to their contribution to the project. The Student consequently recognises that the power to carry out the economic exploitation of the project rests solely and exclusively with IAAC, all without prejudice to the moral rights that correspond to the student.

Pursuant to the above, IAAC will be the exclusive owner of all the economic rights over the works, including among others:

- The right of exhibition and public display, of dissemination and publication in their entirety or in part.
- Right of reproduction, in any form and on any kind of means and medium —including mechanical, graphic, written, printed, visual, database, audiovisual, telematics, electronic, computer and multimedia means and media — which allow them to be communicated or copies to be obtained.
- The right of distribution both of copies and of the means and media on which the WORKS may be reproduced, by means of their sale, rental, loan or in any other form.
- The right of public communication of the WORKS, especially through the acts of communication established in Article 20 of the Revised Text of the Spanish Intellectual Property Act including the right of making available through any system, procedure or means.
- The translation right of the WORKS, directly or through third parties, and the exploitation right of the resulting translations in the same scope foreseen for the WORKS.
- The right of transformation and/or adaptation of the WORKS, and the subsequent exploitation of the resulting works, by any method; including, but not limited to, works of a graphic, phonographic, audiovisual, touch, multimedia and computer nature.

Likewise within the framework of development of the projects, industrial inventions may arise liable to be patented as *Patents* or utility models, or if appropriate registered as Industrial Design. In these hypotheses, the student recognises that the ownership of the such inventions shall correspond exclusively to the IAAC — especially the ownership of the rights to apply for and register them — and therefore the sole and exclusive authority to carry out their economic exploitation, all without prejudice to the rights which correspond to the student over the inventions pursuant to the Law as well as to their right to participate in the profits arising from any exploitation hereunder.

The attribution in favor of the IAAC of ownership of the rights over the works and the inventions has the following scope:

- Of a sole and exclusive nature
- Worldwide
- For the whole period of duration of the rights
- With the authority of the IAAC to assign to third parties, whether or not exclusively, totally or partially, the rights acquired by means of this agreement
- With the maximum scope permitted by the applicable regulations
- For exploitations of works protected by intellectual property which are carried out through publishing, the IAAC will be able to carry out a maximum number of 100 editions of the works, with a minimum of 1 and a maximum of 10,000 copies for each of the modalities in which it is carried out.

Without prejudice to the attribution of ownership in favor of the IAAC, the student warrants the authorship and originality of the projects and the inventions, and represents that the IAAC will be able to freely and peacefully exercise the rights over them; and declares that neither the works nor the inventions contain elements which infringe rights of any nature. In relation to this, the student accepts responsibility before IAAC for all the financial charges which may arise for IAAC in favor of third parties on the occasion of lawsuits, claims or disputes arising from the non-fulfilment of these obligations by the student.

If appropriate, the student undertakes to communicate in writing that the work, design or invention liable to be protected or registered has arisen from the development of the project, providing all the information and/or documentation that they have, as soon as this occurs.

Students likewise undertake not to disclose the development or the results of the research publicly by any means, without obtaining the prior authorisation of the IAAC, or to carry out any kind of exploitation of the works or the inventions without the prior assignment of rights and/or authorisation by the IAAC.

In any case, in any act of dissemination or publicising of a research activity developed at the heart of the programme, the student must indicate expressly the participation of the IAAC, in addition to the rest of the students which, if appropriate, participated in the research. The following mention shall appear in a visible manner on all the works:

“Name of the Project”, is a Project by IAAC, developed by “name of student/s”, within the “Name of the programme”, year. All rights reserved*

**For the avoidance of doubt the student acknowledges that his name shall appear alongside any other students that participate validly in the project, whether lecturers or students, and that the name of possible companies involved shall also appear.*

In any act of social media dissemination or publicising of a research activity developed as part of one of the educational programmes, the publisher must moreover expressly indicate

IAAC with the specific tag and hashtag (both of the school and of the master program):
@iaac for Twitter, @IAACbcn for Facebook, @iaacbcn for Instagram,
@institute-for-advanced-architecture-of-catalonia for LinkedIn, @iaacat for Youtube.

Both in relation to the works and to the inventions, the mention of the authorship of the student shall be respected. In the case of patents and/or utility models they shall appear as inventors.

In the event that the student requests use of parts of the works to be included in academic papers and/or for other academic purposes (such as professional or scientific conventions, congresses or meetings) the IAAC will grant the appropriate authorisations to the student in the scope necessary to allow the student to use them as requested. When using the authorised parts of the works, the student will credit the rest of collaborators that participated in them, making the appropriate citations and/or references.

Students may only use the IAAC's name, logo or registered *trademarks* with the express consent of a IAAC authority.

IAAC reserves the right to reproduce the student's name, image, audio voice and project work at no cost, in any specific media, using any form of communication (including publicity). In the same manner, IAAC may record and reproduce the student's performance and project work in any tangible or intangible media, and exploit it by adding music, sounds and other images. IAAC reserves the right to transform such performance, by adjusting, changing and/or modifying the original source, always respecting the student's moral rights.

IAAC is allowed to distribute the resulting data in printed media, electronic, audiovisual, internet or other, through sales, rentals or any form, for both private and public use. In addition, IAAC may translate and subtitle these recordings in any given language, to communicate and promote IAAC's production in any media, technical or technological system, including cinema, television or other.

IAAC assumes the responsibility of properly crediting the students for their contribution. Any future publication of the material from the student created and produced in IAAC must include a reference towards their tutor, towards IAAC and towards the programme. Any commercial use of the work developed at IAAC is forbidden without the specific written permission from IAAC Academic Director.

Recorded Classes

In exceptional cases students can be authorized to record a session of the academic courses. The authorization has to be given both by the faculty involved and the Academic coordination team. This record have to be used only for personal purposes and cannot published.

Students who publish the class without official consent from the Academic Coordination will be subject to a penalty that can include expulsion.

SPECIAL NOTE FOR MASTER IN DESIGN FOR EMERGENT FUTURES STUDENTS:

The copyright license regulation for the projects developed in the MDEF program inherent to the Fab Academy program will follow the regulation of the Fab Academy Program:

Default license for student's work will be under Creative Commons: Attribution-ShareAlike 4.0 International (CC BY-SA 4.0)

Students interested in researching further can change their licensing if expressly mentioned.

7 Requirements to Register

7.1 Registration procedure

For those students that secured their place by paying the Tuition Deposit, registration procedure will occur in 2 phases:

1. Before October students must fill the online Registration form.
2. At the official registration days, duly informed by IAAC, students will have to come to IAAC office with the following documents:
 - 2 printed copy of the *Registration Form*, signed on all pages.
 - Proof of Medical Insurance to cover the student's whole period of studies.
 - The necessary application documents.
 - 50€ deposit for the set of locker key, magnetic card and tool kit.

The documents that are necessary in order to get the UPC diploma are:

- Copy of passport.
- Digital Copy of the Bachelor's degree.
- Legalisation of the Bachelor's degree in Spain, either with Apostille affixed or with the stamps from the Ministry and Spanish Embassy in the country of origin.
- Sworn translation into Spanish of the Bachelor's Degree and Legalisation.

The student will be informed if there is any document required missing or not valid. In this case, the student will have time until the 1st of December to complete this process.

If the student submits these documents after the 1st December, IAAC will not be able to send the documents required to UPC on time, and consequently will not be responsible of any delay in UPC issuing any certificate.

IAAC will give students the following documents in a printed guide and cloth bag:

- Students terms and conditions
- Certificate of Enrollment in Spanish

- Procedure on how to get the NIE.
- General information about the procedure on how to get the UPC Diploma: information about legalisations and translations.

7.2 Medical Insurance

IAAC does not cover the students in case of accidents and injuries. Before coming to IAAC, students must arrange a medical insurance to cover the entire duration of their stay at IAAC.

Catalan public health charges for any kind of medical assistance/treatment they perform. Information about the Catalan health system: www.gencat.net/ics/. We advise students to get in contact with the public health service of their country to be informed if their health system can cover for them. If not, students will have to hire private insurance.

8 IAAC Certificates

If you require any certificate issued by IAAC the procedure is to fill an online form: <http://apply.IAAC.net/applications/view.php?id=20683>

IAAC will process your request form within a minimum of 7 workdays. Any duplicate that the student might need in case of loss will be charged €5.

9 Alumni Community

Alumni community is an association of graduates and former students of IAAC.

Being part of this community holds the following benefits:

- Receiving Job offers
- Access to IaaC Alumni platforms (stay up to date with the latest IAAC Alumni news here: <https://iaac.net/iaac/alumni/>)
- Becoming a IaaC ambassador in your country, collaborating with projects
- Newsletters including information and opportunities on projects, research, competitions, - etc.
- Being eligible to run a satellite of IaaC's Global Summer School.
- Keeping your IaaC email and the related google drive
- - Being part of the IaaC Alumni facebook page (if you are not already a member, please request to join the group so that you can be in contact with the whole group: <https://www.facebook.com/groups/149817695104894/>)
- Participation in IaaC Alumni meeting
The Alumni meeting is an event that takes place every 2 years, and is a new chance to bring

together different generations of Alumni, inviting them to IAAC to share the experiences they made after their studies

Being part of the Alumni Community is free for the first year, after that the subscription has a yearly cost that will be defined during the A.A. 2018/2019.

10 Fab Lab terms & conditions

1) General

The system works on a priority basis. Students have priority for the use of the Lab during some specific hours that will be defined at the start of each academic term.

Every student who wishes to use the machines in the Fab Lab (P59) will have to make a reservation in the Fab Lab booking system . (See below)

2) Fab Lab's Booking System

- To use these machines students must book slots.
- Students must bring the material to the Fab Lab and have it ready before the time slot starts. For 3d printing jobs, the Fab Lab will manage material supplies.
- Students must come to the Fab Lab 15 min before their slot time starts in order to load the file for fabrication.
- The time slots cannot be booked on the same day as you wish to fabricate. Students must book at least the day before, until 11.59pm, once the procedure described above has been followed.
- Students cannot book slots that cover more than 5 hours. If they need more time to finish a job, they will have to arrange priorities with the Fab Lab students' coordinator.
- Students have an equal amount of time on the machines, therefore, if their designs exceed the possibilities of machine time in the fab lab, they will have to produce their prototypes elsewhere.
- The Fab Lab students' coordinator is entitled to delete bookings that don't follow these regulations.
- It is obligatory to cancel a slot booking if you will not use it. Non Cancellations will be considered as misconduct in the Fab Lab and will be penalised (see point 8).

Cancellations

If a student makes a reservation and does not come, or comes late, the student will lose the slot, and may in addition result in the eventual suspension of the student's privileges (see point 8).

Only in *force majeure* cases, students can cancel their booking using the cancellation link in their confirmation email.

The student may only use the machine for the time booked.

Files

All files must be sent via email

3) Materials

Fab Lab DOES NOT PROVIDE building or model making materials (wood, cardboard, acrylic or other). The materials to work with the Laser Cutter, Vinyl Cutter and CNC Mill should be previously acquired by the person fabricating, and individually transported to the Fab Lab.

Also, Fab Lab does not provide, double-side tape, resins, electronic components, cables, etc.

Fab Lab ONLY PROVIDES the following items: wood glue, masking tape, sand paper, screws, nails and staples.

Recycle Policy:

Fab Lab recycles excess materials. Students can only take leftovers from the designated areas. Students are not allowed to take material from inside the lab or ANY storage area.

4) Storage:

Due to the small amount of space available, there is no permanent storage space .

Everything should be storage in cardboard boxes and must indicate their student name, project name and date.

Students can only store material if they are about to use.

If the student fails to do this, the material may be displaced or used.

If students want to store projects, they must have permission from the Fab Lab Manager. Otherwise, they must be stored in the classrooms.

5) Tools

- Fab Lab DOES NOT PROVIDE hand tools such as screwdrivers, pliers, screws, blade cutters, scissors, rasps, chisels, measure tapes, wrenches, etc. Taking them arbitrarily will result in the eventual suspension of the user's privileges (see point 8).
- Fab Lab PROVIDES electrical tools such as drills, sanding machines, jig saw, circular saw,
- To use these materials students must ASK the Fab lab team or Student Manager PERMISSION.
- You are able to use the electrical tools only in the designated area. It is absolutely forbidden to use them in the classrooms, hall or terrace. You are not allowed to take tools out of the workshop area.
- Tools must be used solely for their specific use and must be cleaned up after their use.

Taking any of the Fab Lab tools without permission will result in the eventual suspension of the user's privileges (see point 8).

6) Security

General Safety Regulations

- Use of this facility requires the use of standard safety precautions at all times. To include but not limited to:
- Never work alone
- Be aware of how to stop the machine being used and how to call for help
- All students must wear safety glasses while using tools or equipments in the lab.
- Ear protection and dust masks are available and should be worn when necessary.
- Safety glasses are the student's responsibility. Students must not work in this space without them. If there aren't any available when you enter the shop, it's no excuse to work without them. Ask for them!
- Only closed-toe shoes should be worn in the lab areas
- Long hair should be tied up, loose clothes should be tightened, and dangling jewelry should be removed before entering the lab areas. These can all get caught in the machines.
- Wear a dust mask when performing grinding or other operations that may generate fine airborne particles
- Do not leave tools in the machine when finished. Put them in their allocated place.
- Always be aware of the safe operation of the machines. If unfamiliar with a particular machine, consult the shop staff before approaching the machine.
- Do not make parts in a rush. Plan each job and procedure in advance. Determine what special tools may be needed.
- Use the shopvac to remove chips from a machine; this is NOT to be done by hand.
- Each student is required to report all issues, accidents, and tool breakages to Ricardo Valbuena or Martin Seymour (If neither are available, please report this to mathilde.marengo@IAAC.net)
- No food is allowed in the shop.
- Respect the machines and what they can (and can't) do; never, ever use the machines for anything other than what they were designed to do, and never tamper, alter, or play with the equipment!
- All students are required to clean the machine and sweep the work area before leaving the lab areas.

Important!

Among the Fab Lab (P102) equipment there is a large format laser cutter - the Multicam - which is a Class 4 machine. Class 4 is the highest and most dangerous class of laser, including all lasers that exceed the Class 3B AEL. By definition, a class 4 laser can burn the skin, or cause devastating and permanent eye damage as a result of direct, diffuse or indirect beam viewing. These lasers may ignite combustible materials, and thus may represent a fire risk. These hazards may also apply to indirect or non-specular reflections of the beam, even from apparently matte surfaces—meaning that great care must be taken to

control the beam path. >>>For this machine, students must take extreme security measures, as mentioned above, and work with a specific Class 4 - 10,600nm wavelength eye protection available by request.

Violation of any of the above rules or improper use of the machine shop will result in the eventual suspension of the user's privileges (see point 8)

Job Start

If the student does not know how to operate a Fab Lab machine, or does not fully understand the manual or instructions, the student must seek for assistance from the Fablab team before turning on the machine. Before starting any job, the student must ensure that the material is properly secured or fastened to the machine cutting table, and guarantee that either the cutting/milling tool or the laser cut beam is free from the workpiece or any other obstacles.

Machine Settings

The students are not allowed to remove any physical part or modify the general settings of any machine without a previous authorisation and supervision from a Shop Operator.

Job Supervision

Except for the 3D printer, all other machines shall never be left working without a person to supervise the job. When the machine is working, the student must be prepared for an emergency shut off at all times. If the material or the machine begins to vibrate or makes excessive noise, the student must interrupt the job immediately, because it may cause fire, harm to his/her health and/or damage the machine. The use of certain materials may produce toxic fumes. In case of strange smell, the student must interrupt the job immediately.

Food/Drinks

Food or drinks are forbidden inside all Fab Lab spaces.

Liability Policy

IAAC | Fab Lab Bcn will not be held responsible for any personal damages derived from the use its facilities, and does not cover student's health insurance. Students are responsible for their personal safety at all times.

If damage or injury should occur, the student must seek immediate assistance and notify any IAAC | Fab Lab Bcn staff person as soon as possible, no matter how small the issue. IAAC | Fab Lab Bcn has several fire extinguishers and first aid kits.

7) General Regulations of the space

Machine Damage: In case of damaging a machine, the user is expected to immediately report it to the Fab Team or Fab Lab Manager. Failure of doing so will result in the suspension of the user's privileges (see point 8). Damage will be evaluated together by the lab manager and the user, in order to determine if it was due to misuse of the machine. The

lab manager will report to IAAC's direction, who will determine the corresponding responsibilities.

Cleaning/Maintenance: The user is responsible for cleaning the machines and table work space, as well as disposing his/her leftover materials. Failure to do so will result in the suspension of the user's privileges (see point 8).

Access and Guests: Access to IAAC | Fab Lab Bcn building is restricted to students. Students are not allowed to lend their access card to a third person, under any circumstance. If a person is caught using a student's card, he/she may immediately be suspended of his/her student status. Outside of the open public events and lectures, student guests are only allowed to visit the IAAC facilities during regular hours (10 am to 9 pm) It is absolutely forbidden to stay at IAAC or Fab Lab Barcelona overnight.

Smoking: Smoking is strictly prohibited everywhere in the building.

Food/Drinks: Food or drinks are forbidden inside all Fab Lab spaces.

Bicycle/Motorcycles/Cars: Students are not allowed to park their motorcycles or cars inside the building. Bicycles may be parked inside the Institute, but must be left in the designated areas. IAAC | Fab Lab Bcn is not responsible for any damage or loss. If a bike was left outside a designated area, blocking an entrance way, door or other, IAAC | Fab Lab Bcn reserves the right to break the lock or take alternative measures to remove it.

IAAC | Fab Lab Bcn reserves the right to suspend the Fab Lab privileges to any User who does not respect the following guidelines.

8) Misconduct

If a student fails to follow these regulations he/she will receive a penalty.

The first warning will be a verbal warning.

The second warning will result in 1 week suspension of access to the lab. The third warning will result in 1 month suspension of access to the lab. The fourth warning will result in permanent suspension of access to the lab.

IAAC reserves the right to update these Terms & Conditions in any moment by informing the students with an email to their personal IAAC account.

ANNEX 1 (A)

Explicit consent (PUPILS)

Barcelona, on the date of

INSTITUT D'ARQUITECTURA AVANÇADA DE CATALUNYA FUNDACIÓ PRIVADA is the **Controller** of the personal data of the interested party and hereby informs you that this data will be processed in accordance with the provisions of REGULATION (EU) 2016/679 of 27 April 2016 (GDPR), therefore, you are provided with the following information on processing:

Purposes of the processing: The legitimate interest of the controller: the provision of training services and the maintenance of academic records. The consent of the interested party: to send communications regarding products or services.

Data storage criteria: Data will be stored while there is a mutual interest in the purpose of the processing, and when it is no longer necessary for this purpose, it will be deleted using appropriate security measures to guarantee their pseudonymisation or total destruction.

Data sharing: Data will not be shared with third parties, unless there is a legal obligation to do so.

Rights of the interested party:

- The right to withdraw consent at any time.
- The rights of access, rectification, portability and removal of data and limitation or opposition to processing.
- The right to bring a complaint before the Supervisory Authority (agdp.es) if the user believes that processing does not conform to the regulations in force.

Contact information to exercise your rights:

INSTITUT D'ARQUITECTURA AVANÇADA DE CATALUNYA FUNDACIÓ PRIVADA. PUJADES, 102 - 08005 BARCELONA (BARCELONA). Email: info@iaac.net

To process the data described, the Controller needs your explicit consent or that of your legal representative.

The **Interested Party** consents to the processing of their data under the terms and conditions set out:

Name

....., National ID no

Legal representative of

....., National ID no.....

Signature:

ANNEX 1 (B)

Consent to the publication of images

GENERAL

CONSENT FOR THE PROCESSING OF IMAGES

Barcelona, on

INSTITUT D'ARQUITECTURA AVANÇADA DE CATALUNYA FUNDACIÓ PRIVADA is the Controller of the personal data of the interested party and hereby informs you that this data will be processed in accordance with the provisions of Regulation (EU) 2016/679 of 27 April 2016 (GDPR), and Spanish Law 1/1982 on Civil Protection of the Right to Honour, Personal and Family Intimacy and Own Image, therefore, you are provided with the following information on processing:

Purposing of the processing: Recording still images and videos of the activities carried out by the Controller to advertise the activities on the media, with the Interested Party's consent. Under no circumstances will the name of the Interested Party be published.

Data storage criteria: Data will be stored while there is a mutual interest in the purpose of the processing, and when it is no longer necessary for this purpose, it will be deleted using appropriate security measures to guarantee their pseudonymisation or total destruction.

Data sharing: The Interested Party may agree to or refuse processing by marking the corresponding box with an X, YES (I give my consent) or NO (I do not give my consent) for the following categories of recipients:

YES	NO	AUTHORISATION TO SHARE DATA
<input type="checkbox"/>	<input type="checkbox"/>	Publication on media belonging to the Controller
<input type="checkbox"/>	<input type="checkbox"/>	Publication on media external to the Controller

Rights of the interested party:

- The right to withdraw consent at any time.
- The rights of access, rectification, portability and removal of data and limitation or opposition to processing.
- The right to bring a complaint before the Supervisory Authority (agdp.es) if the user believes that processing does not conform to the regulations in force.

Contact information to exercise your rights: INSTITUT D'ARQUITECTURA AVANÇADA DE CATALUNYA FUNDACIÓ PRIVADA. PUJADES, 102 - 08005 BARCELONA (BARCELONA). Email: info@iaac.net.
To process the data described, the Controller needs your explicit consent or that of your legal representative.

The Interested Party consents to the processing of their data under the terms and conditions set out:

Name, National ID no
 Legal representative of....., National ID no
 Signature:

ANNEX 2

Waiver of Liability for Students' Extra - Curriculum Activities

This agreement releases the Institute for Advanced Architecture of Catalonia (therefore in after "IAAC") from all liability to injuries that may occur during the extra-curricular activities related to IAAC's academic programme.

By signing this agreement, I, _____ agree to hold the IAAC entirely free from any liability, including financial responsibility from injuries incurred during non-obligatory activities such as research field trips, workshops, exhibitions and lectures outside IAAC's premises.

I also acknowledge that during those activities I might not be accompanied by the teachers and/or faculty.

I understand IAAC will not be responsible for the accommodation and displacement during the extra-curricular activities.

IAAC reserves the right to manage some displacements (such as reserving a bus or other means of transportation the students). I hereby release from liability IAAC and any of its employees, agents of volunteers for anything might occur during this travels.

By signing below, I forfeit all right to bring a suit against IAAC for any reason. I will also make every effort to obey safety precautions if necessary as explained to me by the faculty in those activities, and I will ask for clarification when needed.

I, _____ fully understand and agree to the above terms.

(Participant)

(Date)

(Participant)
Full name:
Student ID:
Date:

ANNEX 3

Agreement to Borrow Equipment Release of Liability

I, _____, agree to borrow materials / equipment / Tools /books from Institute for Advanced Architecture of Catalonia (“IAAC”) , following the instructions provided here in the guide: <https://drive.google.com/file/d/0B9mK0dOv8IABYjFJSLJWWWhXZ00/view>

These tools can be lent to all the students. The students will have to leave their student card and will be given the card back once they return it within the specified date.

- Ikea Table Lights: 3 days.
- Spotlight: 1 day
- Power supply: 3 days.
- Video càmera: 1 day.
- Thermal càmera: 1 day.
- Portable mini projectors: 3 days.
- Tripod: 1 day.
- Kettels: 1 day.
- Books: 1 week

The period can be renewed only if no other Student has pre-booked the material.

There are other materials that are used for special projects and only under the supervision of a member of staff. Please ask your tutors and/or coordinator for more information about this.

The rental period for my Equipment / Tools / Books will be clearly marked according to the library lending tools guide I understand that it is my responsibility to pick up the Equipment / Tools / Books and to return it to the same location at the end of my rental period unless otherwise agreed by both parties. I agree to return the Equipment / Tools / Books to IAAC in the same condition that it was in on the day I rented it, normal wear and tear excepted. I understand that there is no charge for the rental of the Equipment. However, in the event that the Equipment is lost or destroyed during my rental period, I agree to replace the Equipment at my own expense. Also, if the Equipment is damaged during my rental period, I agree to have the Equipment fixed or replaced. If I do not repair or replace the Equipment within 30 days after my rental period, I authorize IAAC to charge me for all the costs associated.

I understand that IAAC is not warranting that the Equipment is fit for use or for any particular person, and that I am solely responsible for the selection of the Equipment.

If I do not return the items as specified, these are the penalties that will apply:

- 1 day delay: 1 week.
- 1 to 7 days delay: 1 month

- 8 to 15 days delay: 2 months
- More than 15 days: banned.

I HEREBY RELEASE FROM LIABILITY AND AGREE TO INDEMNIFY AND HOLD HARMLESS IAAC, AND ANY OF ITS EMPLOYEES, AGENTS OR VOLUNTEERS REPRESENTING OR RELATED TO IAAC, FOR ANY LIABILITY IN CONNECTION WITH THE USE OR POSSESSION OF THE EQUIPMENT. THIS RELEASE IS FOR ANY AND ALL LIABILITY FOR PERSONAL INJURIES (INCLUDING DEATH) AND PROPERTY LOSSES OR DAMAGE OCCASIONED BY, OR IN CONNECTION WITH THE POSSESSION OR USE OF THE EQUIPMENT.

SIGNATURE:

FULL NAME:

PASSPORT NUMBER:

DATE:

ANNEX 4

IAAC GENERAL CONDITION ACCESS CARD AGREEMENT

- The student states that he/she is aware about the IAAC Terms & Conditions General Guidelines and has signed a copy to be kept at the IAAC Academic Department.
- The student agrees with all IAAC General Guidelines and Terms and Conditions, accepting full responsibility derived from an inappropriate performance and use of the facilities and equipment.

IAAC Access Card: Conditions of Use

- IAAC´s Access Card will allow you to use the IAAC space from **9.00h till 21.00h from Monday to Sunday.**
- You are responsible for:
 - Entering the institute using **ONLY** the door that has the magnetic card access device.
 - You must consider that:
 - This card only authorizes access to IAAC students and IAAC related personal.
 - This card must be returned to IAAC´s Administration Secretary at the end of the relationship with the Institute.
- In case of loss, you will have to pay an amount of 10€ for a new card.
- For the Access Card, you will have to leave a deposit of 10 €, that will be return when you give back all items.

In Barcelona,.....of....., 2017

I accept the above,

Student

Signature

Name:

Passport Number:

Card Number: