

MICROECONOMICS

IE University

Professor: **LUIS ALBERTO RIVAS HERRERO**

E-mail: larivas@faculty.ie.edu

Academic year: 23-24

Degree course: FIRST

Semester: 1^o

Category: BASIC

Number of credits: 6.0

Language: English

PREREQUISITES

SUBJECT DESCRIPTION

This course is an introduction to microeconomic analysis and its application to current social problems. Students will get acquainted with basic microeconomic thinking and will get a general and overarching perspective on the skills and information to understand more advanced microeconomic topics.

Microeconomics is the branch of economics that studies the behavior of individuals and firms in making decisions; how markets work and the conditions under which free markets lead to desirable allocations; and when there are market failures and a need for government intervention. After completing this course, by focusing on the individual decisions of consumers and firms, students obtain a proper understanding of the behaviour of economic agents and a powerful tool to analyse the outcomes that result from their interaction.

The course is structured in six different parts:

1. The first part analyses how economists think.
2. The second part presents how markets work: supply and demand, elasticities and government policies.
3. The third part analyses the relationship between markets and welfare.
4. The fourth part covers the economics of the public sector: externalities and public goods.
5. The fifth course presents consumer behavior.
6. The last part of the course focuses on firm behavior and the analysis of different market structures: perfect competition, monopolies, oligopolies and markets with differentiated products.

Economics is a social science that uses inductive approaches. The course uses a data-based approach to understand theoretical abstract concepts. It insists on the application of knowledge to real cases and experiences, and on understanding the use mathematical models. Therefore, the focus of the course is eminently practical. The theoretical concepts learnt in class will be complemented with numerous real case studies and empirical exercises.

OBJECTIVES AND SKILLS

The goal is for students to start thinking as economists: first, they get to know verified basic concepts and theories; second, they familiarize with the methodology that scholars and practitioners use in their research; finally, they interpret current real-life events based on recent economic theory. The final aim is that this methodology becomes a useful tool that students can apply in their future professional career.

Given its introductory nature, the basic objective of the course is to familiarize students with basic microeconomic concepts and with the economic methodology. After completing this course, students should be capable of the following:

- GOAL 1: Explain the major underlying principles of economics to understand how the economic system works.
- GOAL 2: Analyse how companies react to changes in market conditions in theoretical and practical cases.
- GOAL 3: Describe market failures and their impact on efficiency in theoretical and practical cases.
- GOAL 4: Discuss consumer behavior based on rational decision-making theory to interpret preferences and optimal choices.
- GOAL 5: Familiarize with the methodology that scholars and practitioners use to understand and explain decision making and the economic problems that surround us:
 - Basic theoretical models
 - Experiments
 - Empirical analysis: work with data

METHODOLOGY

Sessions will combine the explanation of theoretical concepts with practical activities such as doing exercises, class activities and experiments. They are intended to be highly dynamic. Students will prepare the readings before class.

There will be individual and group assignments in which students will be tasked with finding sources of information, putting theory into practice, systematizing, reasoning, and solving problems. Some of these assignments may be presented in class. The Professor will implement different active-learning techniques: small quizzes, think-pair-share activities, or one-minute essays.

| Teaching methodology | Weighting | Estimated time a student should dedicate to prepare for and participate in |
|---------------------------|-----------|--|
| Lectures | 30.0 % | 45 hours |
| Discussions | 3.33 % | 5 hours |
| Exercises | 20.0 % | 30 hours |
| Group work | 26.67 % | 40 hours |
| Other individual studying | 20.0 % | 30 hours |
| TOTAL | 100.0 % | 150 hours |

PROGRAM

SESSION 1 (LIVE IN-PERSON)

Topic: Introduction to the Course: Learning Objectives and Course Evaluation.

Other / Complementary Documentation: Course Syllabus (s-c)

SESSION 2 (LIVE IN-PERSON)

Topic: How Economists think

Concepts: scarcity; economics efficiency; equality; opportunity cost; rational people; marginal change; incentive; market economy; property rights; market failure; externality; market power; circular-flow diagram; microeconomics; positive statements; production possibilities frontier; macroeconomics; normative statements.

Book Chapters: Principles of microeconomics (Chapter 1: Ten principles of Economics; and Chapter 2: Thinking Like an Economist) (See Bibliography)

Book Chapters: Microeconomics (Chapter 1: First Principles; and Chapter 2: Economic Models: Trade-offs and Trade) (See Bibliography)

SESSION 3 (LIVE IN-PERSON)

Topic: The Market forces of Supply and Demand.

Concepts: Market; law of supply and demand; competitive market; shortage; quantity demanded; surplus; law of demand; equilibrium; quantity demand; equilibrium; price; demand curve; normal good; supply curve; inferior good; substitutes; law of supply; complements; quantity supplied.

Book Chapters: Principles of microeconomics (Chapter 4: The Market Forces of Supply and Demand) (See Bibliography)

Book Chapters: Microeconomics (Chapter 3: Supply and Demand) (See Bibliography)

SESSION 4 (LIVE IN-PERSON)

Topic: Elasticity and its application.

Concepts: Elasticity; price elasticity of demand; total revenue; income elasticity of demand; cross-price elasticity of demand.

Book Chapters: Principles of microeconomics (Chapter 5: Elasticity and its Application) (See Bibliography)

Book Chapters: Microeconomics (Chapter 6: Elasticity) (See Bibliography)

SESSION 5 (LIVE IN-PERSON)

Topic: Consumers, Producers, and the Efficiency of Markets.

Concepts: welfare economics; willingness to pay; consumer surplus; cost; producer surplus; efficiency; equality.

Book Chapters: Principles of microeconomics (Chapter 7: Consumers, Producers, and the Efficiency of Markets) (See Bibliography)

Book Chapters: Microeconomics (Chapter 4: Consumer and Producer Surplus) (See Bibliography)

SESSION 6 (LIVE IN-PERSON)

Topic: How economists use data.

PRACTICE OF CONCEPTS FROM SESSIONS 4, 5 & 6:

DOING ECONOMICS. Empirical Project 7. Supply and Demand.

Multimedia Documentation: Doing Economics: Supply and Demand (Emperical Project 7)

Book Chapters: Principles of economics (Supplemental Module: How Economists Use Data) (See Bibliography)

SESSION 7 (LIVE IN-PERSON)

Topic: Supply, Demand and Government Policies.

Concepts: price ceiling; price floor; tax incidence.

Book Chapters: Principles of microeconomics (Chapter 6: Supply, Demand and Government Policies) (See Bibliography)

Book Chapters: Microeconomics (Chapter 5: Price Controls and Quotas: Meddling with Markets) (See Bibliography)

SESSION 8 (LIVE IN-PERSON)

Topic: Application: The Cost of Taxation.

Concepts: deadweight loss.

Book Chapters: Principles of microeconomics (Chapter 8: Application: The Cost of Taxation) (See Bibliography)

Book Chapters: Microeconomics (Chapter 7: Taxes) (See Bibliography)

SESSION 9 (LIVE IN-PERSON)

Topic: Externalities.

Concepts: externality; internalizing the externality; corrective tax Coase theorem; transaction costs.

Book Chapters: Principles of microeconomics (Chapter 10: Externalities) (See Bibliography)

Book Chapters: Microeconomics (Chapter 16: Externalities) (See Bibliography)

SESSION 10 (LIVE IN-PERSON)

Topic: Public Goods and Common Resources.

Concepts: excludability; rivalry in consumption; private goods; public goods; common resources; club goods; free rider; cost–benefit analysis; Tragedy of the Commons.

Book Chapters: Principles of microeconomics (Chapter 11: Public Goods and Common Resources) (See Bibliography)

Book Chapters: Microeconomics (Chapter 17: Public Goods and Common Resources) (See Bibliography)

SESSION 11 (LIVE IN-PERSON)

Topic: Environmental, Social and Corporate Governance (ESG).

PRACTICE OF CONCEPTS FROM SESSIONS 7-10.

The use of ESG approach to evaluate social goals of a firm.

SESSION 12 (LIVE IN-PERSON)

Topic: Consumer Choice.

Concepts: budget constraint; indifference curve; marginal rate of substitution; perfect substitutes; perfect complements, normal goods, inferior good, income effect, substitution effect, Giffen Good.

Book Chapters: Principles of microeconomics (Chapter 21: Consumer Choice) (See Bibliography)

Book Chapters: Microeconomics (Chapter 10: The Rational Consumer) (See Bibliography)

SESSION 13 (LIVE IN-PERSON)

Topic: Consumer Choice

Concepts: budget constraint; indifference curve; marginal rate of substitution; perfect substitutes; perfect complements, normal goods, inferior good, income effect, substitution effect, Giffen Good.

Book Chapters: Principles of microeconomics (Chapter 21: Consumer Choice) (See Bibliography)

Book Chapters: Microeconomics (Chapter 10: The Rational Consumer) (See Bibliography)

SESSION 14 (LIVE IN-PERSON)

Topic: Behavioral Economics.

Concepts: behavioral economics, fairness, time inconsistency.

Book Chapters: Principles of microeconomics (Chapter 22: Frontiers of Micro: Behavioral Economics) (See Bibliography)

Book Chapters: Microeconomics (Chapter 9: Decision Making by Individuals and Firms: Behavioral Economics) (See Bibliography)

SESSION 15 (LIVE IN-PERSON)

Mid-term exam

SESSION 16 (LIVE IN-PERSON)

Topic: The Cost of Production.

Concepts: total revenue; total cost; profit; explicit costs; implicit costs; economic profit; accounting profit; production function; marginal product; diminishing marginal product; fixed costs; variable costs; average total cost; average fixed cost; average variable cost; marginal cost; economies of scale; diseconomies of scale; constant returns to scale.

Book Chapters: Principles of microeconomics (Chapter 13: The Cost of Production) (See Bibliography)

Book Chapters: Microeconomics (Chapter 11: Behind the Supply Curve: Inputs and Costs) (See Bibliography)

SESSION 17 (LIVE IN-PERSON)

Topic: The Cost of Production.

Concepts: total revenue; total cost; profit; explicit costs; implicit costs; economic profit; accounting profit; production function; marginal product; diminishing marginal product; fixed costs; variable costs; average total cost; average fixed cost; average variable cost; marginal cost; economies of scale; diseconomies of scale; constant returns to scale.

Book Chapters: Principles of microeconomics (Chapter 13: The Cost of Production) (See Bibliography)

Book Chapters: Microeconomics (Chapter 11: Behind the Supply Curve: Inputs and Costs) (See Bibliography)

SESSION 18 (LIVE IN-PERSON)

Topic: Firms in Competitive Markets.

Concepts: competitive market; average revenue; Total Cost.

Book Chapters: Principles of microeconomics (Chapter 14: Firms in Competitive Markets) (See Bibliography)

Book Chapters: Microeconomics (Chapter 12: Perfect Competition and the Supply Curve) (See Bibliography)

SESSION 19 (LIVE IN-PERSON)

Topic: Firms in Competitive Markets.

Concepts: competitive market; average revenue; Total Cost.

Book Chapters: Principles of microeconomics (Chapter 14: Firms in Competitive Markets) (See Bibliography)

Book Chapters: Microeconomics (Chapter 12: Perfect Competition and the Supply Curve) (See Bibliography)

SESSION 20 (LIVE IN-PERSON)

Topic: Monopoly.

Concepts: monopoly; natural monopoly; price discrimination.

Book Chapters: Principles of microeconomics (Chapter 15: Monopoly) (See Bibliography)

Book Chapters: Microeconomics (Chapter 13: Monopoly) (See Bibliography)

SESSION 21 (LIVE IN-PERSON)

Topic: Monopoly.

Concepts: monopoly; natural monopoly; price discrimination.

Book Chapters: Principles of microeconomics (Chapter 15: Monopoly) (See Bibliography)

Book Chapters: Microeconomics (Chapter 13: Monopoly) (See Bibliography)

SESSION 22 (LIVE IN-PERSON)

Topic: Monopolistic Competition.

Concepts: monopolistic competition; differentiated goods.

Book Chapters: Principles of microeconomics (Chapter 16: Monopolistic Competition) (See Bibliography)

Book Chapters: Microeconomics (Chapter 15: Monopolistic Competition and Product Differentiation) (See Bibliography)

SESSION 23 (LIVE IN-PERSON)

Topic: Monopolistic Competition.

Concepts: monopolistic competition; differentiated goods.

Book Chapters: Principles of microeconomics (Chapter 16: Monopolistic Competition) (See Bibliography)

Book Chapters: Microeconomics (Chapter 15: Monopolistic Competition and Product Differentiation) (See Bibliography)

SESSION 24 (LIVE IN-PERSON)

Topic: Oligopoly.

Concepts: oligopoly; collusion; game theory; cartel; Nash Equilibrium.

Book Chapters: Principles of microeconomics (Chapter 17: Oligopoly) (See Bibliography)

Book Chapters: Microeconomics (Chapter 14: Oligopoly) (See Bibliography)

SESSION 25 (LIVE IN-PERSON)

Topic: Oligopoly.

Concepts: oligopoly; collusion; game theory; cartel; Nash Equilibrium.

Book Chapters: Principles of microeconomics (Chapter 17: Oligopoly) (See Bibliography)

Book Chapters: Microeconomics (Chapter 14: Oligopoly) (See Bibliography)

SESSION 26 (LIVE IN-PERSON)

Topic: Oligopoly.

Concepts: oligopoly; collusion; game theory; cartel; Nash Equilibrium.

Book Chapters: Principles of microeconomics (Chapter 17: Oligopoly) (See Bibliography)

Book Chapters: Microeconomics (Chapter 14: Oligopoly) (See Bibliography)

SESSION 27 (LIVE IN-PERSON)

Topic: Market simulation. Game.

PRACTICE OF CONCEPTS FROM SESSIONS 16-26.

Multimedia Documentation: Classroom Games for Teaching Economics (Economics-Games.com)

SESSION 28 (LIVE IN-PERSON)

Team project presentation: market analysis.

SESSION 29 (LIVE IN-PERSON)

Team project presentation: market analysis.

SESSION 30 (LIVE IN-PERSON)

Final exam

BIBLIOGRAPHY

Compulsory

- Krugman, Paul & Wells, Robin. (2021). *Microeconomics*. 6th. McMillan. ISBN 9781319385842 (Printed)

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- N Gregory Mankiw. (2020). *Principles of Microeconomics*. 9th. Cengage. ISBN 9780357133484 (Printed)

EVALUATION CRITERIA

Regular attendance to lectures and classes is required. The final grade will be based on the following criteria:

| Criteria | Percentage | Comments |
|---------------------------------|------------|---|
| Final Exam | 40 % | It consists of 40 MC questions to answer in 50 minutes. The final exam will include all the chapters. A minimum grade of 4 over 10 in the final exam is required to pass the course. |
| Intermediate Tests | 20 % | Midterm Exam. It consists of 40 MC questions to answer in 50 minutes |
| Group Presentation | 25 % | Students, organized in teams, will be invited to participate in a final project. The outcome of the project will be presented in class. All students are expected to raise relevant questions and/or comments |
| Class Participation | 5 % | Two main criteria will be used in reaching judgment about class participation: frequency and relevance of comments. |
| Assignments, practices, quizzes | 10 % | Practical Assignments. Instructions about practical assignments are presented in class. |

GENERAL OBSERVATIONS

Each student has four attempts over two consecutive academic years to pass this course.

For every BIR Program mandatory class aside from the IR Unplugged and BIR Electives, students are required to obtain the minimum grade of 5 required to pass the course. Students whose grade in the Final Exam (or the largest assignment) is below 5 will fail the course. The rule applies to whichever assignment carries the greatest weight to the final grade. Dates and location of the final exam will be posted in advance and will not be changed.

Students must attend at least 70% of the sessions. Students who do not comply with the 70% attendance rule will receive a 0.0 on their first and second attempts and go directly to the third one (they will need to enroll in this course again the following academic year).

Students who are in the third or fourth attempt must contact the professor during the first two weeks of the course.

The Bachelor's in International Relations pursues to develop the knowledge, skills and attitudes for bringing transformative and sustainable change in today's world. Therefore, all the courses follow the principles of sustainability and diversity. Firstly, this course considers the agenda 2030 and builds upon the Sustainable Development Goals: students work in teams on an applied project based on ESG –one, two or three dimensions-, SDG (we work on all of them but students choose a set of goals and analyze how a firm and/or an industry adapt their strategies to achieve those SDG) and sustainable finance throughout the whole course. Secondly, this course is committed to an inclusive learning environment and looks to be enriched and enhanced by diversity along numerous dimensions, including race, ethnicity and national origins, gender and gender identity, sexuality, class and religion.

ATTENDANCE

In-person attendance is mandatory at IE University, as it is an essential factor of IE's learning methodology. While we do closely monitor attendance in each course, we also consider our students responsible for their own agenda and commitments, as adult university students. With that in mind, each student may miss up to 30% of the sessions within a given course and still maintain the possibility of passing that given course. This 30% "buffer" is to be used for any absences, such as: illnesses, personal emergencies, commitments, official/governmental matters, business and/or medical appointments, family situations, etc. Students should manage their various needs, and situations that may arise, within that 30% buffer. If a student is absent to more than the allowed 30% of the sessions (regardless of the reason), s/he will obtain a 0.0 grade for that course in both the ordinary and extraordinary calls of the current academic year, and s/he will have to retake the course during the following academic year.

Please pay close attention to your attendance. The program strongly encourages attending 100% of the sessions as it will improve your learning outcomes, it will increase the class performance and it will benefit your participation grade. Noncompliance with deadlines for Non-Classroom Learning activities or assignments will result in an absence for the session.

Extreme cases involving emergencies such as: extended hospitalizations, accidents, serious illnesses and other cases of force majeure, are to be consulted with the Program Management (bir.biemadrid@ie.edu) for assessment of the situation and corresponding documentation, in order to support and guide each student optimally.

For more information about the university attendance policy, please check; <https://www.ie.edu/student-guide/bir/policies-and-guidelines/attendance/>

RETAKE POLICY

Any student whose weighted final grade is below 5 will be required to sit for the retake exam to pass the course (except those not complying with the attendance rules, whom are banned from this possibility).

Grading for retakes will be subject to the following rules:

- The retakes will consist of a comprehensive exam or equivalent assignment. The grade will depend only on the performance on this exam; continuous evaluation over the semester will not be taken into account.
- Dates and location of the retakes will be posted in advance and will not be changed.
- The exam/assignment will be designed bearing in mind that the passing grade is 5 and the maximum grade that can be attained is 8 out of 10.

PLAGIARISM / ACADEMIC HONESTY

Plagiarism is the dishonest act of presenting another person's ideas, texts or words as your own. This includes in order of seriousness of the offense:

- providing faulty sources;
- copy-pasting material from your own past assignments (self-plagiarism) without the instructor's permission;
- copy-pasting material from external sources even while citing them;

- using verbatim translations from sources in other languages without citing them;
- copy-pasting material from external sources without citing them;
- and buying or commissioning essays from other parties.

IEU students must contact the professor if they don't know whether the use of a document constitutes plagiarism. For help with your academic writing, contact the Writing Center (writingcenter@faculty.ie.edu). The professor will also advise the student on how to present said material. All written assignments must be submitted through Turn-it-in, which produces a similarity report and detects cases of plagiarism. Professors are required to check each student's academic work in order to guarantee its originality. If the originality of the academic work is not clear, the professor will contact the student in order to clarify any doubts. Students using external tutorial support should report it to the professor and the BIR Program from the moment they began receiving this support. In the event that the meeting with the student fails to clarify the originality of the academic work, the professor will inform the Director of the Bachelor Program about the case, who will then decide whether to bring the case forward to the BIR Academic Review Panel. Very high similarity scores will be automatically flagged and forwarded to the Academic Review Panel. Plagiarism constitutes a very serious offense and may carry penalties ranging from getting a zero for the assignment to expulsion from the university depending on the severity of the case and the number of times the student has committed plagiarism in the past.

PROFESSOR BIO

Professor: **LUIS ALBERTO RIVAS HERRERO**

E-mail: larivas@faculty.ie.edu

Curriculum vitae certified by the Regional Agency for Quality Assessment and Accreditation, Castilla y León, Spain.

Academic background

- PhD in Economics with honors, Universidad de Salamanca
- PhD research prize, University of Salamanca
- Degree in Economics, Universidad de Salamanca
- Degree in Law, University of Salamanca

Teaching and research experience

- 1999-present: Lecturer in Economics, UPSA, Spain
- 2009-present: Lecturer in Economics, IE University, Spain
- Researcher at University of Greenwich (London, UK) January-March, 2012, University of Memphis, (USA) September-October 2005, Université Catholique de Lille (France) June-July 2006, Universidade Católica Portuguesa (Lisbon, Portugal) June-July 2007, Universidade de Aveiro (Portugal) June-July 2009, Universidad de Salamanca (España) 1997-1998 and at Institute of Fiscal Studies, Ministry of Economy (Madrid, Spain): 2007-2008
- 2018- : Dean, School of Business, Pontifical University of Salamanca
- 2015-2018: Head of the Transference of Research Results Office, Pontifical University of Salamanca (Spain)

Corporate

Economist and Consultant.

OTHER INFORMATION

OFFICE HOURS

By appointment: larivas@faculty.ie.edu

RE-SIT / RE-TAKE POLICY

Each student has four (4) chances to pass any given course distributed over two (2) consecutive academic years. Each academic year consists of two calls: one (1) ordinary call (during the semester when the course is taking place); and one (1) extraordinary call (or “re-sit”) in June/July.

Students who do not comply with the 70% attendance requirement in each subject during the semester will automatically fail both calls (ordinary and extraordinary) for that Academic Year and have to re-take the course (i.e., re-enroll) during the next Academic Year.

Regarding to the newly implemented ‘liquid learning’ model, all students must still abide by the same IEU attendance policy, including those students who are connecting remotely to class sessions and not physically in the classroom because they are unable to be physically in Spain, on campus. During the sessions, students connecting remotely are required to fully connect their camera and microphone at all times, and must actively participate during the sessions (using all necessary audiovisual equipment), just as their fellow peers who are physically present in the classroom on campus.

The Extraordinary Call Evaluation criteria will be subject to the following rules:

- Students failing the course in the ordinary call (during the semester) will have to re-sit evaluation for the course in June / July (except those students who do not comply with the attendance rule, and therefore will not have that opportunity, since they will fail both calls and must directly re-enroll in the course during the next Academic Year).
- It is not permitted to change the format nor the date of the extraordinary call exams or deadlines under any circumstance. All extraordinary call evaluation dates will be announced in advance and must be taken into consideration before planning the summer (e.g. internships, trips, holidays, etc.)
- The June/July re-sit will consist of a comprehensive evaluation of the course. Your final grade for the course will depend on the performance in this exam or evaluation only. I.e., continuous evaluation over the semester (e.g. participation, quizzes, projects and/or other grade components over the semester) will not be taken into consideration on the extraordinary call. Students will have to achieve the minimum passing grade of 5 and the maximum grade will be capped at 8.0 (out of 10.0) – i.e., “notable” in the extraordinary call.
- Re-takers: Students who failed the subject on a previous Academic Year and are now re-enrolled as re-takers in a course will need to check the syllabus of the assigned professor, as well as contact the professor individually, regarding the specific evaluation criteria for them as re-takers in the course during that semester (ordinary call of that Academic Year). The maximum grade that may be obtained as a retaker during the ordinary call (i.e., the 3rd call) is 10.0 (out of 10.0).

After exams and other assessments are graded by the professor (on either the ordinary or extraordinary call), students will have a possibility to attend a review session (whether it be a final exam, a final project, or the final overall grade in a given course). Please be available to attend the session in order to clarify any concerns you might have regarding your grade. Your professor will inform you about the time and place of the review session.

- Students failing more than 18 ECTS credits after the June/July re-sits will be asked to leave the Program. Please, make sure to prepare yourself well for the exams in order to pass your failed subjects.
- In case you decide to skip the opportunity to re-sit for an exam or evaluation during the

June/July extraordinary call, you will need to enroll in that course again for the next Academic Year as a re-taker, and pay the corresponding tuition fees. As you know, students have a total of four (4) allowed calls to pass a given subject or course, in order to remain in the program.

PLAGIARISM/ACADEMIC HONESTY

Plagiarism is the dishonest act of presenting another person's ideas, texts or words as your own. This includes in order of seriousness of the offense:

- providing faculty sources;
- copy-pasting material from your own past assignments (self-plagiarism) without the instructor's permission;
- copy-pasting material from external sources even while citing them;
- using verbatim translations from sources in other languages without citing them;
- copy-pasting material from external sources without citing them;
- and buying or commissioning essays from other parties.

IEU students must contact the professor if they don't know whether the use of a document constitutes plagiarism. The professor will advise the student on how to present said material. All written assignments have to be submitted through Turnitin, which produces a similarity report and detects cases of plagiarism. Professors are required to check each student's academic work in order to guarantee its originality. If the originality of the academic work is not clear, the professor will contact the student in order to clarify any doubts. Students using external tutorial support should report it to the professor and the BIE Program from the moment they began receiving this support. In the event that the meeting with the student fails to clarify the originality of the academic work, the professor will inform the Director of the Bachelor Program about the case, who will then decide whether to bring the case forward to the BIE Academic Review Panel. Very high similarity scores will be automatically flagged and forwarded to the Academic Review Panel.

Plagiarism constitutes a very serious offense and may carry penalties ranging from getting a zero for the assignment to expulsion from the university depending on the severity of the case and the number of times the student has committed plagiarism in the past.

CODE OF CONDUCT IN CLASS

1. Be on time. Students arriving more than 5 minutes late will be marked as "Absent". Only students that notify in advance in writing that they will be late for a specific session may be granted an exception (at the discretion of the professor). Students attending online must always have their cameras on during the session or risk being marked absent.
2. If applicable, bring your name card and strictly follow the seating chart. It helps faculty members and fellow students learn your names.
3. Do not leave the room during the lecture: Students are not allowed to leave the room during lectures. If a student leaves the room during lectures, he/she will not be allowed to re-enter and, therefore, will be marked as "Absent". Only students that notify that they have a special reason to leave the session early will be granted an exception (at the discretion of the professor).
4. Do not engage in side conversation. As a sign of respect toward the person presenting the lecture (the teacher as well as fellow students), side conversations are not allowed. If you have a question, raise your hand and ask it. If you do not want to ask it during the lecture, feel free to approach your teacher after class. If a student is disrupting the flow of the lecture, he/she will be asked to leave the classroom and, consequently, will be marked as "Absent".
5. Use your laptop for course-related purposes only. The use of laptops during lectures must be authorized by the professor. The use of Social Media or accessing any type of content not

related to the lecture is penalized. The student will be asked to leave the room and, consequently, will be marked as “Absent”.

6. No cellular phones: IE University implements a “Phone-free Classroom” policy and, therefore, the use of phones, tablets, etc. is forbidden inside the classroom. Failing to abide by this rule entails expulsion from the room and will be counted as one absence.
7. Escalation policy: 1/3/5. Items 4, 5, and 6 above entail expulsion from the classroom and the consequent marking of the student as “Absent.” IE University implements an “escalation policy”: The first time a student is asked to leave the room for disciplinary reasons (as per items 4, 5, and 6 above), the student will incur one absence, the second time it will count as three absences, and from the third time onward, any expulsion from the classroom due to disciplinary issues will entail 5 absences.

