

## Student Regulations for Polimoda Undergraduate Courses

“Ente per le Arti Applicate alla Moda ed al Costume” Association, known as “Polimoda”

### SECTION I: DOCUMENTS

#### ART.1 ENROLMENT/ATTENDANCE CERTIFICATES

Enrolment/Attendance certificates requested by the Student are issued by the Academic Affairs Office of Polimoda solely to Students who have paid their course fees in full, who have regularly signed the enrolment contract in the Course, who have provided Polimoda with all the academic qualifications required for admission to the Course and who have regularly attended the compulsory training on safety in the workplace as per article 5 of the Regulations and obtained the relevant certificate.

**Non-EU Students** (in addition to the above documents):

- copy of a valid foreigner's permit of stay (see art.2) or receipt for submission of issue/renewal application.

#### ART.2 DOCUMENTS FOR NON-EU STUDENTS

To be able to attend Polimoda, non-EU Students must have satisfied all Italian immigration law requirements.

Bureaucratic requirements for the issue of a Student's visa and foreigner's permit of stay (or renewal thereof) are the responsibility of the Student, who will therefore have to arrange these documents independently and under their own responsibility.

Students will be required to provide copies of the following documents to the Academic Affairs Office:

- Visa for entry into Italy, issued by the competent Italian Embassy/Consulate;
- valid foreigner's permit of stay issued by the Italian Police, or documents proving application for said permit or renewal thereof (copy of post office receipt).

Should the Student fail to provide the above documents within 7 days of the commencement of teaching activities, Polimoda will require the Student to provide the reasons for this delay within the time period stated in the relevant communication. Following assessment of these reasons and more generally, the Student's circumstances, Polimoda will decide on further action to be taken.

While awaiting issue of the permit of stay or renewal thereof, the Student will be responsible for checking, independently and under their own responsibility, that the procedures and requirements necessary to leave and re-enter the country have been met, including for the purposes of the course (e.g. field trips or study projects).

NON-EU Students already in Italy at the time of admission to the Polimoda course, and with a Student visa for attending institutes other than Polimoda, must, on receipt of official confirmation of admission to the Polimoda course, obtain a new Student visa applicable to the enrolment certificate issued by Polimoda, which is essential for the correct implementation of the whole course.

The Student undertakes to use the Polimoda documents certifying their course enrolment, exclusively to apply for an entry visa and foreigner's permit of stay for the purposes of attending the Polimoda course, and not to use it for any other purpose should they decide not to enter Italy for the specific aim of attending the course.

Polimoda has signed an agreement with **Italy4You S.r.l.s.**, headquartered in Viale Spartaco Lavagnini, 70/72 - The Student Hotel - Collab - Florence, which specialises in assistance services for the administration processes involved in acquiring a foreigner's permit of stay, as specified in article 12 of these regulations.

#### ART.3 BADGE

During Welcome Day, the Student receives a personal ID badge which must be kept and presented to access the headquarters and services of Polimoda. This card can also be topped up (at the front desk of the Institute) to use the following services:

- use of photocopiers and printers in the computer laboratories; Students must purchase print credits for this type of use and these are available from the front desk. This credit is linked to the username given to the Student and therefore, cannot be transferred to others;
- loans from the Documents Centre (Library).

Badges are personal to the Students, who are responsible for their use and safekeeping, without giving it to third parties. Lost badges must be promptly reported to Polimoda.

## **SECTION II: ATTENDANCE**

### **ART.4 COMPULSORY ATTENDANCE**

The weekly timetable includes teaching activities from Monday to Saturday.

Students are expected to respect the timetable and to arrive on time, both to teaching activities held in person and to teaching activities held remotely.

Lecturers will inform Students of the maximum permitted lateness, after which time they may not enter the classroom and will be marked as absent.

Attendance is compulsory for both teaching activities held in person and for teaching activities held remotely. Student absences cannot exceed more than 20% of the total hours for each subject. The Student's presence in the teaching activities held remotely, as well as his/her eventual absence, will be noticed through the e-learning platform that Polimoda will use to deliver the Course. Students will officially be informed by email, of events and activities (workshops, guest lectures, teaching projects) for which attendance is compulsory. Any absences above this percentage, as well as failure to participate in the above indicated events, will be assessed by the Department Supervisor, as part of the Student's progress and in order to define the measures to be taken as per article 8.

Absences due to sickness must be proven with a medical certificate, which the Student must present to the Academic Affairs Office on the day of their return.

In the case that due to the reason for absence the Student is not able to return attending the Course within 3 days, no later than on the third day of absence from the teaching activities the Student must inform Polimoda, via e-mail, that his/her absence will last for more than 3 days and, on this/her return, must provide to Polimoda written evidence of the cause of his/her absence in order to justify this.

In the case that the Student doesn't attend the Course activities for more than 30 days without providing any communication to Polimoda as for the cause of his/her absence, Polimoda will consider the Student "not in attendance" of the Course. The Student is required to contact Department Supervisor should he/she decide to resume attendance of the Course at a later time.

#### **Non-EU Students:**

Should any non-EU Students fail to complete the entire training course within the time period specified on the registration form stamped by the embassy/consulate issuing the Student visa, Polimoda cannot accept any liability for failure to obtain an extension to the resident's permit from the Police.

In the event of non-EU Students who do not begin attending teaching activities by the second day of course commencement without providing good reason, or who, after commencing the course, are found to have been absent without good reason for more than two weeks, Polimoda will inform the Police of Florence and the Embassy/Consulate that issued the study visa to the Student.

### **ART.5 COMPULSORY TRAINING ON SAFETY IN THE WORKPLACE**

Pursuant to article 2, letter a) of Legislative Decree 81/08, when attending school laboratories, Students will be equivalent to workers and therefore, are subject to the same preventive and protective measures in the interests of their health and safety. **Before commencing**

**activities that involve exposure to risk**, every Student must follow the “**General training in health and safety in the workplace**” (4 hours).

At the end of the general training, Students are required to carry out:

- **business area Students:** 4 hours of specific training- low risk, for the use of computer labs;
- **design area Students** (and Students attending courses of the business area which may require the use of design equipment/tools): 8 hours of specific training - average risk, for the use of design, footwear and accessories lab equipment and Lab Insight.

All above mentioned training activities require the passing of a final exam in order to achieve the final certificates, except for the Lab Insight.

The training is made available by Polimoda according to the timing and methods that will be provided to the Student.

Only Students who achieved all final certificates above will be admitted to use lab equipment, to participate to didactic projects, to attend exams / presentation on/of midterm/final projects and to start the end of course internship.

## ART.6 SUSPENSION OF ATTENDANCE

Requests to suspend/postpone attendance or to change of Course will be assessed and agreed according to related content in the enrolment contract.

## ART.7 COURSE TRANSFERS AND CHANGES TO COURSE PROGRAMMES

Students can transfer from one Course to another or change study curriculum, subject to the decision of the Department Supervisor.

Transferring to a Course regulated by a different department must be authorised first by the Department Supervisor of the Student's original Course and then, by the Department Supervisor for the Course to which the Student intends to transfer. These transfers are only permitted at the end of the second year of the Course and must in any case be formalised by completion of the relevant forms by the Student.

### Non-EU Students:

- in the event that the new Course to which the transfer is requested ends on a date after the one stated for the end of the Course on the registration certificate stamped by the Embassy/Consulate, Polimoda cannot accept responsibility in the event that the Police refuse to extend the validity of the foreigner's permit of stay until the end of the new Course;
- in the event that the new Course ends before the date stated for the end of the Course on the registration certificate stamped by the Embassy/Consulate, the aforementioned authorities will be informed of the early conclusion of the course of study.

## SECTION III: ASSESSMENT AND FINAL QUALIFICATIONS

### ART.8 ASSESSMENT CRITERIA AND RE-SITS – REPETITION OF ACADEMIC YEAR

Students are assessed using grades with marks out of thirty, or (depending on the number of teaching hours of the didactic subject) with the grades “passed” or “failed”, at the times and according to the methods and criteria communicated by the Department Supervisor at the start of the academic year. If marks are assigned out of 30 (thirty) the minimum permitted grade is 18 (eighteen).

Grades below 18 or “failed” grades are insufficient.

Grades will be assigned to Students on each single subject of the Course. Each teacher may decide, for his/her didactic subject, whether to assign grades on the basis of a project or by means of a different type of exam.

In case of didactic subjects scheduled for the whole duration of the academic year, the relevant grade will be assigned twice (mid-term grade and final grade). In case of didactic subjects scheduled only for one term of the academic year only one grade will be assigned to the Student.

Each academic year of the Course will include a mid-term interdisciplinary project and a final interdisciplinary project with relevant examinations and assignment of grades, which will contribute to the Student's overall evaluation

Grades will also be assigned to Students on the mid-term multidisciplinary project /exam and final multidisciplinary project/exam.

At the beginning of the academic year, the Department Supervisor will provide the Students with the necessary guidelines as for the topic and methodology for development and presentation of the midterm and final multidisciplinary projects. In case of grades below 18 (eighteen), or of "failed" grades after considering the number and the seriousness of the shortfall, the percentage of absence, as well as any other extenuating circumstances, the Department Supervisor may grant the Student the opportunity to re-sit the relevant subjects or the midterm/final interdisciplinary project / exam, according to the deadlines and methods which will be communicated to the Student.

Should the insufficient grades not be made up by re-sitting the relevant subjects and/or interdisciplinary projects, the Student won't be eligible to be admitted to the following year of course unless by repeating attendance of the failed year of course in a later edition, if achieving sufficient grades, and by re-paying the annual tuition fee of the failed year of the course; in case of failure of the last year of the course the Student will not be eligible to join the end of course internship and to receive the final certificate unless by repeating attendance of the failed year of course in a later edition, if achieving sufficient grades, and by re-paying the annual tuition fee of the failed year.

In case of grades below 18 (eighteen) or of failed grades, after considering the number and the seriousness of the shortfall, the percentage of absences, together with the overall situation of the Student, the Department Supervisor may retain that the insufficient grades cannot be made-up by re-sitting the relevant subjects and /or interdisciplinary projects; consequently, also in this case, the Student won't be eligible to be admitted to the following year of course unless by repeating attendance of the failed year of course in a later edition, if achieving sufficient grades, and by re-paying the annual tuition fee of the failed year of course. In case of failure of the last year of the course the Student will not be eligible to join the end of course internship and to receive the final certificate unless by repeating attendance the failed year of course in a later edition, if achieving sufficient grades, and by re-paying the annual tuition fee of the failed year.

## **ART.9FINAL CERTIFICATE**

The final certificate from Polimoda is issued to Students who have attended teaching activities regularly (at least 80% of scheduled hours) and achieved sufficient grades in all didactic subjects of the Course and in the final project/exam at the end of the last year of the course, in addition to completing the internship period. Final certificates are not issued to Students who have not settled all Course fees.

## **SECTION IV: ON-LINE SERVICES**

### **ART.10 WWW.MYPOLIMODA.COM**

Students access on-line services through [www.mypolimoda.com](http://www.mypolimoda.com) providing the username and password received by email as authentication. These authentication credentials are personal to the Student, who will be liable for their use, safekeeping and confidentiality. In the event of loss, the Student must inform Polimoda immediately. It is prohibited to possess or use credentials belonging to another person.

Use of access credentials on the portal must abide by the academic aims for which they are provided as well as comply with Polimoda's policies and/or in any case, without causing any threat to the security of the system.

The following services are currently available:

- Consultation of personal profile:

Students are obliged to inform the Academic Affairs Office of any changes of address, residence, telephone number and email, for the purpose of updating their profile.

- Electronic bulletin board:

Messages and notices about Courses are posted on the electronic bulletin board at [www.mypolimoda.com](http://www.mypolimoda.com), which Students are expected to consult regularly.

- Academic reports:

All Students can check their academic performance, by checking the online reports and grades for their subjects. Students are expected to inform the Academic Affairs Office of any discrepancies between the information in the online reports and that in their possession. Official transcripts are issued by the Academic Affairs Office at the request of the party concerned.

- Course timetables and lecturer timetables
- Academic calendars

## POSSIBLE FURTHER ONLINE SERVICES

At its own discretion, Polimoda may decide to make further online services available to Students (e.g. email services and possible connected services / platform access / electronic resources / software licences) differentiated on the basis of the type and level of courses attended.

Any email accounts allocated to Students and any other access to online services made available to them must be used exclusively for purposes connected to attendance at the course on which the Student is enrolled.

At the end of the course, an account that may have been allocated to the Student will be deactivated; one month before closure of the Student record, the Student will receive an email, sent to the personal email address supplied, informing him/her of the methods and times of the deactivation. When the account is closed the Student will no longer be able to access the services linked to his/her credentials, and therefore to his/her own email, nor access the documentation stored to cloud; Polimoda will arrange for all contents saved by the Student in the storage spaces previously made available to him/her to be deleted.

Online services made available to the Student and in particular the email account and the cloud storage space will also be deactivated as shown above, with deletion of the relative contents, if the Student should decide to withdraw from the course or anyway abandon the training program without formalising this using the appropriate forms.

In the case where course attendance is suspended, the accesses removed will be restored when the Student is readmitted to attendance at courses.

Therefore, no request/claim of any kind (e.g. for compensation) may be submitted by Students to Polimoda in reference to the deactivation of the account previously allocated and of the connected services as shown above, including deletion of contents saved by the Student in the storage spaces

## ART.11 LESSONS PERFORMED VIA E-LEARNING

Some of the lessons may be performed, via video-audio link between the Students and the teacher.

The lessons that will take place remotely can be followed by the Students either in person, if the teacher conducting the lesson is doing so from a classroom at one of Polimoda's sites or exclusively in e-learning mode and with their own devices where the teacher holds the lesson remotely. In such a case didactic contents will be accessed by the Student via e-learning, using his/her own device and by connecting to the platform that Polimoda will decide to use for the purpose; the Student will be provided with all necessary instructions, credential, and links in order to be able to connect to the virtual classes through the platform that Polimoda will decide to use for the delivery of said lessons.

The setting of the e-learning lessons may also provide for the uploading of the documents, of any type, possibly made by the Student as part of his/her participation in the Course, for sharing them with the teacher and / or other Students. It is intended that the image and voice of the Student and/or the uploaded/shared documents (e.g. creations, projects, essays, screen of their own devices, etc.) shall be thus transmitted, remotely and in real time, to the teacher and to the class of the Course; the setting of the e-learning may also provide for the audio/video-recording of some of the lessons (also partially), and thus of the images, voices and documents above, during the training activity; in such a case the lessons and the relevant contents will be automatically uploaded on the e-learning platform. At the end of the eventual audio/video-recorded lessons and at the end of the Course, the lessons, including all relevant contents (images, voices, documents) above specified, may also be kept on the platform and within the institutional digital archives of Polimoda without limits of space and time, in order to be used for educational, institutional and promotional purposes by Polimoda.

Anyhow, there will not be the possibility of downloading the lessons on the personal computer devices used by the Students from time to time.

Pursuant to these regulations, the Student is prohibited from making (and from circulating in any way) audio/video recordings and taking photographs, by means of any kind of device, of the e-learning sessions and thus of the images and voices of teaching staff and Students whose right to privacy and image shall be safeguarded; the same applies to the contents of the e-learning lessons, which is absolutely confidential and strictly reserved to the Students enrolled in the course. Student will remain personally liable for any audio/video recordings he/she may make in breach of the prohibitions above with Polimoda being entitled to take action against the Student in order to be indemnified and hold harmless from any claim, action, direct or indirect damages and liabilities, expenses (also of legal nature) deriving from any breach of said prohibitions.

The Student is also strictly prohibited from having anyone else attending and / or listening to the e-learning sessions and from disclosing or sharing with anyone the link or other access keys received in order to access the e-learning sessions, being the same strictly intended for the sole participation of Students regularly enrolled in the Course. Any authentication credentials, links or any other kind of access keys to the e-learning classes are personally entrusted to the Student, who will be liable for their use, safekeeping and confidentiality.

## **ART.12 SERVICES FROM ITALY4YOU S.R.L.S.**

**Italy4You S.r.l.s.**, located at Viale Spartaco Lavagnini, 70/72. The Student Hotel - Collab - Firenze, which has a special agreement in Polimoda, provides the following paid services to Students:

- application for foreigner's permit of stay (for periods longer than 90 days);
- submission of presence report (stay for fewer than 90 days);
- opening bank account + application for tax ID code.

All information about these services, including relative charges, will be provided to Students registering for the Course during the Welcome Day preceding the start of the first year.

## **SECTION V: EDUCATIONAL PROJECTS AND CONFIDENTIAL CONTENT - EXTERNAL SERVICES AND INITIATIVES - RULES OF CONDUCT - LIMITATION OF LIABILITY POLIMODA**

### **ART.13 RESPONSIBILITIES, PROHIBITIONS, GUARANTEES AND INDEMNITIES FOR STUDENT'S CREATIONS - CONFIDENTIALITY**

As part of the Course, projects may be created in simulation of professional situations, together with audio/video recordings / photographs (also referred to as "shooting"), including in conjunction with companies or other third parties. The Senior Management Team of Polimoda reserves the right to regulate, each time and as deemed appropriate, the way in which educational projects are carried out and the terms of collaboration with these entities.

To this regard, having read and accepted the present regulations, the Student undertakes to guarantee - henceforth - the original nature of everything they produce and/or create as part of the above projects and that their material and intellectual creations will be new and

not previously circulated and that they do not breach any copyright and/or existing intellectual and/or industrial property rights, since the work is the exclusive result of their personal creativity, design and devising; the Student undertakes also to guarantee that their material and intellectual creations will not breach the image of subjects that may be portrayed by same, as well as any other form of breach concerning personal damage, human dignity, and the confidentiality and decorum thereof.

In the event that author's copyright or other intellectual and/or industrial property rights concerning material and intellectual creations by the Student belong, even in part, to third parties, the Student undertakes – henceforth – to acquire from said third parties, all authorisations, waivers, and granting of rights needed to use the creations and the relevant materials, and, if necessary, to grant said rights to third parties, before leaving their material and intellectual creations to Polimoda and/or other third party entities with which Polimoda has collaboration agreements.

For the purposes of participation in selections to allocate awards that may be part of educational projects, the regulations may require that:

- the Student is obliged to adhere to a specific confidentiality undertaking towards the company, or other entity, collaborating in the project, concerning the project and contents thereof. This undertaking will be formalised directly between the Student participating in the project and said company (or other entity), by means of a separate document, with regard to which Polimoda will remain completely extraneous and free from all liability;
- the Student will be obliged to sign a specific agreement transferring rights, free of charge, and the relevant waiver to companies collaborating in the project, to cover material, intellectual and industrial property rights for the creations developed by the Student as part of their Course, including the rights of economic exploitation, and without prejudice to the moral rights of said Student. The cession of rights/waiver as above, will be formalised directly between the Student and the company or other entity concerned by means of separate agreement, with regard to which Polimoda will remain completely extraneous and free from all liability.

The educational programme set out by Polimoda does not, however, provide for the possibility that should a Student choose to not take part in said selections, they will in no case be hindered in achieving their grades and relative academic progress.

As part of the educational activities and specifically, concerning teaching projects and other collaborations with external entities, content, data, information and strategies of third parties with which Polimoda collaborates to implement its educational programmes may become known, this data must remain in any case strictly confidential and having read and accepted the present regulations, the Student undertakes not to divulge them, unless within the limits envisaged as part of the project.

## **ART.14 CONDUCT RULES - LIABILITY - SANCTIONS FOR INFRINGEMENTS OF STUDENTS' REGULATION**

- A)** Access to the rooms in Polimoda is reserved to Students regularly registered, to other authorised users, to teaching staff and employees. Therefore, excepting the events for which express opening to the public is envisaged, or specific external persons (e.g. Family members for Course completion ceremonies), Students are not allowed to bring third-party subjects into Polimoda.

Students are obliged to comply with the following rules:

- smoking, eating and drinking are not permitted inside Polimoda premises;
- e-cigarettes are not permitted;
- workshop equipment may not be used to create own work or projects not linked to Course work;
- cell phones are not permitted during teaching activities;
- animals are not allowed inside Polimoda premises and in any case, where teaching activities take place;
- plagiarising work of other parties is prohibited;



- teaching activities must not be obstructed or their regular performance prevented in any way;
- Polimoda's reputation must be safeguarded at all times;
- lecture rooms and common spaces must be left tidy and as originally set out.

It is forbidden to leave any type of educational materials and personal belongings (e.g., bags, suitcases, trolleys, boxes, etc.) unattended inside Polimoda's premises or placed in such a way as to obstruct the passage.

Any items left unattended will be removed, inspected and deposited in the relevant area. Owners must inform the Front Desk staff in order to recover them.

Under no circumstances can Polimoda be considered custodian of the items left unattended and more generally of any of the Students' personal belongings. Therefore, no requests/claims can be made by users to Polimoda in the event of theft and/or loss and/or damage of the personal belonging and educational materials of the Students.

- B)** Students remain fully responsible for the consequences of failure to comply with the above rules and, in general, for all damage caused to people and/or property, and they undertake to hold Polimoda free and harmless against all claims or requests for damages, with no exclusion, in any form or at any time or level made or brought by third parties with reference to said consequences and damage.

Without prejudice to the above, insofar as necessary, in the event that a Student should cause damage to themselves or others and/or to property in their possession or in that of others, as a result of improper use of material and/or equipment belonging to Polimoda, this latter cannot be considered responsible in any way.

Polimoda also reserves the right to require the Student to make full and integral compensation for:

- any damage caused by the Student to the facilities/equipment and/or material belonging to Polimoda, as well as for the loss/failure to return said equipment and material;
  - any damage caused by the Student to facilities and equipment and/or materials owned by third parties (companies, other schools, etc.) made available to the Student as part of teaching activities and specifically, educational programmes in collaboration with third-party entities and as part of the sessions of audio/video recording and photography (also known as "shooting") envisaged as part of or in connection with the Course being attended.
- C)** Polimoda reserves the right to suspend Students from teaching activities or services and laboratories temporarily or in more serious cases, to expel Students, in the event of failure to comply with these regulations, with specific regard to the provisions in articles 13, 14, 21, 23, 25 or of Students who in any way cause damage to people and/or property.
- D)** It is strictly forbidden for the Student to save contents not relating to attendance at Polimoda courses and any type of content that may in any way constitute an infringement of prevailing regulations at any level (e.g., intellectual property, industrial property, privacy, etc.) in storage spaces allocated by Polimoda according to Article 10 and Article 25.

The Student will remain wholly and exclusively responsible for the contents saved in the above storage spaces and must be considered as the only and exclusive author of any legal infringements that these contents may constitute.

Polimoda itself reserves the right to make any provisions that are most appropriate regarding the Student, which it may deem necessary in relation to breaches committed, including removal of access to the above storage spaces.

By signing the enrolment contract and accepting this regulation as an integral and essential part of the enrolment contract, the Student undertakes, from now on, to compensate Polimoda for any kind of damage, including to its image, that may occur to Polimoda itself, in consequence of / in connection with the use of the account allocated to him/her, as well as with the contents saved in the above storage spaces, and also to hold Polimoda free and harmless against any claim, nuisance or request, without



exception, at whatever time, form and place it may be submitted, put forward or proposed by third parties with reference to an infringement of any regulation at any level.

## **ART.15 EXTERNAL SERVICES AND INITIATIVES**

According to each case, Polimoda may indicate/point out to its Students the possibility of using third-party services under special conditions (health insurance, accommodation, agreements, assistance for visas and permits of stay, etc.) or if taking part in industry events organised by third parties (competitions, conventions, etc.), without prejudice, under any circumstances, to the fact that Polimoda cannot be held responsible with regard to Students who apply for/decide to use said services or to take part in said initiatives, for the quality and/or correctness of services and initiatives, and/or more in general, for anything that Students may need as part of their participation therein, since Polimoda is and will remain, to all intents and purposes, extraneous to any Student-third party relationship.

## **SECTION VI: INTERNSHIP**

### **ART.16 INTERNSHIP PLACEMENT PROCEDURE**

Internships are an integral part of the Student's training for the purpose of achieving the final certificate. Selection for the end of course internship's assignment and the internship organisation are carried out by Polimoda's Career Office to whom the Student may refer to for any matter regarding the set up and performance of the internship.

Only Students who have met the following conditions are permitted to access internships:

- all fees paid up to date;
- absences of fewer than 20% of the total number of hours in the study plan for the last academic year;
- sufficiently high grades or recovery of any insufficient grades;
- submission to the Careers Office of a copy of foreigner's permit of stay, copy of Student's visa and certificate of registration with the Italian embassy in the country of origin (non-EU Students only);
- renewed foreigner's permit of stay, valid for the entire internship period, on the basis of the certificate of enrolment issued by Polimoda;
- a good knowledge of Italian (written and spoken) (for Students wanting an internship in Italy);
- attendance of the relevant briefing on the selection criterion and activation of the internship organised by the Careers Office;
- submission of curriculum to the Careers Office.

If the company so requires, the internship can be commenced before the start of the final academic year, if authorised by the Department Supervisor beforehand.

The Careers Office will inform the Students of the selections.

Students must confirm their application for the selection process no later than the date stated in the notification received; Students can decline a maximum of three (3) selection opportunities regarding their educational profile and in line with their Course. If more than three (3) internship proposals are submitted, Polimoda reserves the right not to send any more selection opportunities to the Student.

The Careers Office will forward the candidates' names and curriculum vitae to the various companies.

Candidate selections, including the choice of those to send to interview, will be up to the companies, which will inform the Careers Office of their choices.

The Student is required to collaborate as much as possible during the stage of identification and organisation of the internship and therefore, if called, they will be obliged to go through the interview stages for which they presented their candidacy.

Students are obliged to complete the internship at the company which is first to confirm the internship following the selection interviews.

No requests and/or claims may be advanced to Polimoda regarding the outcome of the selection process.

If Students, due to special personal needs, cannot accept an internship, they can renounce it and directly request the final certificate, signing the relevant waiver form.

As an alternative to an internship, it is possible to request acknowledgement of work experience carried out beforehand or currently, submitting to a statement proving this from the company concerned to the Careers Office.

Where there are difficulties in sourcing a company for an internship, the Department Supervisor will assess the most suitable actions to be taken for being awarded the final certificate.

In case of problems concerning non-compliant behavior by the Student during the selection process and/or the internship, the Department Supervisor will assess the most appropriate actions, including the possibility of not allowing the Student to carry out the internship or of suspending any internship in progress.

## **ART.17 INTERN'S DUTIES**

Having read and accepted the present regulations, the Student undertakes to:

- treat goods and materials belonging to the company and made available for the period of the internship with the utmost care and attention;
- comply with all instructions provided by company staff as concerns the period of time in the company premises, as well as the use of materials and equipment;
- keep all information and/or details learned as part of the internship and concerning the company's products and processes confidential;
- not to carry out acts in breach of regulations covering intellectual/industrial copyright.

The Student is required to sign a training programme, summarising the aims and methods of the internship.

During the internship, the Student is expected to attend the company regularly and to sign a register certifying their presence.

The internship must be completed in full, except in cases of extreme and proven necessity. At the end of the internship, the Student and the company are required to submit an assessment of the internship.

Unless otherwise stated, Polimoda abides by current Italian regulations on this subject.

## **SECTION VII: GUIDELINES FOR LIBRARY USE**

### **ART.18 POLIMODA'S CENTRO DI DOCUMENTAZIONE/BIBLIOTECA "MATTEO LANZONI" (POLIMODA LIBRARY)**

Polimoda Students have access to the Polimoda Library and services therein; Polimoda alumni are allowed library use free of charge, but without home loans.

Information concerning the Polimoda Library and operation thereof, including opening times, is provided on the dedicated pages of the official Polimoda website. Any changes to these times will be communicated on the electronic bulletin board: [www.mypolimoda.com](http://www.mypolimoda.com). Services close ten (10) minutes before closing time.

Documents (books, serials, non-book material) are placed on open shelves (directly accessible to users) or in archives to which users do not have direct access (library archive, historic archive of periodicals, film library, and rare, prestigious materials, business catalogues and look books). To consult these archives, it is necessary to contact the Polimoda Library staff: in particular, consultation of the historic archive of periodicals must be agreed with the staff at the Centre and depends on the presentation of a letter from a member of teaching

staff stating the purpose of the research; staff at the Centre have the right to organise this service based on requirements that may arise; reviews in the historic archive of periodicals cannot be photocopied. E-resource collections complete the collection.

## **ART.19 WEEKLY LOANS**

To use the weekly loan service, Students must present a valid identity document together with their Polimoda badge. The duration of the weekly loan is set at seven (7) days. No more than three (3) documents, monographs and/or films may be borrowed at any one time. Documents cannot be reserved. Loans are not renewable. Documents must be returned to the reference desk at Polimoda Library.

Staff at Polimoda Library have the right to request the return of documents at any time. In the event of delays in returning documents, the user may be suspended from taking out loans for a period of time, as set by the Senior Management Team; Polimoda reserves the right to suspend use of the service for Students who fail to comply with the provisions stated in these guidelines.

## **ART.20 REPRODUCTION**

Students can make copies of documents using the self-service copy-machines (payment required) in the area in front of the entrance to Polimoda Library. It is permitted to copy a maximum of 15% of the total pages of a document. Polimoda Library does not provide a photocopying service.

## **ART.21 RULES OF CONDUCT AND RESPONSIBILITIES**

Students are expected to:

- conduct themselves in such a way as not to disturb others;
- carefully use the material made available to them in such a way as to prevent any damage to same;
- use the computer stations made available exclusively for catalogue research and research inherent to the subjects dealt with by Polimoda. No software applications may be downloaded and installed on computer workstations;
- never use glue, scissors or other items that could potentially cause damage;
- never unlawfully copy Polimoda Library documents using a smartphone or other device.

Any Student responsible for failure to return, damage and/or loss of materials, shall be responsible for the replacement thereof with a new copy or for reimbursing the cost of the publication itself, plus an administration fee (€ 50,00).

## **ART.22 STORAGE OF PERSONAL ITEMS IN LOCKERS - ITEMS/MATERIALS LEFT UNATTENDED ON POLIMODA'S LIBRARY PREMISES – TIME LIMITS FOR COLLECTION OF ITEMS/ MATERIALS REMOVED - RIGHT TO DISPOSAL / DESTRUCTION BY POLIMODA**

**MANDATORY USE OF LOCKERS FOR CERTAIN ITEMS AND TIME OF USE:** Only the material needed for research and consultation activities is permitted within the Polimoda Library. In any case, it is strictly prohibited to introduce bags, backpacks, trolleys, etc. which must be stored in the relevant lockers outside Polimoda Library.

Lockers can be used during **Polimoda's Library opening times and thus from 8:30 to 19:00**. When collecting items from lockers, which must happen within the aforesaid opening times, the key must be left in the lock.

**ITEMS THAT CAN BE STORED IN THE LOCKERS:** By signing the enrolment contract, including these regulations, the Student undertakes only to store in the locker contents belonging to him/her. The Student will not store contents belonging to him/her in lockers used by other Students, and will assume all liability for any infringement of this prohibition, also towards third parties (e.g., other Students), holding Polimoda free and harmless against all liability for any harmful consequences that may derive to his/her own items/materials as a result.

**VALUABLES:** In any case, Students are recommended **NOT** to leave valuables in the lockers, since these are not required for research or consultation and there is no possibility to submit claims to Polimoda for the loss or theft or damage of either, as this latter is not obliged in any way to provide for the safekeeping and security of such items.

## **INSPECTION OF THE LOCKERS AND REMOVAL OF CONTENTS NOT COLLECTED FROM THE LOCKER WITHIN THE LIBRARY**

**OPENING TIMES – TIME LIMIT FOR COLLECTION:** Outside the times of use of the lockers as above indicated or for personal safety reasons, Polimoda reserves the right to inspect the contents of lockers not emptied by the Students, which will be removed, inspected and deposited in the relevant area. Owners must inform the Front Desk staff in order to recover any items not removed from the locker within the stated time. If the Student does not apply to the front desk staff on the site to reclaim his/her items/materials within **90 (ninety) days** of their removal, or within **90 (ninety) days** of the sending of a warning via e-mail to the Student who may be identified as the owner of the goods, Polimoda may consider this justifiable grounds for destroying and disposing of said items and materials as below specified.

## **EXPIRY OF TIME LIMITS FOR COLLECTION OF STUDENTS' ITEMS/MATERIALS NOT COLLECTED FROM THE LOCKERS OR**

**LEFT UNATTENDED / REMOVED - RIGHT TO DISPOSAL / DESTRUCTION BY POLIMODA:** after **90 (ninety) days** have passed since any items/materials are removed from lockers because not collected within the library opening times or, more generally, from the Polimoda Library area because left unattended and/or for security reasons, and are deposited in the relevant area ( or since the sending of a warning via e-mail to the Student who may be identified as the owner of the goods), without the Student having contacted the front desk of the site for collection purposes, Polimoda will consider this justifiable grounds to destroy and/or dispose of said uncollected items and materials, without the possibility of a request or claim of any kind being submitted by the Student, or on behalf of the Student, in this regard.

## **SECTION VIII: DESIGN LAB (SCANDICCI) - MANIFATTURA LAB (FLORENCE) – POLIMODA PREMISES**

### **ART.23 PRODUCT LABORATORIES**

To use the workshop equipment, Students must have achieved the certificate of the safety training as stated in article 5.

The following rules apply in all lecture rooms, classrooms and labs:

- any breakdown to the machines must always be reported to Polimoda staff and it is prohibited to intervene independently to repair laboratory equipment;
- when labs are used outside lesson times (see [www.mypolimoda.com](http://www.mypolimoda.com) for timetable planning), they must be vacated fifteen (15) minutes before the start of the next lesson, leaving everything tidy and in its original place;
- it is obligatory to use accident prevention equipment made available and never to leave bulky objects close to work benches;
- It is obligatory to wear shoes that cover the entire foot;
- Students who want to collect or view material from the stockroom must be accompanied by a teacher authorised by the Department Supervisor;
- access to the milling cutter workshop is only permitted in the presence of and under the supervision of qualified Polimoda staff (teaching or non-teaching).

### **ART.24 STORAGE OF PERSONAL ITEMS AND EDUCATIONAL MATERIAL IN LOCKERS - ITEMS/MATERIALS LEFT UNATTENDED ON PREMISES – TIME LIMITS FOR COLLECTION OF ITEMS/ MATERIALS REMOVED - RIGHT TO DISPOSAL / DESTRUCTION BY POLIMODA**

**ALLOCATION OF LOCKER – DURATION – STUDENT REGISTRATION:** Students have the use of a locker in the workshop area. This is allocated by staff at the start of the Course for the purpose of storing teaching materials only. The locker allocation lasts for the time

the Student is attending the Course. At the time of locker allocation, the relative padlock is given to the Student and the staff will register the Student's name so that they can trace the Student who has been allocated the locker at any time.

**CONTENTS THAT CAN BE STORED IN THE LOCKER:** By signing the enrolment contract to the course, including these regulations, the Student undertakes only to store contents belonging to him/her in the locker assigned to him/her. The Student will not store contents belonging to him/her in lockers allocated to other Students, or in unallocated lockers, and will assume all liability for any infringement of this prohibition, also towards third parties (e.g., other Students), holding Polimoda free and harmless against all liability for any harmful consequences that may derive to his/her own items/materials as a result.

**VALUABLES:** In any case, Students are recommended **NOT** to leave valuables in the lockers, since these are not required for research or consultation and there is no possibility to submit claims to Polimoda, by the Student or on behalf of the Student, for the loss or theft or damage of any valuable, as this latter is not obliged in any way to provide for the safekeeping and security of such items.

**FORCED OPENING OF LOCKER FOR SECURITY REASONS – TIME LIMIT FOR COLLECTION OF REMOVED CONTENTS:** If there should be urgent security requirements, Polimoda may in any case proceed to open lockers, reserving the right to be able to check any contents, which may be removed, inspected and stored in an appropriate place, notifying the Student and allocating him/her a time limit of **90 (ninety) days** to collect the contents; once said time limit has passed, Polimoda will consider this justifiable grounds to destroy and/or dispose of said uncollected items and materials,

**FORCED OPENING OF UNALLOCATED LOCKERS AND ALLOCATED LOCKERS IN CASE OF FAILURE TO RETURN PADLOCK/KEYS AND COLLECT MATERIAL BY THE END OF THE COURSE- TIME LIMITS FOR COLLECTION OF REMOVED CONTENTS:** By signing enrolment contract to the course, including these regulations, Students undertake to remove all items/materials left in their own locker at the end of the course and to return the padlock to Polimoda. Students also acknowledge that if the locker is not emptied by the end of the course, Polimoda may arrange for forced opening of the locker and the storage of the removed contents in an appropriate place, notifying the Student of this via email and appointing a time limit of **90 (ninety) days** by which time, the Student must collect said contents, applying to the front desk staff on the site; after this time, the destruction/disposal of the contents will be arranged, as specified below.

Polimoda may also arrange for forced opening of **unallocated** lockers in which items/materials have been placed, and the storage of the removed contents in an appropriate place (sending a warning via e-mail to the Student who may be identified as the owner of the removed contents) with the understanding that, after **90 (ninety) days** during which nobody has applied to the front desk staff on the site in order to regain possession of them, the destruction/disposal of the contents will be arranged, as specified below.

**BAN ON STORING STUDENTS' ITEMS/MATERIALS IN OTHER PLACES ON SCHOOL PREMISES:** It is strictly forbidden to store any type of personal or teaching items/materials in other places, apart from lockers, on school premises. Further spaces for storing personal and/or teaching materials may be made available to Students **only in strictly exceptional circumstances** (e.g., for particular teaching needs) and in any case, at the discretion of Polimoda, which nevertheless reserves the right to regulate the methods of these forms of storage at its own discretion and in any case, limiting them to a period not exceeding the duration of the course. It is in any case understood that even in this situation, Polimoda cannot be held liable for the loss, theft or damage of items stored by Students, whether they are in locked areas or areas that are open and/or shared with other Students, since Polimoda's willingness to make other spaces available to Students is to be understood exclusively as an act of courtesy.

Students also acknowledge that if further spaces that may be made available are not emptied of Students' items/materials by the end of the course, or by the earlier time assigned by Polimoda, this latter will send a reminder to the Students by email and, if the Student has not emptied the space within **90 (ninety) days** of the sending of this email, Polimoda may arrange for the destruction/disposal of the contents that remain unclaimed, as specified below.

**REMOVAL OF UNATTENDED ITEMS ON SCHOOL PREMISES AND TIME LIMIT FOR COLLECTION:** Students are expected always to keep their personal items and teaching materials brought in and/or processed by them on the school premises with them, or in their immediate proximity or inside the locker allocated to them. Any item or material left unattended will be removed by the site staff and

stored in an appropriate place. If the Student does not apply to the front desk staff on the site to reclaim his/her items/materials within **90 (ninety) days** of their removal, or within **90 (ninety) days** of the sending of a warning via email to the Student who may be identified as the owner of the goods left unattended, Polimoda may consider this justifiable grounds for destroying and disposing of said items and materials as below specified.

**DECLINING OF LIABILITY BY POLIMODA FOR THEFT, LOSS OR DAMAGE OF STUDENTS' ITEMS AND MATERIALS:** Under no circumstances may Polimoda be considered the custodian of items/materials stored in lockers, nor, more generally, of items/materials owned by Students and brought in and/or processed by them on Polimoda premises and/or created in the context of Course attendance, including items/materials for which Polimoda may have authorised, as an act of courtesy, their storage on site premises in whatever form and with whatever methods, or anything that has not been collected after the end of the Course or left unattended, since Polimoda is henceforth not bound by any obligation for custody or supervision of said items and materials. Therefore, no request/claim of any kind (e.g., for compensation) may be submitted by Students, or on behalf of Students, to Polimoda in case of theft and/or loss and/or damage of any kind to the above items/materials, even when, exceptionally (e.g., for particular teaching needs), the storage of these in closed areas or areas that are open and/or shared with other Students has been authorised. This declining of liability must be understood as also being in force during the pending time limits of **90 (ninety) days** laid down in reference to the various cases described in Article 24.

**EXPIRY OF TIME LIMITS FOR COLLECTION OF STUDENTS' ITEMS/MATERIALS REMOVED AND RIGHT TO DISPOSAL / DESTRUCTION BY POLIMODA:** Any personal items and/or teaching materials belonging to Students for any reason and in any form or way, which are left/stored at Polimoda's sites, including any items/materials that may have been removed from lockers or, more generally, from site areas by Polimoda because they have not been collected by the end of the course and/or because they have been left unattended and/or for security reasons, which are not collected by Students themselves within the **90 (ninety) day time limits** laid down according to this Article 24, since the Student has not contacted the front desk of the site for collection purposes, Polimoda will consider this justifiable grounds to destroy and/or dispose of said uncollected items and materials, without the possibility of a request or claim of any kind being submitted by the Student, or on behalf of the Student, in this regard.

The only exception to this clause is the possibility whereby Polimoda requests the Student, expressly and in writing, to be able to hold his or her teaching creations for a longer time, as provided for in the enrolment contract; also in this case, **within 90 (ninety) days** of notification by Polimoda that the Student must act to regain possession of said items, Polimoda can arrange for their destruction and/or disposal of the materials, as shown above, without the possibility of a request or claim of any kind being submitted by the Student, or on behalf of the Student, in this regard.

## **SECTION IX: COMPUTERS LABORATORIES**

### **ART.25 RULES FOR USE**

Computer labs can be used for lessons as well as for workshop purposes (see timetable on [www.mypolimoda.com](http://www.mypolimoda.com)).

To use the computer laboratories, Students must have followed the safety training Course as stated in article 5 regulations.

- It is absolutely prohibited to change computer configurations;
- users may use their own archive support for data during lessons;
- it is prohibited to disconnect power cords and network cables from the PCs in the computer laboratories. It is prohibited to connect laptops or desktops not provided by Polimoda to the data network or mains electricity. In case of specific educational needs requiring changes to system configurations, these changes are only possible if made by staff from the Technology Centre.

After being registered on [www.mypolimoda.com](http://www.mypolimoda.com), all Students will receive a username and password to use the following services:

- computers in the labs, including software that Polimoda may decide to make available to Students on the pc/mac;

- [www.mypolimoda.com](http://www.mypolimoda.com);
- printers and photocopiers (there is a charge for this service).
- possible access to email / cloud storage services

These authentication credentials are given to Students who are responsible for their use and must keep them securely; Polimoda must be promptly informed if said credentials are lost and Students are not permitted to possess and use the credentials of others.

Use of access credentials on the portal must abide by the academic aims for which they are provided as well as comply with Polimoda's policies and/or in any case, without causing any threat to the security of the system.

Works by Students can be archived on servers in a specific dedicated space. Each Student has 1 GB of space, not subjected to backups or able to be expanded by the Technology Centre. Students can use their own removable supports to connect to computers via USB ports on the computers themselves.

Files cannot be stored (in local) on hard disks in the Computer Lab. Any files saved may therefore be removed during periodic reviews carried out by Technological Centre staff, as well as customising of the installed software.

**At the end of the study course, the Student is required to delete all personal content saved on server.**

**As the same time as the removal of the account as laid down in Article 10 Polimoda will arrange for removal of the contents saved by the Student on the server.**

**Therefore, no request/claim of any kind (e.g. for compensation) may be submitted by Students to Polimoda in reference to the above deletion of contents previously saved by the Student.**

Use of central printing services:

for all printing processes, Polimoda uses the centralised printers in the computer laboratories at the various Polimoda sites, as well as the photocopiers located in the product workshops and areas in front of the library. There is a charge for this service; Students must purchase printing credits from the front desk. This credit is linked to the username provided to the Student and therefore, non-transferable. The computers enabled for printing are all the PCs and MACs in the educational infrastructure in the facilities of Polimoda.

For technical problems, always see a member of staff in the Technology Centre.

## **ART.26 CLOSURE REGULATIONS**

Anything not expressly envisaged by these regulations will be regulated on a case-by-case basis by the Senior Management Team of Polimoda which - where necessary for adaptation to regulations or to the changed situation/ at the organisation - can also issue alternative and/or other provisions, informing the Students thereof.