

REGULATION FOR POLIMODA MASTER COURSES

“ENTE PER LE ARTI APPLICATE ALLA MODA ED AL COSTUME” ASSOCIATION, KNOWN AS “POLIMODA”

SECTION I: DOCUMENTS

Art.1 Enrolment/Attendance certificates

The Academic Affairs Office of Polimoda issues enrolment/attendance certificates requested by the student, solely to students who have paid their course fees in full and who have provided Polimoda with all the academic qualifications required for admission to the course.

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;
- Certificate of enrolment issued by Polimoda at the time of registration, stamped by the competent Italian Embassy or Consulate at the time of entry visa issue;
- 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 lessons, 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 (Italy) 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 **Eduassistance S.r.l.**, 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 11 of these regulations.

Art. 3 Badge

During Welcome Week, 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

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 lessons from Monday to Saturday.

Students are expected to abide by the timetable and to arrive on time. 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 and student absences cannot exceed more than 20% of the total hours for each subject. 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 Head of Department, 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 case of absences lasting over 3 (three) consecutive days of lessons, the student must inform the Institute, via email, of their absence due to illness.

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 lessons 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 on-line "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 (e-learning)– low risk, for the use of computer labs ;
- **(Design area students):** 8 hours of specific training (class lecture)– average risk, for the use of design, footwear and accessories lab equipment.

All above mentioned training activities require the passing of a final exam in order to achieve the final certificates.

The training is made available by Polimoda both for the e-learning part (which students complete autonomously), and for the lectures (on the dates and at the times given on My Polimoda).

Only students who achieved all final certificates above will be admitted to use lab equipment and to start the end of course internship.

Art.6 Suspension of attendance

Requests to suspend or postpone attendance 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 Head of Department

Transferring to a course regulated by a different department must be authorised first by the Head of Department of the student's original course and then, by the Head of Department for the course to which the student intends to transfer. These transfers must 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

Students are assessed using grades with marks out of thirty, at the times and according to the methods communicated by the Head of Department at the start of the academic year. The minimum permitted grade is 18 (eighteen). Each academic year will include mid-term and final examinations which will contribute to the student's overall evaluation.

In case of grades below 18 (eighteen), after considering the number and the seriousness of the shortfall, together with the overall situation of the student, the Head of Department may grant the student the opportunity to re-sit the relevant subjects according to the deadlines and methods which will be communicated to the student.

Art.9 Final certificate

The final certificate from Polimoda is issued to students who have attended lessons regularly and achieved sufficient grades 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 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, 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

Art.11 Services from Eduassistance S.r.l.

Eduassistance S.r.l., located at Viale Spartaco Lavagnini, 70/72. The Student Hotel – Collab – Florence, which has a special agreement in place with 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 Week preceding the start of the first year.

SECTION V: DISCLAIMERS AND TRANSFER OF RIGHTS - THE STUDENT'S OBLIGATIONS, GUARANTEES AND INDEMNITIES- EXTERNAL SERVICES AND INITIATIVES - RULES OF CONDUCT – CONFIDENTIAL CONTENT - POLIMODA'S LIMITS OF LIABILITY

Art.12 Disclaimer and free transfer of rights to Polimoda.

By signing these regulations, the student agrees to transfer to Polimoda the following rights, free of charge and without limits to time or territory, from the first day of the course:

A) FILM RIGHTS FOR STUDENT IMAGES AND CREATIONS:

- The right to film and/or make sound recordings and/or photograph the student and the material and intellectual creations produced by the student during a course (for example but not limited to: clothes, accessories, drawings, portfolio, manufactured items of various kinds, films, graphic design and research projects, etc.) and/or have the same made or carried out by teaching staff, employees and other students of Polimoda and/or other parties (for example but not limited to: operators from TV, radio, press, companies and other professionals in the fashion industry, photographers / video makers appointed by Polimoda, etc.); it is understood that the abovementioned filming, audio recording and photographing can take place during all school activities and related initiatives / events (for example but not limited to: catwalk shows, open days, exhibitions, workshops, teaching projects, shooting, conferences, fashion weeks, field trips, events, etc.), as well as in all contexts connected to Polimoda, even if not on academic premises;

B) USE OF STUDENT IMAGES/RECORDINGS AND CREATIONS:

- The right to digitally acquire images of the student's person and also of the material and intellectual creations produced by the student, in addition to any films, photographs and audio recordings as per the above point a) above, including audio/video recordings of interviews and statements issued by students to third parties (for example but not limited to: TV, radio, press, companies, etc.) as part of any Polimoda activity, related events or in other contexts, however linked to Polimoda activities, either inside or outside Polimoda premises;

- The right to store the above images and recordings in the computerised and/or hard copy archives at the Polimoda premises, in Florence, Villa Favard, Via Curtatone no. 1, Manifattura Lab in Florence Via delle Cascine no. 35, and Design Lab in Scandicci Via Galileo Galilei no. 31, to adapt, process, translate, grant to third parties, edit, reproduce, synchronise with soundtracks, circulate and publish them using all means and communication protocols and audio/video compression formats currently in use or available in the future (for example but not limited to: press, radio, TV, internet, social networks, cinematography, etc.) and using all means of promotion for Polimoda's activities (for example but not limited to: websites, social networks, CD, DVD, brochures, posters, prints, etc.). The rights granted to Polimoda pursuant to herein point B) include, for example, but are not limited to, the right but not the obligation to publish the abovementioned audio/video/photographic material, as well as the ability to re-edit said material in hard copy or digital version.

C) AUDIO/VIDEO RECORDING OPERATIONS AND PHOTOGRAPHS BY THIRD PARTIES AND TRANSFER OF RIGHTS
The right to transfer some of the rights as per the above points A) and B) to subjects appointed by Polimoda to make audio/video recordings or take photographs of Polimoda activities and relevant events, or other subjects, including for the promotional aims thereof (for example but not limited to, publication on personal/corporate websites, portfolios, etc.);

To this regard, by signing these regulations, the Student declares that they acknowledge and accept that Polimoda cannot be considered responsible for the uses, of any kind, of their image / voice, even where found in the audio/video recordings / photographs of third parties or granted to these latter (for example but not limited to: other students and /or teachers at Polimoda and/or photographers-video makers appointed by Polimoda for the purpose, and/or other subjects invited to or attending events, companies, etc.) agreeing herewith to waive all and any claims, actions or requests to Polimoda with reference to the above uses.

D) EXHIBITION OF STUDENT IMAGES AND CREATIONS:

- The right to display images and reproduce audio / video material as per the above points A) and B) during events organised by Polimoda, including off site events and in conjunction with third parties.

E) PUBLICATION/ USE OF PERSONAL DATA AND CREATIONS:

- The right to publish and/or in any case, use personal data concerning the student's image, as already expressly permitted in the privacy policy form for this purpose, and for which consent is understood as stated here.

By signing these regulations, the student holds Polimoda harmless against any economic liability and responsibility concerning the incorrect use of personal data concerning their image by third parties.

Polimoda reserves the right to keep, free of charge, the originals of the material and intellectual creations as in point A) of this article in its own archives during the course and for 3 (three) years from the date of the end of the course.

By signing these regulations, the student authorises Polimoda and/or third parties who collaborate with the former, beforehand and free of charge, to exhibit/publish/divulge/circulate off line and/or online – together with any express mention of their name and surname - all originals and/or digital copies of material and intellectual creations made by same during their academic course, as per this article, on occasion of all educational activities and events (for example but not limited to: exhibitions, fairs, catwalk shows, workshops, educational projects, conferences, etc.) organised by Polimoda, off site and in conjunction with third parties; the student undertakes, throughout the period of the course and up to 3 (three) years from the end thereof, to make these creations available to Polimoda for the above purposes, in the event that these are no longer kept in the Polimoda archives, and to provide Polimoda, where technically possible, but at no cost to the student, with duplicates of the above creations, authorising Polimoda to use, as stated in this article with regard to the originals and to grant authorisation to others potentially interested in collaborating with Polimoda (for example but not limited to: organisers of fashion competitions, institutions, fashion companies, cultural centres, etc.).

It is understood that the student will be responsible for the formulation of any requests to Polimoda for the return of any originals of their creations still in possession of Polimoda, after the term of 3 (three) years from the end of the course attended by the student at Polimoda.

The student is aware that no claims can be made to Polimoda, either in the form of compensation or for any other reason, for the granting of the above rights.

Art.13 Responsibilities, prohibitions, guarantees and indemnities for student's creations – Confidentiality

By signing this agreement, the student undertakes, throughout the course, to not unlawfully reproduce, copy, plagiarise, counterfeit and/or in any way breach trademarks, distinctive marks, patents, industrial designs or models, and/or in any case, works of intellectual/industrial creations protected by copyright/industrial property rights and rights of third parties, including other students of Polimoda or students of other institutes/schools/universities, etc.

The student will remain fully and exclusively responsible, both during and after the course, for any further and different uses other than for internal and educational purposes (for example but not limited to: use for promotional and commercial purposes, etc). of material and intellectual creations (of all kinds) - including any films or audio/video recordings and photographs - processed and made by the student during the course, of events, guest lectures and any other context in any way connected to the activities of Polimoda, and successively published and/or circulated in any way and using any means; to this end, by signing these regulations, the student acknowledges and accepts that they will be considered the direct and sole responsible party for said uses, as well as for any breaches of intellectual and/or industrial property rights and rights to images, privacy and/or similar regarding third parties, enacted concerning and/or as part of the above uses.

POLIMODA

Pursuant to these regulations, the student is prohibited from making (and from circulating in any way) audio/video recordings and taking photographs of teaching staff, whose right to privacy and image shall be safeguarded, and/or of lessons, the content of which is absolutely confidential.

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, by signing these 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 by signing these regulations, the student undertakes not to divulge them, unless within the limits envisaged as part of the project.

Pursuant to these regulations, it is expressly prohibited to students to use the "Polimoda" logo and/or other distinguishing mark belonging to Polimoda for any reason whatsoever.

In the case in which Polimoda should uncover a breach by the student of even one of the undertakings, prohibitions, guarantees and obligations undertaken by same pursuant to these Regulations, Polimoda reserves all rights to take any actions deemed necessary regarding the infraction committed.

The student, by signing these regulations, undertakes - henceforth - to compensate Polimoda for all damages, including to image, occurring as a result of incorrect use and/or in any case, not conforming to that stated above, for their material and intellectual creations made during the course and in particular, during teaching projects and audio/video-production and photographic activities, as stated above. The student will also hold Polimoda free and harmless against all claims, or requests, none excluded, at whatever time, in whatever form or level that may be made or brought by third parties with reference to breach of just one of the undertakings, prohibitions, guarantees or obligations undertaken by the student pursuant to these regulations.

Polimoda cannot accept any liability for any harmful consequences of any kind, occurring to the student as a result of incorrect and/or non-compliant use as stated above for the aforementioned material and intellectual creations.

Polimoda cannot accept any liability for use of the material and intellectual creations as part of the development of the student's career / insertion in the workplace or for other purposes, or for failure to achieve expected aims.

Art.14 Students' responsibility for reproduction of Polimoda Library material

Students will be fully responsible for any breach of the regulations concerning materials from work protected by copyright (L.633/1941 and subsequent amendments) as part of access to the Polimoda Library and consultation / loan / reproduction of material from the same, undertaking henceforth - by signing these regulations - to compensate Polimoda for any damages, including to image, that may be suffered by Polimoda to this regard, as well as to hold Polimoda free and harmless against all claims or requests for damages in any form, or at any time or level, made or proposed by third parties with reference to said breaches.

Students may reproduce Polimoda Library material using the photocopiers (self-service, available on payment) at the Polimoda sites, using their badge, as delivered at the start of the course.

It is possible to reproduce a maximum of 15% of the total number of pages in each document.

Art.15 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 lessons;
- animals are not allowed inside Polimoda premises and in any case, where lessons take place;
- plagiarising work of other parties is prohibited;
- lessons 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.

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 lessons 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, 25, 26 and 27, or students who in any way cause damage to people and/or property.

Art.16 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, activation of SIM cards, 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.

Art.17 Limits to Polimoda's responsibility and force majeure

Polimoda's responsibility deriving from the signing of the enrolment agreement for the course and relevant attendance thereof by the student cannot under any circumstances, exceed the amount of the course fees and/or any insurance cover envisaged.

Polimoda cannot be held responsible or liable for any shortcomings or delays in performance, or any disservices, or other events caused by force majeure.

SECTION VI: INTERNSHIPS

Art.18 Internship placement procedure

Classes may be followed by an internship with a fashion Company

Only students who have met the following conditions are allowed to participate to the selections for the eventual for assignment of an internship:

- 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 through Polimoda, valid for the entire internship period;
- 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.

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 a student, due to special personal needs, is not interested in participating to the internship selections, 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.

In case of problems concerning non-compliant behaviour by the student during the selection process and/or the internship, the Head of Education 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.19 Intern's duties

In the event that the student results assignee of an internship, by signing these 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.20 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. 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.21 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.22 Reproduction

Students can make copies of documents using the self-service 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, as stated in section 14 of these regulations. Polimoda Library does not provide a photocopying service.

Art.23 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.24 Storage of personal items in lockers

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.

In any case, we advise students 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 of either, as this latter is not obliged in any way to provide for the safekeeping and security of such items.

Lockers can be used from 8:30 to 19:00. When collecting items from lockers, the key must be left in the lock.

Outside these times or for personal safety reasons, Polimoda reserves the right to inspect the contents of lockers, 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.

Under no circumstances can Polimoda be considered custodian of the items deposited in lockers during the Centre's opening times, nor when not collected by same at the times stated above. Therefore, no requests/claims can be made by users to Polimoda in the event of theft and/or loss of the personal belonging.

SECTION VIII: DESIGN LAB (Scandicci) – MANIFATTURA LAB (Florence)

Art.25 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 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;
- students who want to collect or view material from the stockroom must be accompanied by a teacher authorised by the Head of Department;
- 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. 26 Storage of educational material in lockers

Near the workshops, students have a locker assigned to them by facility staff at the start of the course. The purpose of this is to store course material. The locker is allocated for the whole period of the course.

Polimoda cannot in any case be considered responsible for the safekeeping of items stored in these lockers, or for anything not collected after the end of the course, since there is no obligation in place to safeguard or supervise said items. Therefore, no requests/claims can be made by students to Polimoda in the event of theft and/or loss of the above materials.

SECTION IX: COMPUTER LABORATORIES

Art. 27 Rules for use

Computer labs can be used for lessons as well as for workshop purposes (see timetable on 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 are obliged to have their own archive support for data, including during lessons, since this is not available in the Computer labs;
- 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, all students will receive a username and password to use the following services:

- computers in the labs;
- www.mypolimoda.com;
- printers and photocopiers (there is a charge for this service).

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 to the hard disks in the Computer Lab. Any recordings can be removed during the regular revisions carried out by staff in the Technology Centre.

During the summer period, all material stored on the server may be deleted. Students are therefore invited to store their content on their own devices.

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.28 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.

POLIMODA

DATE _____

STUDENT'S NAME AND SURNAME _____

STUDENT'S LEGIBLE SIGNATURE FOR READING AND ACCEPTANCE _____

The undersigned states express approval, pursuant to the contents of article 1341, subsection two of the Civil Code, of articles: Art.2 (Documents for non-EU students), Art.4 (Compulsory attendance), Art.5 (Compulsory training on safety in the workplace, Art. 8 (Assessment criteria and re-sits – academic year repetition), Art. 9 (Final Certificate), Art.12 (Disclaimer and free transfer of rights to Polimoda), Art.13 (Responsibilities, prohibitions, guarantees and indemnities for student's creations – Confidentiality), Art. 14 (Students' responsibility for reproduction of Polimoda Library material), Art.15 (Conduct rules –Liability – Sanctions for infringements of Students' regulation), Art.17 (Limits to Polimoda's responsibility and force majeure), **Error! Reference source not found.** (Internship placement procedure), Art 23 (Rules of conduct and responsibilities), Art. 24 (Storage of personal items in lockers of these Regulations), Art. 25 (Product laboratories) and Art.26 (Storage of educational material in lockers).

DATE _____

STUDENT'S NAME AND SURNAME _____

STUDENT'S LEGIBLE SIGNATURE FOR READING AND ACCEPTANCE _____

With particular reference to the provisions in art. **12 (Disclaimer and free transfer of rights to Polimoda)**, the undersigned states that by signing these Regulations, they also consent to the processing of their personal data pursuant to **GDPR no. 679/2016**, having read and accepted the policy statement published on the website www.polimoda.com/_____, with particular reference to the use of filming and photographs and/or personal and/or company video images showing them, as well as audio recordings of their voice, without limit to time or space, for information, circulation or documentation of Polimoda initiatives; the material acquired can be used to create brochures or advertising, publication of company articles in daily papers or reviews, for the creation of company web pages, or circulated using other communication instruments, compliant with current laws and regulations. The issue and subsequent use of images and audio recordings are to be considered as granted free of all charges.

DATE _____

STUDENT'S NAME AND SURNAME _____

STUDENT'S LEGIBLE SIGNATURE FOR READING AND ACCEPTANCE _____