

## Student Regulations for Polimoda Seasonal 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 and who have regularly signed the enrolment contract in the Course.

#### **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), including declarations of stay that may be required by the Italian law, are the responsibility of the Student, who will therefore have to arrange these documents independently and under their own responsibility.

Students who need to apply for a Student visa, 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.

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.

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 (who may need a Student visa) 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 or processing a declaration of stay, as specified in article 8 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 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.

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.

The final certificate for Seasonal Courses from Polimoda is issued to Students who have attended lessons regularly at least 80% of the total hours of lessons provided within the Course.

#### **Non-EU Students who have obtained a Student visa on the basis of Polimoda's certificate:**

Should any non-EU Students, for whom a Student visa may be necessary, 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, after having applied for a visa on the basis of certifications issued by Polimoda, 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) and 8 hours of specific training (class lecture) - average risk, for the use of 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 myPolimoda).

Only Students who achieved all final certificates above will be admitted to use lab equipment.

### **ART.6 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 who need a Student visa:**

- 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: ON-LINE SERVICES**

#### **ART.7 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.

- Course timetables and lecturer timetables

#### **ART.8 LESSONS PERFORMED VIA E-LEARNING**

Some of the lessons may be performed, via video-audio link between the Students and the teacher. 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.9 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 Course.

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

### **ART.10 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.11 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 9, 17, 18, 19 or Students who in any way cause damage to people and/or property.

## **ART.12 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 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 V: GUIDELINES FOR LIBRARY USE**

### **ART.13 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.14 DAILY LOANS**

To use the daily loan service, Students must present a valid identity document together with their Polimoda badge. The duration of loans is one day. No more than three books and three magazines can be loaned at one time.

Before leaving the Polimoda Library, one must fill the appropriate form available at the Reference Desk in order to register the documents. The Library staff will then have to check their return within the day.

Polimoda reserves the right to suspend use of the service for Students who fail to comply with the provisions stated in these guidelines

### **ART.15 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. Polimoda Library does not provide a photocopying service.

### **ART.16 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.17 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 VI: DESIGN LAB (SCANDICCI) - MANIFATTURA LAB (FLORENCE)**

### **ART.18 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;
- 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.19 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 VII: COMPUTERS LABORATORIES**

### **ART.20 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 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](http://www.mypolimoda.com), all Students will receive a username and password to use the following services:

- computers in the labs;
- [www.mypolimoda.com](http://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.21 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.