

POLIMODA	Nome documento: Student Regulations	Codice documento: R7-5-7
	File di archivio: R7-5-7p Student Regulations.docx	Data emissione: 11/03/2010

Student's Name and Surname (please write clearly in block letters)	
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SECTION I - EDUCATIONAL DOCUMENTS

Art.1 Enrollment and attendance certificates

Enrollment certificates are issued upon the students' request by the Education Office; only students who are in order with payment of the registration fee may receive a certificate.

Art.2 Foreign students' documentation

In order to attend Polimoda, non-EU students must comply with the provisions of Italian immigration laws.

During the orientation meeting, foreign students will be required to submit a copy of the following documents to the Institute's Education Office:

- 1) a copy of the entry **VISA** to Italy issued by the Italian Embassy in their country of origin
- 2) a copy of the **certificate of attendance** issued by Polimoda upon registration and duly stamped by the Italian Embassy of the country of origin upon the issuance of said visa
- 3) a copy of the official residence permit (permesso di soggiorno) issued by the Italian Police Questura, or documentation demonstrating that the application for the residence permit has been submitted.

Upon expiry of the validity of these documents, students are responsible for requesting from the Education Office the documentation necessary for applying to the Questura for renewal. Students who, at the time of the admission test, are already in Italy with a visa issued for attending courses and schools other than Polimoda, must obtain a new visa for study purposes based on the official letter of admission issued by Polimoda.

Art. 3 On-line services

All students can take advantage of our portal at the following address: **www.polimodaservizi.com**. The **username** and **password** necessary to access this portal can be obtained from our Front Desk Office.

Currently, the following services are available:

- Personal Profile access

Students are responsible for keeping this section up-to-date, notifying any changes to their address, residence, telephone numbers and e-mail address.

- Electronic Bulletin Board

All messages and communications addressed to the students are posted exclusively on the electronic bulletin board which must be regularly checked..

- Academic Certificates (only for 3-year courses)

All students can verify their academic progress by checking their academic certificates, which indicate the courses they are following and the grades they have obtained. Students are recommended to contact the Education Office immediately should they find any discrepancies between the information that appears on the academic certificates and the information they have in their possession. At the students' request the Education Office will issue a printout of academic certificates which constitutes an official document.

- Courses' and teachers' timetables

- Academic calendar.

Art. 4 Student record book

A student record book is issued to all enrolled students.

The student record book is an official I.D. document within Polimoda. Students must keep it in good condition and show it to teachers or other personnel in order to access various services. A bar code will be affixed to the record book the first time a student uses the library services and this will be required for all consultations and loans from the library. The student record book can also be used to obtain discounts in shops which have an agreement with Polimoda.

Students will receive their student record book on orientation day (with the exception of those who are behind in their payments or have not yet submitted all the required documents). Students must sign their student record book on collection.

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In order to have full validity, the student record book must be officially certified at the beginning of the course, and in case of 3 year courses at the beginning of each term thereafter, by the Education Office upon regular payment of the tuition fee.

The Education Office must be immediately notified with a written statement upon loss of the student record book. A new student record book will be issued upon presentation of a new passport size photo and payment of a 10 Euro fee to the Accounting Office.

Any alteration, erasure or cancellation not authorized by the Education Office will invalidate the current student record book.

In the case of disagreement or objections relating to dates and grades contained in the student record book, only the data issued by the Institute will be considered valid.

SECTION II – ABSENCES AND TARDINESS

Art. 5 Mandatory attendance

Polimoda courses require mandatory attendance; therefore absences cannot constitute more than 20% of the total number of hours specified in the course programme for each subject.

Should absences exceed 20%, the Head of Department, together with the teachers involved, will decide whether or not to take disciplinary action, which may include expulsion.

Absences due to illness must be justified directly to the tutor with a medical certificate on returning to the course. Should a non-EU student be absent without any justification for more than three weeks, Polimoda will inform the Italian authority which issued the study visa of the student concerned.

In the case of non-EU students who do not attend by the second day following the start of the course, Polimoda will inform the Consulate or Embassy that issued the Visa of this absence.

Art. 6 Notices/warnings

Halfway through the term in case of three year courses, or half way through the programme for other courses, teachers are required to provide their Heads of Department with the names of students who have a high absence rate or who are not working proficiently.

In particularly serious cases the Head of Department will send the student an academic warning which may be followed, if no improvement is shown, by disciplinary action.

Art. 7 Tardiness

Students are required to respect the teaching schedule and to be punctual.

Tardiness is marked with an R on the register; three R correspond to one absence.

As it is not possible to determine general criteria for tardiness, at the beginning of the year teachers will inform their classes as to acceptable limits for late entry to lessons. This may vary between 5 and 15 minutes according to the length and type of class and in agreement with the Head of Department.

Art. 8 Early departure

Early departure from lessons is allowed only under special circumstances and upon submission of written documentation.

SECTION III - EVALUATION CRITERIA

Art. 9 Criteria and grades

At the end of each term, or academic year in the case of 3-year courses, or at the end of the course in the case of Masters courses, students will be evaluated in all subjects studied for the entire course, and will be awarded a grade calculated on the 30 point system or will receive a final evaluation. Final exams may also be required.

Art. 10 Recording of grades in the student record book (for 3-year courses only)

Grades are registered in the student record book at the end of each term or year on the date indicated by the teacher.

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Should a student, due to illness or any other justifiable personal reason, miss the final exam required for establishing a grade, he/she must take the exam within the first two weeks of the next term after reaching an agreement with the teacher regarding the date.

Exceptional cases, where it is not possible to assign a grade within the time foreseen, will be considered by the Head of Department who will identify the most suitable solution.

A student who, due to illness or a justifiable personal situation, is absent on the day of the assignment of grades, must agree the date and place when these grades will be assigned with the teacher.

In order to be admitted to the next term, students must have a pass grade in all subjects included in their course programme.

The Education Office is in charge of updating grade records for academic certification.

Art. 11 “F” Grade - Failure (Insufficient) (only for 3-year courses and master courses held in English language)

A grade “F” will be given to students who show a completely unsatisfactory level of achievement. Upon receiving such a grade the student must repeat the evaluation after agreeing the arrangements with his/her teacher or Head of Department.

For the case of 3-year courses when the necessary result is achieved, the grade will be recorded in the student record book.

Art. 12 Internships (only for 3-year and Masters Courses)

All information relevant to undertaking a period of internship is contained in the Internship Regulations which the student must sign in advance.

In the case of three-year courses and of master courses held in English language, only those students who have achieved an average of 24/30 or above will be entitled to enter a period of internship.

In the case of master courses held in English language only students with an adequate knowledge of the Italian language will be entitled to enter a period of internship.

Art. 13 Final Diploma (only for 3-year and Masters Courses)

In order to receive their final Polimoda Diploma at the end of the three-year courses and Masters courses, students must have received at least a pass grade or evaluation in all their subjects (see Art. 16 for exemptions), must have completed a period of internship if foreseen in the course programme, and must have delivered their final dissertation, if required, by the date set. Students who have not paid their tuition in full will not be awarded a diploma.

Art. 14 Certificate of attendance (for Orientation and Foundation courses)

A certificate of attendance will be issued at the end of the courses Orientation and Foundation only for the subjects which the student has attended regularly (see Art. 5). Students who have not paid the tuition fees in full cannot receive the certificate of attendance.

Art. 15 Teachers’ evaluation

Before the end of each term, students are required to evaluate their professors. The evaluation is anonymous

SECTION IV - SPECIAL REQUESTS REGARDING COURSE WORK

Art. 16 Request for exemption (only for 3-year courses)

At the beginning of each term, students can apply to obtain an exemption for subjects they have already studied or in which they are perfectly proficient (e.g. English native speakers) by filling out form M01R7-5-7 (“Request for Curriculum Variation”) signed for approval by the Head of Department. The completed form must be delivered to the Education Office. Students will not be reimbursed for classes from which they have been exempted. Students cannot receive academic certification unless this information has been communicated to the school in the above-mentioned manner.

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Art. 17 Request to attend extra-curricular courses

Students who have been exempted from a course (with the exception of ENGLISH LANGUAGE) can apply to substitute it with another one which is not part of his/her course of studies by filling out form M01R7-5-7 (“Request for Curriculum Variation”). This request must be approved by the Head of Department and delivered to the Education Office. Students cannot receive academic certification unless this information has been communicated to the school in the above-mentioned manner.

Art. 18 Suspension of attendance

Should it be necessary for students to be absent from lessons for a certain period of time (special projects, interviews for internships, hospitalization, family reasons, etc.) she/he must present the relevant request by completing form **MO2R7-5-7 “Form for suspension of attendance”** which must be signed and authorized by the Head of Department. Suspension may be agreed for a maximum period of 6 months beyond which the progress so far achieved in the course of study will be annulled.

A student who has received an agreement for suspension of attendance may resume the course only after payment of any fee owed to Polimoda at the time of the request for suspension, in accordance with the terms of the signed enrolment form.

Should the student definitively discontinue the programme of study, Polimoda reserves the right to claim all fees due by the student at the time of the request for suspension.

In the case of non-EU students the suspension of attendance will be communicated to the Italian Embassy or Consulate that issued the student’s visa to attend Polimoda’s courses.

SECTION V - MISCELLANEOUS

Art. 19 Release clause and rights assignment to Polimoda Institute

By signing the present regulations the student assigns to Polimoda (hereinafter referred to as the Institute), free of charge and with no time or territorial restraints, applicable from the first day of attendance on the course, the following rights:

a) to film and/or to photograph and/or audio record, and/or to have third parties (such as, but not limited to, press, TV and radio crews, fashion companies, etc.) film and/or photograph and/or audio record, during all academic activities and related events (such as, but not limited to, fashion shows, exhibitions, workshops, open days, conferences, fashion week etc.), including those outside the Institute premises, the student him/herself and/or the material and/or intellectual creations (such as, but not limited to, clothes, accessories, sketches, handmade articles of all kinds, videos, portfolios, graphic projects, research projects, etc.) produced by the student during the course;

b) to proceed with the digital storage of the aforementioned images and recordings, including the video/audio recordings of the interviews that the student may decide to give during Institute activities and related events, including interviews to third parties (such as, but not limited to, press, TV, radio etc.) and/or held outside the Institute premises, to store them in the Institute digital archives, to modify, edit, translate, adapt, assign to third parties, reproduce, synchronize with audio/music tracks, to release and to publish them using any means of communication and in any audio/video compressed format currently known or of future invention (such as, but not limited to, press, radio, TV, internet) and with any promotional material of the Institute activities (such as, but not limited to, website, cd, dvd, brochures, posters, editorial project, etc.);

c) to show the aforementioned images and to produce the aforementioned audio/video recordings at any event organised by the Institute including outside its premises and in collaboration with third parties.

The Institute reserves the right to keep in its archives, free of charge, the originals of the materials and creations described at a) above, produced by the student during attendance on the course and for 18 months after the conclusion of the course.

By signing the present regulations the student forthwith and freely authorises the Institute to show the originals of the materials and intellectual creations produced by her/him during the course described at point a), in any event organised by the Institute (such as, but not limited to, exhibitions, fairs, fashion shows, workshops, conferences, etc.), including at locations outside its premises and/or in collaboration with third parties, and commits her/himself, for the duration of the course and for 18 months after its conclusion, to make her/his creations

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available to the Institute for the aforementioned purposes, if not already stored in the Institute archives, and to provide the Institute, if technically possible but without any cost to the student, with duplicates of the same creations, authorising the Institute to make use of them as described in the present paragraph regarding original creations, and to assign them to third parties potentially interested in collaborating with the Institute (such as organizers of fashion competitions, institutions, fashion companies, institutes of culture, etc.).

Consequently the student is aware that he/she can make no claim against the Institute, either for remuneration or for any other reason or claim related to assignment of the rights indicated above, and that he/she will be solely and exclusively responsible for his/her opinions expressed in the interviews listed at points a) and b) and that he/she will guarantee that no claims may be made against the Institute by third parties in relation to these opinions.

Art. 20 Behaviour

Students must leave the classrooms as tidy as they found them and must use them appropriately (eating and drinking in the classrooms and damage to furniture, etc. is forbidden).

During lessons cellular phones must be switched off or in the silent mode. No telephone conversations are allowed during classes.

Smoking is strictly forbidden in all the buildings.

The student must make correct and careful use of all equipment and academic structures. Any student responsible for disciplinary violations will be questioned regarding them and following an interview with the student the Director will decide on the measures to be taken; in the case of particularly serious violations, the student may be expelled from the course.

In addition, students who have not completed payment of the academic fees as established in the enrollment form, may be excluded from the course or from final examinations in individual subjects.

Art. 21 Photocopies

Students can make photocopies for a charge using the machines located in all Polimoda buildings. It should be remembered that by law no more than 15% of the pages of a textbook may be photocopied.

Photocopies of lesson material requested by the professors must be collected by the professors or the head of class, who will be in charge of distributing them among the students. Front Office staff is not authorized either to give them to any other student or to make extra copies to replace lost ones.

Date _____ Signature _____

According to the purposes of Articles 1341 and 1342 of the Italian Civil Code, the Undersigned agrees specifically to Art. 19 bearing the title "Release clause" and to Art. 12 bearing the title "Stage".

Date _____ Signature _____

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