

POLIMODA	Nome documento: Student Regulations	Codice documento: R7-5-7
	File di archivio: R7-5-7n Student Regulations.doc	Data emissione: 15/06/09

Student's Name and Surname (in block letters – legible)	
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SECTION I

APPLYING FOR ADMISSION

Art.1 How to apply for admission

When pre-registering, students must submit the following documentation:

- an admission form filled out in all its parts and undersigned (**MO1P7-5-1 “Request for admission form”**).
- a copy of their high school diploma or university degree when required. For foreign students it will be necessary to submit a “statement of equivalency” and a legalized translation of their school documents.
- three passport size photos.

PROCEDURES FOR ENTRANCE EXAMS

Art.2 Dates of Exams

The dates of exams will be communicated by the Sales Office.

Art. 3 Evaluation Criteria

The evaluation criteria will vary according to the type of course, as specified on the course description sheets that can be found on Polimoda website.

Applicants who receive a grade equal to or higher than 8/10 (or 30/30 and 100/100) will be immediately admitted and will receive an official admission letter.

Applicants who achieve a grade between 6/10 and 8/10 will be included in a waiting list until the end of the entrance exam session. If the number of openings is lower then the number of applicants with a grade equal or higher than 8/10, those with highest grades will be admitted; in case of equal scores, admittance will be granted to the students who have taken the exam first.

The Head of Department reserve the right to accept students for advanced placement in the second or third year on the basis of officially documented records that meet requirements.

Art.4 Waiting Lists

Polimoda will use waiting lists only if classes are not completely full or if some students choose to withdraw.

The ranking in the list will be based on the following criteria:

- test score;
- in case of equal scores, on the basis of the date of the entrance exam (precedence is given to those who have taken the exam at an earlier date);
- in case of equal score and date, the Head of Department will decide.

Art.5 Communication of Exam Results

Within a week from the admission exam, students accepted will receive an official letter of admission from the Sales Office.

Together with the official letter, students will receive a copy of the school regulations which must be signed in all their parts and handed back in to Sales Office within the time specified in the letter of admission.

Art.6 Records of tests

The entrance tests will remain the property of the school.

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SECTION II – SCHOOL DOCUMENTS

Art.8 Enrollment and Attendance Certificates

Enrollment certificates are issued upon the students' request by the Office of Didactic Affairs only to those applicants who are up-to-date with the payment of the registration fee.

Art.9 Foreign students' documentation

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

During the orientation meeting to our courses, foreign students will be required to submit to the Office of Didactic Affairs a copy of the following documents:

- 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 permit of stay (permesso di soggiorno) issued by the Questura of the Italian Police or paperwork showing that the application for permit of stay has been submitted.

Upon expiration of the validity of these documents, students are responsible for requesting from the Office of Didactic Affairs the documentation to be submitted to the Questura for their renewal.

Students who, at the time of the admission test, are already in Italy with a visa issued for attendance to courses and schools different from Polimoda, must obtain a new visa for studying purposes based on the official letter of admission issued by Polimoda.

Art. 10 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.

At press time, the following services are available:

- Personal Profile access

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

- Electronic Bulletin Board

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

- Academic Certificates

All students can verify their academic standing by checking their academic certificates indicating the courses they have attended and the grades they have obtained. Students are recommended to contact immediately the Office of Didactic Affairs should they find any discrepancies between what appears on the academic certificates and what they have in their possession. The Office of Didactic Affairs upon the students' request issues a printout of academic certificates and it constitutes an official document.

- Courses' and teachers' timetables

- Academic calendar

SECTION III – ABSENCES AND TARDINESS

Art. 11 – Mandatory Attendance

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

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Should this 20% be exceeding, the teacher may lower the students' grade or, upon the Head of Department's approval, defer the matter to the Didactic Commission, which 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.

Students who are absent for more than three weeks without a formal communication (letter, fax, e-mail, deferral of attendance form) will receive from the Didactic Office a registered mail asking for an explanation for said absence. In case the student will not respond within a week from reception of the registered mail, he will be considered withdrawn in all respects.

In case of foreign students the withdrawal will be communicated to the Embassy that issued the Visa for attendance to Polimoda courses. In case of foreign students who will not show up by the second day of classes, Polimoda will inform of said absence the Consulate that issued the Visa.

Art. 12 – Midterm notices/warnings

Halfway through the semester, teachers are required to inform their Heads of Department about the names of students who have attended irregularly or 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. 13 – Tardiness

Students are required to be on time and follow the lessons until dismissal.

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

As it is not possible to determine general criteria for tardy students, at the beginning of the year teachers will inform their classes about how late they will be accepted to lessons. Time may vary between 5 and 15 minutes according to the length and type of class and it will be agreed upon with the Head of Department.

Art. 14 – Early Departure

Early departures from lessons are allowed only on special circumstances and upon submission of written documentation.

SECTION IV - EVALUATION CRITERIA

Art. 15 – Criteria and Grades

At the end of each semester, students will take a final test for all their classes. The final grade will be calculated on the 30 point system.

Art. 16 – Student Record Book

A student record book is issued to all enrolled students to attest the progress of their studies.

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 on it the first time a student uses the library services and it will be requested for any further consultation and loan from the library. The student record book can also be used to get discounts in shops which have an agreement with Polimoda.

First year 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 this day.

In order to have full validity, the student record book must be officially stamped at the beginning of each semester by the Office of Didactic Affairs upon regular payment of the tuition.

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

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

In case of disagreement or objections concerning the information reported in the student record book about dates or scores, only the official documentation issued by Polimoda will bear witness.

Art. 17 – Recording of grades on the student record book

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

Should a student, due to illness or other justifiable personal reason, miss the final exam, he/she must take it within the first two weeks of the next semester after reaching an agreement with the teacher about the date.

Should a student, due to illness or other justifiable personal reason, be absent on the day of recording of grades, he/she will agree with the teacher about the place and date for doing so.

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

Art. 18 – “F” Failure (Insufficiente)

A grade “F” will be given to students who show a completely unsatisfactory level of achievement. Such grade will not be recorded in the student record book, but the student will have to take the same exam again after agreeing with his/her teacher or Head of Department about the arrangements. Once made up, the grade will be recorded in the student record book.

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

In order to be admitted to the next semester, students must have a grade in all subjects taken the previous semester.

Art. 19 – Internships

Please refer to the “Internship Regulations”.

Art. 20 – Final Diploma

In order to receive their final Polimoda Diploma at the end of the course of their studies, students must have received at least a pass grade in all their subjects, must have completed a period of internship (see art.19 for exemptions) and must have handed in by the set date their final dissertation if required.

Students who have not paid their tuition in full will not be awarded a diploma.

Art. 21 – Certificate of attendance (for Orientation and Foundation courses)

A certificate of attendance will be issued only for the regularly attended subjects where the student has received a pass grade. Students who have not paid the tuition in full cannot receive the certificate of attendance.

Art. 22 – Teachers’ Evaluation

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

SECTION V - SPECIAL REQUESTS ON COURSE WORK

Art. 23 – Request of Exemption

At the beginning of a semester, 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 filled out form must be handed in to the Office of Didactic Affairs.

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Students will not be reimbursed for classes they have been exempted from. Students will only be able to receive certification bearing information communicated to the school in the above-mentioned way.

Art. 24 Request of Attendance to 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 that 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 the Head of Department and handed in to the Office of Didactic Affairs

Students will only be able to receive certification bearing information communicated to the school in the above-mentioned way.

Art. 25 Suspension of Attendance

Should students wish to discontinue or defer their attendance of a course, the Office of Didactic Affairs must be immediately be notified in writing with the appropriate **M02R7-5-7 “Modulo sospensione frequenza”** form that must be approved and signed by he Head of the Department.

In case of non EU students the suspension of attendance will be communicated to the Italian Embassy that issued the visa for attendance to Polimoda’s courses.

SECTION VI - PAYMENT OF TUITION FEES

Art. 26 – Terms and methods of payment

In order to take the admission exam, students must pay € 180,00 (for exams conducted by Polimoda) or € 300,00 (for testing performed on line)

Methods:

Payments can be made in the following ways:

- by cash (for an amount not exceeding €12.500,00) or bank check directly at our Accounting Office;
- by money transfer to Polimoda’s account number at the bank “Cassa di Risparmio di Firenze”, Sede, Via Bufalini (IBAN code IT92R0616002800000082838C00). Please specify the student’s name and surname in the transfer document.

Deadlines:

The payment for the first year must be made according to the deadlines specified in the letter of admission.

The next payments (for more than one-year-courses) are to be made according to the following deadlines:

- August 31st (50% of annual fee)
 - November 31st (30% of annual fee)
 - February 28th (20% of annual fee)
- of every year

Art. 27 Terms of withdrawal (students who wish to withdraw from classes must inform Polimoda by letter whose due date is based on the postmark or fax whose due date is based on the date sent).

1) courses lasting one or more years and Master:

- **15 or more days before the beginning of the semester:**
full reimbursement except for 180 or 300 euros as processing and enrollment fee;
- **from the 14th to the 8th day before the beginning of the semester:**
reimbursement of 75% of-the first semester tuition except for the 180 or 300 euros as processing and enrollment fee;
- **from the 7th day before the beginning of the semester and onwards:**
no reimbursement

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2) Summer Courses and Short Courses (up to 240 hours of lesson):

- **ten days or more before the beginning of classes:**

full reimbursement of the fee except for 180 or 300 euros as processing and enrollment fee;

- **between the 9th and 5th day before the beginning of the semester:**

reimbursement of 50% of tuition except for 180 or 300 euros as above;

- **less than five days before the beginning of the semester:**

payment of the full fee

**SECTION VII
MISCELLANEOUS**

Art. 28 – Behavior

Professors and students must leave the classrooms as tidy as they found them and must use them appropriately (no eating, drinking, damaging of furniture, etc.)

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

Smoking is strictly forbidden in all the buildings.

Art. 29 – Photocopies

Students can make photocopies for a fee with the machines that can be found at the Villa, the Scuderie and Baldovinetti. Please remember that by law you are allowed to photocopy no more than 15% of the pages of a textbook.

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 to either give them to any other student or make extra copies to replace lost ones.

Date _____ Signature _____

According to the purposes of Articles 1341 and 1342 of the Civil Code, the undersigned agrees specifically to the clause 27 bearing the title “Terms of withdrawal”

Date _____ Signature _____