

#### SECTION I: DOCUMENTATION

##### Art.1 Enrolment/attendance certificates

Any enrolment/attendance certificates requested by students are issued by Polimoda Academic Affairs Office only to students who are up to date with the payment of their tuition fees and subject to submission of the following documents:

- copy of ID card or (for non-Non-EU student) passport;
- copy of educational qualification (or statement in lieu of certificate or form indicating reasons for absence of school diploma);
- signed enrolment contract including consent for personal data processing;
- signed copy of Student Regulations;
- copy of permit of stay (if necessary) in case of NON-EU Students or documentary evidence of application for renewal of the same (see Art.2).

##### Art.2 Documentation for non-EU students

In order to attend Polimoda non-EU students must comply with the Italian legislation governing immigration.

Polimoda has drawn up an agreement with **Eduservices S.C.AR.L.**, with registered offices in Florence, Piazza di San Lorenzo n. 6, specialized in providing assistance to foreign students while preparing permit of stay application as illustrated below in Art.11.

Students will be asked to deliver to Polimoda Academic Affairs Office copies of the following documents:

- visa for entry to Italy issued by the Italian Consulate / Embassy in their country of origin;
- enrolment certificate issued by Polimoda at the time of registration, duly stamped by the Italian Consulate / Embassy of the student's country of origin at the time of issue of the entry visa if requested;
- copy of permit of stay issued by the Italian Questura (Police HQ) or documentary evidence of application for renewal of the same (copy of the post office receipt).

If the student fails to submit the requested documentation within 5 days of the start of lessons, Polimoda will write to the student requesting an explanation for the delay, to be provided within the deadline illustrated in the communication. The reasons will then be evaluated, along with the specific situation more generally, after which Polimoda will decide on the action to be taken.

When the permit of stay expires it will be the responsibility of the student:

- to request the Academic Affairs Office for the certification necessary for the renewal;
- to submit the renewal request to the Questura of Florence, or contact Eduservices S.C.AR.L. (see online services) for the submission of the renewal application.

Once the renewal is obtained, a copy of the permit must be submitted to the Academic Affairs Office.

NON-EU students who are already in Italy at the time of the entrance exam in the Polimoda course, with a visa issued for attendance at institutes other than Polimoda, as soon as they receive the official letter of admittance to Polimoda, must obtain a new study visa on the basis of the enrolment certificate issued by Polimoda, which is essential to follow the regular study program.

The student undertakes to use and deliver the documentation issued by Polimoda, certifying the student's enrolment in the Polimoda course, exclusively for the purposes of obtaining the entry visa and permit of stay in relation to the Polimoda course attendance (if necessary) and not to use it for any different purposes.

#### SECTION II: ATTENDANCE

##### Art.3 Attendance requirement

The weekly program provides that lessons can be held from Monday to Saturday.

Attendance is obligatory, and absences must not exceed 20% of the total number of hours specified in the course program for each subject. When this percentage is exceeded, the Head of Education will decide what measures are to be adopted. These expressly include the obligation to repeat the academic year. Any such repetition will entail an additional charge to the student amounting to one year's fees.

##### Non-EU students:

The course must be completed within the period specified in the Polimoda enrolment certificate stamped by the Embassy/Consulate that has issued the study visa. Failing this, no liability may be assigned to Polimoda should the request to extend the validity of the permit of stay be rejected by the Questura of Florence.

Absence for sickness must be proved by a medical certificate, which the student should present to the Academic Affairs Office on the day of return to Polimoda. In the case of absence from lessons for more than 3 (three) days in a row, the student is required to inform Polimoda about his/her sickness absence via e-mail.

In the case of non-EU students who fail to make their appearance within the second day of the start of the course without providing reasons for the same, or in the case of unjustified absence for more than 2 (two) weeks, Polimoda shall proceed to inform the Questura of Florence and the Italian Consulate / Embassy that issued the student's visa.

##### Art.4 Late arrival and early departure

Students are bound to respect the hours of the lessons and to be punctual. Late arrivals and early departures are recorded on the register. At the beginning of the semester, each teacher will inform the students about the maximum acceptable delay.

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## Art.5 Suspension of attendance

Requests of suspension or postponement of attendance will be evaluated and approved accordingly to the relevant provision of the enrolment contract.

## Art.6 Course transfer and other changes in the educational program

The transfer of a student from one course to another, like any other variation in the chosen course, is conditional on the express approval of Polimoda Management. Any such changes must in any case be formalized by means of signature by the student of the appropriate forms.

### Non-EU students:

- The transfer cannot be authorized if requested to a course that terminates after the end date of the course indicated in the Polimoda enrolment certificate stamped by the Embassy/Consulate.
- In the case that the new course terminates prior to the end date of the course indicated in the enrolment certificate stamped by the Embassy/Consulate, communication to this effect shall be made to the aforementioned authorities and to the Questura of Florence.

## SECTION III: SYSTEM OF ASSESSMENT AND FINAL QUALIFICATIONS

## Art.7 Criteria and parameters of assessment and remediation of deficits

Students are assessed by a system of marks out of thirty, in the times and manner communicated by the Head of Education at the start of the year. The minimum pass vote is 18 (eighteen). The course schedules a mid-term exam and a final exam, which contribute to the overall assessment.

In the case of assessment with a mark of less than 18 (eighteen), the deficit will have to be remediated in the manner and the times established by the Head of Education at the discretion of the same (in any case before the end of the course of lessons), taking all reasonable factors into consideration, including but not restricted to:

- the gravity of the deficit;
- the overall academic achievement;
- the reasons given and documented by the student (e.g. state of health, serious personal reasons etc.).

On the basis of the elements indicated above, the Head of Education may consider it necessary for the student to repeat the academic year.

## Art.8 Final Diploma

The Polimoda final Diploma is issued to students who have achieved adequate assessments at the end of the three-year/four-year course, who have duly completed the period of internship and have submitted the final thesis, where scheduled. The Diploma cannot be awarded to students who are not up to date with the payment of fees.

## Art.9 Certificate of Attendance

The certificate of attendance, complete with details of the marks awarded in the individual subjects, is issued only to students who have attended at least 80% of the total hours of the course. The certificate cannot be issued to students who are not up to date with the payment of fees.

## SEZIONE IV: ONLINE SERVICES

## Art.10 Polimoda portal [www.mypolimoda.com](http://www.mypolimoda.com)

Students can access online services through the portal [www.mypolimoda.com](http://www.mypolimoda.com) via authentication using the username and password supplied by e-mail. These authentication credentials are personally entrusted to the student who is responsible for their use; must store them appropriately; must promptly inform Polimoda if they are lost; cannot take possession of or use the credentials of third parties; cannot divulge his/her credentials to any third parties.

The above-mentioned credentials must be used on the portal in a way that respects the teaching purposes for which they are issued, and in compliance with the Polimoda policy and/or in any case without causing any security threats to the system.

The following services are currently available:

- Consultation of personal profile:

Each student is bound to inform Polimoda Academic Affairs Office of any change in address, residence, telephone number and e-mail for the updating of the personal profile.

- Electronic bulletin board:

All messages and communications regarding the courses are published on the electronic bulletin board portale [www.mypolimoda.com](http://www.mypolimoda.com), which the students are expected to consult regularly.

- Academic reports:

Each student can check his or her academic progress by consulting the online reports which show the subjects being studied and the respective assessments. The student is bound to promptly communicate to the competent Didactic Division any discrepancies between the online reports and those in his/her possession. A printed version of the academic certificate can be issued by the Education Office at the request of the interested party, and constitutes an official document.

- Course timetables and teacher timetables;
- Academic calendars

## Art.11 Eduservices S.C.AR.L. Services

Polimoda has drawn up an agreement with **Eduservices S.C.AR.L.**, which provides the following pay-services:

- residence permits request (for stays of over 90 days);
- statement of presence presentation (for stays of less than 90 days);
- bank account opening + Tax Code request.

All the information about the services will be provided to the student both at the time of his/her enrolment and during the Welcome Day preceding the beginning of the course.

## SECTION V: DISCLAIMERS, RESPONSIBILITIES, GUARANTEES, WAIVERS OF THE STUDENT - LIMITATION OF POLIMODA LIABILITIES

### Art.12 Waiver and free assignment of rights to Polimoda.

Through the signature of these Regulations the student assigns to Polimoda, free of charge and without restrictions in terms of time or place, with effect from the first day of attendance on the course, the following rights:

#### A) IMAGES ON FILM AND STUDENTS' CREATIONS:

- the right to make video and/or audio recordings and/or to take photos, within the framework of all didactic activities and correlated events, also outside Polimoda's premises, (by way of example but not restricted to: fashion shows, open days, exhibitions, workshops, educational projects, conferences, fashion weeks, events, fieldtrips, etc.) both of his/her own person and of material and intellectual creations (by way of example but not restricted to: garments, accessories, drawings, portfolios, artefacts of varied nature and kind, films, graphic projects and research projects) produced by the student during attendance of the course, and/or to have the such recordings and photos made by Polimoda students/teachers /employees/collaborators and/or other third-party subjects (by way of example but not restricted to: TV and radio operators, the Press, companies operating in the fashion sector etc.);

#### B) USE OF STUDENTS' IMAGES AND CREATIONS:

- the right to digital acquisition of the images of his/her own person, of his/ her material and intellectual creations and, more in general, of the recordings specified in the preceding paragraph A), including the audio/video recordings of any interviews that may be granted by the student, even to third parties, (by way of example but not restricted to: TV and radio operators etc.) within all Polimoda activities or related events, both inside and outside Polimoda premises;

- the right to store such recordings and digital acquisitions in Polimoda electronic archives (located at Polimoda premises, Villa Favard, Via Curtatone, 1, Florence) to adapt, to process and to translate the same, to assign them to third parties, to modify and reproduce them, to synchronise them with soundtracks, to circulate and publish them, through all communication media and protocols and audio/video compression format known at present or that may be invented in the future (by way of example but not restricted to: Press, radio, TV, internet, cinema etc.) and through all the media for promotion of the educational activities (by way of example but not restricted to: website, CDs, DVDs, brochures, posters, sundry printed material etc.);

#### C) DISPLAY OF STUDENTS' IMAGES/CREATIONS:

- the right to display the images and to reproduce the audio/video recordings indicated in point A) and B) above on the occasion of events organised by Polimoda even outside its premises and in collaboration with third parties.

#### D) PUBLICATION/USE OF PERSONAL DATA AND CREATIONS:

- the right to publish or in any case utilise the personal data inherent to the student's own image, as moreover already expressly accepted in the informative note on privacy form, appropriate for the purpose, the consent to which is understood as reconfirmed herewith. Furthermore, by signature of the present agreement the student releases Polimoda from any economic obligation and from all liability regarding the incorrect use of the personal data related to his/her image on the part of third parties.

Polimoda reserves the right to withhold free of charge the originals of the material and intellectual creations referred to in this article in its own archives during the attendance of the course and for 3 (three) years from the date of conclusion of the course attendance.

Through the signature of these regulations, the student:

- authorises Polimoda, and/or any third parties who collaborate with the same, in a preliminary manner and free of charge, to display, publish, divulge on line and off line – together with the explicit mention of his/her full first name and surname if required – the originals and/or the digital copies of the material and intellectual creations produced by the student during the course, pursuant to this article, on the occasion of all or any events (by way of example but not restricted to: exhibitions, fairs, fashion shows, workshops, educational projects, conferences, etc.) organised by Polimoda even outside its own premises and in collaboration with third-party subjects;

- undertakes for the entire duration of the course and up to 3 (three) years after its conclusion, to make such creations available to Polimoda for the aforementioned purposes, in the event that they have not been withheld in the Polimoda archives, and also to supply Polimoda, where technically possible, but without any charge for the student, duplicates of the aforementioned creations, authorising Polimoda to make of them the use as indicated in this article with regard to the originals, and to assign them to third parties potentially interested in collaborating with Polimoda (by way of example but not restricted to: organisers of fashion contests, institutions, fashion sector companies, cultural centres etc.).

The student will be the sole party responsible for formulating a specific request to Polimoda in order to obtain the restitution of any original of the material and intellectual creations that he/she may have produced and which are still in the possession of Polimoda, once three (3) years have passed from the end of the Polimoda course attended by the student.

Polimoda

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Pag 3 di 8

First name – Last Name of the Student

\_\_\_\_\_  
Student's Signature for Acceptance  
(Parent's or guardian's signature if the student is under 18)

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The student is aware of the fact that he/she is not entitled to make any claims on Polimoda, either in the form of remuneration or under any other entitlement, for the assignment of the aforementioned rights.

## Art.13 Commitments and guarantees for creations produced by the student

The didactic curriculum envisages the possibility of organizing educational projects also in partnership with fashion companies or other external entities.

The management of Polimoda in any case reserves the right to regulate the method of performance of the educational project and the terms of the collaboration with such bodies on each occasion and in accordance with its own incontestable criteria.

In this regard and more in general with reference to his/ her attendance of the Polimoda course and related activities, by signing the present Regulations the student undertakes:

- to guarantee that everything which will be developed and/or created by him/her will be original, that his/her intellectual and material creations will be brand new and never previously disseminated and that they will not violate any copyright and/or pre-existing intellectual and/or industrial property rights, his/her work being exclusively fruit of his/her own personal creativity, design and conception;
- to guarantee that his/her material and intellectual creations will not constitute breaches of the rights of personal portrayal of any parties depicted therein, or other types of breaches likely to compromise the private life, human dignity, privacy and decency of the same.
- not to unlawfully reproduce, imitate, plagiarize, counterfeit and/or in any way violate or tamper with company marks, distinguishing marks, patents, industrial drawings or models, and/or in any case works of intellectual creation protected by copyright belonging to third parties, including Polimoda students or those of other institutes/schools/universities etc.
- to acquire the authorizations, releases or transfers of rights necessary to use the creations and the relative materials and, if applicable, to transfer to third parties the developed works and the rights to the same, before releasing his/her materials and intellectual creations to Polimoda and/or any companies or third party entities who have established partnership agreements with Polimoda, should the copyright or other intellectual and/or industrial property rights on the materials and intellectual creations developed by the student belong, even partially, to third parties.

In the unlikely event that Polimoda detects that the student has breached even only one of the commitments that they had undertaken to guarantee, Polimoda will reserve the right to take all the most appropriate actions against the latter that it may deem necessary in relation to the violation committed.

Students are not permitted, for any reason whatsoever, to use the "Polimoda" logo and/or any other distinguishing sign concerning Polimoda.

## Art.14 Liability of the students for the use of creations / interviews and Indemnity Clause

In the light of the terms of the previous Article 9 of these Regulations, without prejudice to what stated above, the student in any case will also remain fully and solely responsible, to all effects, both during and after his/her attendance of the Polimoda course, for all and any use (for example: use for promotional, commercial purposes, etc.) of all types and kinds of materials and intellectual creations, and the relative audio/video recordings, developed by the same within the educational projects and more in general within Polimoda study program, with the student considering himself / her self directly and solely responsible for any infringements of the intellectual and/or industrial property rights, rights of personal portrayal, privacy and/or similar rights belonging to third parties, committed by means of the said creations and related recording.

By signing the present Regulations the student as of now undertakes:

- to compensate Polimoda for any damage (including those to its image) that could be caused to the same as a consequence of the use of the aforesaid intellectual and material creations that is incorrect and/or that is not compliant with what is illustrated above.
- to indemnify and hold Polimoda harmless from any disruptive claim, raised, claimed or proposed by third parties at any time, in any form and location, in reference to:
  - a) the use, publication and dissemination of the aforementioned materials and intellectual creations;
  - b) opinions expressed by the student within the interview that the same might have decided to release within the Polimoda course attendance and related activities.

Moreover, no liability may be assigned to Polimoda for any damaging consequences of any kind that may be caused to the student as a consequence of use that is incorrect and/or that is not compliant with what is illustrated above regarding the aforesaid material and intellectual creations.

No liability may be assigned to Polimoda with reference to the use that the student might decide to make of the said creations within the framework of the development of the student's career/professional prospects or for other purposes.

## Art.15 Liability of the students for reproduction of Polimoda Library's materials

The student in any case will remain fully and solely responsible, to all effects for any infringement of the Italian Law on Copyright (L. 633/1941 and successive modifications) committed within his / her access to the Polimoda Library and / or with regard to the Polimoda Library material loaned and/or within the consultation and / or reproduction of said material, undertaking, by signature of the present Regulations and as of now:

- to compensate Polimoda for any damage (including those to its image) that could be caused to the same as a consequence of the above;
- to indemnify and hold Polimoda harmless from any disruptive claim, raised, claimed or proposed by third parties at any time, in any form and location, with regard to such infringements.

Students may make photocopies of the Polimoda Library materials using the pay-for-use photocopiers present in all the Polimoda premises. Students are reminded that, by law, it is permitted to photocopy up to a maximum of 15% of the total pages of a document.

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Pag 4 di 8

First name – Last Name of the Student

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(Parent's or guardian's signature if the student is under 18)

## Art.16 Rules of behaviour and liability

Access to Polimoda's premises is restricted to regularly enrolled students, teachers and collaborators. Consequently, except for events that are expressly open to the public or specific external subjects (e.g. relatives at the time of diploma awards) students are not permitted to bring persons from outside into the Polimoda premises.

Students must abide by the following rules:

- do not smoke, eat or drink in the premises of the school;
- do not use electronic cigarettes;
- do not use the laboratory equipment for the production of personal projects not connected with the teaching activities;
- do not use mobile phones during lesson times;
- do not bring animals into Polimoda or into other premises where classes are hosted;
- do not copy works produced by other people;
- do not obstruct or impede the normal performance of lessons;
- do not damage the reputation of Polimoda in any way;
- make sure that the classrooms and communal areas are always left clean and tidy and arranged in the way you found them.

Polimoda is entitled to order the temporary suspension from lessons or from the use of the services and the laboratories or, in more serious cases, to expel students who violate the rules laid down in these regulations, with particular reference to the rules for the use of the services and laboratories as per Articles 20 and 21 or who cause damage to things and/or persons.

Students are fully responsible for the consequences of infringement of the above rules, and more in general for any damage caused to things and/or persons, undertaking, by signature of the present Regulations to indemnify and hold Polimoda entirely harmless from any disruptive claim, raised, claimed or proposed by third parties at any time, in any form and location in relation to the said consequences and damages.

Without prejudice to the above, and where relevant, it is specified that, in the event that a student causes damage to him/herself and/or to other persons and / or to things owned by him/herself or others, deriving from improper use of the materials and/or equipment of Polimoda, the latter shall not be held liable in any manner whatsoever.

Moreover, Polimoda is entitled to request full and complete compensation for any damage caused by the student to the premises/equipment and/or material belonging to Polimoda, and also for the loss/non-return of the said equipment and/or material.

## Art.17 External services and initiatives

Polimoda may, from time to time, notify/point out to its students the possibility of utilising the services of third-party suppliers at concessionary rates (for example health insurance policies, accommodation sourcing, activation of telephone SIM cards, special agreements, assistance for permit of stay application etc.), or of taking part in sector initiatives organised by third parties (contests, conventions), without prejudice to the fact that, under no circumstances shall Polimoda be considered liable, in relation to students requesting to use such services or to participate in such initiatives, for the quality and/or the correctness of the said services and initiatives, and more in general for what might occur to the students within such use or participation, since it is and continues to be entirely extraneous to the student-third party relationship.

## Art.18 Polimoda limitation of liability and force majeure

The liability of Polimoda deriving from the student's signature of the enrolment contract to the course, and the respective classes attendance, cannot under any circumstances exceed the related tuition fees, except for the scheduled insurance coverage whether applicable.

Polimoda cannot be held liable or responsible for any failure or delay in the services provided due to causes of force majeure.

## SECTION VI: INTERNSHIP

### Art.19 Internship procedure

The internship is an integral part of a student's training in order for them to be awarded their Diploma.

Once the Head of Education has assessed the student's results, their curriculum vitae, inclinations and the needs of the host companies, s/he provides the Career Strategy office at Polimoda with the names of the students to be informed of the different selections available. It is worth bearing in mind that students whose results are not up to standard can only access the selections once they make the grade.

Only students who meet the following criteria can access the selections:

- are up to date with payment of their tuition fees;
- have an absence percentage that is less than 20% of the total number of course hours in the last academic year;
- have presented a copy of their residency permit, a copy of their study Visa and enrolment Certificate stamped by the Italian Embassy in their home country (only in the case of non-EU students) to the Career Strategy office;
- have obtained a renewal of their residency permit through Polimoda with validity for the entire duration of the internship;
- have a good level of spoken and written Italian (for foreign students wishing to do an internship in Italy);
- have taken part in the specific briefing on how the selection is made and activation of the internship organised by the Career Strategy office for graduating students;
- have sent their curriculum vitae to the Career Strategy office, indicating their willingness to go on an internship out-with Florence, as the internship will not be paid.

If the company requests it, the internship can be arranged prior to the end of the final academic year, following authorisation from the Head of Education.

The Career Strategy office informs students of the selections.

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Pag 5 di 8

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The student must confirm their candidacy for the selection before the date indicated on the communication received; the student can reject a maximum of (3) three selection opportunities that meet the training profiles of the course they have been following. If more than (3) three internship proposals are rejected, Polimoda reserves the right to not continue to send the student selection opportunities.

The Career Strategy office forwards the student candidacies along with their curriculum vitae to the companies.

The candidacy selection, including the choice of candidates to be summoned for interview, is arranged by the companies who then communicate the outcome to the Career Strategy Office.

Maximum collaboration is requested of the student at the identification and organisation stage of the internship; so if summoned, the student is obliged to take part in the selection interview for which s/he presented their candidacy.

The student is obliged to carry out the internship at the first company that offered them an apprenticeship following the selection interview.

No request and/or demand should be made of Polimoda regarding the outcome of the above-mentioned selections.

If there is any difficulty in finding a company to host the internship, the Head of Education will decide what is the best action to take in order for a student to be awarded the Diploma.

If there are problems linked to inappropriate behaviour from the student at the selection stage and/or during the internship, the Head of Education will decide what action is best to take, including the possibility of banning them from going on the internship or interrupting the internship in progress.

## Art.20 Responsibilities of the apprentice

By signing these Guidelines, the student commits to:

- handling company goods and materials that may be made available to them as part of the apprenticeship with the utmost care and respect;
- following all the instructions given to them by company staff with regard to their presence on the premises and the use of material and equipment;
- keeping strictly private all information and/or data acquired as part of the apprenticeship with regard to products and company processes;
- not violating any intellectual / industrial property rights.

The student will be asked to sign the summary training project of the aims and procedures for carrying out the apprenticeship.

During the internship, the student will be obliged to turn up regularly at the company and sign in on the specific register.

The internship must be completed in full, except in exceptional cases and those of proven necessity. At the end of the internship, an assessment of the apprenticeship carried out is requested of the student and company.

In relation to anything not expressly indicated, Polimoda adheres to current Italian legislation on the subject in question.

## SECTION VII: LIBRARY GUIDELINES

### Art.21 The Centro di Documentazione / Biblioteca "Matteo Lanzoni" di Polimoda (Polimoda Library)

Polimoda students have access to the Polimoda Library and its services. Free entrance to the Polimoda Library will also be granted to Polimoda alumni after the termination of the courses, but excluding borrowing privileges.

Information relative to the Polimoda Library and its services, including opening hours, is available on the on the "Library" page of the official Polimoda website. Any changes in opening hours will also be communicated on the portal [www.mypolimoda.com](http://www.mypolimoda.com). Services terminate ten (10) minutes before closing time.

Documents (books, serials, non-book material) are available "open shelves" (directly accessible to users) and in archives excluded from direct access by users (library archive, historical magazine archives, film library and rare and valuable materials, commercial catalogs and look-books). For the consultation of these archives, one must ask the Polimoda Library staff. In particular, the consultation of the historical archives of the periodicals must be arranged with the Library staff, and is subject to the presentation of a letter from a faculty member indicating the purpose of the research. The Library staff can arrange this service according to the needs that may arise; magazines in the historical archive of periodicals cannot be photocopied. E-resource collection completes the collection.

### Art.22 Weekly loan

In order to take advantage of the weekly lending library service, students must present their ID card or passport together with the Polimoda badge. The duration of weekly loans is seven days. No more than three documents, monographs and/or films will be loaned at one time. No reservation service for the documents is available. Loans cannot be renewed. Documents must be returned to the library Reference Desk.

The Polimoda librarians are in any case entitled to request the return of the document at any time. In the event of delay in return, the student may be suspended from further borrowing for a period established by the Management. Polimoda reserves the right to temporarily suspend services to students who fail to observe the provisions of these guidelines.

### Art.23 Reproductions

Users may copy documents using the self-service photocopy machines, situated in the area in front of the Polimoda Library entrance. Use of the photocopy machine is by payment per copy. The copyright law (L. 633/1941 and successive modifications) is to be respected. We remind you that according to law one may reproduce up to a maximum of 15% of the total number of pages of a document as described in Art. 11 of these Regulations. The Polimoda Library does not offer photographic copying services.

### Art.24 Rules of behaviour

Students are kindly requested:

- to behave in such a way as not to disturb others in the library;

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Pag 6 di 8

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- to treat the available material with care to make sure it is not damaged;
- to use the PC stations made available for students only for catalogue searches and research related to the subjects dealt with by Polimoda. It is prohibited to download or install any software on the PCs;
- not to use glue, scissors or other objects that could be used to damage the documentation belonging to the Polimoda library;
- not to illegally reproduce the documentation belonging to the Polimoda Library using smartphones or other devices.

Anyone who is found to be responsible for damage or loss of material shall be bound to buy a new copy of the same work or to refund Polimoda for the cost of the damaged or lost items as well as any related administrative fees (€ 50,00).

## Art.25 Depositing of personal objects in the lockers

Only the materials required for the activities of research and consultation can be taken into the Polimoda Library. It is strictly forbidden, at all times to take any bags, backpacks, trolleys etc. into the Polimoda Library. Instead, these must be mandatorily deposited in the lockers provided located outside the Polimoda Library.

Users are advised never to leave valuables in the lockers, however necessary they may deem these for the activities of research and consultation to be performed. Indeed, should these be left and lost or stolen, no requests or claims can be raised against Polimoda, as the latter has never, and will never, be bound by any duty to safeguard and monitor the above-mentioned objects.

The lockers provided can be used during the opening hours of the Polimoda Library and therefore from 8.30 am to 7.00 pm. When the deposited objects are picked up, the key must be left in the lock.

Outside these hours, for security reasons, Polimoda reserves the right to check any objects left in the lockers, which will always be removed, inspected and deposited in a specific area. The owners of this property must contact the staff of the Front Desk in order to regain possession of any objects not picked up from the lockers by the end of the above-mentioned opening hours.

Under no circumstances can Polimoda be considered the custodian of the objects deposited in the lockers during the opening hours of the Polimoda Library, or of anything not picked up from the same by the above-mentioned closing time. Therefore, no requests or claims can be raised by the users against Polimoda in relation to cases of theft and/or loss of the above-mentioned materials.

## SECTION VIII: DESIGN LAB

### Art.26 Product laboratories

It is also understood, that before the beginning of the study program, students who will be attending classes requiring the use of Polimoda's design laboratories or computer laboratories, must attend a health and safety course a 12-hour certificate (average risk) organized and paid by Polimoda in compliance to the Italian health & safety regulations, failing which the students will not be admitted to the design and computer laboratories.

Students must abide by the following rules in all the classrooms and laboratories:

- any machine breakdown must always be notified to the Polimoda staff and it is forbidden to attempt to repair the laboratory equipment on your own;
- the laboratories can be used as a free laboratory in the hours in which there are no lessons;
- when the laboratories are used outside lesson times (see planning schedule on the portal [www.mypolimoda.com](http://www.mypolimoda.com)), they must always be left free at least 15 minutes before the start of the next lesson, and in the condition in which they were found;
- it is obligatory to use the accident prevention devices provided, and do not leave bulky objects close to the workbench;
- students who wish to withdraw or view material in the storeroom must be accompanied by a teacher authorized by the Head of Education;
- access to the milling laboratory is permitted only in the presence and with the supervision of the appointed Polimoda personnel, comprising teaching or non-teaching staff.

### Art.27 Depositing of course material in the lockers of the Design Lab

At the Design Lab each student has at his disposal a locker assigned at the beginning of the course by the Polimoda staff with the purpose of putting away only the course materias. The assignment will continue throughout the course period.

Under no circumstances can Polimoda be considered the custodian of the objects deposited in the lockers, or of anything not picked up from the same by the end of the course. Therefore, no requests or claims can be raised by the users against Polimoda in relation to cases of theft and/or loss of the above-mentioned materials.

## SEZIONE IX: COMPUTER LABORATORIES

### Art.28 Computer laboratories

The laboratories of the Technology Centre can be used for the normal performance of lessons or as free laboratories (see planning schedule on the portal [www.mypolimoda.com](http://www.mypolimoda.com)).

It is also understood, that before the beginning of the study program, students who will be attending classes requiring the use of Polimoda's design laboratories or computer laboratories, must attend a health and safety course a 8-hour certificate (low risk) organized and paid by Polimoda in compliance to the Italian health & safety regulations, failing which the students will not be admitted to the design and computer laboratories.

It is absolutely forbidden to alter the configuration of the computers;

users must provide their own data storage devices, even during lessons, since these are not available at the Technology Centre;

in the computer laboratories it is forbidden to disconnect the PCs present in the classrooms from the power supply or the network. It is also forbidden to connect laptops or PCs not supplied by Polimoda to the power supply or the network. In the case of specific teaching requirements that call for modifications to the configuration of the systems, such modifications can be carried out only by the personnel of the Technology Centre.

## Polimoda

Via Curtatone, 1 – 50123 Firenze, Italy  
Tel. +39 055 275061 Fax +39 055 2750720  
VAT 03758580488 Fiscal Code 94015750485  
[www.polimoda.com](http://www.polimoda.com)

# POLIMODA

After registration on the Polimoda portal [www.mypolimoda.com](http://www.mypolimoda.com), each student will receive a user name and password for the use of the following services:

- the computers in the Technology Centre;
- the portal [www.mypolimoda.com](http://www.mypolimoda.com);
- laser printer (pay-for-use).

These authentication credentials are personally entrusted to the student who: is responsible for their use; must store them appropriately; must promptly inform Polimoda if they are lost; cannot take possession of or use the credentials of third parties; cannot divulge his/her credentials to any third parties.

The above-mentioned credentials must be used on the portal in a way that respects the teaching purposes for which they are issued, and in compliance with the Polimoda policy and/or in any case without causing any security threats to the system.

A special space on the server is set aside for students to store the works produced. Each student has 1 GB of space, not subject to backup, which cannot be extended by the Technology Centre. Students can use their own removable storage devices to connect to the computer using the USB ports available.

Each computer has a CD burner.

It is not permitted to save files on the hard disks of the computers (in the laboratory). Consequently registration data may be removed during the periodical overhauls carried out by the personnel of the Technology Centre.

Use of the central printers:

For all printing processes Polimoda uses a central laser printer, located on the second floor of the Scuderie building at Villa Favard, together with copy-machines located in the Design Lab and in the area in front of the Polimoda Library entrance. This is a pay-for-use service. Students must purchase print credit from the front desk. This credit is linked to the user name supplied to the student, and is hence personal and cannot be transferred to other people. The computers enabled for printing comprise all the PCs and MACs of Polimoda buildings.

In the case of any technical problems, always apply to the personnel of the Technology Centre.

## Art.29 Conclusion

Anything that is not expressly set forth in these regulations shall be regulated on each occasion by the Management which – where this is required for adaptation to changed regulatory provisions or to an intervening change to the situation/organizational structure of the Institute – may also issue different and/or ulterior provisions, providing due information regarding the same to the students.

**Student's legible signature for acceptance (Parent's or guardian's signature if the student is under 18)**

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The Student declares express approval, pursuant to the terms and effects of article 1341, paragraph two, of the Italian Civil Code, of Art.2 (Documentation for non-EU students), Art.3 (Attendance requirement), Art.4 (Late arrival and early departure), Art.8 (Final Diploma), Art.9 (Certificate of attendance), Art.12 (Waiver and free assignment of rights to Polimoda), Art.13 (Commitments and guarantees for creations produced by the student), Art.14 (Liability of the students for the use of creations / interviews and Indemnity Clause), Art.16 (Rules of behaviour), Art.18 (Polimoda limitation of liability and force majeure), Art.19 (Internship procedure) of these Regulations.

**Student's legible signature for acceptance (Parent's or guardian's signature if the student is under 18)**

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With special reference to the provisions under **Article 12 (Waiver and free assignment of rights to Polimoda)**, the undersigned states that by signing this Regulation he/she has also agreed to give consent to the processing of his/her personal data according to and for the purposes of **GDPR No. 679/2016**, having had sight of and accepted the information note published on the website <http://www.polimoda.com/privacy-policy/>, with special reference to the taking and use of personal and/or company photographs and/or video images portraying him/ herself, as well as audio recordings of his/her voice, without limits of space and time, to be used as information, advertising and documentation regarding Polimoda's initiatives; material thus acquired may be used for drawing up leaflets or advertisements, publishing company articles in newspapers and magazines or creating company website pages, or circulated by means of other communication tools in compliance with legal and regulatory requirements in force. Release and consequent use of the images and audio recordings must be considered as granted completely free of charge.

**Student's legible signature for acceptance (Parent's or guardian's signature if the student is under 18)**

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Date, \_\_\_\_\_

## Polimoda

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Pag 8 di 8

First name – Last Name of the Student

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Student's Signature for Acceptance  
(Parent's or guardian's signature if the student is under 18)

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