

Student Regulations for Polimoda Online Courses

“Ente per le Arti Applicate alla Moda ed al Costume” Association, known as “Polimoda”

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, who have regularly signed the enrolment contract in the Course.

ART.2 COMPULSORY ATTENDANCE

The weekly timetable includes teaching activities from Monday to Saturday.

Students are expected to abide by the timetable and to join the on-line classes on time.

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 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 Department Supervisor, as part of the Student's progress.

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

ART.3 ONLINE SERVICES

Students access on-line services through www.mypolimoda.com providing the username and password received by email as authentication. These authentication credentials are personal to the Student, who will be liable for their use, safekeeping and confidentiality. In the event of loss, the Student must inform Polimoda immediately. It is prohibited to possess or use credentials belonging to another person.

Use of access credentials on the portal must abide by the academic aims for which they are provided as well as comply with Polimoda's policies and/or in any case, without causing any threat to the security of the system.

The following services are currently available:

- Consultation of personal profile:

Students are obliged to inform the Academic Affairs Office of any changes of address, residence, telephone number and email, for the purpose of updating their profile.

- Electronic bulletin board:

Messages and notices about Courses are posted on the electronic bulletin board at www.mypolimoda.com, which Students are expected to consult regularly.

- Course timetables and lecturer timetables

POSSIBLE FURTHER ONLINE SERVICES

At its own discretion, Polimoda may decide to make further online services available to Students (e.g. email services and possible connected services / platform access / electronic resources / software licences) differentiated on the basis of the type and level of courses attended.

Any email accounts allocated to Students and any other access to online services made available to them must be used exclusively for purposes connected to attendance at the course on which the Student is enrolled.

At the end of the course, an account that may have been allocated to the Student will be deactivated; one month before closure of the Student record, the Student will receive an email, sent to the personal email address supplied, informing him/her of the methods and

times of the deactivation. when the account is closed the Student will no longer be able to access the services linked to his/her credentials, and therefore to his/her own email, nor access the documentation stored to cloud; polimoda will arrange for all contents saved by the Student in the storage spaces previously made available to him/her to be deleted.

Online services made available to the Student and in particular the email account and the cloud storage space will also be deactivated as shown above, with deletion of the relative contents, if the Student should decide to withdraw from the course or anyway abandon the training program without formalising this using the appropriate forms.

In the case where course attendance is suspended, the accesses removed will be restored when the Student is readmitted to attendance at courses.

Therefore, no request/claim of any kind (e.g. for compensation) may be submitted by Students to polimoda in reference to the deactivation of the account previously allocated and of the connected services as shown above, including deletion of contents saved by the Student in the storage spaces.

ART.4 RESPONSIBILITIES, PROHIBITIONS, GUARANTEES AND INDEMNITIES FOR STUDENT'S CREATIONS - CONFIDENTIALITY

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

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

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 e-learning 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.

The organisational settings of the e-learning platform may also provide for the audio-video recording (also partially) of each e-learning session and for the automatic uploading of said recording on the same platform.

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.

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

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

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

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

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

ART.5 RULES FOR USE

Polimoda's responsibility deriving from the signing of the enrolment agreement for the Course and relevant attendance thereof by the Student cannot under any circumstances, exceed the amount of the Course fee.

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

ART.6 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. It is understood that the regulations in force will be the one published from time to time by Polimoda on its website www.polimoda.com, which the Student (and the parents/guardians in case of underage students) undertake from now on to accept in the various modifications and/or updates that may be established, assuming the obligation to periodically consult the aforementioned website.