

## Student Regulations for Polimoda Short Courses

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

### **SECTION I: DOCUMENTS**

#### **ART.1 ENROLMENT/ATTENDANCE CERTIFICATES**

Enrolment/Attendance certificates requested by the Student are issued by the Academic Affairs Office of Polimoda solely to Students who have paid their course fees in full, who have regularly signed the enrolment contract in the Course and who have regularly attended the compulsory training on safety in the workplace as per article 5 of the Regulations and obtained the relevant certificate.

#### **ART.2 DOCUMENTS FOR NON-EU STUDENTS**

To be able to attend Polimoda, non-EU Students must have satisfied all Italian immigration law requirements.

Bureaucratic requirements for the issue of a Student's visa and foreigner's permit of stay (or renewal thereof), including declarations of stay that may be required by the Italian law, are the responsibility of the Student, who will therefore have to arrange these documents independently and under their own responsibility.

Students who need to apply for a Student visa, will be required to provide copies of the following documents to the Academic Affairs Office:

- Visa for entry into Italy, issued by the competent Italian Embassy/Consulate;

Should the Student fail to provide the above documents within 7 days of the commencement of teaching activities, Polimoda will require the Student to provide the reasons for this delay within the time period stated in the relevant communication. Following assessment of these reasons and more generally, the Student's circumstances, Polimoda will decide on further action to be taken.

The Student will be responsible for checking, independently and under their own responsibility, that the procedures and requirements necessary to leave and re-enter the country have been met, including for the purposes of the course (e.g. field trips or study projects).

NON-EU Students (who may need a Student visa) already in Italy at the time of admission to the Polimoda course, and with a Student visa for attending institutes other than Polimoda, must, on receipt of official confirmation of admission to the Polimoda course, obtain a new Student visa applicable to the enrolment certificate issued by Polimoda, which is essential for the correct implementation of the whole course.

The Student undertakes to use the Polimoda documents certifying their course enrolment, exclusively to apply for an entry visa and foreigner's permit of stay for the purposes of attending the Polimoda course, and not to use it for any other purpose should they decide not to enter Italy for the specific aim of attending the course.

Polimoda has signed an agreement with Italy4You S.r.l.s., headquartered in Viale Spartaco Lavagnini, 70/72 - The Student Hotel - Collab - Florence, which specialises in assistance services for the administration processes involved in acquiring a foreigner's permit of stay or processing a declaration of stay, as specified in article 8 of these regulations.

#### **ART.3 BADGE**

During the Welcome Day, the Student receives a personal ID badge which must be kept and presented to access the headquarters and services of Polimoda. This card can also be topped up (at the front desk of the Institute) to use the following services:

- use of photocopiers and printers in the computer laboratories; Students must purchase print credits for this type of use and these are available from the front desk. This credit is linked to the username given to the Student and therefore, cannot be transferred to others;
- loans from the Documents Centre (Library).

Badges are personal to the Students, who are responsible for their use and safekeeping, without giving it to third parties. Lost badges must be promptly reported to Polimoda.

## SECTION II: ATTENDANCE

### **ART.4 COMPULSORY ATTENDANCE**

The weekly timetable includes teaching activities from Monday to Saturday.

Students are expected to respect the timetable and to arrive on time, both to teaching activities held in person and to teaching activities held remotely.

Lecturers will inform Students of the maximum permitted lateness, after which time they may not enter the classroom and will be marked as absent.

Attendance is compulsory for both teaching activities held in person and for teaching activities held remotely. Student absences cannot exceed more than 20% of the total hours for each subject. The Student's presence in the teaching activities held remotely, as well as his/her eventual absence, will be noticed through the e-learning platform that Polimoda will use to deliver the Course. Students will officially be informed by email, of events and activities (workshops, guest lectures, teaching projects) for which attendance is compulsory. Any absences above this percentage, as well as failure to participate in the above indicated events, will be assessed by the Department Supervisor, as part of the Student's progress.

Absences due to sickness must be proven with a medical certificate, which the Student must present to the Academic Affairs Office on the day of their return. In the case that due to the reason for absence the Student is not able to return attending the Course within 3 days, no later than on the third day of absence from the teaching activities the Student must inform Polimoda, via e-mail, that his/her absence will last for more than 3 days and, on this/her return, must provide to Polimoda written evidence of the cause of his/her absence in order to justify this.

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

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

Should any non-EU Students, for whom a Student visa may be necessary, fail to complete the entire training course within the time period specified on the registration form stamped by the embassy/consulate issuing the Student visa, Polimoda cannot accept any liability for failure to obtain an extension to the resident's permit from the Police.

In the event of non-EU Students who, after having applied for a visa on the basis of certifications issued by Polimoda, do not begin attending the teaching activities by the second day of course commencement without providing good reason, or who, after commencing the course, are found to have been absent without good reason for more than two weeks, Polimoda will inform the Police of Florence and the Embassy/Consulate that issued the study visa to the Student.

### **ART.5 COMPULSORY TRAINING ON SAFETY IN THE WORKPLACE**

Pursuant to Article 2, letter a) of Legislative Decree 81/08, when attending school laboratories, Students will be equivalent to workers and therefore, are subject to the same preventive and protective measures in the interests of their health and safety.

Before commencing activities that involve exposure to risk, every Student must follow the mandatory training herebelow specified:

- **For all students: 4 hours of general training in health and safety in the workplace” + 4 hours of specific training – low risk (totaling 8 hours).**
- **For design area students (and students attending courses which may require the use of design equipment /tools): 4 hours of “general training in health and safety in the workplace” + 8 hours of specific training - average risk, for the use of design, footwear and accessories lab equipment (totaling 12 hours) and the Lab Insight course.**

The passing of a final exam is necessary in order to achieve the final certificate for the aforesaid training, except for the Lab Insight Course.

The training is made available by Polimoda. Students will receive from Polimoda the instructions to access the above mentioned training courses.

## **SECTION III: ON-LINE SERVICES**

### **ART.6 WWW.MYPOLIMODA.COM**

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

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

The following services are currently available:

- Consultation of personal profile:

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

- Electronic bulletin board:

Messages and notices about Courses are posted on the electronic bulletin board at [www.mypolimoda.com](http://www.mypolimoda.com), which Students are expected to consult regularly.

- Course timetables and lecturer timetables

### **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.7 LESSONS PERFORMED VIA E-LEARNING**

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

The lessons that will take place remotely can be followed by the Students either in person, if the teacher conducting the lesson is doing so from a classroom at one of Polimoda's sites or exclusively in e-learning mode and with their own devices where the teacher holds the lesson remotely.

In such a case didactic contents will be accessed by the Student via e-learning, using his/her own device and by connecting to the platform that Polimoda will decide to use for the purpose; the Student will be provided with all necessary instructions, credential, and links in order to be able to connect to the virtual classes through the platform that Polimoda will decide to use for the delivery of said lessons.

The setting of the e-learning lessons may also provide for the uploading of the documents, of any type, possibly made by the Student as part of his/her participation in the Course, for sharing them with the teacher and / or other Students. It is intended that the image and voice of the Student and/or the uploaded/shared documents (e.g. creations, projects, essays, screen of their own devices, etc.) shall be thus transmitted, remotely and in real time, to the teacher and to the class of the Course; the setting of the e-learning may also provide for the audio/video-recording of some of the lessons (also partially), and thus of the images, voices and documents above, during the training activity; in such a case the lessons and the relevant contents will be automatically uploaded on the e-learning platform. At the end of the eventual audio/video-recorded lessons and at the end of the Course, the lessons, including all relevant contents (images, voices, documents) above specified, may also be kept on the platform and within the institutional digital archives of Polimoda without limits of space and time, in order to be used for educational, institutional and promotional purposes by Polimoda.

Anyhow, there will not be the possibility of downloading the lessons on the personal computer devices used by the Students from time to time.

Pursuant to these regulations, the Student is prohibited from making (and from circulating in any way) audio/video recordings and taking photographs, by means of any kind of device, of the e-learning sessions and thus of the images and voices of teaching staff and Students whose right to privacy and image shall be safeguarded; the same applies to the contents of the e-learning lessons, which is absolutely confidential and strictly reserved to the Students enrolled in the course. Student will remain personally liable for any audio/video recordings he/she may make in breach of the prohibitions above with Polimoda being entitled to take action against the Student in order to be indemnified and hold harmless from any claim, action, direct or indirect damages and liabilities, expenses (also of legal nature) deriving from any breach of said prohibitions.

The Student is also strictly prohibited from having anyone else attending and / or listening to the e-learning sessions and from disclosing or sharing with anyone the link or other access keys received in order to access the e-learning sessions, being the same strictly intended for the sole participation of Students regularly enrolled in the Course. Any authentication credentials, links or any other kind of access keys to the e-learning classes are personally entrusted to the Student, who will be liable for their use, safekeeping and confidentiality.

## **ART.8 SERVICES FROM ITALY4YOU S.R.L.S.**

Italy4You S.r.l.s., located at Viale Spartaco Lavagnini, 70/72. The Student Hotel - Collab - Firenze, which has a special agreement in Polimoda, provides the following paid services to Students:

- application for foreigner's permit of stay (for periods longer than 90 days);
- submission of presence report (stay for fewer than 90 days);
- opening bank account + application for tax ID code.

All information about these services, including relative charges, will be provided to Students registering for the Course during the Welcome Day preceding the start of the Course.

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

### **ART.9 RESPONSIBILITIES, PROHIBITIONS, GUARANTEES AND INDEMNITIES FOR STUDENT'S CREATIONS - CONFIDENTIALITY**

As part of the Course, projects may be created in simulation of professional situations, together with audio/video recordings / photographs (also referred to as “shooting”), including in conjunction with companies or other third parties. The Senior Management Team of Polimoda reserves the right to regulate, each time and as deemed appropriate, the way in which educational projects are carried out and the terms of collaboration with these entities.

To this regard, having read and accepted the present regulations, the Student undertakes to guarantee - henceforth - the original nature of everything they produce and/or create as part of the above projects and that their material and intellectual creations will be new and not previously circulated and that they do not breach any copyright and/or existing intellectual and/or industrial property rights, since the work is the exclusive result of their personal creativity, design and devising; the Student undertakes also to guarantee that their material and intellectual creations will not breach the image of subjects that may be portrayed by same, as well as any other form of breach concerning personal damage, human dignity, and the confidentiality and decorum thereof.

In the event that author’s copyright or other intellectual and/or industrial property rights concerning material and intellectual creations by the Student belong, even in part, to third parties, the Student undertakes – henceforth – to acquire from said third parties, all authorisations, waivers, and granting of rights needed to use the creations and the relevant materials, and, if necessary, to grant said rights to third parties, before leaving their material and intellectual creations to Polimoda and/or other third party entities with which Polimoda has collaboration agreements.

For the purposes of participation in selections to allocate awards that may be part of educational projects, the regulations may require that:

- the Student is obliged to adhere to a specific confidentiality undertaking towards the company, or other entity, collaborating in the project, concerning the project and contents thereof. This undertaking will be formalised directly between the Student participating in the project and said company (or other entity), by means of a separate document, with regard to which Polimoda will remain completely extraneous and free from all liability;
- the Student will be obliged to sign a specific agreement transferring rights, free of charge, and the relevant waiver to companies collaborating in the project, to cover material, intellectual and industrial property rights for the creations developed by the Student as part of their Course, including the rights of economic exploitation, and without prejudice to the moral rights of said Student. The cession of rights/waiver as above, will be formalised directly between the Student and the company or other entity concerned by means of separate agreement, with regard to which Polimoda will remain completely extraneous and free from all liability.

The educational programme set out by Polimoda does not, however, provide for the possibility that should a Student choose to not take part in said selections, they will in no case be hindered in achieving their grades and relative academic progress.

As part of the educational activities and specifically, concerning teaching projects and other collaborations with external entities, content, data, information and strategies of third parties with which Polimoda collaborates to implement its educational programmes may become known, this data must remain in any case strictly confidential and having read and accepted the present regulations, the Student undertakes not to divulge them, unless within the limits envisaged as part of the project.

## **ART.10 CONDUCT RULES – LIABILITY – SANCTIONS FOR INFRINGEMENTS OF STUDENTS’ REGULATION**

**A)** Access to the rooms in Polimoda is reserved to Students regularly registered, to other authorised users, to teaching staff and employees. Therefore, excepting the events for which express opening to the public is envisaged, or specific external persons (e.g. Family members for Course completion ceremonies), Students are not allowed to bring third-party subjects into Polimoda.

Students are obliged to comply with the following rules:

- smoking, eating and drinking are not permitted inside Polimoda premises;
- e-cigarettes are not permitted;
- workshop equipment may not be used to create own work or projects not linked to Course work;
- cell phones are not permitted during teaching activities;

- animals are not allowed inside Polimoda premises and in any case, where teaching activities take place;
- plagiarising work of other parties is prohibited;
- teaching activities must not be obstructed or their regular performance prevented in any way;
- Polimoda's reputation must be safeguarded at all times;
- lecture rooms and common spaces must be left tidy and as originally set out.

It is forbidden to leave any type of educational materials and personal belongings (e.g., bags, suitcases, trollies, boxes, etc.) unattended inside Polimoda's premises or placed in such a way as to obstruct the passage.

Any items left unattended will be removed, inspected and deposited in the relevant area. Owners must inform the Front Desk staff in order to recover them.

Under no circumstances can Polimoda be considered custodian of the items left unattended and more generally of any of the Students' personal belongings. Therefore, no requests/claims can be made by users to Polimoda in the event of theft and/or loss and/or damage of the personal belonging and educational materials of the Students.

**B)** Students remain fully responsible for the consequences of failure to comply with the above rules and, in general, for all damage caused to people and/or property, and they undertake to hold Polimoda free and harmless against all claims or requests for damages, with no exclusion, in any form or at any time or level made or brought by third parties with reference to said consequences and damage.

Without prejudice to the above, insofar as necessary, in the event that a Student should cause damage to themselves or others and/or to property in their possession or in that of others, as a result of improper use of material and/or equipment belonging to Polimoda, this latter cannot be considered responsible in any way.

Polimoda also reserves the right to require the Student to make full and integral compensation for:

- any damage caused by the Student to the facilities/equipment and/or material belonging to Polimoda, as well as for the loss/failure to return said equipment and material;
- any damage caused by the Student to facilities and equipment and/or materials owned by third parties (companies, other schools, etc.) made available to the Student as part of teaching activities and specifically, educational programmes in collaboration with third-party entities and as part of the sessions of audio/video recording and photography (also known as "shooting") envisaged as part of or in connection with the Course being attended.

**C)** Polimoda reserves the right to suspend Students from teaching activities or services and laboratories temporarily or in more serious cases, to expel Students, in the event of failure to comply with these regulations, with specific regard to the provisions in articles 9, 10, 15, 17, 19 or Students who in any way cause damage to people and/or property.

**D)** It is strictly forbidden for the Student to save contents not relating to attendance at Polimoda courses and any type of content that may in any way constitute an infringement of prevailing regulations at any level (e.g., intellectual property, industrial property, privacy, etc.) in storage spaces allocated by Polimoda according to Articles 6 and 19.

The Student will remain wholly and exclusively responsible for the contents saved in the above storage spaces and must be considered as the only and exclusive author of any legal infringements that these contents may constitute.

Polimoda itself reserves the right to make any provisions that are most appropriate regarding the Student, which it may deem necessary in relation to breaches committed, including removal of access to the above storage spaces.

By signing the enrolment contract and accepting this regulation as an integral and essential part of the enrolment contract, the Student undertakes, from now on, to compensate Polimoda for any kind of damage, including to its image, that may occur to Polimoda itself, in consequence of / in connection with the use of the account allocated to him/her, as well as with the contents saved in the above storage spaces, and also to hold Polimoda free and harmless against any claim, nuisance or request, without exception, at whatever time, form and place it may be submitted, put forward or proposed by third parties with reference to an infringement of any regulation at any level.



## **ART.11 EXTERNAL SERVICES AND INITIATIVES**

According to each case, Polimoda may indicate/point out to its Students the possibility of using third-party services under special conditions (health insurance, accommodation, agreements, assistance for visas and permits of stay, etc.) or if taking part in industry events organised by third parties (competitions, conventions, etc.), without prejudice, under any circumstances, to the fact that Polimoda cannot be held responsible with regard to Students who apply for/decide to use said services or to take part in said initiatives, for the quality and/or correctness of services and initiatives, and/or more in general, for anything that Students may need as part of their participation therein, since Polimoda is and will remain, to all intents and purposes, extraneous to any Student-third party relationship.

## **SECTION V: GUIDELINES FOR LIBRARY USE**

### **ART.12 POLIMODA'S CENTRO DI DOCUMENTAZIONE/BIBLIOTECA "MATTEO LANZONI" (POLIMODA LIBRARY)**

Polimoda Students have access to the Polimoda Library and services therein; Polimoda alumni are allowed library use free of charge, but without home loans.

Information concerning the Polimoda Library and operation thereof, including opening times, is provided on the dedicated pages of the official Polimoda website. Any changes to these times will be communicated on the electronic bulletin board: [www.mypolimoda.com](http://www.mypolimoda.com). Services close ten (10) minutes before closing time.

Documents (books, serials, non-book material) are placed on open shelves (directly accessible to users) or in archives to which users do not have direct access (library archive, historic archive of periodicals, film library, and rare, prestigious materials, business catalogues and look books). To consult these archives, it is necessary to contact the Polimoda Library staff: in particular, consultation of the historic archive of periodicals must be agreed with the staff at the Centre and depends on the presentation of a letter from a member of teaching staff stating the purpose of the research; staff at the Centre have the right to organise this service based on requirements that may arise; reviews in the historic archive of periodicals cannot be photocopied. E-resource collections complete the collection.

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

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

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

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

### **ART.14 REPRODUCTION**

Students can make copies of documents using the self-service copy-machines (payment required) in the area in front of the entrance to Polimoda Library. It is permitted to copy a maximum of 15% of the total pages of a document. Polimoda Library does not provide a photocopying service.

### **ART.15 RULES OF CONDUCT AND RESPONSIBILITIES**

Students are expected to:

- conduct themselves in such a way as not to disturb others;
- carefully use the material made available to them in such a way as to prevent any damage to same;
- use the computer stations made available exclusively for catalogue research and research inherent to the subjects dealt with by Polimoda. No software applications may be downloaded and installed on computer workstations;
- never use glue, scissors or other items that could potentially cause damage;
- never unlawfully copy Polimoda Library documents using a smartphone or other device.

Any Student responsible for failure to return, damage and/or loss of materials, shall be responsible for the replacement thereof with a new copy or for reimbursing the cost of the publication itself, plus an administration fee (€ 50,00).

## **ART.16 STORAGE OF PERSONAL ITEMS IN LOCKERS - ITEMS/MATERIALS LEFT UNATTENDED ON POLIMODA LIBRARY'S PREMISES – TIME LIMITS FOR COLLECTION OF ITEMS/ MATERIALS - RIGHT TO DISPOSAL / DESTRUCTION BY POLIMODA**

**MANDATORY USE OF LOCKERS FOR CERTAIN ITEMS AND TIME OF USE:** Only the material needed for research and consultation activities is permitted within the Polimoda Library. In any case, it is strictly prohibited to introduce bags, backpacks, trolleys, etc. which must be stored in the relevant lockers outside Polimoda Library.

Lockers can be used during **Polimoda's Library opening times and thus from 8:30 to 19:00**. When collecting items from lockers, which must happen within the aforesaid opening times, the key must be left in the lock.

**ITEMS THAT CAN BE STORED IN THE LOCKERS:** By signing the enrolment contract, including these regulations, the Student undertakes only to store in the locker contents belonging to him/her. The Student will not store contents belonging to him/her in lockers used by other Students, and will assume all liability for any infringement of this prohibition, also towards third parties (e.g., other Students), holding Polimoda free and harmless against all liability for any harmful consequences that may derive to his/her own items/materials as a result.

**VALUABLES:** In any case, we advise Students **NOT** to leave valuables in the lockers, since these are not required for research or consultation and there is no possibility to submit claims to Polimoda for the loss or theft or damage of either, as this latter is not obliged in any way to provide for the safekeeping and security of such items.

### **INSPECTION AND REMOVAL OF UNATTENDED ITEMS ON THE LIBRARY PREMISES AND TIME LIMIT FOR COLLECTION:**

Students are expected always to keep their personal items and teaching materials brought in the Polimoda library premises with them, or in their immediate proximity or inside the locker. Any items or materials left unattended will be removed and inspected by the site staff and stored in an appropriate place. If the Student does not apply to the front desk staff on the site to reclaim his/her items/materials within **90 (ninety) days** of their removal, Polimoda may consider this justifiable grounds for destroying and disposing of said items and materials as below specified.

**DECLINING OF LIABILITY BY POLIMODA FOR THEFT, LOSS OR DAMAGE OF STUDENTS' ITEMS AND MATERIALS:** Under no circumstances may Polimoda be considered the custodian of items/materials stored in lockers during the Library opening times, nor, more generally, of items/materials owned by Students and brought in Polimoda Library premises or anything that has not been collected from the lockers within the opening times, , since Polimoda is henceforth not bound by any obligation for custody or supervision of said items and materials. Therefore, no request/claim of any kind (e.g., for compensation) may be submitted by Students to Polimoda, or on behalf of the same, in case of theft and/or loss and/or damage of the items/materials left in the lockers, as well as of items/materials not collected within the library opening times or left unattended on Polimoda library premises, including any valuable that Students might have left in the locker despite the recommendation above. This declining of liability must be intended also as applicable while pending the term of **90 (ninety) days** provided in relation to the various cases by this article 16.

### **INSPECTION OF LOCKERS AND REMOVAL OF CONTENTS NOT COLLECTED FROM LOCKERS WITHN THE LIBRARY OPENING TIMES – TIME LIMIT FOR COLLECTION:**

Outside the times of use of the lockers as above indicated or for personal safety reasons, Polimoda reserves the right to inspect the contents of lockers not emptied by the Students, which will be removed, inspected and deposited in the relevant area. Owners must inform the Front Desk staff in order to recover any items not removed from the locker within the stated time. If the Student does not apply to the front desk staff on the site to reclaim his/her items/materials within **90 (ninety) days** of their removal, Polimoda may consider this justifiable grounds for destroying and disposing of said items and materials as below specified.

### **EXPIRY OF TIME LIMITS FOR COLLECTION OF STUDENTS' ITEMS/MATERIALS NOT COLLECTED FROM THE LOCKERS OR LEFT UNATTENDED / REMOVED AND RIGHT TO DISPOSAL / DESTRUCTION BY POLIMODA:**

after **90 (ninety) days** have passed since any items/materials are removed from lockers because not collected within the library opening times or, more generally, are removed from the Polimoda Library area because left unattended and/or for security reasons, and deposited in the relevant area, without the Student having contacted the front desk of the site for collection purposes, Polimoda will consider this justifiable grounds to destroy



and/or dispose of said uncollected items and materials, without the possibility of a request or claim of any kind being submitted by the Student, or on behalf of the Student, in this regard.

## **SECTION VI: DESIGN LAB (SCANDICCI) - MANIFATTURA LAB (FLORENCE) – POLIMODA PREMISES**

### **ART.17 PRODUCT LABORATORIES**

To use the workshop equipment, Students must have achieved the certificate of the safety training as stated in article 5.

The following rules apply in all lecture rooms, classrooms and labs:

- any breakdown to the machines must always be reported to Polimoda staff and it is prohibited to intervene independently to repair laboratory equipment;
- when labs are used outside lesson times (see [www.mypolimoda.com](http://www.mypolimoda.com) for timetable planning), they must be vacated fifteen (15) minutes before the start of the next lesson, leaving everything tidy and in its original place;
- it is obligatory to use accident prevention equipment made available and never to leave bulky objects close to work benches;
- It is obligatory to wear shoes that cover the entire foot;
- Students who want to collect or view material from the stockroom must be accompanied by a teacher authorised by the Department Supervisor;
- access to the milling cutter workshop is only permitted in the presence of and under the supervision of qualified Polimoda staff (teaching or non-teaching).

### **ART.18 STORAGE OF PERSONAL ITEMS AND EDUCATIONAL MATERIAL IN LOCKERS - ITEMS/MATERIALS LEFT UNATTENDED ON PREMISES – TIME LIMITS FOR COLLECTION OF ITEMS/ MATERIALS - RIGHT TO DISPOSAL / DESTRUCTION BY POLIMODA**

**ALLOCATION OF LOCKER – DURATION – STUDENT’S REGISTRATION:** Where provided in consideration of the typology of course attended Students have the use of a locker in the workshop area. This is allocated by staff at the start of the Course for the purpose of storing teaching materials only. The locker allocation lasts for the time the Student is attending the Course. At the time of locker allocation, the relative padlock is given to the Student and the staff will register the Student’s name so that they can trace the Student who has been allocated the locker at any time.

**CONTENTS THAT CAN BE STORED IN THE LOCKER:** By signing the enrolment contract to the course, including these regulations, the Student undertakes only to store contents belonging to him/her in the locker assigned to him/her. The Student will not store contents belonging to him/her in lockers allocated to other Students, or in unallocated lockers, and will assume all liability for any infringement of this prohibition, also towards third parties (e.g., other Students), holding Polimoda free and harmless against all liability for any harmful consequences that may derive to his/her own items/materials as a result.

**VALUABLES:** In any case, Students are recommended **NOT** to leave valuables in the lockers, since these are not required for research or consultation and there is no possibility to submit claims to Polimoda, by the Student or on behalf of the Student, for the loss or theft or damage of any valuable, as this latter is not obliged in any way to provide for the safekeeping and security of such items.

**FORCED OPENING OF LOCKER FOR SECURITY REASONS – TIME LIMIT FOR COLLECTION OF REMOVED CONTENTS:** If there should be urgent security requirements, Polimoda may in any case proceed to open lockers, reserving the right to be able to check any contents, which may be removed, inspected and stored in an appropriate place, notifying the Student and allocating him/her a time limit of **90 (ninety) days** to collect the contents; once said time limit has passed, Polimoda will consider this justifiable grounds to destroy and/or dispose of said uncollected items and materials,

**FORCED OPENING OF UNALLOCATED LOCKERS AND OF ALLOCATED LOCKERS IN CASE OF FAILURE TO RETURN PADLOCK/KEYS AND COLLECT MATERIAL BY THE END OF THE COURSE- TIME LIMITS FOR COLLECTION OF REMOVED**

**CONTENTS:** By signing enrolment contract to the course, including these regulations, Students undertake to remove all items/materials left in their own locker at the end of the course and to return the padlock to Polimoda. Students also acknowledge that if the locker is not emptied by the end of the course, Polimoda may arrange for forced opening of the locker and the storage of the removed contents in an appropriate place. The Student will have at his/her disposal a time limit of **90 (ninety) days** from the end date of the course, by which time, the Student must collect said contents. Upon expiring of the aforesaid 90 (ninety) day time limit, within which the Student must regain possession of his/her items by applying to the front desk staff on the site, the destruction/disposal of the contents will be arranged, as specified below.

Two weeks before the date of termination of the course, Polimoda will send the student a notice, via e-mail, to remind of what above specified (obligation to empty the locker before the end date of the course, 90 (ninety) day time limit to recollect the contents after forced opening of the locker, justification for destruction and disposal of the contents).

Polimoda may also arrange for forced opening of unallocated lockers in which items/materials have been placed, and the storage of the removed contents in an appropriate place with the understanding that, after **90 (ninety) days** during which nobody has applied to the front desk staff on the site in order to regain possession of them, the destruction/disposal of the contents will be arranged, as specified below.

**BAN ON STORING STUDENTS' ITEMS/MATERIALS IN OTHER PLACES ON SCHOOL PREMISES:** It is strictly forbidden to store any type of personal or teaching items/materials in other places, apart from lockers, on school premises. Further spaces for storing personal and/or teaching materials may be made available to Students only in strictly exceptional circumstances (e.g., for particular teaching needs) and in any case, at the discretion of Polimoda, which nevertheless reserves the right to regulate the methods of these forms of storage at its own discretion and in any case, limiting them to a period not exceeding the duration of the course. It is in any case understood that even in this situation, Polimoda cannot be held liable for the loss, theft or damage of items stored by Students, whether they are in locked areas or areas that are open and/or shared with other Students, since Polimoda's willingness to make other spaces available to Students is to be understood exclusively as an act of courtesy.

Students also acknowledge that if further spaces that may be made available are not emptied of Students' items/materials by the end of the course, or by the expiring of the earlier time limit assigned by Polimoda, after 90 (ninety) days have passed since the end date of the course, or since the expiring of the earlier time limit eventually assigned by Polimoda, this latter may arrange for the destruction/disposal of the contents that remain unclaimed, as specified below.

**REMOVAL OF UNATTENDED ITEMS ON SCHOOL PREMISES AND TIME LIMIT FOR COLLECTION:** Students are expected always to keep their personal items and teaching materials brought in and/or processed by them on the school premises with them, or in their immediate proximity or inside the locker allocated to them. Any item or material left unattended will be removed by the site staff and stored in an appropriate place. If the Student does not apply to the front desk staff on the site to reclaim his/her items/materials within **90 (ninety) days** of their removal, Polimoda may consider this justifiable grounds for destroying and disposing of said items and materials as below specified.

**DECLINING OF LIABILITY BY POLIMODA FOR THEFT, LOSS OR DAMAGE OF STUDENTS' ITEMS AND MATERIALS:** Under no circumstances may Polimoda be considered the custodian of items/materials stored in lockers, nor, more generally, of items/materials owned by Students and brought in and/or processed by them on Polimoda premises and/or created in the context of Course attendance, including items/materials for which Polimoda may have authorised, as an act of courtesy, their storage on site premises in whatever form and with whatever methods, or anything that has not been collected after the end of the Course or left unattended, since Polimoda is henceforth not bound by any obligation for custody or supervision of said items and materials. Therefore, no request/claim of any kind (e.g., for compensation) may be submitted by Students, or on behalf of Students, to Polimoda in case of theft and/or loss and/or damage of any kind to the above items/materials, even when, exceptionally (e.g., for particular teaching needs), the storage of these in closed areas or areas that are open and/or shared with other Students has been authorised. This declining of liability must be understood as also being in force during the pending time limits of **90 (ninety) days** laid down in reference to the various cases described in Article 18.

**EXPIRY OF TIME LIMITS FOR COLLECTION OF STUDENTS' ITEMS/MATERIALS REMOVED AND RIGHT TO DISPOSAL / DESTRUCTION BY POLIMODA:** Any personal items and/or teaching materials belonging to Students for any reason and in any form or way, which are left/stored at Polimoda's sites, including any items/materials that may have been removed from lockers or, more generally,

from site areas by Polimoda because they have not been collected by the end of the course and/or because they have been left unattended and/or for security reasons, which are not collected by Students themselves within the **90 (ninety) day time** limits laid down according to this Article 18, since the Student has not contacted the front desk of the site for collection purposes, Polimoda will consider this justifiable grounds to destroy and/or dispose of said uncollected items and materials, without the possibility of a request or claim of any kind being submitted by the Student, or on behalf of the Student, in this regard.

The only exception to this clause is the possibility whereby Polimoda requests the Student, expressly and in writing, to be able to hold his or her teaching creations for a longer time, as provided for in the enrolment contract; also in this case, within **90 (ninety) days** of notification by Polimoda that the Student must act to regain possession of said items, Polimoda can arrange for their destruction and/or disposal of the materials, as shown above, without the possibility of a request or claim of any kind being submitted by the Student, or on behalf of the Student, in this regard.

## **SECTION VII: COMPUTERS LABORATORIES**

### **ART.19 RULES FOR USE**

Computer labs can be used for lessons as well as for workshop purposes (see timetable on [www.mypolimoda.com](http://www.mypolimoda.com)).

To use the computer laboratories, Students must have followed the safety training Course as stated in article 5 regulations.

- It is absolutely prohibited to change computer configurations;
- users may use their own archive support for data, during lessons;
- it is prohibited to disconnect power cords and network cables from the PCs in the computer laboratories. It is prohibited to connect laptops or desktops not provided by Polimoda to the data network or mains electricity. In case of specific educational needs requiring changes to system configurations, these changes are only possible if made by staff from the Technology Centre.

After being registered on [www.mypolimoda.com](http://www.mypolimoda.com), all Students will receive a username and password to use the following services:

- computers in the labs including software that Polimoda may decide to make available to Students on the pc/mac;
- [www.mypolimoda.com](http://www.mypolimoda.com);
- printers and photocopiers (there is a charge for this service).
- possible access to email / cloud storage services

These authentication credentials are given to Students who are responsible for their use and must keep them securely; Polimoda must be promptly informed if said credentials are lost; Students are not permitted to possess and use the credentials of others and to notify their credentials to third parties

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

Works by Students can be archived on servers in a specific dedicated space. Each Student has 1 GB of space, not subjected to backups or able to be expanded by the Technology Centre. Students can use their own removable supports to connect to computers via USB ports on the computers themselves.

Files cannot be stored (in local) on hard disks in the Computer Lab. Any files saved may therefore be removed during periodic reviews carried out by Technological Centre staff, as well as customising of the installed software.

**At the end of the study course, the Student is required to delete all personal content saved on server.**

**As the same time as the removal of the account as laid down in Article 6 Polimoda will arrange for removal of the contents saved by the Student on the server.**

**Therefore, no request/claim of any kind (e.g. for compensation) may be submitted by Students to Polimoda in reference to the above deletion of contents previously saved by the Student.**

Use of central printing services:

for all printing processes, Polimoda uses the centralised printers in the computer laboratories at the various Polimoda sites, as well as the photocopiers located in the product workshops and areas in front of the library. There is a charge for this service; Students must purchase printing credits from the front desk. This credit is linked to the username provided to the Student and therefore, non-transferable. The computers enabled for printing are all the PCs and MACs in the educational infrastructure in the facilities of Polimoda.

For technical problems, always see a member of staff in the Technology Centre.

## **ART.20 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. 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](http://www.polimoda.com), which the Student undertakes 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.