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SECTION I: LEGAL REFERENCES

ART. 1 SCOPE OF APPLICATION

These teaching regulations for Polimoda courses are established pursuant to Article 10 of Presidential Decree 212/2005, which governs the definition of the teaching regulations for institutions of higher education in the arts, music and dance, in accordance with Article 2 of Law 508/99.

These Regulations govern the structure of the study programs held at Polimoda for the attainment of academic degrees with legal validity as referred to in Art. 4 of Law 508/99 and define the curriculum for first-level academic diploma programs offered by Polimoda in compliance with Art. 5 of Presidential Decree 212/2005 and Ministerial Decrees 127/2009 and 17/2010.

SECTION II: COURSE ENROLLMENT

ART. 2 ADMISSION AND ENROLLMENT PROCEDURE

To be admitted to a first-level academic diploma course, students must complete the form available on the website www.polimoda.com and enclose the following:

- copy of their high school diploma or a certificate of enrolment at the school they are currently attending (if they have not completed their studies yet);
- copy of passport;
- letter of motivation /questionnaire;
- resume;
- portfolio.

The selection process involves document verification, evaluation of the student's resume and portfolio (or any additional documentation submitted), and ends with an interview designed to assess the candidate's aptitude for the chosen program, as well as to verify adequate initial proficiency of the language of instruction.

A level of English proficiency equivalent to B2, as defined by the European Framework of Reference for Languages (CEFR) and a level of Italian proficiency equivalent to A1 are required.

The student may prove their proficiency in the course language by submitting valid, recognized documentation, or Polimoda may assess it during the course admission exam.

The interview is conducted by the course Academic Coordinator or appropriately designated faculty and may also be conducted remotely.

The Orientation Office will notify the students of the interview results via email, inviting them to submit a certified copy of their high school diploma. Italian students are required to submit a certified copy of a high school diploma obtained upon completion of a five-year course of study; international students are required to submit a certified copy of an equivalent credential obtained upon completion of a total of 12 years of schooling.

International students who have completed less than 12 years of study (with 10 or 11 years of schooling) may be admitted only if they possess a certificate attesting to the completion of one or two academic years, or the attainment of a post-secondary qualification; or an Italian high school diploma; or, alternatively, they may enroll in the Foundation Course Program.

Following the necessary document verification, the Orientation Office sends the letter of admission to the chosen program together with instructions for signing the enrollment contract using an advanced electronic signature.

Non-EU students

Students from countries outside the European Union must be in compliance with Italian immigration regulations.

The administrative procedures relating to the issue of a study visa and residence permit (and their renewal) are the exclusive responsibility of the student, who must therefore handle them independently.

Students will be required to provide copies of the following documents to the Academic Affairs Office:

- entry visa to Italy, issued by the competent Italian Embassy/Consulate;
- valid permit of stay issued by the Italian Police (Questura), or documents certifying the submission of an application for a permit of stay issuance or renewal.

SECTION III: ORGANISATION OF THE COURSE OF STUDY

ART. 3 ACADEMIC CALENDAR

First-level academic diploma (Diploma accademico di primo livello) courses have a duration of three years; each academic year consists of two semesters, each lasting seventeen-weeks.

The teaching session in the semester consists of lectures, workshops and laboratory activities, followed by a period dedicated to learning assessment.

The academic year runs from 1 November to 31 October of the following year. To improve overall planning, Polimoda reserves the right to bring forward or postpone (when planning the academic calendar and schedule) the start and end dates of academic activities, or to make changes to the days, times, and location of classes, giving appropriate notice to students.

Academic calendars, course schedules, faculty and teaching locations are always available and can be viewed on the MyPolimoda portal.

ART. 4 PROGRAM ACADEMIC STRUCTURE AND ACADEMIC CREDITS (CFA: CREDITI FORMATIVI ACCADEMICI)

The academic structure of the degree programs specifies for each program the academic disciplines, the course units (modules), the academic sector to which they belong, the type of discipline (theoretical, theoretical-practical, laboratory based), the total number of class hours and individual study hours, the corresponding academic credits (CFA), and the type of assessment. The academic programs of the individual courses are listed at the end of these Regulations.

The First Level Academic Diploma is awarded upon completion of the three-year program and requires the acquisition of 180 Academic Course Credits (CFA). Conventionally, 1 CFA corresponds to 25 hours of work, comprising theoretical and theoretical-practical lectures, workshop, design, and individual study.

The types of educational activities are as follows: a) foundational courses; b) core courses; c) activities chosen independently by the student (including workshops, seminars, field trips, etc.); d) educational activities related to the preparation of interdisciplinary projects, either individual or group-based, at the end of each semester; e) final examination for the award of the degree (Thesis); f) curricular internship activities.

ART. 5 – MANDATORY ATTENDANCE

The weekly schedule provides for classes to be held from Monday to Saturday.

Students are expected to adhere to the class schedule and to arrive on time. The maximum tardiness allowed is fifteen minutes, after which admission to class is left to the professor's discretion. Attendance is mandatory and absences may not exceed 20% of the total number of hours scheduled for each subject.

If, at the end of a course it is determined that a student has not met the minimum mandatory attendance requirement, they will not be permitted to take the corresponding examination.

Failure to take the examination for the reasons noted above will be taken into account in the evaluation pursuant to and for the effects of Article 9 below.

Any exceptional circumstances due to proven health or personal reasons are reviewed by the Academic Council.

ART. 6 - E-LEARNING CLASSES

Teaching and curricular activities are primarily conducted in person. In exceptional cases, classes, exams and final exam sessions may be conducted remotely, ensuring compliance with students' specific educational needs, in accordance with operational instructions that will be duly communicated.

ART. 7 MANDATORY SAFETY COURSE AT THE WORK PLACE

Pursuant to Article 2 (a) of Lgs. Decree 81/08, students attending educational laboratories are considered equivalent to workers and therefore subject to the same preventive and protective measures established to safeguard their health and safety.

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Before the start of laboratory activities, each student must complete a 4-hour general training course on occupational health and safety, as well as an 8-hour specific training course for medium risk (use of product and photographic laboratories).

The training is provided by Polimoda, with the schedule and procedures duly communicated to students. Obtaining the relevant certificates is compulsory for the use of laboratory equipment, the completion of related educational projects, the end-of-course internship and, more in general, activities that involve exposure to risks.

ART. 8 SUSPENSION OF ATTENDANCE

A student who, due to unforeseen circumstances, intends to temporarily suspend attendance at the course may submit a request either for the current academic year, or for the following year.

If the student has earned all the CFA credits required by the course curriculum for the first semester, they will be readmitted to the second semester in the following academic year without additional charges.

In all other cases, the student must resume attendance at the start of the following academic year and will be required to pay an amount equal to 50% of the annual tuition fee.

ART. 9 ASSESSMENT CRITERIA AND PARAMETERS – COURSE EXAM

Students are graded on a scale of 1 to 30 or—for courses with less than 20 teaching hours—as “passed” or “failed,” according to the schedule and procedures communicated at the beginning of the academic year by the Academic Coordinator. For grades on a scale of 1 to 30, the minimum passing grade is 18.

At the beginning of each academic year, the Academic Coordinator provides students with guidelines regarding the topics for the mid-term interdisciplinary project (at the end of the first semester) and the final project (at the end of the second semester), as well as the methodology for their development. These projects are examined by an Examination Committee composed of at least three members, selected by the Academic Coordinator from among the faculty of the relevant semester, and evaluated with a score that contributes to the student's academic record. If a student does not achieve a sufficient score on the mid-term project, they may make up the grade by the end of the academic year; in the case of an insufficient grade on the final project, the student must take a new exam during the make-up session scheduled in the academic calendar. In both cases, failure to make up the grade results in ineligibility for admission to the next academic year.

In order to advance to the years following the first, students must earn the number of CFA credits specified in the curriculum for each course, corresponding to the educational activities deemed essential for enrolment in subsequent years, as specified in the instructions provided to students at the beginning of the academic year and published on the student portal.

Instructors evaluate students based on an oral or written exam, or a project. Grades below eighteen or “failed” must be made up during the designated make-up session, as scheduled in the academic calendar. If a student fails to make up the failing grade in the core courses required by the curriculum for the current academic year during that session, they will not be admitted to the following year of the program.

If a student has earned all the CFA credits for the core courses required to advance beyond the first year but still has outstanding credits in up to three “non-core” courses specified in the curriculum, they must make up those courses and the corresponding CFA credits during the exam sessions of the next academic year.

Enrollment in the subsequent academic year is conditional upon regular attendance in classes and passing the exams for the core courses of that year, and the subsequent acquisition of all required CFA credits by the last available exam session of the current academic year. At the end of the three-year program, the student must have earned 180 CFA credits.

ART. 10 REPEATING THE ACADEMIC YEAR

Students who, by the end of the final exam period of the current academic year, have not passed all the required exams for core courses and have not earned the corresponding course credits may not enroll in the next academic year. In such cases, the student is required to repeat the academic year and pay the corresponding tuition.

ART. 11 FINAL EXAMINATION

The final thesis consists of the preparation and discussion of a project or paper that demonstrates the knowledge, qualifications, and academic skills acquired by the student in relation to the educational objectives of the program.

The dates for thesis discussion sessions are set forth in the Academic Calendar, which is published by the start of each academic year; the thesis—which must meet the standards of quality, originality, and completeness required by the School—may be discussed only by enrolled students who have successfully completed the entire program. Following their thesis defense, to fulfill the 180 CFA credits required by the Academic Regulations, students are required to complete the curricular internship, upon completion of which the final diploma certificate is issued.

ART. 12 CERTIFICATES AND DEGREES

Upon verification of the conditions listed below, the Academic Affairs Office issues the following diplomas and certificates:

i) Certificate of Enrollment

The office verifies the completeness of the documentation required by the enrollment contract and the actual payment of the annual tuition fee.

ii) Certificate of Attendance

The office verifies regular attendance in accordance with the provisions of Art. 5

iii) First-Level Academic Diploma as provided for in Article 3, Paragraph 1, Letter a) of Presidential Decree 212/2005

iv) Diploma Supplement

In relation to the specific curriculum followed by the student to obtain the degree, the office issues a certificate that sets forth the main details regarding the academic program, in accordance with models adopted by European countries.