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TITLE I - GENERAL PROVISIONS

ART. 1 - PURPOSE AND SCOPE OF APPLICATION

1.1 These Regulations govern the academic programs and teaching structures of the study courses offered by the Institute and are issued in compliance with Art. 10 of DPR 212/2005, which regulates the establishment of academic programs at institutions of higher education in the arts, music and dance (Alta Formazione Artistica, Musicale e Coreutica-AFAM) .

1.2 These Regulations - issued to supplement the Statute of Autonomy of Polimoda in order to establish the operating procedures of the governing Bodies - regulate the curricula of the study programs carried out by Polimoda for the attainment of legally recognized academic degrees, set forth the general principles and guidelines of the study programs offered by the Institute and regulate students' academic career.

ART. 2 - ACADEMIC PROGRAMMES

2.1 Pursuant to Article 3 of DPR 212/2005, the Institute organizes, the following courses leading to a qualification with legal value:

- First Level Academic Diploma (Diploma di primo livello) Courses

2.2 Polimoda may also organize the following courses involving the issue of a certificate of attendance or participation:

- a) two-year, three-year and four-year educational programs;
- b) specialization courses;
- c) short advanced training courses;
- d) intensive and orientation courses for students;
- e) training courses, internships, seminars, workshops, which may also be in collaboration with other academic institutions and universities, as well as artistic and cultural institutions and service organizations, nationally and internationally.

Polimoda may also organize other types of courses in accordance with the regulations in force.

2.3 The aforementioned educational initiatives are established, implemented and managed in accordance with the procedures set forth in the Statute, these Regulations, and the applicable laws and regulations.

ART. 3 - ACADEMIC DEGREES

3.1 Legally Recognized academic degrees awarded by the Institute are issued upon completion of the study program.

3.2 As an addition to the diploma for each academic qualification, the Institute issues a certificate in two languages (Italian and English) with the main details relating to the specific curriculum followed by the student to achieve the qualification, as well as the assessment according to the ECTS (European Credit Transfer and Accumulation System) parameters

TITLE II - ORGANISATION OF THE INSTITUTE AND TEACHING

ART. 4 - ORGANISATION OF THE INSTITUTE AND INCOMPATIBILITIES

4.1 The organization is divided into subject areas as defined by ministerial regulations, with functions of planning, coordinating and managing educational activities, the courses that relate to them, and service structures with the function of providing general services and support to teaching.

4.2 The position of head of an educational unit is, in principle, incompatible with other positions of head of other educational units. Any exceptions that may be necessary for Departments or Schools with a small number of faculty members will be submitted to the Academic Council for approval.

ART. 5 - ACADEMIC REGULATIONS OF STUDY PROGRAMS

5.1 All programs are governed by the Academic Regulations approved by the Academic Council and, to the extent of their competence, by the Board of Directors.

The types of educational activities, the courses that may be offered and the classification of courses within the various sectors and subject areas are defined by the Ministerial Regulations.

The Academic Regulations determine the list of courses and other educational activities with the following specifications for each course or educational activity:

- a) the type of educational activities;
- b) the subject area to which the course belongs;
- c) the number of academic credits assigned;
- d) the specific learning objectives;
- e) any division into modules;
- f) the requisites for admission as well as any prerequisite courses.

ART. 6 - COURSE CURRICULA

6.1 The curricula of the study programs, defined pursuant to Art. 5 of DPR 212/2005, specify:

- ✓ the name of the study program;
- ✓ the specific educational objectives of the course of study;
- ✓ the number of academic credits allocated to foundation courses, core courses, related and supplementary courses, additional courses, and to the final examination;
- ✓ the list of disciplinary areas envisaged for each course divided into foundational, core and related courses;
- ✓ any required credits in certain subject areas.

ART. 7 - ACADEMIC CALENDAR

7.1 The academic year runs from 1 November to 30 October of the following year. This does not conflict with the possibility of scheduling instructional activities in October as part of the academic calendar.

The academic year is divided into two semesters. Each semester consists of teaching sessions comprising lectures, tutorials and laboratory activities, and of learning assessment sessions (examination sessions).

7.2 In order to improve overall programming, Polimoda reserves the right to bring forward or postpone the start and end periods of teaching activities when planning academic calendar and schedule. Polimoda also reserves the right to make changes to days, times and location of classes, giving appropriate notice to students.

Academic calendars, course schedule, faculty and location of academic activities are always available and can be viewed on the MyPolimoda portal.

ART. 8 - THE ACADEMIC CREDIT SYSTEM

8.1 The educational activities that are part of the Diploma di 1 Livello Courses offered by Polimoda result in the awarding of academic credits (CFA) to participating students, in accordance to the regulations in force.

CFA refers to the amount of learning work, including laboratory activities and individual study, required of the student to acquire the knowledge and skills outlined in the Course Curricula.

8.2 The First Level Academic Diploma (Diploma di 1 Livello) requires the acquisition of 60 Academic Training Credits (CFA) each year, for a total of 180 Academic Training Credits (CFA) over the three-year period.

As prescribed by Art. 6(1) of Presidential Decree. 212/2005, each academic training credit corresponds to 25 hours of student commitment.

The total number of hours to be devoted to lectures, seminars, laboratory activities or other educational activities is distributed as follows:

- 30% for theoretical lectures;
- 50% for theoretical-practical lectures;
- 100% for laboratory activities.

ART. 9 - EDUCATIONAL ACTIVITIES

9.1 The types of educational activities, the courses that may be offered, and the classification of courses within the various disciplinary sectors are defined by the Ministerial Regulations.

The academic activities permitted under the current legislation include:

- academic activities related to foundational education;
- core academic activities;
- educational activities in one or more related or complementary subject areas.

The educational activities in the study plan are organized into courses and are delivered, in whole or in part, in the language of instruction of the course, which may be Italian or English.

9.2 Courses correspond to the subject areas of the curriculum and may be one-year or semester long.

Courses may take the form of lectures, laboratory exercises, workshops, seminars, guest lectures and other teaching formats, in accordance with the requirements defined by the Course Curriculum.

In addition to the above-mentioned activities, the program includes activities related to the preparation of the final examination required for graduation, the preparation of the artistic and professional portfolio, the realization of individual production and research projects, and additional training activities aimed at acquiring skills useful for entering the world of work.

TITLE III – ADMISSION, ENROLMENT AND STUDENTS' CAREER

ART. 10 - COURSE ADMISSION REQUIREMENTS AND PROCEDURE - ENROLMENT

10.1 Pursuant to art. 7 of Lgs. Decree 212/2005, to be admitted to a first-level academic diploma course, applicants must be in possession of an upper secondary school diploma (high school) or another qualification obtained abroad and recognized as equivalent under the current regulations.

The Academic Regulations for the Courses define the curricular requirements and any minimum knowledge required for admission.

The maximum number of students that may be admitted to First Level Academic Diploma Courses is set by the Academic Director after consulting with the Academic Board. The maximum number of students is determined based on the students to faculty ratio, as well as on the availability of facilities and infrastructures suitable for specific educational activities, in compliance with the requirements defined in the planning and evaluation of the system.

10.2 To be admitted to a first-level academic diploma program, students must complete the form available on www.polimoda.com, enclosing:

- copy of their diploma of higher education or a certificate of enrolment from the school they are currently attending (if they have not completed their studies yet);
- copy of a valid identity document;
- letter of motivation/questionnaire;
- resume;
- portfolio.

The selection process involves review and verification of documents and 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 course, as well as to verify initial proficiency in the language of instruction.

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

Notification of the results of the interview is sent via email by the Orientation Office, which invites the student 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 a course of study lasting less than 12 years (with 10 or 11 years of schooling) may be admitted only if they hold a certificate attesting to the completion of one or two years of an academic program, or the attainment of a post-secondary qualification; or an Italian high school diploma; alternatively, they may enrol in the Foundation Course Program.

After conducting appropriate document checks, the Orientation Office will send the letter of admission to the selected course along with instructions on how to sign the enrolment contract with an advanced electronic signature.

ART. 11 - STUDENT STATUS, STUDENTS BEHIND IN THEIR COURSES AND REPEATING STUDENTS

11.1 Student status is reserved for students enrolled in the programs who are in good standing with regard to the enrolment procedures and tuition payment.

11.2 A registered student is classified as a repeating student if they have not earned all the credits required in the Course Regulations for progression to the following year or has not met the required number of attendance hours specified in the study plan of the course they are enrolled in. The student is required to re-enrol in the course year already attended as a repeating student and pay the corresponding tuition.

11.3 An enrolled student is classified as fuori corso (out of course) when behind in their courses. Despite having completed the standard number of years of enrolment as provided to by the regulations in force, a fuori corso student has not earned all the academic credits required for the degree. Students behind in their studies are required to pay the applicable tuition.

11.4 The Institute plans a specific teaching program for each academic year. Students are required to attend all mandatory courses and comply with pre-requisites, if any, as well as with the minimum and maximum limit of credits that can be earned, as defined by the specific academic regulations of the course of study, where applicable.

11.5 A student who has not renewed their enrolment for three years loses their student status.

11.6 This loss of status does not apply to students who have passed all the assessment examinations and owe only the final thesis; in this case, the student must regularize their status by paying the tuition set annually. The student has the right to request that credits already earned be evaluated by the Academic Board for possible partial or full recognition.

ART. 12 - ATTENDANCE

12.1 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.

12.2 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.

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

ART. 13 - ADMISSION TO ASSESSMENT EXAMINATIONS

13.1 In order to be admitted to the final examinations for the courses included in their study plan, students must:

- be in order with their enrolment in their course of study by paying the required tuition fees and, if a foreign student, hold a valid residence permit;
- be in compliance with the attendance requirements for each individual course.

To take the examinations, students can submit their applications electronically via the MyPolimoda portal.

ART. 14 – EXAMS - EVALUATION CRITERIA AND PARAMETERS

14.1 The exams schedule is established at the beginning of the Academic Year by the Academic Director. The Institute notifies students of the exam schedule electronically.

The Academic Director, after consulting with faculty members and assessing educational needs, appoints the examination committees and determines the structure of the exams and their schedule.

During the academic year, students must sit the final examinations in the courses of their study plan in accordance with the prerequisite requirements and any restrictions set down in the Regulations of individual courses.

14.2 Students' proficiency is assessed through an oral or written exam, or a project or by a qualification assessment. Students are assessed by grades expressed on a scale of one to thirty or by pass/fail grades. For grades on a scale of one to thirty, the minimum passing grade is eighteen.

14.3 The performance exams for each course are taken in the presence of an Evaluation Committee, composed of at least three members, including the faculty member responsible for the course and faculty members appointed by the Academic Director.

Students must arrive for the examination at the scheduled start time.

For each candidate, the committee indicates the assessment criteria, the topics covered, the evaluation, or alternatively, the absence of the candidate.

The minutes are signed by all members of the Committee and countersigned by the candidate.

14.4 Students have the right to decide in which sessions of the annual academic calendar they will take the examinations required by their study plan.

The regular examination sessions are:

- winter session;
- summer session;
- fall session.

Additional sessions may be authorized by the Academic Council upon the recommendation of the Academic Director.

The additional examination sessions are:

- spring session;
- winter session.

ART. 15 - INTERNSHIPS

15.1 An internship consists of a period during which the student is placed in an operational setting within a research, production or professional organization outside of Polimoda, with the aim of learning how to apply the principles and contents acquired at school and covered in the curriculum.

15.2 Internship activities in external organizations require the signing of a specific agreement stating the objectives of the internship, the duration and procedure of the internship, the responsibilities of the host organization, and the obligations of the institution organizing the internship.

ART. 16 - DIPLOMA THESIS AND AWARD OF THE DEGREE

16.1 The final diploma dissertation serves as the final assessment of the skills acquired by the student and consists of the completion of a paper and its presentation before a committee. The final assessment will take into account the student's entire academic career, the timing and manner of credit acquisition, the grades earned and any other elements deemed relevant.

16.2 In order to present a dissertation, the student must have passed all the exams required in the curriculum and must be up to date with the payment of tuition and required fees.

The Dissertation Committee is appointed by the Academic Director after consulting with the Academic Council. The committee is composed of faculty members appointed by the Institute. The program Director and dissertation advisors are ex officio members of the Committee.

The Dissertation Committee must be composed of no less than five and no more than nine members, in accordance with the regulations in force, with the exception of a possible co-supervisor who, in any case, does not participate in the evaluation of the thesis.

The thesis supervisor must be chosen from among the faculty members appointed at the Institute, while any co-advisors may be external, chosen for their specific expertise on the dissertation topic.

16.3 In accordance with the regulations in force, the grade will be assigned collectively by the Dissertation Committee on a scale of 110/110. This grade may not be lower than 66/110. When assigning a grade, the Committee must take into account the candidate's academic record and may award no more than 8 points.

If the sum of the assigned grade and the arithmetic mean of the course grades exceeds 110, the committee may decide to award 'honours', for which unanimity is required.

16.4 The sessions for thesis discussion are set by the Academic Director, except in exceptional cases. For all final diploma examinations, at least three sessions are scheduled, one for each exam session, which must be completed by 30 April of the following academic year.

16.5 Students who want to discuss their thesis must apply via the MyPolimoda Portal, and follow a specific procedure.

16.6 Students enrolled in their final academic year, who have earned all exam credits by the fall session of that year and have completed their internship, may discuss their thesis by April of the following academic year; after this date, the student is required to enroll as an out of course student.

16.7 Degrees are awarded in accordance with current regulations.

ART. 17 - ORIENTATION ACTIVITIES

17.1 Orientation is provided at all stages:

- before enrolment, through interviews, open days, webinars, etc, to ensure that students make a thoughtful and informed choice of a course of study that aligns to their interests and aptitudes,
- during their study program, through ongoing support provided by faculty and administrative staff;
- upon graduation, so as to provide students with all the necessary tools to navigate the job market.

17.2 The provision of teaching activities, educational guidance and tutoring services is part of Polimoda's institutional responsibilities.

The Institute also organises activities aimed at contributing to:

- a) guiding students throughout their studies,
- b) improving the quality of learning;
- c) reducing dropout rates, by enhancing the overall quality of teaching;
- d) active participation in academic training processes.

TITLE IV - SUSPENSION OF ATTENDANCE AND WITHDRAWAL FROM STUDIES

ART. 18 - SUSPENSION OF ATTENDANCE

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

18.2 The request for suspension must be submitted to the Course Secretary and supported by the relevant documentation, which will be evaluated by the Academic Board.

The suspension may not exceed one academic year, without prejudice to periods of interruption for serious and proven reasons.

ART. 19 - WITHDRAWAL FROM STUDIES

19.1 A student may withdraw from their program by explicitly stating their intention in a written document to be submitted to Academic Affairs.

Withdrawal from studies is irrevocable and results in the loss of student status and a prohibition on accessing the school areas designated for academic activities.

TITLE V - TRANSFERS AND PROGRAM CHANGE

ART. 20 - TRANSFERS FROM ANOTHER INSTITUTION

20.1 Applications for transfer to Polimoda by students coming from another institution of equal standing are subject to approval by the Academic Board, which has the authority to appoint a special commission which:

- a) evaluates the possibility of full or partial recognition of the student's academic record to date, including the validation of part or all of the exams taken and any credits earned
- b) determines the course year in which the student can be enrolled;
- c) determines any academic requirements that must be fulfilled
- d) develops the curriculum for the completion of the degree.

20.2 The transfer application must include:

- ✓ the academic transcript with a detailed list of the courses taken, a record of the exams taken, grades and CFAs earned;
- ✓ portfolio.

ART. 21 - PROGRAM CHANGES

21.1 Students are permitted to transfer from one course of study to another at the same level, upon submission of an application to Academic Affairs, which manages the entire application process. Program change requests are subject to approval by the Academic Board.

21.2 The CFAs earned are recognised for the purpose of a change of program only if provided for by the relevant curriculum, without prejudice to the student's obligation to fulfil all educational requirements, both foundational and core, for the entire duration of the new program. The Academic Regulations of individual study programs may, in specific cases, make the transfer contingent on passing an admission exam and shall specifically govern any amendments to this article.

TITLE VI - STUDENTS' RIGHTS

ART. 22 - RIGHT TO EDUCATION

22.1 The Institute pursues the objective of facilitating access to study programs for capable and deserving students and ensure the implementation of the regulations on the right to education provided by current legislation.

22.2 The Institute establishes the procedures for granting scholarships through calls for applications for full or partial exemption from tuition fees.

22.3 The regulations governing the calls for applications referred to in the preceding paragraph are approved by the Academic Board, submitted to the Board of Directors for matters within its purview, and issued by executive decree.

ART. 23 - STUDENTS WITH DISABILITIES

23.1 The Institute promotes the inclusion of students with disabilities and specific learning disabilities within the academic community, ensuring their participation in educational and training activities through the implementation of all measures necessary for the full exercise of their right to education.

TITLE VII- APPROVAL OF THE REGULATIONS AND ENTRY INTO FORCE

ART. 24 FINAL PROVISION

24.1 For anything not expressly governed by these Regulations, reference shall be made where applicable, to the Presidential Decree 212/2005, which govern the definition of the teaching regulations of the Institutions of higher education in the arts, music and dance.

These Rules and Regulations are adopted by the Academic Council and, to the extent of its authority, by the Board of Directors, and are approved by the Ministry of Education, University and Research, once it has verified the consistency of the educational programs with the requirements prescribed by the Ministerial Decrees.

24.2 Following the Ministry's approval, the Regulations are adopted by the Institute and enter into force upon publication on the institutional website.