

- 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 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 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

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

- 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 Polh c -0.004 Tw au

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

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.

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.

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.

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

After being registered on 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;
- 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 other and to notify their credential 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