

” **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 +**

will not be eligible to join the end of course internship and to receive the final certificate unless by repeating attendance the failed year of course in a later edition and by re-paying the annual tuition fee of the failed year.

ART.9 FINAL CERTIFICATE

The final certificate from Polimoda is issued to Students who have attended teaching activities regularly (at least 80% of scheduled hours) and achieved sufficient grades in all didactic subjects of the Course and in the final project/exam at the end of the last year of the course,

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

- ” 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 first year.

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

ART.13 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

- 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 Article 10 and Article 25.

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

The Careers Office will inform the Students of the selections.

Students must confirm their application for the selection process no later than the date stated in the notification received; Students can decline a maximum of three (3) selection opportunities regarding their educational profile and in line with their Course. If more than three (3) internship proposals are submitted, Polimoda reserves the right not to send any more selection opportunities to the Student.

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Candidate selections, including the choice of those to send to interview, will be up to the companies, which will inform the Careers Office of their choices.

The Student is required to collaborate as much as possible during the stage of identification and organisation of the internship and therefore, if called, they will be obliged to go through the interview stages for which they presented their candidacy.

Students are obliged to complete the internship at the company which is first to confirm the internship following the selection interviews.

No requests and/or claims may be advanced to Polimoda regarding the outcome of the selection process.

If Student

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. 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.19 WEEKLY LOANS

To use the weekly loan service, Students must present a valid identity document together with their Polimoda badge. The duration of the weekly loan is set at seven (7) days. No more than three (3) documents, monographs and/or films may be borrowed at any one time. Documents cannot be reserved. Loans are not renewable. Documents must be returned to the reference desk at Polimoda Library.

Staff at Polimoda Library have the right to request the return of documents at any time. In the event of delays in returning documents, the user may be suspended from taking out loans for a period of time, as set by the Senior Management Team; Polimoda reserves the right to suspend use of the service for Students who fail to comply with the provisions stated in these guidelines.

ART.20 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.21 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 sum of 50,00.

ART.22 STORAGE OF PERSONAL ITEMS IN LOCKERS - ITEMS/MATERIALS LEFT UNATTENDED ON POLIMODA'S LIBRARY PREMISES – TIME LIMITS FOR COLLECTION OF ITEMS/ MATERIALS REMOVED - RIGHT TO DISPOSAL / DESTRUCTION BY POLIMODA

MANDATORY USE OF LOCKERS FOR CERTAIN ITEMS AND TIME OF USE:

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

Two weeks before the date of termination of the course lessons, 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

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 IX: COMPUTERS LABORATORIES

ART.25 RULES FOR USE

