



## **GENERAL REGULATION OF THE INSTITUTE**



## REGULATION OF THE INSTITUTE

This regulation governs the frequency and provision of the courses in all their didactics and logistic aspects.

Every student must comply with the indications hereinafter provided. Lack of compliance may result in exclusion from the course or non-admissibility to the final exam and therefore to the issuance of the final certification.

### Section 1: FREQUENCY

1. Each training course given previews a mandatory attendance for at least 80% of the total amount of hours without prejudice to the issuance of educational credits specifically requested before the beginning of the course to the Board of the Institute. Any credits granted may exempt the student from the attendance but will not exempt him/her from the obligation to undertake the final exam. The aforementioned 20% of absence is to be understood as truancy (exception made for certified illnesses, strikes or other justified causes).
2. In the event the student should exceed the maximum ceiling of absence hours per Training Modules due to justified causes, the Board reserves the right to decide the eventual procedures for summer classes in accordance with the teaching staff and with the costs being borne by the student.
3. It is mandatory for students to communicate to the Institute the justification for periods of absence greater than 5 consecutive school days.

### Section 2: DIDACTICS

1. **Admittance Requirements** All of those who possess a diploma of secondary school are admitted to the courses of the Institute. Alternatively, work related titles or experiences may be presented and shall be evaluated by the Board via interview for course admission. Students that attend preparatory courses, short and specialized courses or orientation courses are exempted. The Institute reserves the right to not admit candidates that do not respect the rules of

decency for a peaceful coexistence with the other students and personnel of the Institute.

2. **Selection tests.** All the courses given at the Modartech Institute are for a limited number of students. It is necessary (where specified) to pass a selection test to be part of a class. The results and modalities of the selection process are evaluated by the Institute's Scientific-Technical Committee which assigns a mark based on the pre-established criteria and therefore, establishes or not the eligibility to the requested course. In the event the course does not foresee a selection test, the classification will take exclusively account of the chronological order of enrollment.
3. **Educational credits.** Every student may request, in writing, the eventual attribution of Educational credits, that can guarantee the exemption of part of the Training Modules, accompanied by titles or certifications that support the request. The Board may release the Credit until the total amount of hours previewed for the Training Modules with exemption, in any case, of the final exam which must be taken by the student.
4. **Certifications and Final exams.** At the end of every educational project finished with success, the Institute issues a Final Certificate in various forms (Academic Diploma, Qualification legally recognized, Certificate of Competences, Learning declaration, Master Diploma, Specialization Attestation, Attendance Certificate or other). A series of parameters that are taken into consideration by the Examination Committee (internal or external depending on the type of course) contribute to the final evaluation of the student: school performance throughout the course, disciplinary evaluation, intermediate tests for each individual Module / Training Unit, work done and processed, final exam, internship (if required). The set of these parameters generates a mark expressed in thirtieths (for academic courses) or in hundredths (for all others). The minimum mark for success is 18 in the first case and 60 in the second, which must be achieved in each Mod/UF.

The methods of conducting the **Final Exams** and the composition of the Commissions are communicated to the student during each academic year. In the event of failure to attend the final exam or failure to achieve the minimum mark,

the student must necessarily resit the exam in the following repair session. Failure to pass this exam will not allow the transition to the following year or the achievement of the Title required by the course. The Board reserves the right, for the aforementioned cases, to decide and propose to the student the modalities of possible summer courses in agreement with the teaching staff and with costs (for integrative lessons and repair Exams) charged to the student. In the case of a final exam of a recognized course it will be possible to repeat the exam only at the sessions of a similar recognized course, at the Modartech Institute or other accredited training agency upon formal request to the appropriate public body. In the case of multi-year courses the final mark will take into consideration the results obtained during the previous years.

In the event of failure to pass even the repair tests, the student will have to repeat the year with costs at his own expense, until reaching the minimum educational standards to access the following year or to complete his/her studies.

In the event of withdrawal by the student, the provisions of the enrollment agreement in this regard will prevail.

5. **Internship.** In the training courses in which an internship is planned, the Institute identifies **one company** available to host the intern within a maximum period of 60 days from the conclusion of classroom training.

The company will be selected following a careful analysis of the student's expectations, attitudes and subjective conditions, consistent with the educational project attended and in agreement with the teaching staff.

The Institute reserves the right to evaluate also the student's suggestions, without considering them as binding, since the host company will be identified based also on further parameters such as academic performance and discussion with teachers, the availability of the company and the professional needs of the same, with the common aim of favoring the didactic effectiveness and the employability of the student.

If the student does not accept the assigned internship after the interview for personal reasons, he/she can personally undertake to identify a further hosting company by giving notice to the Institute that will take charge of the completion of the paperwork required by current legislation once the contact with the company contact person has been established.

The assignment of the host company will also be based on the results achieved by the student during the educational project, according to the table below:

Final mark	Business sector
Between 71 and 80	Category C
Between 81 and 90	Category B
Over 91	Category A

The companies are classified by categories according to a series of evaluation parameters established by the Institute's Board based on previous requirements and experience.

In the event that the final mark achieved by the student is below the minimum threshold, set in **70/100**, the Institute will be exempt from the obligation to identify the host company. In this case the student will still have the possibility to carry out the planned internship but only at a company personally identified with which the cognitive interview has already taken place and the availability of the company has been certified.

Failure to complete the internship will still entitle the student to obtain the final certificate required except for the attendance of Academic or Recognized Qualification courses, for which the internship is compulsory for the purpose of completion of the educational project.

### **Section 3: ECONOMIC ASPECTS**

1. Each student must pay the registration fee upon signing the Application Form.
2. The forms of payment indicated in the Application must be scrupulously respected. In the event of late payments, default interest will be applied in accordance with current regulations. In the event of repeated payment delays, the Institute reserves the right to exclude the student from the course, providing in any case for the recovery of the sum due.

3. Any payment must be made at the Administrative Secretariat of the Institute or by bank transfer. In the latter case the Administrative Secretariat will inform the student about the bank details for the operation.
4. Forms of installment payment are possible thanks to the agreement between the Institute and a financial company, as well as the possible use of educational vouchers or other forms of financing provided by public administrations previously agreed with the Institute.
5. Upon receipt of each payment, the Administrative Secretariat of the Institute will provide the student with the relevant invoice.
6. In the event of student's withdrawal from the course, the latter will in any case be obliged to pay the entire amount due. The Institute reserves the right to plan activities in a short and / or personalized way or by integrating the student into other courses where required if there is justified reason for withdrawal from the course by the student.
7. For the entire duration of the course, the Institute provides the necessary materials for laboratory exercises for collective use, whereas all materials for individual use are excluded. **The student will also take care of the purchase of the materials necessary for the realization of the final works** (final events where foreseen) **and the realization of the same** which will remain of **his/her exclusive property**. The Institute reserves the right to request the free loan of the same for promotional purposes for participation in events of various kinds that can provide greater visibility to the student. In such cases, the student permits the Institute to reproduce photo / video material free of charge.
8. The materials and works carried out for the **year-end exams** represent official documents subject to verification by the competent bodies (Ministry, Region or other) and unless otherwise indicated by the Board, they must therefore remain at the archive of the Institute for possible inspections.
9. **Expenses for travel, entrance tickets to** trade fairs, exhibitions or events subject to educational visits, special individual educational facilities **are not included in the course fees**.

## Section 4: RULES OF USE OF COMMON ASSETS

### 1. *Rules of use of the laboratories*

Access to the laboratories is permitted exclusively prior student's request to the Didactic Secretariat which will indicate the opening hours and guarantee the presence of a laboratory technician or teacher to assist the class or the student in their independent activity.

### 2. *Guidelines for use of the Wi-Fi Network*

The Wi-Fi Network is a shared resource. The bandwidth of the Internet connection is shared among the connected devices. Even in absence of direct intervention of people, the modern devices connect automatically to the network for updates and/or to exchange data. For the correct use of the network we indicate the following:

- a) Unless in emergencies and/or the need to present to the teacher and/or to the Secretariat, smartphones should be kept in "**Airplane mode**" during the lessons.
- b) The student shall take care to connect to the **specific Wi-Fi network** of the Institute indicated by the teacher, by the Secretariat or by eventual indications.
- c) The use of the computer during the lesson is strongly recommended for the production of material, for note taking, research and other; nonetheless during the lesson, unless for educational need, it is **forbidden to access chats, messages, social network** and other not coherent with the educational activities.
- d) **It is absolutely forbidden to use sharing software, peer to peer and/or streaming** video if not expressly requested by the teacher.
- e) The student shall take care to **terminate the connection** at the end of the hours of lessons and/or exercises.
- f) The student is obliged to take care of his/her personal computer, in particular regarding the control of virus filters and harmful programs. Eventual updates of the system should take place outside the Institute's network.

## Section 5: GENERAL CONDITIONS

1. The student's attendance at the courses implies the observance of the correct rules of behavior. Failure to comply with lesson schedules, respect for equipment and school premises, other students, teachers and staff of the Institute may be



the cause of expulsion and request for compensation for any damage caused to persons or property.

2. Students who arrive more than **15 minutes late** may not be admitted to the class. Early departures will be noted on the register and will contribute to counting the hours of absence and therefore as one of the parameters for the final evaluation. In the event of repeated delays, the student will have to send a **written request for authorization for late arrivals or early departures** to the Didactics Secretariat (or via email at [info@modartech.com](mailto:info@modartech.com)) duly motivated. The Institute will examine the request and respond in a timely manner by reporting the outcome on the class register.
3. **The use of the mobile phone** or other mobile device during the lesson is **prohibited**. Except in special cases duly motivated by the student to the teacher, mobile phones must be set in **airplane mode** for the entire duration of the lesson. For the aforementioned motivated needs, the student will be able to use these devices outside the classroom upon notifying the teacher
4. **The introduction of food into the premises of the Institute is not permitted and therefore the consumption of food is forbidden except for those present in vending machines located in the Institute.**
5. **The consumption of foods is not allowed inside classrooms and laboratories but only in the Break Area.**
6. The student must take care of any **cleaning of the space used in the Break Area or in any other space used by them for activities other than teaching**, in compliance with the use of common spaces.
7. The student accepts the didactic programs adopted by the Modartech Institute that can be modified according to updates or educational needs in progress, which will be motivated and communicated by the Institute.
8. The Management reserves the right to make changes to the lesson schedule based on unforeseen needs occurred throughout the course activities.
9. The Modartech Institute is not responsible for theft or loss of objects left unattended in the premises of the school or during events in other establishments.
10. The student enrolled in the course authorizes the Institute to process personal data in compliance with current legislation.





11. The present regulation is an integral part of the Registration Form signed by the student (or by those who exercise parental authority) and regulates what is not expressly indicated in the Form itself.
12. For further details on management aspects regarding the procedures adopted for the provision of training courses, the Quality Manual can be viewed upon request, as part of the UNI EN ISO9001: 2015 Certification obtained by the Institute.
13. In case of the provision of training courses recognized by the Region of Tuscany (the Modartech Institute is accredited by the Region of Tuscany with Decree No. 1722 dated 03.25.03), refer to the provisions of the current management regulations.
14. In case of attendance of an Academic course please refer to the Academic Teaching Regulations to which the specific course regulations are attached.

*These Regulations are subject to modifications and amendments by the Management. In case of updating, it will be the Institute's responsibility to send the updated version to the student.*

***Drawn up by the Management of the Modartech Institute Last Revision 22.09.2018***

**The Management**

## **GRADING SYSTEM**

As part of its training activities with a minimum duration of one year, the Institute creates an **Evaluation Team** which aims to follow the performance in process and the educational progress of each student, in order to monitor his/her professional growth and at the same time to evaluate the effectiveness of the training provided.

The Evaluation Team is composed by a representative of the Institute, the tutor of the classroom and the reference teacher who has the didactic responsibility of the module. The latter is required to fill in a pre-established Form provided by the institute and send it via e-mail together with a "*Module of final report*" thanks to which the project as a whole is evaluated. This allows each teaching module to be examined independently and, by crossing the data, to have a more objective focus on the entire course.

The assessments will contribute to forming the admission judgment for the final exam which will be assessed independently based on the tests required by the project.

All the documentation produced by the Evaluation Team will remain for use of the Team itself and must not be communicated to the students in collective sessions: the student will be able to know, where requested, the data concerning only and exclusively his own person.

For the evaluation, the methodology adopted consists of the assignment of a graded scale from 0 to 100, to each of the following aspects:

- ✓ Motivation
- ✓ Individual capacity of learning
- ✓ Ability to work in a team
- ✓ Professional technical skills
- ✓ Overall assessment
- ✓ Number of absent hours