



ISTITUTO **MODARTECH**  
FASHION & COMMUNICATION SCHOOL

# ACADEMIC EDUCATIONAL REGULATION



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## ACADEMIC EDUCATIONAL REGULATION

### Art. 1 - Purpose

This Educational Regulation, previewed by reference norms and the Statute of Autonomy of the Modartech Institute, has the finality to:

- a. Discipline the regulation of the study courses carried out at Modartech for the obtainment of academic certificates having legal value pursuant to Article 2 paragraph 5 of Law No. 508/1999;
- b. Define the regulation of the degree courses carried out by Modartech pursuant to Article 3 of President of the Republic Decree No. 212/2005;
- c. Set the general principles and provide the directives to the study courses carried out by Modartech in accordance to Article 3 of President of the Republic Decree No. 212/2005;
- d. Discipline the academic career of the students.

## CHAPTER I - DIDACTICS OFFER

### Art. 2 Departments, schools and study courses established

The study programs are detailed in the attached reports and eventually new courses will be activated prior Ministerial approval and consequent insertion in the following Modartech Regulation, in accordance to Article 3 of President of the Republic Decree No. 212/2005, Modartech organizes and can organize courses directed to obtain an acknowledged academic title of **Degree Course of First level**.

Modartech also organizes and can organize in accordance to Article 3 of President of the Republic Decree No. 212/2005 the following courses that do not entitle the issuance of an academic title but only an attendance or participation certificate:

- a. For a professional refresher or specialization course;
- b. Any other course or activity aiming to improve the preparation of the students and professionals operating in the sector of visual arts, design and applied arts;
- c. Stages, seminars and workshops, also in collaboration and exchanges with other academic, artistic-cultural Institutes and Universities in national and international territory;

d. Courses and laboratories for continuing education, even in collaboration and exchange with other academic, artistic-cultural institutes and public and private universities in national and international fields;

e. Summer courses also open to foreign university students;

f. Intensive and orientation course for students;

g. Free courses;

- Furthermore, Modartech organizes other types of courses not in contrast with the law in force, particularly referring to superior and continuous professional training already object of acknowledgement by the Tuscan Region.

- The educational initiatives of the preceding paragraphs are established, activated and managed according to procedures previewed by the Statute, by the present Regulation and by the legislative and regulatory provisions in force.

### **Art. 3 Certifications issued by the Institute**

Modartech issues the corresponding certificates at the end of the respective study courses.

The certificates issued by Modartech at the end of the Study Courses of the same school are equivalent in all their legal aspects. In addition to the School of origin, designations of the correspondent Study Course will also be indicated on the certificate. The obtainment of the study certificate, pursuant to the Law and Ministerial Decree in force, takes place following the modalities governed by the present Regulation. Based on special agreements, Modartech issues certificates of the present article together with other Italian or foreign Institutions. In case of agreement with foreign Institutions the duration of the study courses can be differently determined, as an exception to what is previewed in this Regulation.

Besides the Modartech Institute academic certificate, the institute can also issue, according to the relative type of courses, Qualification Certificates regulated by the norms in force according to the European Qualification Framework (EQF) as long as not in contrast with the Academic Institution.

### **Art. 4 Admission to the courses**

The requirements for admission to the various Study Courses, including their educational structure, the forms of periodic and final verification of the credits acquired are fixed in the respective regulations, subject to the indications set forth in the following articles.



### **Art. 5 Degree Courses of First level**

The Degree Course has the objective to ensure the student an appropriate mastery of methods, of technical and artistic-cultural knowledge, of general scientific content, as well as the acquisition of specific disciplinary and professional skills, and to guarantee the access to the study courses of second level as previewed by the specific regulations and rules of the School. The educational system of each course is proposed by the department and approved by the Academic Council:

- To be admitted to a Degree Course, students must have a secondary school diploma or other qualification obtained abroad and recognized as suitable in accordance to the laws in force and in accordance to international agreements. To obtain the Academic Diploma of First Level the student must acquire 180 credits. The normal duration of the course is of three years.
- Where there is a restriction access, the admission is subordinated to the test defined by the Regulation of the Course and set forth in the Annual Manifesto of Studies. From each individual regulation of the Degree Course, other educational and cultural requirements may be requested for the admission and modalities can be previewed so the student can acquire an appropriate initial preparation. The Regulation of the Course can also preview the participation to preliminary educational activities carried out in collaboration with institutes of secondary education, based on specific conventions, in view of the access to the first year.
- The verification of the educational and cultural requirements eventually requested for the fulfilment of educational debts may take place even at the end of specific educational activities.
- If the verification of the fulfilment of the educational debt, in the ways previewed by the regulation of the Degree Course, is not positive, the Coordinator of the School and/or of the Course, having heard the Academic Council indicates the specific educational obligations to be satisfied within the first year of the course, that is, a period of the studies different from the ordinary one.

## **CHAPTER II - DIDACTIC AND RESEARCH STRUCTURE**

### **Art. 6 Didactic and research structure**

The academic organization is structured in disciplinary fields defined Departments, as previewed by the ministerial norms, an organizational structure with functions of programming, coordination and management of educational and research activities and structure of services or Offices, with the functions of providing general services and supporting didactics.



### **Art. 7 Departments**

- The Department is the organizational structure of coordination of the educational activities, of research and artistic productions where the Modartech teachers merge together.

- Without prejudice to the educational autonomy and research of each teacher, the department exercises the following functions:

a. Promotes and coordinates the educational activity and research within the scope of the Schools related thereto, elaborating the relative annual and multiannual programs;

b. Contributes to the development of educational activities and to the programming of the training offer in the artistic and cultural sectors of competence according to the indications of the Schools and of the Academic Council and based on the available resources;

c. Coordinates the educational planning and interdisciplinary and multidisciplinary research in the area of competence;

d. Proposes to the institution specialization courses, training course in artistic research and of specialization, qualification, Masters, organizing the relative educational activities and structures;

e. Programs all the additional and integrative activities in support to the ordinary educational activities and of research presenting a detailed cultural, organizational and financial report to the Academic Council which approves in matter.

The establishment of Departments will take place with decree of the Director of Modartech on resolution of the Academic Council and with approval of the Board of Directors.

## **CHAPTER III - OBTAINMENT OF DIPLOMAS**

### **Art. 8 Obtainment of Diplomas of First Level**

- To obtain the Diploma of First Level the student must acquire 180 Educational Credits, comprehensive of the lessons of other educational activities and correspondent final exam as defined by the present Regulation. To be admitted to the final exam the student must have demonstrated basic knowledge of a foreign language and of computer science, according to modalities and number of credits defined by the educational structure and acquired through a proficiency test.

### **Art. 9 Final exams and obtainment of study degrees**

Each certificate is issued after a final exam. The educational regulations of the single study courses regulate the modalities of the final exam, which may include a

presentation before a dedicated commission and the modalities of the final evaluation which will consider the whole career of the student, the periods and the modalities of acquiring credits, the evaluation obtained and the final exam, as well as any other element considered relevant. To have access to the final exam the student must have acquired the number of educational credits previewed in the relative Course Regulation.

- The final exam is always public.
- To obtain the Academic Diploma of First Level reference is made to the dissertation regulation as well as Article 26 of this regulation.

#### **Art. 10 Evaluation**

The Evaluation Team provides the evaluation of the quality and of the results of the educational activities through:

- a. The evaluation of the students' judgement on each individual lesson and on the didactic services of the lecturers in an anonymous way;
  - b. The analysis of the results obtained by the students in terms of credits acquired annually;
  - c. The examination of the overall results achieved each year in terms of passed exams and certificates issued;
- Such evaluations are exposed in an annual report of the Evaluation Team and they shall be taken into consideration by each Course Council and the Academic Council.

### **CHAPTER IV - SUPPLEMENTARY DIDACTIC SERVICES**

#### **Art. 11 Orientation courses**

- Modartech organizes pre-academic orientation courses for students enrolled in the last year of secondary schools, in accordance to forms and modalities established with the timings and modalities agreed upon with the schools.

In addition, through special lessons, targeted events or other educational-cultural modalities, Modartech organizes in collaboration with its Tutoring and Orientation services, orientation courses with the finality of providing a preventive level of information to the students for the choices that need to be made during their studies.

#### **Art. 12 Supplementary activities**

For the eventual fulfilment of any training gap, the educational structures can annually program the institutions with integrative and preparatory educational activities conducted by the teacher's subject to approval of the Academic Council. Modartech can organize, in accordance to Article 7 of Decree of the President of the Republic No. 212, preparatory courses eventually carried out in collaboration with secondary schools where necessary.





The preparatory courses can eventually substitute admission tests, if established, to achieve eventual requirements requested for the enrolment to different courses and levels.

### **Art. 13 Educational activities auto managed by the students**

In implementation of the right of the students to carry out self-managed educational activities, the Academic Council and the Board of Directors within their responsibilities authorize, prior presentation of specific projects, the use of the school area and equipment or of structures specifically agreed upon to be used to the aforesaid activities to the Students Council, possibly with the priorities linked to the regular performance of the school's activities and with respect of the safety norms, or with the finality of more efficient participation of the students to the academic life, or aiming to offer to the students moments of cultural and professional enrichment.

The self-managed educational activities of the students cannot be performed in substitution of Modartech's institutional tasks. The educational structures of Modartech, within the scope of the educational planning and with respect of the institutional tasks, can avail itself of the collaboration of the students to perform the educational activities. It is forbidden to carry out students' self-managed activities within Modartech's premises without written authorization. The number of credits relative to the self-managed activity chosen by the student, between 5 and 15 percent, shall be defined by the education system.

### **Art. 14 Educational training courses, stages/internships and seminars**

Modartech organizes stages, seminars and workshops, also in collaboration and exchange with other academic, artistic-cultural Institutes and Universities in national and international territory; Modartech has the power to organize stage activities, on request or authorization of entities and institutions. In particular cases or type of courses, the stage represents a mandatory step for the issuance of the certificate (ex.: recognized courses). The specific regulation regarding the punctual organization of company stages.

In the training courses in which an internship is planned, Modartech is responsible for finding 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. 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 care of completing the paperwork required by current legislation once the contact with the company's 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:



Student evaluation range	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. For details regarding the classification modalities, reference is made to the Stage Regulation.

If 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 previewed 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.

#### **Art. 15 Educational credits**

The educational systems of the courses and the educational activities of Modartech are organized based on Educational Credits as measurement of the learning commitment of the student based on the norms in force.

Educational Credits are the means of measurement of the learning work, including laboratory activities and individual study, requested to a student with an adequate initial preparation for the acquirement of knowledge and skills in the training activity previewed by the educational systems of the study courses. The Educational Credits corresponding to each training activity are acquired by the student with the attendance previewed by the educational and laboratorial activities and when passing the exam or any other form of evaluation of the progress according to modalities established by Article 1, paragraph 4, letter d) of Decree of the President of the Republic No. 212/2005. One Educational Credit corresponds to 20 hours of student work, as established by the norms in force. Eventual variations increasing or decreasing the aforesaid hours for each school, within the limits of 20 percent are therefore possible on request by the Schools, with resolution of the Academic Council, with specific department decree of the director. The average amount of academic work completed in one year by a full-time student is conventionally set at 60 Educational Credits per year. In accordance to Article 6 of President of the Republic Decree No. 212/2005, periodic verification of the Educational Credits acquired may be previewed by the educational structure, to evaluate the current related information, as well as the number of Educational Credits to be acquired by the student in certain periods,

diversified by full-time students or contemporarily committed to work activities. The Academic Council deciding the fraction of total hours of commitment which must be set aside for personal study, for laboratory activities or other individual training activities, has assigned to the theoretical lessons 30%, to the theoretical-laboratory activities 50%, to laboratory activities 100%, in relation to the attribution of each credit. Modartech may recognize as credits the professional knowledge and skills gained in a specific subject, according to criteria predetermined in the educational regulation of the Department, based on Article 9, paragraph 4 of President of the Republic Decree No. 212 determining the number of credits reserved to independent activity chosen by the student, anyway not less than 5 percent and not greater than 15 percent.

For the educational system of the courses see the single Course Regulation.

## **CHAPTER V- DIDACTICS ORGANIZATION**

### **Art. 16 Educational programming**

In accordance to the Statute, the Academic Council is the body responsible for the three-year development plan of the educational-cultural activity, the annual educational program and the annual approval of the Study Manifesto of Modartech. The duration of the Academic Year is fixed at October 31 to November 1. This is not in contrast with the possibility of anticipating the educational activities in the agreed didactic calendar. For the annual didactic planning and the Study Manifesto, the Academic Council avails itself of the collaboration of the Departments' didactic structures and anyway within the necessary timeframe to begin the activity, formulates reasoned proposals regarding the following planning instruments:

- a. integration and modification of the annual syllabus;
- b. lessons coverage plan;
- c. plan for the use of spaces and didactic laboratories and relative timetable;
- d. plan of the didactic instruments and materials necessary for the performance of the training activity
- e. plan of the access tests, verifications tests and of final exams.

### **Art. 17 Annual Study Manifesto**

Within July 30 of each year the Academic Council and, in accordance to its competence, the Board of Directors, approve the Annual Study Manifesto that consists of:

- a. annual plan of each Study Course;
- b. access modalities of the students;

- c. enrolment and registration modalities;
- d. terms for registration to eventual access test;
- e. terms and modalities of eventual verification of the initial preparation;
- f. amount of taxes, fees and indemnities payable by the students.

The annual Study Manifesto is published by Modartech, distributed to the educational structures and to the orientation service for the students that request it within September 10 of every academic year.

#### **Art. 18 Coordination of the educational activities**

Without prejudice to the freedom of teaching ratified by the Statute, the educational activities are coordinated in terms of educational programs, of organization of the training programs, use of resources, of the chronological planning of the activities. The coordination of the activities of the study course is managed by the bodies of the course itself. For that purpose, the formal body of the course, that is the Department, meets within June 30 of each year to define the proposal regarding the educational planning and the definition of the relative plans. The formal body also meets before the beginning of the academic year to check the suitability and consistency of the teaching plans proposed by the teacher for the study courses.

#### **Art. 19 Verification of the result of the educational activities**

Modartech's main objective is to ensure the obtainment of the qualification within the ordinary period previewed by the current legislation and the present Regulation, reducing the number of dropouts. The exam for the achievement of the abovementioned objective occurs through the monitoring and control of the study courses of the students that permit to highlight pathological situations both regarding the learning processes of the same students as regarding the organizational disfunctions due to study non properly distributed in the many didactic periods, to a non-satisfactory correspondence between Educational Credits attributed to the different lessons and programs effectively carried out, to the qualitative difference in the educational services of the teachers or the discrepancies of teachers' evaluation settings in relation to students' progress.

This is possible thanks to the monitoring instruments previewed by the system of Quality Management for which Modartech is certified since 2004.

The Department, through its Director, presents an annual report to evaluate the results of the educational activities identifying the eventual distortive elements and suggesting possible solutions based on appropriate analysis of the students' training course, of the passing rate of exams and on the opinion of the students on the efficiency of the courses.



### **Art. 20 Cultural activities**

Seminars, meetings, conferences, workshops, events, visit to museums and galleries and every activity organized by Modartech are recognized as training activities consisting in the active participation of the students, if they present, and in depth study of the themes object of teaching.

## **CHAPTER VI - ASSESSMENT OF STUDENTS PREPARATION**

### **Art. 21 Assessment of student's preparation**

The assessment of the base preparation of the students takes place with the following instruments:

- a. access test to the study courses;
- b. assessment of the initial preparation;
- c. evaluation exams, differentiated in intermediate evaluation tests (reviews) and progress exams;
- d. final thesis exam.

Each exam of paragraph 1 corresponds an equal verification procedure.

- Specifically, the number, the characteristics, the modalities of development of the intermediate evaluation exams are established by the teachers concerned, in compliance with dispositions contained in the regulation of the educational structure. Notwithstanding that the intermediate evaluation exams are not object of official registration in the academic career of the student, but only for internal teacher control, at the beginning of each course the teachers are obliged to communicate to the students the intermediate evaluation exams eventually previewed.

- For the Academic courses, the evaluation of the student's individual progress is expressed following appropriate exams though votes expressed in thirtieths while in the other types of courses (Recognized, Attendance, etc.) in hundredths. The final progress exams of each course are structured to verify the preparation of the candidate in the matter subject of examination. The evaluation is performed evaluating the performance of the final exam with the results of the eventual intermediate evaluation exams previewed.

- The final progress exams of each matter are carried out in front of an evaluation commission composed of at least 3 teachers of which one responsible for the matter in quality of president, designated by the Director of Modartech. The evaluation of the progress is done based on a plan of exams for the first level course which consists of at least 3 exam sessions during the academic year approved by the Academic Council.

Normally the exam sessions are:



- a. Summer session (at least one round June-July);
- b. Autumn (at least one round, September-October);
- c. Winter (at least one round, February) and must be concluded within April 30 of the following academic year.

The final progress exam is considered passed when the student achieves a minimum vote of at least 18/30. Whenever the maximum vote is obtained honours may be granted in accordance to Article 22 Admission to exams.

To be admitted to the final progress exam the student must:

- have fulfilled the obligations with the enrolment of the study course through the payment of the relative fees and taxes;
- have fulfilled the compulsory attendance previewed for each single course. It is not permitted to repeat the final progress exam after having already passed one.

During the academic year the student can perform all the final progress exams relative to the lessons of his/her curriculum and individual study plan, without prejudice to eventual preliminaries and of eventual links defined in the competent educational structure.

The student cannot take final progress exams relative to courses which have not been activated in the academic year, exception for exams part of the curriculum or of the individual study plan and of which it is in defect. In such case the student has the right to name a dedicated exam commission. The exams taken with negative result or marking refused by the student must not and cannot be recorded. The student can repeat the exam in the following exam round. The negative evaluation does not entail attribution of a mark. This can be recorded by a rating on the report (according to the case: withdrawn or refused), it is not included in the student's curriculum, therefore it does not influence on the average of the final evaluation. In case of exams cancelled more times, the preliminary principle is established.

### **Art. 23 Exam commission**

The final progress exams of each matter are carried out in front of an evaluation commission composed of at least 3 teachers of which one responsible for the matter in quality of president, designated by the Director of Modartech. The services of the commission are carried out under the responsibility of the President. The President also establishes if the members should work together or individually. The recording of the result of the exam is done by the President of the commission who signs it. The student acknowledges by signing it. The conclusive evaluation of the progress exam is transcribed on a report and on the student's personal booklet, validated exclusively by the President of the commission.

The present regulation follows the definition of the procedures regarding the Academic courses and in any case cannot interfere with the current legislation in matters of Recognized Courses targeted to the validation of skills (European Qualification Framework).

#### **Art. 24 Admission to the courses**

- The study courses at Modartech have programmed access and free access subordinated anyhow to the recognition of requirements through admission criteria.
- The courses with programmed access preview a limited number of places available for students.

The admission to programmed study courses is regulated by Modartech prior passing a motivational and aptitude interview.

- Aiming to improve the training offers and the quality of the studies also through mail among the number of students enrolled and number of available places in terms of use of spaces, equipment and teaching and non-teaching personnel, the maximum number of inscriptions per course is annually deliberated by the Academic Council, having heard the Board of Directors, based on technical reports performed by the competent educational structure, which shall put in evidence the following elements:

- a. availability of the teachers;
- b. availability of classrooms and laboratories;
- c. enrolment monitoring in the last years;
- d. monitoring of the diplomas issued in the last years.

- The procedure of the access exams of the study courses that preview a maximum number of available places are governed by the competent educational structures. Such procedures are published by the Study Manifesto. The competent educational structures can establish quota of candidates exempted of the eventual access exam based on possession of certain requirements.

- The results of the Commission are published in the Modartech's Register and such publication has a formal value of communication for those interested in the results of the admission.

- The study courses with free access are however subordinated to the possession of requirements recognized through a selection after an interview and the results of the admission preview three possible results: admission, non-admission, admission with debit. In case of admission with debit, the commission shall specify the modalities of fulfilment of the debit through a preliminary mandatory course within the first academic year.

- The results of the Commission are published in Modartech's Register and such publication has formal value of communication to those interested in the results of the admission.

### **Art. 25 Assessment of the initial preparation**

The didactic Regulation of each study course defines the requirements for the admission to the course, consisting in the knowledge and ability that the students must have to guarantee normal studies, and also to identify the qualifications issued by the School's system for which exams are necessary to certify the initial preparation and to determine eventual training obligations.

### **Art. 26 Final exam**

- Consult the thesis regulation, approved by the Academic Council, for information on the Diploma of First Level.

The contents and artistic-cultural characteristics of the final exam of the Diploma of First level are defined by the Regulation of the referenced educational structures and approved by the Academic Council.

- The final diploma exam must anyway consist in a work that testifies production and research adequately accompanied by technical support or in the development of a historical-theoretical research theme or methodological one, according to connotations, contents and finalities of the specific matters and anyway coherent with the artistic knowledge.

- All the final diploma exams are programmed in 3 rounds, one for each exam session and they must be concluded within April 30 of the following academic year.

- To take a final diploma exam the student must:

a. have attended the respective study course

b. have passed all the prescribed progress exams obtaining the correspondent number of credits

c. have fulfilled all the training activities previewed in the educational system of the study course with the relative obtainment of the Educational Credit;

d. be up to date with all the fees and taxes.

To participate in the diploma exam round in the different sessions, the student must present request to the Director within the terms established by the Academic Council and provide the payment of the fees for the diploma exam established by the Board of Directors. For serious and justified reasons, the Director may accept requests presented beyond the due date and anyway at least 10 days before the date of discussion of the thesis.

- The final exam is usually carried out through a discussion, in front of a specific commission, of a thesis which must be delivered in duplicate copy at the didactic secretariat of Modartech within the terms established by the Director, complete with the signature of the supervisor. The supervisor of the



final exam must be or must have been at the moment of assignment of the thesis a professor of Modartech.

- The supervisor teacher must motivate and guarantee the artistic and/or scientific and/or historical-critical and/or methodological character of the research carried out by the student, accounting during the discussion of the thesis putting the examination board in the condition of expressing an objective evaluation.
- The Regulation of the didactic structure of reference can contemplate the possibility that to defend a thesis in a certain matter, this must or can beat the end of the second year;
- For the final diploma exam of first level, the subject of the thesis must be assigned by the supervisor teacher at least 3 months before the final diploma exam.
- The supervising teacher has the right to present the candidate a list of topics on which to develop the thesis for the final diploma exam of first level. Nevertheless, under no circumstances may the supervisor accept thesis arguments considered not relevant to the cultural objectives of the matter.
- During the development of the thesis topic the student must strictly follow the defined methodological-cultural system, as well as the work plan decided with the supervisor and eventual co-supervisor comprising the previewed reviews and updates.

Non-compliance of the abovementioned authorizes the supervisor and/or co-supervisor to withdraw the thesis topic and reject the student's work with a formal measure to the person responsible for the didactic structure of reference.

The final exam evaluation is expressed in hundredths. The examination board assigns a total mark of up to 10 points to the final exam, which should be added to the admission mark given by the average of marks obtained in the progress exams. Only the candidates that present themselves to the final exam with an average progress mark not less than 100 can obtain the mark of 110. For admission votes greater than 100, the marks available to the examination board are equal to the difference among 110 and the admission mark. The final mark proposal is suggested to the examination board by the supervisor. In case the mark of 110 is achieved, with unanimous decision of the examination board, this can assign honours as well as the eventual mention, in case of absolute and recognized unanimous excellence, of "worthy of publication" which is written in the thesis report and transmitted to the Academic Council for recognition of merits.

- The examination boards are composed and formed by at least 5 teachers including the supervisor and eventual co-supervisor and are appointed by the Director.
- The President of the examination boards of the final exam is the Director or his proxy.
- External experts and researchers, in quality of co-supervisors, may be invited to participate to the works of the board.

- The final exam is always individual. The supervising teacher may motivate a collective thesis works on the same theme or topic, asking for authorization to the people responsible of the didactic structure of reference. In any case, the single student which must clearly indicate the parts specifically elaborated by the research work, and shall undergo individual evaluation.
- In the final exam the student is approved with a minimum mark of 70/110. In case of negative result, the examination board establishes the minimum period between the date of the failed exam and the following round.

## **CHAPTER VII - EDUCATIONAL QUALITY**

### **Art. 27 Orientation and Tutoring Activity**

- Modartech organizes orientation activity and tutoring through the Orientation and Tutoring Office.
- The incoming orientation activity is done to guarantee the student a reasoned and acknowledged choice of the study course corresponding to their interest and vocation, and when outgoing, to provide the graduating students, as far as possible, with help in the professional placing in the activities of the territory. The orientation activity is performed based on an annual orientation plan prepared by the Orientation and Tutoring Office and approved by the Academic Council. The service is done by a specific work group coordinated by a person responsible appointed by the Director. The incoming plan is implemented with the collaboration of educational establishments of first level disciplined by conventions and agreements; and outgoing with activities of stage/internship in companies pertinent to the fields of interest of the School, prior signing conventions.
- The development of integrative educational activities of orientation falls in the institutional tasks of the teachers.
- Modartech also organizes Tutoring activities directed to:
  - c) contribute to the orientation of the students in the study course;
  - b) improve the quality of the study and learning conditions;
  - c) reduce the number of fall outs, of the average duration of studies and the number of students “fuori corso” improving all together the qualitative characteristics of the didactics;
  - d) remove the obstacles for a productive study activity and an active participation to the academic training processes. The Tutoring activity is performed in synergy with the orientation activity based on an annual plan prepared by the Orientation and Tutoring Office activated by Modartech and approved by the Academic Council.
- The Academic Council annually approves the individual plan of integrative didactic activity of Tutoring and Orientation taking care that the commitments be equally distributed among the teachers and the staff.

- The activities of Orientation and Tutoring are governed by a dedicated regulation and can be supported by technical-administrative personnel and by students or ex-students.

## **CHAPTER VIII - ACADEMIC TITLE**

### **Art. 28 Certification of the courses**

The issuance of the academic diploma of first level in original to the person concerned, signed by the Director, with the achievement of the qualification. As a supplement to a diploma, Modartech issues a document (Supplementary Declaration), following European models, which accompanies a diploma or degree earned by our graduates, indicating the main requirements of the curriculum completed in order to obtain the diploma or degree conferred.

## **CHAPTER IX - STUDENTS**

### **Art. 29 Enrolment**

The request for enrolment in the courses of first level are directed to the Director of Modartech and should contain complete personal information as previewed by the annual Study Manifesto.

### **Art. 30 Registration and Transcript of record**

- In the following academic years after enrolment, the student renews the registration of the study course through presentation of the specific application and the payment within the prescribed terms. The term established by the Academic Council is published in the annual Study Manifesto.

A personal academic booklet is issued to the student enrolled valid for the duration of his/her stay in the Institute in quality of student and effective as:

- a. identity document in the School and in the relationship with the departments and the offices of the right to study,
- b. document containing the educational plan of the student;
- c. document proving the registration to Modartech.

### **Art. 31 Study period abroad**

- The students may carry out part of their own studies in foreign Schools or Universities or Institutes, within the scope of European programs and/or bilateral agreements that can also consist in the achievement of recognized titles of authorized parties.



- The Institute favours student mobility according to the principle of reciprocity, making available to incoming students its own educational resources and providing organizational and logistic support.
- The student that intends to carry out part of his/her own studies in foreign institutions must present an opposite request indicating the lessons he/she intends to follow. The Director approves the study plan abroad.
- The recognition of studies done abroad is approved by the Director, based on appropriate documentation certifying the contents of the courses followed, how the courses were performed, the final evaluation and all the other elements that the student deems necessary.
- Such recognition is not necessary in case there is a specific convention or in case the Academic Council has approved, within the scope of other Exchange programs, tables of equivalency with Courses and seminars held at Modartech or partner Institutes.
- The attendance validation, exams and periods of internship performed abroad must consider, where possible, the correspondence with the training activities previewed in the official study plan or in the individual plan of the Student.
- A mark expressed in thirtieths is attributed to the validated exams, based on a previously fixed conversion table.
- Where the recognition is requested within the scope of a program that has adopted a credit transfer system, the same recognition also considers the credits attributed to Courses followed abroad.
- The training activities followed abroad for which no correspondence is identified, can be used by the examination board when evaluating the final exam.

### **Article 32 - Disciplinary sanctions**

- The disciplinary jurisdiction over the students is up to the Director, which is exercised even for acts performed by the students outside the headquarters of Modartech when these are recognized as offensive to human dignity and to the honour of the institution without prejudice to eventual law sanctions.

The sections that can be adopted to maintain discipline are the following:

- a. Reprimand;
- b. Temporary interdiction of one or more courses;
- c. Suspension of one or more progress exams for a certain period;
- d. Temporary expulsion from Modartech, until a maximum of 3 years, with consequent loss of exam rounds;

e. Expulsion from Modartech.

The sanctions are applied by the Director, prior hearing of the student, in succession.

### **Art. 33 Acknowledgment of previous studies**

1. It is permitted to the student to present an opposite petition of recognition of studies of the student that finds himself/herself in the following conditions:

- a) in possession of an academic or university title;
- b) in possession of an academic or university title obtained abroad;
- c) in possession of equivalent titles of academic university studies.

2. The eventual recognition must occur by:

- a) presentation of said official certification of the title obtained with indication of the progress exams sustained;
- b) presentation of the didactic programs of each matter object of progress exams;
- c) presentation of official certifications of the equivalent institutions of origin. The

recognition can occur through:

- a) the total or partial validation of the acquired credits in determined matters or training-didactic activities equal or like those previewed by the study program of Modartech, with the recognition of the marking reported in the relative progress exams;
- b) the partial validation of the acquired credits in determined matters or training-didactic activities, without validation of the progress exam obtained, with obligation to complete the lessons for the missing parts and take the relative progress exams in substitution of the mark previously obtained.

- Exams and educational credits obtained in Erasmus activities and in international exchange object of conventions are entirely recognized and are part of the academic curriculum of the student.

- In first application, the recognition shall be instructed by the didactic Commission and approved by the Academic Council.

During the “Recognized” regime the student can request the recognition of training Credits presenting a written request and certifications, if in their possession, as evidence of the formal studies previously done.

### **Art. 34 Course attendance**

The attendance is mandatory for all types of courses provided. However, the minimum attendance percentage necessary for the purpose of fulfilling the obligation are regulated in the single Course Regulation which should be consulted for details.

### **Art. 35 Renounce from studies**

The student can renounce to the undertaken academic studies in any moment to and register ex novo to the same course or to a different course, previous payment of taxes and fees in arrears.

- The renounce to studies has an irrevocable character and must be expressed in a formal explicit manner without conditions or limitations of EU clauses.

The student who has renounced to the studies can obtain certification regarding the academic career undertaken with the formal specification of the inefficiency of the career following the renounce.

### **Art. 36 Revocation of status of student**

The student who has not renewed the registration to the academic course studies for five years loses the qualification of student.

The student who even regularly renews the registration to the study course in quality of “fuori corso” student also loses the qualification of student if he/she has not passed the progress exam for the ongoing year.

The student who loses the quality of student has anyway the right to the issuance of certifications indicating the completed acts of the academic career. Such certifications must contain the information of the ongoing disqualification of the student.

The disqualified student can register ex novo to academic courses, prior passing an access test, where this is previewed, and without obligation of payment of taxes and fees in arrears.

The disqualification does not apply to the student that has passed all the progress exams and is only pending the final Diploma exam; in this case the student must update his position paying the taxes and fees in arrears.

### **Art. 37 Cessation of quality of student**

The status of student enrolled at Modartech ceases for:

- a. obtainment of the qualification;
- b. transfer to another Institute;
- c. renounce from studies;
- d. forfeiture.

## **CHAPTER X - RIGHT TO EDUCATION**

### **Art. 38 - Right to education**

- Modartech aims to facilitating the access to academic studies and the use of integrative didactic services.

- Modartech provides the actuation of the norms of the right to study previewed by the current legislation in collaboration with the Regional Entity for the Right to University Study and with relevant institutions.

### **Art. 39 - Scholarships**

- Modartech annually defines the modalities of concession of scholarships with full or partial coverage of the school's fees.

The regulation is defined by the Academic Council, having heard the Councils of the concerned didactic structures and sent to the Board of Directors for the part under its responsibility. The announcement for Scholarship is annually issued with a decree of the director.

### **Art. 40 Students with disabilities**

Modartech guarantees the participation to the didactic-training activities to disabled students offering all the necessary measures to the full exercise of the right to study for such category of students.

## **CHAPTER XI - NOTICES**

### **Art. 41 Notices**

- Information is provided by:

- a. written notices prepared by Modartech offices;



- b. published notices prepared by the Tutoring and Orientation service;
- c. notices by mass media prepared by the Direction and President of Modartech;
- d. notices by remote connection prepared by the Tutoring and Orientation service, secretariat, departments.

## **CHAPTER XII – GENERAL OR TRANSITORY NORMS**

### **Art. 42 Entry into force, modifications and amendments**

The present Regulation is approved the Academic Council and is adopted with decree of the Director and enters in force with the publication in the Register of Modartech.

At the entry in force of the present Regulation, all the regulations in contrast with it are revoked.

The provisions of the current legislation apply to anything not provided for in this Regulation.

Modifications to the present didactic Regulation are approved by the Academic Council and issued with decree of the Director according to procedures previewed in the current legislation.





## Appendix A

### REGULATION OF THE DEGREE COURSE OF FIRST LEVEL IN FASHION DESIGN

#### *FASHION DESIGN*

#### DAPL06

#### CONTENTS

- Art. 1 - Name of study course
- Art. 2 - Department
- Art. 3 - Training objective
- Art. 4 - Usability
- Art. 5 - Criteria for admission and selection
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- Art. 8- Presentation of the study plan
- Art. 9 - Features of the final exam
- Art. 10 - Entry into force and validity of regulation

## **COURSE REGULATION**

### **Art. 1 - Name of study course**

The Degree Course of first level in “Fashion Design” (DAPL06) is established at the Modartech Institute.

### **Art. 2 - Department**

The coordination structure of the didactic activities, of research and or artistic production is the Department of Planning and Applied Arts.

### **Art. 3 - Training objective**

1. The study course to obtain the first level Academic degree aims training the modern Fashion Designer. In the three-year course all the aspects of the profession are faced, from the tendency research to the development of real apparel, acquiring the knowledge, skills and techniques necessary to translate one’s creativity in real products and present oneself in the labour market with the possibility of holding strategic position in the Fashion System. The course aims to train a figure capable of professionally designing clothing collection, complete with footwear, bags and accessories of small leather.

2. The graduates of the diploma course must:

a) have an adequate technical-practical training, methodologies and contents both innovative and traditional in the design sector and designing of clothing, footwear and accessories.

b) be capable of efficiently using at least one UE language, besides one’s own language, within the scope of skills and for general information exchange;

c) have the specific skills when using IT tools necessary for the multimedia communication profession within the specific field.

### **Art. 4 - Usability**

1. The Fashion Design graduate can find work as self-employment or in a fashion company as a Fashion Designer, Assistant

Designer, Product Developer, Fashion Stylist, and Cool Hunter. In addition, thanks to the didactics interdisciplinary approach, which provides specialized technical skills for the use of the latest technologies, also for the realization of multimedia and graphic products, the graduate can be employed as Fashion Graphic Designer, Social Media Manager, Influencer in the Fashion sector.

2. The Modartech Institute organizes stages and internship aimed to perfecting the specific professionalisms in convention mainly with sector companies and can plan further study plans in accordance with the expectations of the student.

#### **Art. 5 - Criteria for admission and selection**

1. Admission requirements:

To be admitted to the Degree Course of first level in Fashion Design, students must have a secondary school diploma or other qualification obtained abroad and recognized as suitable.

2. Selection mode:

The selection of students admitted to the course is made based on motivational and aptitude interview. The purpose of the motivational and aptitude interview is to evaluate the creative potential, independently of the previous studies, necessary to successfully complete the studies at the institute. During the interview the candidate will have the possibility to provide useful elements to evaluate the aptitudes and explain what are his/hers economical expectations. Absence of specific preparation in the artistic field will non negatively influence the result of the interview, provided that the creative potential emerges supported by the proactive attitude of the candidate. The access exam consists of evaluating the candidate both in terms of aptitude and motivation.

#### **Art. 6 - Structure of the Curricula**

1. Curricula offered to the students: Degree Course of first level in “Fashion Design” consisting of only of one curriculum.

2. This includes:

- general framework of the training activities;
- list of lessons of the courses;

- typology of the didactic forms, of the exams and of the other profile verifications of the students;

- educational credits.

To pursue the training objectives previewed by the Regulation, the study course activates lessons with bound credits.

3. Articulation in modules: With respect to the procedures of codification and registration of the exams previewed by the Institute, a course can consist in the unification of more teaching modules belonging also to different disciplinary sectors unifying the final exam of the unified courses (named “integrative courses” or “laboratories” according to the modality of the final evaluation). The propaedeutic previewed in the Study Manifesto of the Institute must be respected in the unification.

4. Propaedeutic: The Study Manifesto of the Institute each year indicates the activated lessons and their subdivision among the different years of the course, identifying the name of the discipline within the scope of each disciplinary-artistic sector.

The eventual propaedeutic of the lessons are established, for each academic year, in the Study Manifesto of the Institute.

5. Further training activities/according to the student’s choice: In accordance to the present regulation, further training activities are those activities organized or previewed by the Institute aiming to acquire further linguistic knowledge, and also IT abilities or relational ones or in any way useful for the ingression in the labour market, and also training activities aiming to facilitate the professional choices through the direct knowledge of the labour sector to which the qualification can give access to, among which, stages and training internships.

#### **Art. 7 - Dispositions on compulsory attendance**

1. The attendance to Courses and to the Institute’s lessons is mandatory.
2. To be admitted undertaking exams, the student must have attended at least 80% of the total of the training activities performed in each academic year, with exclusion of the individual study.
3. Such prescription is attested by the teachers in charge of the lessons.

#### **Art. 8- Presentation of the study plan**

1. The student has the obligation to present a study plan comprehensive of the obligatory training activities and of the independent ones.

2. The student presents his/her own study plan for each academic year to the competent didactic structure. The study plan can be re-presented the following year making the necessary corrections to the previous one.
3. The last approved study plan has legal value.
4. The study plan is automatically approved if it corresponds to the official study plan of the course.

#### **Art. 9 - Features of the final exam**

1. To be admitted to the discussion of the thesis exam the student must have acquired 170 Educational Credits.

With the help of a supervisor, the final exam consists in the discussion in front of a Commission, of a thesis of theoretic investigation or theoretic/practical in one matter among those objects of study. In addition to the thesis, the final evaluation shall also consider the whole student career, of the timing and modalities of obtainment of the Educational Credits, as well as every element that shall be considered relevant. 10 educational credits are attributed to the final exam.

#### **Art. 10 - Entry into force and validity of regulation**

1. This Regulation shall enter in force with the 2017/2018 Academic year and is valid for three years.
2. Every three years the Academic Council reviews the Didactic Regulation of the Diploma Course.

*Last revision: 19/06/2018*