GENERAL REGULATIONS GOVERNING DIPLOMA ACCADEMICO DI SECONDO LIVELLO (DASL) PROGRAMS

Art. 1 SCOPE

1.1 These General Regulations Governing Diploma Accademico di Secondo Livello (DASL) Programs (hereinafter also referred to as DASL General Regulations) regulate the administrative aspects of matriculation, enrolment and attendance of the Diploma Accademico di Secondo Livello (DASL) Programs of IED Istituto Europeo di Design S.p.A. Società Benefit (hereinafter also referred to as IED) (hereinafter also referred to as Programs).

1.2 IED issues Diploma Accademico di Secondo Livello (DASL) qualifications recognised by the Ministry of University and Research (MUR) within the Italian system of Higher Education in Art, Music and Dance (AFAM). The associated Academic Formative Credits system is governed by the Academic Regulations for Diploma Accademico di Secondo Livello (DASL) Programs (hereinafter also referred to as "DASL Academic Regulations").

1.3 By signing the matriculation form, the Student fully accepts the conditions contained in these Regulations and in the Administrative Appendix to the DASL General Regulations Governing Diploma Accademico di Secondo Livello (DASL) Programs, hereinafter also referred to as "DASL Administrative Appendix", as well as the conditions set out in all the other Regulations applied and applicable by IED.

1.4 For any matters not expressly provided for in these Regulations, reference should be made to the provisions contained in the DASL Academic Regulations and in the other Regulations in force, which the Student declares to know and to fully accept, having read it carefully.

1.5 These regulations may be departed from in whole or in part by the DASL Academic Regulations, by other Regulations in force and/or by specific measures adopted by IED.

1.6 IED reserves the right to make modifications and changes to these Regulations, as well as to the other Regulations, appropriately informing Students in the manner as per art. 21 below.
In addition to what is provided for by these DASL General Regulations, further provisions regarding payment methods and fees are governed by the DASL Administrative Appendix.

1.7 These regulations annul and supersede any other previous version of the same.

1.8 In the event of any inconsistency between information published for promotional or informational purposes and the provisions of these Regulations, the provisions of these Regulations shall prevail.

ART. 2 PROGRAMS

2.1 Each Program is organised into two academic years. Programs are established by the Academic Regulations of the Diploma Accademico di Secondo Livello (DASL), available in the respective "Program Handbooks" (together with essential information on the program, with particular attention to the lessons planned and the formative credits assigned).

2.2 IED undertakes to organise the activities of each Program, with the right to:

- Assign the Student to the most suitable Program section;
- Establish the lesson schedule and change it both provisionally and permanently;
- Replace, where necessary and at any time during the academic year, lecturers, Program coordinators and teaching staff;
- Change the location where the Program is held;
- Modify, including with respect to timing, the academic program, the academic calendar and the commencement dates of Programs, and deliver learning activities through such methods, including technological means, as IED may from time to time deem most appropriate (including, without limitation, through the use of multimedia technologies, the Internet, e-learning systems, or any other form of distance learning), including where required for organisational, academic, logistical, health-related reasons or pursuant to applicable laws, regulations, or ministerial provisions. Such modifications shall not entitle the Student to claim any refund, compensation, indemnity, damages, or any other form of reimbursement on any grounds whatsoever, except as expressly provided for in these Regulations;
- Lesson time is conventionally fixed in 60 minutes and may include the technical time required for organizational purposes.

ART. 3 ADMISSION TO THE PROGRAMS

3.1 The requirements for admission, matriculation and enrolment in the Programs are governed by these DASL General Regulations and by the relative admissions procedure, as applicable on each occasion, as well as by the DASL Academic Regulations.

3.2 Students who hold, or are in the process of obtaining, a Diploma Accademico di Primo Livello (DAPL), a university degree or another equivalent qualification deemed suitable may be admitted, provided that they obtain the qualification within the following deadlines:

- Students holding an Italian qualification: by 31 December of the calendar year in which the Program commences;
- Students holding a foreign qualification and Students requiring a visa: by 30 September of the calendar year in which the Program commences.

3.3 IED reserves the right to assess and accept admission to the Program after having subjected the Student to:

a. evaluation of academic credentials;
b. IED language test (if deemed required);
c. Admission interview, where the selected DASL Program is not a continuation of the Student's previous course of study.

These options may imply the payment of an amount that is defined and published in the admission procedure to the Programs.

3.4 For the purpose of matriculation and enrolment, all Students must demonstrate knowledge of the language the Program is provided in. The DASL Academic Regulations govern the ascertainment of this language requirement on the part of IED.

3.5 The cost of attending additional preparatory training activities, where required by the competent academic body, shall be calculated according to the parameters set out in the DASL Administrative Appendix.

3.6 Recognition of a previous academic career is governed by the DASL Academic Regulations and implies the costs provided for by the DASL Administrative Appendix.

3.7 In any event, all the information relating to the provisions governing admissions, matriculations and enrolments in the Programs are specified in the IED website (**www.ied.it**) and in the IED Campus portal, where Students can access and review their enrolment status, academic records, attendance data, communications, and notices. Additionally, they can manage payments and submit self-certifications as required.

ART. 4 MATRICULATION , ASSESSMENT OF EDUCATIONAL QUALIFICATIONS AND ENROLMENT RENEWALS

4.1 Matriculations for the Programs are open from November of the academic year preceding the start of the Program. Applications shall be submitted by 30 August preceding the commencement date of the Program for Students requiring a study visa and by 30 September of the calendar year in which the Program commences for Students not requiring a study visa. IED reserves the right, at its sole discretion, to consider any applications for enrolment submitted after the deadlines set out above and/or after the commencement of the relevant Study Program.

4.2 The Student shall complete and sign the matriculation application and first registration form for the Study Program in all its parts, attaching the documentation required therein, and shall be responsible for verifying the accuracy of all information provided.

4.3 The application for matriculation and first enrolment submitted by a Student holding a Diploma Accademico di Primo Livello, a university degree, a three-year university diploma or another educational qualification obtained abroad and deemed suitable shall be accepted provided that the Student has obtained the qualification required for admission to the relevant Study Program, without prejudice to Articles 4.9 and 4.12 below regarding conditional matriculation.

4.4 For enrolment in the Programs, the required qualification must be obtained within the following deadlines:

- Students holding an Italian qualification: by 31 December of the calendar year in which the Program commences;
- Students holding a foreign qualification and Students requiring a visa: by 30 September of the calendar year in which the Program commences.

4.5 The documentation required to confirm enrolment, including documentation evidencing the award of the required qualification, must be submitted to IED no later than 31 December of the calendar year in which the Program commences.

4.6 In any event, any different deadline established by the applicable ministerial regulations concerning foreign educational qualifications shall prevail. For foreign educational qualifications only, the documentation required for the confirmation of enrolment must be submitted in its original form. IED reserves the right, where deemed necessary for the purposes of the relevant verification procedures, to request the submission of original documentation also from Students holding an Italian educational qualification.

4.7 It is hereby specified that the application for enrolment and first registration in Diploma Accademico di Secondo Livello (DASL) Programs submitted by a Student holding a foreign qualification shall be accepted if such qualification meets the requirements necessary to allow access to the Study Program that the Student has chosen to attend at IED, in accordance with the ministerial provisions in force in the year of enrolment.

4.8 For further information regarding the suitability of foreign educational qualifications and the related procedures, the Student shall refer to the applicable ministerial provisions available on the website Universitaly (**https://www.universitaly.it/it/studenti-stranieri**).

4.9 A Student holding, or expected to obtain, a foreign educational qualification deemed suitable may be conditionally enrolled, following assessment of the available documentation. The deadline for obtaining the qualification under Article 4.4 above and the deadline for submitting the documentation under Article 4.5 above shall remain

applicable.

4.10 Failure to submit the required documentation within the deadlines specified in Article 4.5 above shall prevent the Student from sitting examinations and shall entitle IED to adopt any further measures deemed necessary under these DASL General Regulations, including cancellation of the matriculation.

4.11 In the event of a negative assessment of the foreign educational qualification referred to in Articles 4.7 and 4.9 above, enrolment in the Program cannot be confirmed and IED shall refund any amounts already paid by the Student, except for the sums referred to in Article 3 of these DASL General Regulations, with the consequences set out in Article 17.11.

4.12 A Student holding, or expected to obtain, a Diploma Accademico di Primo Livello (DAPL), a Degree Diploma, or a foreign educational qualification deemed suitable by IED is conditionally enrolled until the required checks and documentation have been completed. The qualification must be obtained by the applicable deadline under Article 4.4 above and the documentation must be submitted by the deadline under Article 4.5 above. Failure to provide certification of the qualification shall prevent the Student from sitting examinations, in accordance with Article 4.10 above.

4.13 Where IED considers the documentation submitted by the Student unsuitable, or where the required requirements and/or documentation are not met, IED expressly reserves the right, upon written notice, not to accept the matriculation application.

4.14 The Student acknowledges and accepts that IED may, in any event, carry out any verification it deems appropriate, including with third parties, regarding the suitability and reliability of the documentation submitted.

4.15 Matriculation and first enrolment in the Program, as well as enrolment in the second year, shall in any event remain conditional upon the Student satisfying all legal requirements for entry into and residence within Italy applicable to the relevant academic year.

4.16 A copy of the valid residence permit shall be submitted to IED without delay whenever issued and/or renewed. Pending issuance or renewal, the Student shall submit without delay the documentation required under Article 11.4 and, once the residence permit has been obtained, promptly provide IED with a copy.

4.17 The Student acknowledges that IED shall bear no responsibility for the issuance of a study visa or residence permit by the competent authorities, which shall be obtained exclusively at the Student's own expense and responsibility.

4.18 Without prejudice to Articles 17.5 and 17.9 concerning, respectively, failure to obtain the admission qualification and refusal of the entry visa, and the related refunds, the Student acknowledges and agrees that, where the Student is unable to attend or continue attending the selected Program due to the above reason or for any other reason, including reasons beyond the Student's control, IED may, only following a duly submitted withdrawal from studies, refund exclusively the amounts provided for in Article 17, paragraphs 17.1 to 17.4, with the consequences set out in Article 17.13.

4.19 The Student expressly acknowledges and accepts that any delay in the issuance of an entry visa resulting in the Student being unable to attend the Program from its commencement shall not affect the provisions of IED Regulations governing attendance requirements and the related consequences, which shall remain fully applicable.

4.20 The Student acknowledges that the regulations governing the possibility of simultaneous enrolment in two different Diploma Accademico di Primo Livello or Diploma Accademico di Secondo Livello Programs, Specialisation Programs or Master's Programs at Universities and AFAM institutions (Law No. 33 of 12 April 2022 and Ministerial Decree No. 933/2022) provide, in particular, that simultaneous enrolment in the same Program at two AFAM institutions is not permitted and that enrolment in two Programs is allowed only where the two Programs differ by at least two-thirds of their educational activities, in terms of academic credits.

Should the Student be enrolled, or wish to enrol, in another Program at IED or at another institution (University or AFAM institution), the Student shall be required, pursuant to the regulations in force, to submit a self-certification in accordance with Presidential Decree No. 445/2000, declaring under the Student's own responsibility, including for the purposes of Articles 5 and 6 of Ministerial Decree No. 933/2022, that all requirements necessary for such dual enrolment are satisfied.

The Student undertakes to provide IED annually and, in any event, throughout the entire period of simultaneous enrolment in the two Programs, with an appropriate self-certification pursuant to Presidential Decree No. 445/2000 for the verification of the conditions and requirements applicable to dual enrolment.

4.21 Enrolment in the second year of the Program shall be subject to the fulfilment of the academic requirements established by the DASL Academic Regulations in force from time to time, as well as payment of the amounts referred to in Article 6 below, in accordance with the procedures and deadlines provided therein.

4.22 Where a Student renews enrolment as a Repeating Student, the Student shall be required to pay the enrolment fee, the Regional Fee for the Right to Education (DSU), and the tuition fee in accordance with the parameters set out in the DASL Administrative Appendix.

4.23 Where a Student renews enrolment as an Out-of-Course Student, the Student shall be required to pay the amounts specified in the DASL Administrative Appendix. The ordinary renewal deadline under Article 6.4 of these Regulations remains applicable. However, where the Student has completed attendance and the need to renew enrolment as an Out-of-Course Student arises after that deadline because the Student cannot access the last available session for obtaining the qualification under Article 22.5 of the DASL Academic Regulations, renewal shall be completed within 15 calendar days of written notification from the Academic Office. The notification shall specify the academic year to be renewed, the amounts payable and the relevant deadline. Renewal shall relate to the academic year following the year of the Student's most recent enrolment. If completed within the specific deadline indicated above, renewal shall not be considered late in relation to the ordinary deadline of 31 July.

4.24 A Student required to renew enrolment as a Thesis Student or Graduating Student shall complete the renewal no later than **10 May** immediately following the conclusion of the last extraordinary Diploma session relating to the academic year of their most recent enrolment, paying the amounts specified in the DASL Administrative Appendix. The renewal shall relate to the academic year following the year of their most recent enrolment. This deadline shall apply by way of derogation from the ordinary deadline of 31 July under Article 6.4 of these Regulations.

ART. 5 CONTRIBUTION BRACKETS

5.1 Contribution brackets are calculated on the basis of the criteria and conditions set out in the **Price List for Diploma Accademico di Secondo Livello (DASL) Programs** (hereinafter also referred to as the **"Price List"**), published annually on the website **ied.it**, which the Student is required to consult in order to determine the applicable contribution bracket and the corresponding tuition fee.

ART. 6 OBLIGATIONS RELATING TO MATRICULATION, ENROLMENT, ENROLMENT RENEWALS AND PAYMENT TERMS

6.1 EUROPEAN STUDENT: For the purposes of matriculation (and first enrolment), the Student shall complete the matriculation process by the deadline under Article 4.1 of these Regulations, applicable according to whether the Student needs to apply for a study visa. For the purpose of completing first enrolment and without prejudice to any subsequent refusal of matriculation, the Student shall:

a. sign the matriculation (and first enrolment) application in all its parts;
b. pay the enrolment fee and the Regional Fee for the Right to Education (DSU) simultaneously with the signing of the matriculation application referred to above.

The Student shall also pay the tuition fee, which includes the insurance coverage provided for the relevant academic year, no later than 31 October of the academic year for which matriculation (and first enrolment) is requested or, where the matriculation application is submitted after the above deadline, simultaneously with the submission of such application.

6.2 NON-EUROPEAN STUDENT: For the purposes of matriculation (and first enrolment), the Student shall complete the matriculation process by the deadline under Article 4.1 of these Regulations, applicable according to whether the Student needs to apply for a study visa. For the purpose of completing first enrolment and without prejudice to any subsequent refusal of matriculation, the Student shall:

a. sign the matriculation (and first enrolment) application in all its parts;
b. pay the enrolment fee and the Regional Fee for the Right to Education (DSU) simultaneously with the signing of the matriculation application referred to above.

6.3 A Non-European Student who has applied for matriculation and first enrolment in the Program shall also pay the tuition fee, including the insurance coverage provided for the relevant academic year, no later than 10 September of the academic year for which matriculation (and first enrolment) is requested or, where the matriculation application is submitted after such date, simultaneously with the submission of the matriculation (and first enrolment) application. For Students admitted from the waiting list, the specific deadline under Article 7.4 of these Regulations shall remain applicable.

6.4 For the second year of the Program and any subsequent renewals, the Student shall complete renewal of enrolment no later than 31 July by paying the enrolment fee for the relevant academic year together with the Regional Fee for the Right to Education (DSU). The Student shall also pay the tuition fee, which includes the insurance coverage provided for the relevant academic year, no later than the following 30 September. By way of derogation from the ordinary deadline of 31 July, the specific renewal deadlines under Article 4.23 shall apply to Out-of-Course Students solely in the situation governed therein, and those under Article 4.24 shall apply to Thesis Students and Graduating Students. The standard duration of the Program is two years. Any renewals after the second year do not constitute additional standard years of the Program and shall be completed with the status corresponding to the Student's academic career, in accordance with the DASL Academic Regulations.

6.5 IED reserves the right to assess matriculation (and first enrolment) applications submitted after the deadlines referred to in the preceding Articles.

6.6 The exact amount payable by the Student to IED for each year of the Program is specified and available for consultation in the Student's personal area on the "IED Campus" portal at **https://campus.ied.it/**, accessible using personal credentials. The Student therefore declares that they have reviewed the amounts due for matriculation, enrolment, enrolment renewal and attendance of the Programs.

6.7 The tuition fee for a Student residing in the European Union and/or in countries belonging to the Schengen Area and/or, in any event, in countries listed in the Income Bracket Assignment Guide published on the website **www.ied.edu,** and enrolled in a Diploma Accademico di Secondo Livello (DASL) Program, shall be determined according to the contribution bracket indicated in the IED Contribution Brackets table, as set out in the Price List applicable at the time of signing the matriculation application or the enrolment renewal application.

Where the Student submits a self-declaration of the contribution bracket, confirmation or adjustment of the tuition fee applicable to the relevant contribution bracket shall take place only upon submission of the documentation

required to determine the applicable contribution bracket.

6.8 A Student matriculated and enrolled for the first time in a Program shall, in any event, submit all documentation necessary for the assignment of the IED contribution bracket, as defined in the Price List, no later than 15 October of the academic year of matriculation and first enrolment. For Students who submit a matriculation application after the deadlines established by these DASL General Regulations, and only where such application is accepted by IED, the deadline for submission of such documentation shall be 15 November

6.9 Failure to submit the documentation referred to in Article 6.8 within the above deadlines shall result in the validation of the contractual tuition fee corresponding to the highest contribution bracket identifiable from the matriculation and first enrolment application.

6.10 Upon enrolment in years subsequent to the first year, where the documentation required for the determination of the contribution bracket is not submitted simultaneously with the enrolment renewal application, the tuition fee applicable to the contribution bracket assigned in the previous academic year, as may be adjusted for inflation, shall apply. In any event, the Student shall submit such documentation for the current academic year no later than 30 September. Failing this, the tuition fee assigned shall correspond to the highest contribution bracket.

6.11 The documentation required for the assignment of the contribution bracket shall, in any event, be subject to verification. IED therefore reserves the right to request additional documentation. In the event of false or inaccurate declarations, the applicable legal provisions in force shall apply.

6.12 IED may, from year to year, offer newly matriculated and enrolled Students alternative payment arrangements as part of promotional initiatives.

6.13 A Student who, at the time of matriculation, adheres to a promotional initiative without submitting the self-declaration of the contribution bracket or the documentation referred to in Article 6.8 above shall be subject to the specific promotional conditions calculated on the tuition fee corresponding to the highest contribution bracket. Where such documentation is submitted in compliance with the deadlines and criteria established by the relevant promotion, the tuition fee and any applicable promotional benefit shall be recalculated according to the Student's actual contribution bracket.

6.14 Where required pursuant to Articles 3.3 and 3.5 above, the Student shall pay the enrolment fee, the Regional Fee for the Right to Education (DSU), and any fees relating to additional educational activities before the commencement of the relevant Programs.

6.15 The tuition fee shall be subject to an annual increase of no less than 2.5% and no greater than 100% of the annual variation in the ISTAT FOI index, calculated as at 31 December of each year.
The Regional Fee for the Right to Education shall in any event be payable in the amount established by the relevant Regional Authority for the applicable year

6.16 Failure to pay the enrolment fee and the Regional Fee for the Right to Education (DSU) shall prevent the Student from attending classes or participating in any educational activity until such payment has been regularised.

6.17 A Student who has failed to pay the tuition fee within the deadlines referred to in Articles 6.1, 6.2, 6.3 and 6.4 above and, in any event, no later than 31 December, shall not be permitted to attend classes, sit examinations, earn Academic Formative Credits (CFA), or participate in any educational activity until such payment has been regularised. The provisions of the DASL Academic Regulations shall also apply.

6.18 Enrolment in the second year of the Program may be confirmed only once the Student has acquired the Academic Formative Credits required for progression to the following year. The corresponding provisions of the DASL Academic Regulations shall apply.

6.19 Where payment of the tuition fee for the second year of the Program is made after 30 September, the Student shall be required to pay a late payment penalty in the amount specified in the DASL Administrative Appendix

6.20 A Student who enrols in the second year of the Program and, by 31 March, pays in advance the enrolment fee, the tuition fee and the Regional Fee for the Right to Education (DSU), shall not be subject to the increases referred to in Article 6.15 above

6.21 Failure to pay the enrolment fee, the tuition fee and the Regional Fee for the Right to Education (DSU), as well as failure to submit the documentation referred to in Article 6.8 above by the deadline established under the applicable promotion, shall result in forfeiture of the benefits granted under such promotion.

6.22 Without prejudice to the provisions of this Article that are not in conflict herewith, a Student with a recognised disability pursuant to Article 3, paragraph 1, of Law No. 104 of 5 February 1992, or with a disability rating equal to or greater than 66% (sixty-six per cent), certified by the competent medical authorities, may, pursuant to Legislative Decree No. 68/2012, request exemption from payment of the Regional Fee for the Right to Education (DSU). The assessment shall be carried out according to the internal criteria adopted by IED, without prejudice to its right to request additional documentation. For this purpose, the Student shall submit to IED the documentation evidencing eligibility for the exemption simultaneously with the submission of the matriculation (and first enrolment) application and, in the case of Students enrolled in the second year, no later than 31 July. Failing this, the Student expressly acknowledges and accepts that IED shall not be able to grant the exemption. Where the Student's disability is temporary in nature or subject to periodic review, the Student shall be required to submit annually the certification evidencing continued eligibility for the exemption.

6.23 A Student with a permanent civil disability rating equal to or greater than 66% (sixty-six per cent), certified by the competent medical authorities, may request exemption from payment of the tuition fee, effective from the academic year in which appropriate certification is submitted to IED. For this purpose, the Student shall submit to IED the documentation evidencing eligibility for the exemption simultaneously with the submission of the matriculation and first enrolment application or, in the case of Students enrolling in the second year whose permanent disability is certified subsequently, no later than 31 July of the year in which enrolment is renewed. Failing this, IED shall not be able to grant the exemption. A Student with a temporary civil disability or a disability subject to review, with a rating equal to or greater than 66% (sixty-six per cent), certified by the competent medical authorities, may request exemption from payment of the tuition fee within the deadlines and according to the procedures set out in this paragraph. To retain the benefit, the Student shall submit annually, by the deadline for renewal of enrolment, valid certification evidencing continued eligibility for the exemption.

6.24 A Student meeting the above requirements shall nevertheless remain liable for payment of the enrolment fee, regardless of the Program in which the Student is enrolled.

6.25 In the event of revocation of the disability recognition or reduction of the disability rating below 66%, including where such circumstance occurs during the academic year, the exemption referred to in Articles 6.22 and 6.23 above shall be revoked, including on a pro-rata basis for the current academic year. The Student shall be responsible for notifying IED of any change in the disability rating or revocation of the disability recognition occurring during the academic year and/or after the granting of the exemption.

6.26 Any costs relating to international bank transfers shall be borne entirely by the payer. For each VAT-exempt fiscal document (Article 10 of Presidential Decree No. 633/1972), whether issued in paper or electronic form, with a value exceeding €77.47, a stamp duty of €2.00 shall be applied in accordance with Ministerial Decree of 24 May 2005. Such amount, where indicated on the invoice, shall be borne entirely by the Student.

6.27 In the event of formally contested non-payment, IED reserves the right to demand immediate payment of all outstanding amounts, to suspend the defaulting Student from attendance of the Program and from examinations, and to take any appropriate action, including legal action, for the recovery of the amounts due, including costs, interest, default interest, taxes and any other sums due, as well as the penalty provided for in Article 7.2 of the DASL Administrative Appendix

ART. 7 WAITING LIST

7.1 IED shall have the right to draw up a waiting list where, before the closing deadline for matriculations and/or enrolments, it receives requests exceeding the maximum number of Students admitted to each individual Program. The possible activation of the waiting list shall be subject to IED's organisational assessment.

7.2 To be added to the list, applicants who meet the admission requirements must sign the matriculation form and enrolment for the Program, attaching the requested documentation and paying the amount specified in the DASL Administrative Appendix by way of a non-interest-bearing deposit. If IED confirms the matriculation and/or enrolment for the Program, the deposit will be withheld as an advance on the enrolment fee.

7.3 IED undertakes to confirm or deny matriculation and/or enrolment for the Program by the date of commencement of the Program. The waiting list shall remain in force for the subsequent 15 calendar days in order to allow possible access to applicants in the event of further availability of places. Applicants shall be admitted to the Program in the chronological order in which they were added to the waiting list.

7.4 Further to confirmation as per the previous paragraph, the applicant shall be required to complete enrolment, simultaneously paying the balance of the enrolment fee, as well as the Regional Fee for the Right to Education (also referred to as the "DSU"). The tuition fee shall be paid no later than the following 31 October, in accordance with Article 6 above.

7.5 If it is not possible to proceed with enrolment in the Program, IED undertakes to refund only the amounts received from the applicant on the waiting list, without any additional sums. The refund shall be made in accordance with the procedures set out in Article 17 – Refund Procedures below.

7.6 IED shall have the right to withhold the amount specified in the DASL Administrative Appendix by way of reimbursement of administrative and academic expenses, as well as by way of consideration for services rendered and as a penalty, where, following confirmation of admission to the Program, the Student refuses such admission in any manner whatsoever.

ART. 8 STUDENT MOBILITY AND ENROLMENT IN INDIVIDUAL LESSONS

8.1 IED offers the possibility of participating in Student Mobility Programs (Erasmus+ or Exchange Study Programs). The conditions for admission and participation in the Programs are set out in the specific Student Mobility Regulations.

8.2 Students enrolled with Academic and/or University Institutions with which IED has entered into specific agreements, with the exclusion of Erasmus+ or Exchange Study Programs, may attend individual lessons or courses of study of a lesser duration than the ordinary Program (six-monthly or annual). The number of lessons or the Study Plans to which Students can be admitted, the relative CFAs, the admission conditions and the fees are governed by the individual university agreements. The Student must pay for exam recovery tests in the amounts

indicated in the DASL Administrative Appendix.

8.3 In the absence of specific agreements with Academic and/or University Institutions, it is nevertheless possible to request enrolment as an Auditor for up to a maximum of three subjects. The Student must pay the taxes and contributions in the amounts indicated in the DASL Administrative Appendix.

ART .9 REDUCTIONS AND CONCESSIONS FOR ENROLMENT IN PROGRAMS

9.1 Students enrolled in Diploma Accademico di Secondo Livello Programs can take part in the call for applications for the awarding of Scholarships provided for by the regulations regarding the Right to Higher Education ("DSU").

9.2 IED organises Scholarship competitions for enrolment in the first year of the program.
The competition is open to all Students who wish to enrol in DASL Programs. To renew in the second year, the Student must meet the requirements of the Regulations published in the call for applications.

9.3 In the event of revocation of the Scholarship or of the economic concession for any reason, the Student must pay the entire amount of the tuition for the year in progress.

9.4 IED reserves the right to grant Students regularly enrolled in the DASL Programs an economic concession on the tuition for enrolment in other IED programs, with the exclusion of Diploma Accademico di Secondo Livello Programs.

9.5 The summing of reductions and concessions as per the above articles is not permitted.

ART. 10 PROGRAM CHANGES AND TRANSFERS

10.1 A Student who is duly enrolled, has an active academic record, and is in good standing with respect to all administrative obligations may apply for a transfer to a different Program at the same IED Italy campus or at another IED Italy campus between 15 July and 15 October.

10.2 Recognition of Academic Formative Credits, the applicable maximum limit and any exceptions are governed by Article 31.7 of the DASL Academic Regulations.

10.3 Once the change has been approved, the Student must pay the fees, contributions and allowances at the new Site in the amount established thereby.

10.4 A Student who is duly enrolled, has an active academic record, and is in good standing with respect to all administrative obligations may also apply for a transfer to another Academy or University of an equivalent level by submitting an application to the Campus Director no later than 31 December of each academic year, in accordance with the DASL Academic Regulations.
In all cases where a transfer request is notified after the deadline assigned by IED for such purpose, the Student shall be required to pay the enrolment fee and the tuition fee in their entirety and, consequently, shall not be entitled to a refund of any amounts already paid.
With regard to the procedures for the refund of any amounts paid, reference shall be made to Article 17 below.

10.5 A Student enrolled in other Academies / Universities of the same level has the right to request a transfer to an IED Site, subject to payment of a fee for an assessment of their previous studies, the amount of which is set out in the DASL Administrative Appendix.

10.6 In all cases of a change of Program and/or transfer for which it is considered necessary, Students must attend supplementary lessons or sit supplementary exams, subject to the payment of the amounts provided for in the DASL Administrative Appendix.

10.7 Changes to a different Program at the same IED Site, or to another IED Site, as well as transfers to or from other Academies / Universities of an equivalent level are, in addition to the above, governed by the DASL Academic Regulations and the DASL Administrative Appendix.

ART. 11 CLASS AND EXAM ATTENDANCE

11.1 Attendance at all classes, including additional and preparatory training, is mandatory.

11.2 Students must scrupulously respect class start and end times.

11.3 A Student not up-to-date with payments of the enrolment fee and the "DSU" fee, as well as the tuition fee, will be barred access to lessons, exams and any other teaching activity. They will also be unable to receive certifications or print self-certifications

11.4 A Student who is required by the applicable legislation to hold a residence document shall provide IED with evidence of lawful residence in Italy from the beginning of educational activities and maintain lawful residence throughout the course of study. Lawful residence shall be evidenced by a valid residence document or other suitable documentation under the applicable legislation. Pending issuance or renewal of a residence permit, the Student shall submit the receipt evidencing submission of the relevant application, together with a copy of the passport or equivalent document and, in the case of renewal, the previous residence permit. A delay in issuance or renewal of the permit shall not in itself prevent access to classes, examinations or other educational activities, provided that the documentation submitted establishes lawful residence under the legislation in force. A Student who does not comply with the applicable provisions shall not be permitted to attend classes, sit examinations or participate in other educational activities. IED shall notify the competent authorities in the cases required by law.

11.5 In addition to the above requirements, admission to each exam is subject to compliance with the obligation of attending classes as established by the DASL Academic Regulations.

11.6 Admission procedures, the organisation of exams and the means for assessing a Student's individual performance are described in the DASL Academic Regulations.

11.7 The Student shall sit examinations at the available examination sittings following the completion of each course unit, in accordance with the DASL Academic Regulations and the DASL Administrative Appendix. Three examination sittings shall be available for each course unit following its completion.

11.8 Once all available examination sittings under Article 11.7 above have been exhausted, a Student who has not acquired the Formative Credits relating to the examination, including due to non-attendance, failure to obtain the minimum grade or a pass assessment, withdrawal from the examination or refusal of the grade, shall sit the examination at the resit examination sittings scheduled by IED, in accordance with the DASL Academic Regulations. The fee specified in the DASL Administrative Appendix shall be payable for resit examination sittings after all available sittings have been exhausted, in the amounts and within the deadlines and procedures set out therein.

11.9 To be admitted to the Diploma session, the Student must have acquired the Academic Formative Credits in accordance with the procedures set out in the DASL Academic Regulations and the Program Curricula, including the Academic Formative Credits relating to the Final Examination.

11.10 Where the Student has yet to obtain only the Academic Formative Credits relating to the Final Examination, the Student shall register for the extraordinary sessions of the Final Examination after having passed the thesis project eligibility assessment and obtained the required foreign language eligibility certification.

11.11 Registration for the ordinary Thesis session and for the first extraordinary session relating to the Student's academic year of enrolment shall not require payment of the Thesis fee referred to in Article 11.12 below. This exemption shall also apply following renewal of enrolment as a Thesis Student or Graduating Student, with reference to the sessions relating to the academic year for which enrolment has been renewed.

11.12 Registration for the second extraordinary Diploma session relating to the Student's academic year of enrolment shall require payment of the Thesis fee and the government tax, according to the amounts, deadlines and procedures set out in the DASL Administrative Appendix.

11.13 A Thesis Student or Graduating Student who does not obtain the qualification by the second and last extraordinary Diploma session relating to the academic year of enrolment shall renew enrolment for the academic year following the year of their most recent enrolment as a Thesis Student or Graduating Student, according to their academic career, and make the payments within the deadlines set out in Article 4.24 above. Following renewal, the rules governing sessions under Articles 11.11 and 11.12 shall apply again.

ART. 12 OTHER EXTRACURRICULAR ACTIVITIES

12.1 As part of the academic Program, IED organises other extracurricular activities such as, by way of example, exhibitions, fairs, various events, fashion shows, competitions, research, training internships and projects in cooperation with private entities/individuals.

12.2 The participation of Students in such activities is regulated by specific agreement according to selective merit and logistical criteria.

ART. 13 ISSUANCE OF DEGREES AND DIPLOMAS AND END-OF-PROGRAM CERTIFICATES

13.1 Upon completion of the Study Program, IED shall award a Diploma Accademico di Secondo Livello (DASL), provided the Student has successfully passed all the exams envisaged in the Program and is up to date with the payment of the enrolment fee and the tuition, as well as the regional tax for the Right to Higher Education. Diplomas are issued in a single copy. In the event of loss or damage, a replacement diploma will be issued to the Student upon specific request.

13.2 At the end of the Program, those enrolled as Auditors will receive a certificate of attendance, without recognition of CFAs.

13.3 If a Student withdraws or fails to complete the Program for whatever reason, upon request IED will issue a certificate based on the academic work completed before withdrawal.

ART. 14 SUSPENSION OF STUDIES ("FREEZING")

14.1 A matriculated and enrolled Student who is in good administrative standing has the right to temporarily suspend their studies for the academic year in progress (so-called "freezing") according to the procedures and terms set out in the DASL Academic Regulations.

14.2 Freezing consists of the suspension of the Student's administrative and academic position for the year in progress.

14.3 A Student forced to interrupt the academic year has the possibility of freezing the amounts paid for the enrolment fee and for the tuition, with the exclusion of the regional tax for the Right to Higher Education, and to reuse them, subject to payment of any balance, exclusively in the following academic year, paying any difference due to increases in the annual Price List.

14.4 Freezing may be requested and granted exclusively for serious grounds as indicated in the DASL Academic Regulations.

14.5 A Student enrolled in the first year of the Program who applies for the freezing of studies by the deadline established for payment of the tuition fee shall be granted the freezing of the amounts paid up to that date (namely, the enrolment fee only, or both the enrolment fee and the tuition fee).
Any commercial benefits previously granted shall be revoked where only the enrolment fee has been paid.
Where the Student applies for the freezing of studies after **31 October**, the Student shall remain liable for payment of any outstanding amounts due (including the full tuition fee) within the deadlines established by these DASL General Regulations.

14.6 A Student enrolled in the second year of the Program who applies for the freezing of studies during the period between the deadline for renewal of enrolment (**31 July**) and the deadline for payment of the tuition fee (**30 September**) shall be granted the freezing of the amounts paid up to that date (namely, the enrolment fee only, or both the enrolment fee and the tuition fee).
In such case, any commercial benefits previously granted shall be revoked.
Where a Student enrolled in the second year applies for the freezing of studies after **30 September**, the Student shall remain liable for payment of any outstanding amounts due (tuition fee).

14.7 Any amounts already paid and subject to freezing shall not be refunded if the Student does not resume their studies in the academic year immediately following the one for which the freezing was granted.
Where the Student resumes their studies, they shall be required to pay the full tuition fee for the **following academic year**, without the application of any commercial benefits that may have been revoked pursuant to Articles 14.5 and 14.6 above.

ART. 15 INTERRUPTIONS OF STUDIES

15.1 A Student who has not yet enrolled in the subsequent year has the right to ask for the interruption of their studies according to the procedures and terms set out in the DASL Academic Regulations, thus being exempted from the payment of fees.

15.2 A request for interruption must be submitted to IED by and no later than 31 July, the deadline prescribed for re-enrolment in Programs after the first year.

15.3 A Student who has already renewed enrolment for the following academic year may not interrupt their studies, subject to the following exception: where the Student has taken advantage of an advance-payment promotion, the Student may request interruption no later than 31 July. In this case, IED shall refund the amounts already paid for the advance renewal.

15.4 From 1 August, a Student who has already renewed enrolment may not request interruption of studies, even if they have taken advantage of an advance-payment promotion. Any request for suspension shall be treated as a request for annual Freezing, in accordance with the procedures and conditions set out in Article 14 of these Regulations and in the DASL Academic Regulations.

15.5 During the period of interruption, it will not be possible to attend lessons of the Programs or take exams.

15.6 After talking to the Student, IED will decide when and how to restart attendance at lessons.

15.7 A Student who has not informed IED in writing of their intention to interrupt their studies must pay the enrolment fee due for each year of interruption upon any subsequent re-enrolment

ART. 16 TERMINATION OF STUDIES (WITHDRAWAL FROM THE PROGRAMS)

16.1 Termination of studies is governed in the manner set out in the DASL Academic Regulations.

16.2 Termination of studies is an irrevocable act of the Student and implies the forfeiture of the status as Student as well as being barred from access to the spaces and services dedicated to academic activities.

ART. 17 REFUND PROCEDURE

17.1 In the event of withdrawal from studies communicated within the fourteenth (14th) calendar day from the date of enrolment, IED shall reimburse the student exclusively for 100% of the enrolment fee paid and, if already paid, the tuition fee, without interest and/or revaluation. All other amounts paid shall be retained by IED as reimbursement for administrative, academic, and ancillary expenses, as consideration for services already rendered, and as a contractual penalty, in addition to any other amounts due and paid pursuant to Article 3 of this Regulation

17.2 In the event of withdrawal from studies communicated after the fourteenth (14th) calendar day following the date of enrolment and no later than 15 September, IED shall refund to the Student only an amount equal to 100% of the tuition fee paid, without interest and/or indexation. IED shall retain the enrolment fee, the Regional Fee for the Right to Education (DSU), and any additional amounts paid as reimbursement of administrative, academic and ancillary expenses, as consideration for services rendered and as a penalty, in addition to any amounts due and paid pursuant to Article 3 of these DASL General Regulations

17.3 In the event of withdrawal from studies communicated after 15 September and no later than 15 January, IED

shall refund to a Student resident in the European Union only an amount equal to 50% of the tuition fee paid, without interest and/or indexation. IED shall retain the enrolment fee, the Regional Fee for the Right to Education (DSU), 50% of the tuition fee, and any additional amounts paid as reimbursement of administrative, academic and ancillary expenses, as consideration for services rendered and as a penalty, in addition to any amounts due and paid pursuant to Article 3 of these DASL General Regulations.
No refund shall be granted to a Student resident outside the European Union.

17.4 In any case of withdrawal communicated beyond the deadlines set forth above, the student who withdraws from studies shall remain liable for the full payment of both the enrolment fee and the tuition fee and, consequently, shall not be entitled to any refund of amounts already paid. The amounts paid shall be retained by IED as reimbursement for administrative, academic, and ancillary expenses, as consideration for services already rendered, and also as a contractual penalty, in addition to any other amounts due and paid pursuant to Article 3 of this Regulation

17.5 Students who have not obtained the qualification required for admission to the Study Program by the applicable deadline set out in Article 4.4 of these Regulations may obtain a refund of any amounts already paid by submitting to IED, no later than 15 calendar days following that deadline, written notification accompanied by documentation evidencing failure to obtain the qualification. This provision specifically governs refunds for failure to obtain the admission qualification: the deadlines and refund limitations set out in Articles 17.2, 17.3 and 17.4 above for withdrawal from studies shall not apply to this case. The provisions of Article 17.8 concerning refunds of the regional tax for the Right to Higher Education shall remain applicable.

17.6 Repeating Students, as referred to in Article 4.22 above, who have taken advantage of the promotion under Article 6.20 by enrolling early for the following academic year and paying the enrolment fee, the tuition fee, and the regional tax for the Right to Higher Education (tassa regionale per il Diritto allo Studio), may withdraw from their studies and request a refund of any amounts already paid if they decide not to continue their studies. The withdrawal must be formally communicated in writing no later than 30 September of the academic year for which early enrolment was completed. It is understood that the regional tax for the Right to Higher Education shall not be refundable.

17.7 In any case, the fee for evaluating previous academic work paid by Students coming from other academies, universities, bodies and institutions may not be refunded and shall therefore be withheld by IED by way of reimbursement of administrative and accessory expenses for the activities performed to this end.

17.8 The regional tax for the Right to Higher Education may be refunded only in the event of failure to possess or meet the requirements necessary for matriculation and enrolment in the Diploma Accademico di Secondo Livello (DASL) Program as provided for in Articles 3 and 4 of these Regulations. Refund of the regional tax for the Right to Higher Education is subject to the submission, before the start of the Study Program, of documentation evidencing the failure to possess or meet the above requirements. It is understood that, after such deadline, the regional tax for the Right to Higher Education shall not be refundable.

17.9 Students requiring a visa whose entry visa for Italy has been refused may obtain a refund of any amounts already paid, without prejudice to the amounts due and paid pursuant to Article 3 of these Regulations, by notifying withdrawal in writing and submitting documentation evidencing the refusal of the entry visa by the Diplomatic Authorities by 31 December of the calendar year in which the Program commences. The regional tax for the Right to Higher Education shall be refunded only if the above documentation is submitted by the start of the Study Program; after that deadline, the regional tax for the Right to Higher Education shall not be refundable.

17.10 An Auditor has the right to renounce continuation of their studies, submitting a specific written termination request. In the event of a termination request submitted before 50% of the total hours of the program have been completed, IED shall refund 50% of the amount paid. If the termination request is submitted after this term, the Student shall not have the right to a refund of what has been paid

17.11 In the event of failed acceptance of the application for matriculation and/or enrolment, IED shall only refund the Student any sums already paid, except for amounts paid in accordance with art. 3 of these DASL General Regulations, without interest and revaluation and without the Student having any right to compensation and/or indemnity of any kind.

17.12 If persons on a waiting list are not registered for the relevant Program (as governed by these DASL General Regulations), or if the Program is not held (as per article 18 below), IED will refund what has been paid, subject to submission of the duly and properly completed relevant forms signed by the person on the waiting list or by the Student whose Program is not held.

17.13 Any request for a refund shall be subject to the Student being in good standing with respect to their administrative obligations. All refunds will be made by the Site's Management within 15 working days from acceptance of the refund request. In the event of invalid and/or incomplete information, IED shall not be liable for any delays with respect to the above term. The refund shall be made net of any expenses and bank charges. The sums refundable pursuant to this article do not provide for the recognition of interest and/or revaluation, nor may the recognition of said sums give rise to any right to further compensation and/or indemnity, however considered, to the Student.

ART. 18 NON-ACTIVATION OF STUDY PROGRAMS

18.1 IED reserves the right, at its sole discretion, not to activate one or more Programs where an adequate number of enrolments has not been reached, or where the necessary academic, logistical, organisational or

administrative support requirements are no longer met, including after the opening of the matriculation period

18.2 If a Program is cancelled, the Students shall be refunded what they have already paid to IED for any reason, without interest or revaluation and without this generating any right to compensation and/or indemnity of any kind to the Student. The refund procedures are set out in art. 17 above

ART. 19 OWNERSHIP OF PROJECTS

19.1 In order to guarantee and safeguard the Student and all their rights in dealings with third parties, where not otherwise agreed IED shall have exclusive ownership of all rights to working papers, theses and any other work and/or design created or conceived by such Student, individually or together with other Students, while attending the Programs and/or during extracurricular activities governed by art. 12 of these DASL General Regulations. As a result, the Student herewith transfers to IED, free of charge and without limitation of space or time, all rights to working papers, theses and any other work and/or design created or conceived by such Student, individually or together with other Students, while attending the Programs and/or during extracurricular activities governed by art. 12 of these DASL General Regulations.

19.2 IED shall assess the possibility of re-establishing such rights on a case-by-case basis upon a Student's specific request. In any case, the Student shall have the right to be recognised as Author of what they have created while attending the Programs and/or during extracurricular activities governed in accordance with art. 12 of these DASL General Regulations.

19.3 The Student's rights regarding what has been conceived and/or created by them, including the possibility of transferring rights of use and exploitation to third parties, shall be governed by specific agreements.

19.4 The Student expressly authorises IED to freely use without charge, for promotional and dissemination purposes and in compliance with current legal provisions, working papers, theses and any other work and/or design created or conceived by such Student.

19.5 Except where specifically authorised in writing by IED and any other parties involved, the Student agrees not to disseminate to third parties or to publish on means of communication or via mass media (including but not limited to websites or the internet in general, publications or magazines) working papers, theses, works and/ or projects created and/or conceived by such Student, by other Students, by lecturers and/or assistants of IED during the Programs and/or during all extracurricular activities, none excluded.

19.6 A Student who wishes to proceed autonomously with the development of said projects must submit a written request to IED.

ART. 20 RULES OF CONDUCT AND DISCIPLINARY MEASURES

20.1 The Student's conduct at IED must reflect fairness and respect for other people, the facilities, equipment and any other right, and avoid any behaviour compromising the proper conduct of the Programs.

20.2 IED and the Site's Management reserve the right to take action to obtain compensation for any damages suffered in any way.

20.3 The Student must comply with the provisions contained in the Disciplinary Regulations.

20.4 Failed compliance with the provisions set out in these Regulations and in other Regulations in force may imply the application of the following disciplinary sanctions against the Student, proportional to the severity of the facts ascertained: verbal warning, written warning, suspension, expulsion.

20.5 The procedures for applying the sanctions are governed by the Disciplinary Regulations.

20.6 IED cannot be held liable for damages to objects and/or persons deriving from assaults, fights, theft and/or acts of vandalism, including those taking place on its premises.

ART. 21 COMMUNICATIONS BETWEEN IED AND THE STUDENT AND COMMUNICATIONS WITH THE STUDENT'S FAMILY

21.1 IED provides each Student with a personal email address that acts as the official channel of communication between IED and the Student. All communications from IED are made to such email address, which the Student must check on a regular basis. The termination of Student status for whatever reason and/or cause shall result in the consequent termination of the assigned email address, which shall therefore no longer be active.

21.2 The Student authorises IED to directly inform their family of any inability and/or difficulty in attending academic activities due to serious reasons, including health-related issues, which may result in harm or detriment to the Student or to third parties.

ART. 22 EFFECTS OF ANY LEGISLATIVE, ADMINISTRATIVE AND/OR JUDICIAL MEASURES

22.1 Any future measures of a legislative, administrative and/or judicial nature that modify, suspend, revoke and/or cancel the authorisations granted to IED by the Ministry of University and Research in any way shall not give the Student any right to claim compensation and/or restitution of any kind against IED, even if related to the Program the Student is matriculated and/or enrolled in.

Art. 23 FORCE MAJEURE

23.1 For the purposes of this clause, "Force Majeure" shall mean any event that is unpredictable, unforeseeable or irresistible, and in any case beyond IED's control, including but not limited to: extreme weather conditions, floods, landslides, earthquakes, storms, lightning, fire, subsidence, epidemics and/or pandemics, acts of terrorism, biological warfare, outbreaks of military hostilities (whether or not war is declared), riots, explosions, strikes or other labour unrest, civil disturbances, sabotage, expropriation by governmental authorities, or any other event beyond the reasonable control of IED.

23.2 IED shall not be held liable for any failure or delay in fulfilling its obligations due to Force Majeure.

23.3 In such cases, IED shall have the right to reschedule or reorganise didactic and training activities, or any other activities relating to Study Plans and/or Courses, even at different times than those originally scheduled. In no case shall IED be required to provide reimbursement, compensation or indemnity to the Student.