ACADEMIC REGULATIONS GOVERNING MASTER DI PRIMO LIVELLO PROGRAMS

These Academic Regulations set out the rules and other matters relating to the organisation of educational activities common to Master di Primo Livello Programs (hereinafter also Master Program/s). The administrative matters connected to admissions, registrations and the Students'academic records are regulated by the procedures for admissions and registrations and the General Regulations governing Master di Primo Livello Programs.

IED reserves the right to change, update and alter this document and all the mentioned Regulations, giving proper notice thereof to the Students.

These Academic Regulations are intended to supersede and replace any other previous version of the same.

I. ACADEMIC YEAR

Art. 1 ACADEMIC CALENDAR

1.1 The educational activities include lessons, exercises, laboratory activities with assessment tests (examination tests and continuous assessment).
1.2 Lessons can be scheduled during the day and in the evening from Monday to Saturday.
1.3 Each class hour conventionally lasts 60 minutes, including organizational setup time.
1.4 The academic calendar is provided to Students at the beginning of the program. IED reserves the right to change the dates of the academic calendar upon prior notice to the Students.

Art. 2 ROOM ALLOCATION PLAN

2.1 The classroom allocation plan defines the availability of the areas used for educational and study purposes, as well as the respective timetable.
2.2 For each activated program, the plan states the exact name of the discipline, the name of the lecturer, the timetable, and the day on which it starts and finishes.
2.3 Based on the teaching objectives and to ensure the most effective organization of activities, IED reserves the right to make any variations to the days' activities and to the lesson schedule, at its sole discretion, be it temporary or permanent variations, provided timely notice is given to the Students thereof.
2.4 For organizational purposes and to improve the services offered, programs may be held at a location other than that originally planned.

Art. 3 ACADEMIC BOARD, PROGRAM COORDINATOR, TEACHING AND TUTORING

3.1 The Academic Board of the Master Program is composed of at least five members, including the coordinator of the program, teachers of the subject areas covered by the program and external experts. The Academic Board is chaired by the Coordinator of the Master Program.
3.2 The Academic Board contributes to the development of the scientific contents of the program by identifying issues relevant to the curriculum; to identifying teachers with adequate teaching skills and developing relations with companies.
3.3 The Master Program Coordinator is responsible for the functioning and the coordination of the program activities.
3.4 The Master Program teaching staff can involve teachers from IED and from other Italian or international Institutions; there may be a team of experts as well, to assure the connection between the school and the job market, together with professional development.
3.5 The Master Program Tutor will be named with reference to the program content, modality and aim, to implement organizational activities, as a support to didactics and to the coordination of activities with external institutions and companies, in addition to those linked to internship programs. Tutors can work on a Master Program only or on cross disciplinary areas related to several Master Programs.

Art. 4 CERTIFICATES, SUBSTITUTE DECLARATIONS OF CERTIFICATION (SELF-CERTIFICATIONS), AND STUDENT'S RECOGNITION BADGE AND DIGITAL ACADEMIC RECORD

4.1 The Student Office issues the following certificates upon specific request by the student:

- Certificate of Registration issued once the presence of all documentation required for registration to the Programs has been verified, as well as the Student's up to date administrative position.
- Certificates of Attendance and subsequent academic certificates related to exams taken and acquired credits.

4.2 Alternatively, the student can independently print pre-filled templates for self-certification of data related to their academic work at IED by accessing the student secretarial office section of the Student Information System (SIS) called IED Campus (**www.campus.ied.it**).

4.3 In the career section of the IED Campus SIS, the student can monitor the progress of their academic work in the enrolled program. The digital academic record contains the grades earned for each completed exam, which coincide with those recorded in the exam reports. If any discrepancies in the recording of data are found by IED for any reason, the information and exam grade reported in the respective exam report will be considered.

4.4 For the purpose of recognition and access to academic services, an identification card is issued.

II. DIDACTIC STRUCTURE OF THE PROGRAMS

Art. 5 THE CREDIT SYSTEM

5.1 The educational activities of the Master di Primo Livello Programs at IED can be organised based on program credits which measure the Student's learning.

5.2 With reference to the Master di Primo Livello Programs recognized by the Ministry of Universities and Research (hereafter also MUR), IED is authorized to issue Master di Primo Livello qualification (hereafter also "MPL") to Students who shall be qualified to enrol in the aforementioned program. By attending the program and passing the relative exams, the Student possessing the necessary admission requirements for enrolment can obtain Credits (hereafter also "CFA").

5.3 CFA issued by IED, as an institution authorized to issue Higher Education in Art, Music and Dance (AFAM) certified qualifications for the study programs recognized by MUR, are regulated by the Presidential Decree of July 8th, 2005, n. 212 and subsequent further modifications amendments and additions.

5.4 Program credits are a measurement of the Student's learning, including laboratory activities and the individual study required of the Student to obtain the knowledge and ability in the educational activities set out in the syllabus.

5.5 The CFAs corresponding to each educational activity are acquired by the Student by attending the didactic and laboratory activities and by passing the exams or other forms of assessment.

5.6 One CFA corresponds to 25 hours of learning activity, including theoretical lessons, laboratories and projects and individual study. The average amount of full-time student workload in academic studies is conventionally set at 60 CFA per year, for a total of 1500 hours.

Art. 6 SYLLABUS

6.1 The syllabus is the educational path that includes all educational activities the Student must undertake to obtain the qualification. Educational activities of the Syllabus approved by the Academic Regulations can take any form allowed by the existing legislation, which also include the ones dispensed off-site and in e-learning/distance learning, which is using Internet and multimedia technologies.

6.2 The organisation of Syllabus complies with the sequence between the programs according to the progression indicated in the Didactic Set of rules and in the program handbook.

6.3 Educational activities of Syllabus can be carried out, either in part or in full in a foreign language, in different time and remotely, by means of multimedia technologies and internet.

6.4 Attendance at the programs is compulsory at a rate equal to 80% of the total number of hours of the Syllabus, with the exclusion of individual studies.

6.5 In case of a significant event or under serious circumstances not attributed to the Student, the Student himself that has exceeded the margin of absences allowed as at art. 6.4 may submit a request for assessment aimed at justifying the extraordinary absence by filling in the form available at the Students Office. The Academic Coordinator of the Campus, once the motivations presented have been verified, may, at his sole discretion, accept or reject the request to justify the absence.

6.6 Educational activities are delivered through lectures, laboratory exercises, seminars, and other teaching methods, in accordance with the requirements established by the academic regulations.

6.7 The lecture is aimed at transferring general or specialist theoretical knowledge related to a specific subject or topic. It may have an introductory, methodological, technical or contextual character.
Laboratory exercises consist of activities by which examples, applications of principles and methods are developed and presented with the aim of clarifying the contents of the lessons. The seminar is an educational activity that involves Students in meetings that present, discuss and develop on topics related to their studies, under the supervision of a lecturer.

Art. 7 EDUCATIONAL ACTIVITIES

7.1 The educational activities are divided as follows:

- **a)** Basic educational activities provide basic knowledge, information, methodological and analytical instruments of a general nature in various subjects.
- **b)** Specific educational activities provide the knowledge, which is essential for the definition of cultural and technical contents as well as the abilities and specialist skills of a professional working in the field.
- **c)** Educational activities in one or more subject areas related or complementary to the basic and specific ones, including cultural context and interdisciplinary training.
- **d)** Educational activities aimed at preparation for the final examination to obtain the academic qualification.
- **e)** Internship program: Master di Primo Livello program includes the activation of curricular internships, aimed at creating integration between study and work, as well as refining the learning and training process. The curricular internships are educational activities corresponding to CFA included in the Study Plan. The Internship Regulations describe how to activate internships programs.

7.2 The contents of the educational activities are set out in the annual Study Plan of the Program. The workload required is commensurate with the number of CFA provided for them by the Study Plan.

III. ADMISSIONS

Art. 8 ADMISSION REQUIREMENTS

8.1 The requirements for admission to the Master di Primo Livello Programs are as follows:

- **a)** Hold a Diploma Accademico di Primo Livello or a bachelor's degree, or another equivalent qualification (whether private or obtained abroad and recognized as valid under current regulations). The recognition of qualifications obtained abroad is made in accordance with the directives of the European Union and the international agreements in force. Students about to obtain their degree (so-called "registration on condition" or "sub condizione") can also be admitted, provided they obtain the degree no later than 30 days before the date of the final thesis discussion as set out in the following art. 10.6.
- **b)** Knowledge of the language in which the program is held corresponding to level B2 QCER (Vantage or upper intermediate Common European Framework of Reference for Languages). The level of knowledge of the language can be demonstrated by the Student through the presentation of a valid recognized certificate or verified by IED through evaluation tests during the admission process to the Study Program.

8.2 The admission is completed only after the requested documentation has been handed in and checked.

Art. 9 ASSESSMENT OF INITIAL PREPARATION FOR ADMISSION PURPOSES

9.1 Admission to the Master di Primo Livello Programs can be made contingent upon an assessment of the level of the Student's initial knowledge relating to the curriculum requirements corresponding to specific disciplinary sectors of the qualifications required and/ or some general basic and/or specific curriculum knowledge considered as binding.

IV. REGISTRATION

Art. 10 REGISTRATION

10.1 Registration can only be completed after IED has verified the documentation submitted during registration. IED reserves the right to verify the suitability of higher education qualifications, whether Italian or foreign.

10.2 Students qualification is obtained upon acceptance of the application for registration and effective receipt by IED of payment for the related registration fee.

10.3 Regarding the legislation (Law no. 33 of 12 April 2022 and Ministerial Decree no. 933/2022) governing the possibility of simultaneous enrolment in two different first- or second-level academic diploma programs, specialization, or master's programs at Universities and AFAM institutions, reference should be made to the General Master Regulations.

10.4 All taxes and contributions concerning admission, enrolment in and registration to Programs are shown in the informatory material published on a yearly basis.

10.5 By registering, Students commit to paying the fees, dues and indemnities provided for the entire Academic Year, to attending lessons and participating in the training activities and workshop activities required, to obtaining any missing CFA, and to passing the examinations planned in the annual Study Plan. Students also undertake to comply with IED's internal norms and regulations.

10.6 The Student can be registered for a certain Master di Primo Livello Program on a conditional basis (Sub-Condizione) (Conditional enrolment). A Student about to obtain the Academic Degree or other equivalent qualification valid for enrolment on the Master program, may be registered with "Sub-Condizione" enrolment provided that the documentation certifying having obtained the qualification is submitted to IED within 30 calendar days preceding the date of the oral examination on the dissertation required to obtain the IED Master qualification. Failed submission of the qualification certificate shall imply forfeiture of the Student's 'Sub-Condizione' status. In that case, IED will issue, upon request, a certificate relating to his/her academic record.

10.7 Registration for the second year of the program, if provided by the curriculum, is allowed if Students have completed all the examinations provided for the first year, obtained the number of credits required and met the attendance obligations set out at art 6.4 above.

V. ASSESSMENT OF STUDENTS' KNOWLEDGE

Art. 11 ADMISSIONS TO EXAMS

11.1 To be admitted for the final exams related to the subjects in his/her Study Plan, the Student must:

a) have met all program registration requirements through the payment of the fees and dues;

b) if international, the Student must hold a valid permit of stay;

c) must have met the attendance requirements according to the provisions at art. 6.4.

Art. 12 EXAMINATIONS

12.1 During the academic year, the Student may sit all the final examinations relating to the teaching activities of the programs in his/her Study Plan, in compliance with the subjects' priorities and with the requirements established by the competent academic body and specified in the Study Plan.

12.2 Ascertainment of a Student's individual progress is expressed with a mark out of thirty or an assessment of suitability. The final exams for each learning activity are organised to ascertain the candidate's preparation in the related subject. The assessment may also be made by considering the results of any interim evaluation tests.

12.3 Interim evaluation tests are taken as the program progresses and are planned and included within the timetable for lessons, practice and laboratory work according to a calendar and following procedures defined by the teacher, in line with the relevant didactic structure. The interim evaluation is not officially recorded in a Student's academic career but is only recorded internally by the lecturer and may go towards the final evaluation.

12.4 Evaluation tests can take the following forms:

a) Written test
- Written Research/Report/Documentation: research on a specific argument to be produced and submitted for examination.
- Test: written evaluation with open and/or closed questions.

b) Oral test
- Oral: interrogation carried out by the lecturer.

c) Practical test:
- Final project or paper: carried out on a specific argument to be produced and submitted for examination.
- Interim project or paper (practical test in the classroom/laboratory).

12.5 The lecturer is obliged to communicate to the Students before the beginning of the program:
- the program, including the reference bibliography.
- the calendar of the interim evaluation tests where they are provided for;
- the procedures for assessing learning.

12.6 A Student who receives a failing grade may retake the exam on another scheduled date (make-up exam). IED, in agreement with the relevant academic structure and at its sole discretion, may allow the Student to take one or more additional extraordinary make-up exams.

12.7 The fees due to IED for the execution of extraordinary recovery tests are governed by the General Regulations. Nothing will be due by the Student for the access to the first recovery test, with the exclusion of cases of unjustified absence to the recovery exam and / or withdrawal from the untimely and / or missed exam, for which the fee of the recovery exam will be due as early as the first recovery test.

12.8 In the event of a justified absence to the exam, the Student must submit to IED a written request for justification, attaching the documentation / certification stating the reasons for the absence. The documentation must be drawn up in the language of the program and submitted to IED within 7 (seven) calendar days following the exam date not attended. IED reserves the right, in its sole discretion, to accept or reject the submitted application.

12.9 The final examinations for each subject are held before an Examination Committee chaired by the faculty member responsible for the program.

12.10 During the examination it should always be possible to identify the learning path of each individual Student, even in case of complex project topics faced in the preparatory stage by means of group work.

12.11 The final examination is passed when the Student achieves a minimum mark of 18 out of 30 or obtains a positive suitability judgment. Where the highest possible mark is achieved, and in the case the Student's excellence is absolutely and unanimously recognized, a mark of 30 "cum laude" (with honor).

12.12 Students are allowed to decline the grade received in a final examination. It is not permitted to retake a final examination that has already been recorded with a passing grade.

12.13 Students who:

- have obtained a negative assessment;
- have declined the grade;
- are unjustified absent at the exam;
- have not completed the exam;
- have failed to notify - and / or have not promptly notified their withdrawal from the exam;

are considered rejected and must, therefore, repeat the same according to the schedule that will be communicated by IED.

Art. 13 EVALUATION PARAMETERS

13.1 The parameters for evaluating Students are based on the "Dublin Descriptors" (Bologna Process, European Qualifications Framework, 2004), which provide a description of the qualifications in a national and European framework.

13.2 Such parameters form an organic whole and should be read in relation to each other and consist of the following elements:

- Knowledge and understanding
- Applying knowledge and understanding
- Making judgements
- Communication skills
- Learning skills.

13.3 Each program curriculum defines these parameters in line with the educational objectives of the study program and of the individual subjects.

Art. 14 RE-SIT SESSIONS

14.1 A final examination is required for each subject. In the event of failure, the Student will be given the opportunity to take a make-up exam. Should an additional extraordinary make-up exam be deemed necessary, at the sole discretion of the Master's Program Coordinator, a fee will be charged in accordance with the provisions of the General Master Regulations.

14.2 A Student who has not passed the examination may be requested to submit - at the re-sit exam - a supplementary work and/or bibliography in accordance with the instructions of the program coordinator of the Master Program.

14.3 For Students who have not met the attendance requirements for the entire Master Program the program coordinator may arrange re-sit activities for the unattended program content. The re-sit activities may be performed independently or with assistance.

VI. ATTAINMENT OF THE QUALIFICATION

Art. 15 ADMISSION TO THE DIPLOMA SESSION

15.1 To be admitted to the Diploma Session, the Student must have earned all required Academic Credits in accordance with the procedures established by the academic regulations.

Art. 16 PROJECT/FINAL THESIS

16.1 The dissertation corresponds to an educational activity set out in the syllabus.

16.2 A Student who does not obtain a passing evaluation for the thesis project must address the identified shortcomings and present the thesis according to the arrangements agreed upon with the School and/or the thesis supervisor, in any case no later than six (6) months from the initial scheduled date for the thesis project discussion.

16.3 The final examination consists of the submission of the thesis to the Assessment Panel.

16.4 The Examination Committee includes a Chair, the thesis supervisor, and, if applicable, a co-supervisor overseeing the Student's work, as well as internal and external members appointed on the basis of their expertise in relation to the thesis topic. Additional external members without voting rights may also be included for further insights or non-binding opinions.

16.5 The work submitted is individual, even in the case of complex projects, dealt with and prepared in groups in the development phase. It must always be possible to identify the contribution of the individual Student, who must present and discuss his/her work with the Panel.

16.6 The final dissertation must demonstrate the maturity of the Student in relation to both methodological approach as well as the acquisition of the technical and cultural instruments of reference.

Art. 17 ASSESSMENT SYSTEM

17.1 The final assessment will consider the Student's entire academic record as well as the result of the final examination (converted in mark out of 110). It is based on the weighted average of the marks awarded in the examinations with a possible variation defined by the Assessment Panel within a range of 0 and +5 as follow:

- EXCELLENT (5 marks)
- GOOD (3-4 marks)
- FAIR (1 – 2 marks)
- SUFFICIENT (0 no marks).

The grade point average (GPA) is calculated based on the Academic Credits corresponding to all examinations, excluding activities for which only a pass/fail certification is awarded instead of a numerical grade.

17.2 The evaluation of the thesis is expressed in a scale of 110 points. The lowest mark for passing the final examination is 66/110; the highest mark is 110/110.

17.3 If the sum of the starting mark (weighted average of marks converted into 110 points) and evaluation of the Thesis exceeds the score of 110, the final mark is 110/110. In the case of achieving the score of 110/110, by proposal and unanimous opinion of the Panel, summa cum laude can be granted.

17.4 The assignment of summa cum laude is always at the discretion of the Evaluation Panel, also in the case in which the average of the marks recorded during the academic career (pursuant to art. 17.1 above) exceeds the score of 110/110.

VII. CHANGING PROGRAMS

Art. 18 CHANGING PROGRAMS

18.1 IED Students may move from one program to another at the same level under the following conditions:

- hold the admission requirements provided for the admission to the chosen program;
- be compliant with their administrative position;
- they have taken and passed all the exams provided for by the Study Plan agreed between the Campuses, until the date planned for the transfer;
- there are places available at their chosen Campus and the program has been organised to be run in the academic year in which the transfer takes effect.

18.2 IED checks the compatibility of the Study Plans and reserves the right to accept or refuse the request to move. In the event of acceptance, IED assesses the previous academic career and recognizes possible CFA acquired in the previous Program of Studies, if corresponding to the Study Plan of the chosen program.

18.3 Competent academic bodies will define the procedures for the change from one program to another, any admission tests and programs that he/she must attend.

VIII. SUSPENSION OF STUDIES

Art. 19 SUSPENSION OF STUDIES

19.1 The Student has the right to temporarily suspend their studies, thereby suspending their administrative and academic status for the current academic year ("Freezing").

19.2 The temporary suspension or "Freezing" allows the Student to freeze the amount already paid for the enrolment fee and tuition fee and to reuse it in the following academic year, integrating any difference as established by the General Master Regulations and according to any increases provided for in the annual Course Fees Schedule.

19.3 "Freezing" may be requested only if:

- the Student is in good standing with their administrative status;
- at the date of the request, the Student has not accumulated absences exceeding 20% of the activities provided by the Study Plan up to that point and, in any case, has not been absent for more than six consecutive weeks;

- no more than 50% of the total number of course hours scheduled in the Study Plan have been delivered.

19.4 "Freezing" may be granted only in the case of duly justified reasons such as:

- Serious health problems of the Student
- Serious family problems
- Maternity
- Study (opportunity for other educational experiences).

19.5 The request for "Freezing" must be submitted to the Student Office together with a copy of the documentation supporting the stated reasons. The School Management will evaluate the request based on the documentation provided.

19.6 During the suspension period, the Student is not required to pay tuition fees or contributions and may not take any examinations.

19.7 If the suspension is granted, the School, in consultation with the Student, will decide when and how class attendance may resume, provided that the program is offered in the following academic year.

IX. WITHDRAWAL FROM STUDIES

Art. 20 WITHDRAWAL FROM STUDIES

20.1 Students are entitled to withdraw from their studies and thus from registration in the Master Program and the relative attendance, by submitting an appropriate written withdrawal application according to the terms indicated in the General Regulations governing Master di Primo Livello e IED Master Programs.

20.2 The withdrawal from studies is irrevocable and must be manifested formally in an explicit manner without conditions or limitation clauses.

20.3 Students who withdrew from studies may obtain certifications relating to their academic career. Certifications will formally state that the academic career is ineffective because of the withdrawal.

20.4 The withdrawal from studies entails the loss of the Student's status and forbids the Student access to spaces and services dedicated to teaching activities.

Art. 21 TERMINATION OF STUDENT STATUS

21.1 The status of Student registered at IED, with all the rights and services related to it, ceases upon:

- attainment of the academic title
- withdrawal from studies
- exclusion

X. DOCUMENTATION AND OWNERSHIP OF PROJECTS

Art. 22 DOCUMENTATION AND OWNERSHIP OF PROJECTS

22.1 In order to protect Students and all their rights in relations with third parties, IED unless expressly agreed otherwise – will exclusively hold all property rights to papers, dissertations and any other work and/or project completed or conceived of by the Student, either individually or jointly with other Students while attending the Programs and/or during the extra-curricular activities. Therefore, the Student assigns from now to IED, free of charge and without limitation of space or time, all the rights of the papers, theses and any other work and / or project realized or conceived by the same Student, individually or in collaboration with other Students, during their attendance to the study programs and / or during extracurricular activities. IED will assess the possibility of reintegrating the rights on individual basis upon specific request of the Student. In any case, the Student will have the right to be recognized author of what realized during his/her attendance of the study programs and / or during the extracurricular activities.

22.2 The Student's rights regarding works conceived and/or completed by the latter, including therein the possibility of transferring all rights of use and exploitation to third parties, are governed by dedicated agreements.

22.3 Students expressly authorize IED to use it freely and without charge, for promotional and educational purposes and in compliance with the laws in force, designs and dissertations and any other work and/or project they complete or conceive of.

22.4 Save where IED and any other parties involved provide express authorization, Students undertake not to disclose to third parties or publish in the mass media (e.g. by way of non-limiting example, by means of websites or the Internet in general, publications or magazines) any papers, dissertations and/or projects created and/or conceived of by the Student, by other Students or by IED lecturers and/or staff during the Programs and/or during the extra-curricular activities.

22.5 Students wishing to proceed independently with the development of such projects must make a written request to the IED.

XI. SCHOLARSHIP AND FINANCIAL AID

Art. 23 SCHOLARSHIPS

23.1 IED holds a competition for scholarships for registration in the first year of the program. The competition is open to all Students who want to register for Master Programs.

23.2 Requirements and criteria to allocate Scholarships are set in line with specific competition announcements published in the Annual Fees on **www.ied.edu** website.

23.3 IED reserves the right to revoke the Scholarships and financial aid for both disciplinary as well as academic reasons.

23.4 Decisions taken by the IED Management are final and cannot be challenged.

23.5 In case of revocation of the Scholarships or concessions, Students are required to pay the entire amount of the program fee of the year in progress.

23.6 Scholarships provided by companies and institutions which IED has partnerships with may be assigned to deserving Students. The number and the amount of available scholarships is defined by specific agreements.

23.7 Accumulation of concessions and concessions referred to in this article with those listed in the articles that follow is not permitted, nor are in any case allowed to be accumulated among the concessions, benefits and scholarships contemplated in this Title XI.

Art. 24 FINANCIAL AID FOR REGISTRATIONS WITH OTHER IED PROGRAMS

24.1 IED reserves the right to grant tuition fee concessions to Students regularly enrolled in a Master di Primo Livello program, should they apply for enrolment in other IED programs, with the exclusion of further Master di Primo Livello programs.

XIII. RIGHTS AND OBLIGATIONS OF STUDENTS

Art. 25 RIGHTS OF THE STUDENT

25.1 Attend and participate in academic and extra-curricular activities and fully respect diversity, without prejudice and discrimination; to be treated with dignity and respect, without threats, bullying, harassment or intimidation.

25.2 To learn in the manner published in the specific syllabus of the Master Program and receive notification of any changes.

25.3 Obtain quality and professionalism in the program contents, teaching and assessment.

25.4 To demand that IED assert its authority adequately and fairly to ensure compliance with the rules and regulations.

25.5 To have the possibility to share views that can reasonably be expected of IED with IED on the delivery of the Master Program, the academic activities and services provided if they fall below the standard.

Art. 26 DUTIES AND RESPONSIBILITIES OF THE STUDENT

26.1 Respect the IED Regulations and policies relating to the treatment of other Students and IED personnel.

26.2 Obtain, read, know, and comply with assessment parameters on subject of the program, accept the authority of IED in all academic and disciplinary questions.

26.3 Submit the work, papers, dissertations and any other work and/or project within the established term and take examinations as required.

26.4 Respect copyright and intellectual property laws.

26.5 Respect the laws on non-infringement of intellectual and industrial property rights of third parties and on plagiarism and / or counterfeiting, by refraining from submitting declaring as they were in his/her name works, paperwork and / or projects made by third parties.

26.6 Provide written communication within the deadlines set to the Students Office about any intention to withdraw from the program. Failure to provide notice of the withdrawal will be considered absence from an examination. Failure to communicate with the withdrawal from the programs will result as non-attendance of both educational activities and exams.

26.7 Complete, if required, the feedback forms for obtaining Students' opinions.

Art. 27 RULES OF CONDUCT AND DISCIPLINARY MEASURES

27.1 Students are required to behave in a well-mannered and polite manner, and to comply with the basic rules of tolerance, respect and collaboration, preventing educational and administrative activities on the premises of IED from being disturbed in any manner. Students must not engage in conduct that in any way places their own or others' safety in danger and must ensure that the areas and assets and any other object are kept clean and decorous, be they the property of IED or private property.

27.2 Students that breach the rules of conduct are subject to disciplinary measures as set out in the Disciplinary Regulations.

LIST OF REGULATIONS

Set below, the list of Regulations which the Student is required to know and comply with:

- General Regulations governing Master di Primo Livello e IED Master Programs
- Disciplinary Regulations
- Regulations for the Activation and Management of Alias Identities / Careers
- Internship Regulations
- Laboratories and Safety Regulations
- Safety Guide