GENERAL REGULATIONS GOVERNING

CONTINUING STUDY PROGRAMS
ACADEMIC AND SEMESTER PROGRAMS
SUMMER AND WINTER COURSES

SHORT COURSES

Art 1. SCOPE

1.1 These General Regulations govern the administrative and contractual aspects of registering for and attending Continuing Education Programs (Continuing Study Programs, Semester and Academic Programs, Summer and Winter Courses and Short Courses hereinafter referred to as "Course(i)") held at IED Istituto Europeo di Design Spa – Società Benefit - (hereinafter "IED") which are of an exclusively private nature. With regard to Courses divided into modules, the term 'Course' in these Regulations shall also refer to the individual module of such Course for which separate and autonomous registration is required from time to time.

1.2 By signing and submitting the application for registration Students fully accept the terms and conditions set out herein. For any matter not expressly addressed by these General Regulations, please, refer to the provisions set out in the Disciplinary Regulations and in the informative materials relevant to the Course (also with regard to the admission requirements for each Course or module) as well as in the other regulations in force which the Student declares to know and to fully accept.

1.3 These General Regulations may be, wholly or partially, derogated exclusively by specific provisions adopted by IED.

1.4 IED reserves the right to make modifications and variations to these General Regulations and to the other Regulations providing Students with adequate notice thereof.

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

Art 2. COURSES

2.1 The programmes and the duration of the Courses are determined by the specific Course Syllabus.

2.2 The duration of the Courses referred to herein may last up to two years, one year or less than a calendar year and, where this is envisaged, they can be divided into modules, each of which will require a separate, autonomous registration.

2.3 In organizing and staging the activities of each Course, IED is entitled to:

- assign Students to the most appropriate Course section;
- determine the lecture timetables and alter them either on a temporary or permanent basis;
- replace, if necessary and at any time during the academic year, lecturers, Course coordinators and teaching staff;
- change the location of the Course;
- vary the academic planning of the Courses, even temporally, as well as supplying the same by means of methods, including technological methods deemed more appropriate from time to time (by way of example and not limited to with the use of multimedia technologies, Internet, e-learning systems and by means of any other remote teaching method, etc.).
- organise seminars, meetings, debates and external visits in the most suitable times and dates.

2.4 Lecture time conventionally lasts 60 minutes and may include time for organizational set up.

Art 3. ADMISSION TO THE COURSES

3.1 Except for specific exemptions granted by IED, Italian and foreign Students are admitted to the Courses if they:

- are of age;
- have met the specific prerequisites for each Course or each Course module indicated in the relevant information material;
- have successfully passed the admission process to the Course or each Course module;
- have an adequate knowledge of the language of the Course. On this point, IED reserves, according to the type of Course for which the admission is required, to demand at least a B2 level of the CEFR - Common European Framework of Reference for language proficiency.

IED reserves the right to evaluate and accept admission to the Courses for Students under 18 years of age. In this case, the persons exercising parental authority must sign the application for registration and these General Regulations, together with any declaration of assumption of responsibility if this is considered necessary for the purpose.

3.2 The maximum number of Students admitted to the Courses of Study is programmed in relation to the ratio between Students and professors, as well as the availability of structures and infrastructures suitable for the specific educational activities. If need be, IED reserves the right to examine and approve admission to the Courses after having subjected the students to a motivational interview/aptitude test, and a language proficiency test to verify the knowledge of the language in which the Courses are held. The above-mentioned circumstances could entail the payment of tuition fees to be determined annually and published in the admission procedures.

3.3 Should the motivational interview and/or aptitude test or verification referred to in art. 3.2 highlight a lack of preparation, the educational board concerned may propose, on payment, if necessary, additional training activities which are preparatory to the achievement of the adequate initial training. The amount for the attendance of such training activities is not included in the registration and tuition fees and is calculated at the hourly cost of € 55.00.

3.4 All information related to the laws regulating admissions and registrations to Courses are specified in the IED website (www.ied.edu). Through the IED Campus portal, the student can view their enrollment status, academic records, attendance data, communications and notices, and manage payments and self-certifications.

Art 4. COURSE REGISTRATION

4.1 The student signs the application for enrollment in the Program, attaching the required documentation. The student is responsible for verifying the accuracy of the information provided in the application for enrollment in the Program they intend to attend.

4.2 Applications lacking any of the requirements set out at art. 4.1 will not be accepted. The registration procedure can only be completed once all the required documentation, submitted during the registration process, has been verified by IED.

4.3 Students are considered as enrolled upon acceptance of the application of registration and upon effective receipt by IED of the payment for the related registration fee of this Course or for the single module of the Course.

4.4 In the event of non-acceptance of the application for enrolment or refusal, by the consular authorities, to grant an entry visa to Italy to non-EU foreign Students, IED shall reimburse the Student exclusively for any sums already paid by the Student, with the exception of the amounts referred to in Articles 3.2 and 3.3 above, where actually paid, without interest or revaluation and without this giving rise to any right of the Student to claim compensation and/or indemnity of any kind. The final deadline for submitting documentation proving refusal of the entry visa is specified in Article 13.2 below.

4.5 For Courses of Study lasting more than one year or structured with subsequent modules, the acceptance of the enrolment application for the year following the first one, or for modules subsequent to others considered preparatory, is subject to passing the first year of the Course, or to the acquisition and/or possession of the minimum requirements for enrolment in the chosen module, as well as the payment of the amounts referred to the art. 5, according to the methods and terms envisaged therein.

4.6 For the sole purpose of personal identification or access to academic services, a card or a magnetic card may be issued. The request for the duplicate involves the payment of € 10,00, in addition to the current VAT rate, to be paid in advance. Moreover, IED activates a personal electronic mailbox, which constitutes the official communication channel between IED and the Students. All communications from IED will be made through the assigned electronic mailbox, which Students are required to check regularly.

4.7 IED issues, further to request, the following certifications to its registered students whose administrative position is in order: registration, attendance, exams (if taken) and certifications with apostille. The apostille is a certification validating, with full legal value, the authenticity of any public act at international level. The cost of each stamp (Apostille) is set at € 250.00, in addition to the current VAT rate, and must be paid in advance.

Art 5. METHODS OF PAYMENT

5.1 Students undertake to pay within the prescribed time periods set out in the articles below, the Course registration fee (or each Course module) and the tuition fee – which already includes the required insurance coverage – provided for the academic year. IED reserves the right to assess, accept or refuse, at own incontestable discretion, applications for registration submitted after the terms pursuant to the articles below.

5.2 The exact amount due by the student to the Institute for each Course of Study is indicated in the registration application as well as in the student's reserved area on the "IED Campus" portal (https://campus.ied.it/). By signing this document, the student declares to have read such amounts and to be aware of the fees due for registration, any renewal thereof, and attendance to the Courses.

5.3 IED has the right to propose different payment methods to students enrolled in the Courses of Study, or partial exemptions, including for promotional purposes.

5.4 For the purpose of completing the registration in the Course or each Course module process Students must also:

- duly complete and sign the application for enrollment in all its parts;
- pay the registration fee together with the submission of the documents as per the previous point.

5.5 The Student undertakes to pay the tuition fee provided for the Course, or for the Course module, no later than the fifteenth (15th) calendar day prior to the start date of the Course in which they are enrolled, or at the same time as acceptance of the application for enrolment if this occurs after the start of the Course.

5.6 A Student who has not paid all amounts due within the deadlines set out in the preceding paragraphs shall not be allowed to attend classes, sit examinations or participate in any teaching activity until payment has been regularized.

5.7 Costs relating to bank and foreign transactions shall be entirely payable by the placer of the transaction order.

5.8 As established by Ministerial Decree 24.5.2005, for every electronic or paper document VAT exempt (art.10 DPR 633/1972) with a value exceeding € 77.47, a revenue stamp of 2.00 euro will be applied. This amount will be invoiced to the student.

5.9 Unless otherwise specified, the amounts due to IED for enrolment in the Courses of Study and/or the other amounts referred to in these General Regulations are understood to include all legal charges, where applicable.

5.10 A student with a certified permanent civil disability equal to or greater than 66% (sixty-six percent), as determined by the competent medical commissions, may request an exemption from the payment of the tuition fee starting from the year in which appropriate certification is submitted to IED. For this purpose, the student is required to submit to IED the documentation proving the eligibility for exemption at the time of submitting the application for enrollment or, for students enrolling in the second year whose permanent disability is certified at a later date, by July 31 of the year in which the enrollment is renewed. Otherwise, IED will not be able to grant the exemption. In the case of a student with a non-permanent disability, or one subject to periodic review, the student must submit the certification proving eligibility for exemption on an annual basis.

5.11 In cases of revocation of the aforesaid civil invalidity certification or reduction of the degree of invalidity

below 66%, also occurred during the academic year, the exemption referred to in the previous point will be revoked, also pro quota for the year in relation to the duration of the course. It is the student's responsibility to communicate any changes in the degree of invalidity or the revocation of the recognition of the same occurred during the academic year and / or after the granting of the exemption.

5.12 Students enrolled to a Course of study who meet the aforementioned requirements will still be required to pay the registration fee.

Art 6. SCHOLARSHIPS

5.13 IED may hold competitions for scholarships to register for Courses. Competitions are open to all Students who want to register on the programmes subject to these Regulations.

5.14 In the event of withdrawal of the scholarship and/or the special benefits possibly granted, the student is obliged to pay the full amount of the tuition fee of the Course.

5.15 Cumulation of reductions and special benefits are not permitted.

Art 7. CHANGING COURSES

5.16 Students enrolled in the Courses and in good standing with their administrative position may request to transfer to a different IED Course of Study, without prejudice to possession of the access requirements for the chosen Course of Study.

5.17 Changing Course is subject to the approval of the Head Office and School Departments involved after examining the student's level of preparation with respect to the curriculum of the Course to be accessed, as well as the student's administrative position.

5.18 Transfers between Programs are subject to the availability of places

5.19 The Student undertakes to pay any fee adjustments if the fees of the course for which the transfer is requested or those applied at the destination campus are higher than the original fees.

5.20 If, on the other hand, the fees of the course for which the transfer is requested or those applied at the destination campus are lower than the original fees, IED undertakes to pay any fee adjustments as set out below:

- to the Student who submits the transfer application referred to in Article 7.1 above no later than the twentieth (20th) day prior to the start date of the Course, IED shall reimburse any difference between the original fee and the destination fee, without interest and/or revaluation;
- to the Student who submits the transfer application referred to in Article 7.1 above after the twentieth (20th) day prior to the start date of the Course, or once the Course has started, IED shall retain any difference between the original fee and the destination fee as reimbursement of administrative and teaching expenses, as well as consideration for services rendered and as a penalty.

Art 8. COURSE ATTENDANCE AND EXAMINATIONS

8.1 Course attendance is mandatory. Students are required to attend at least 80% of the total amount of hours of the activities foreseen for each Course. The same rules apply to the additional and preparatory training activities referred to in art. 3.3 above.

8.2 Students must strictly observe the start and end times of the classes.

8.3 Students, who are not up to date with the payments, set out at art. 5 above, are not allowed to attend lectures, examinations or any other educational activity.

8.4 IED is obliged to ensure and enforce observance of the applicable provisions regarding visas and residence permits for foreign Students, in addition to notifying any irregularities to the competent authorities. Foreign Students who do not comply with these provisions shall be forbidden access to lectures, examinations and any other educational activity.

8.5 Students are required to sit and pass successfully each examination, if provided, including any final test. The examinations are successfully passed when Students achieve a mark between 18 and 30 out

of 30, obtain a positive judgment, or an assessment between "sufficient" and "excellent ".

8.6 In the event Students do not achieve the minimum required mark or do not obtain a positive judgment/assessment or do not sit the examination or, must re-sit the examination, the School (or in any case the competent function at IED) may ask the Students to re-sit the examination according to the methods and timeframes agreed.

Art 9. SUPPLEMENTARY ACTIVITIES

9.1 IED may organize supplementary and extra-curricular activities such as, for example, rather than as an exhaustive list: exhibitions, trade fairs, various events, fashion shows, competitions, research activities, training internships, collaboration projects with private bodies and/or subjects.

9.2 Participation of Students in said activities shall be defined by merit-based criteria and logistic considerations, set out by specific agreements.

Art 10. ISSUANCE OF CERTIFICATES AND END-OF-COURSE ATTESTATIONS

10.1 At the end of each Course, IED issues certificates of attendance and other certifications, having an exclusively private nature, provided that Students have complied with the arrangements on attendance, as set out in the previous articles 8.1 above, have successfully passed all the examinations/assessments, if provided, and have met their obligations as regards payments of registration and tuition fees.

10.2 In the event that Students withdraw, or - for whatever reason - fail to complete the curriculum, IED may issue, upon request, certificates relating to the study pathway done so far.

Art 11. SUSPENSIONS OF STUDIES ("FREEZING")

11.1 Students registered in Courses have the possibility to request the temporary suspension of their studies for the academic year ("freezing"). Freezing can be requested only in cases of proven justified reasons, such as:

- Serious health problems of the student
- Serious family problems
- Maternity

11.2 "Freezing" studies is the suspension of the administrative and academic position of a student for the academic year in progress.

11.3 The enrolled student who requests freezing before tuition payment deadline shall be granted the freezing of the amounts paid up to that point (Registration fee or Registration fee and Tuition). If the student requests freezing after the deadline established for the payment of the tuition, the student shall be required to pay what is still due (Tuition).

11.4 "Freezing may be granted to Students who are in good standing with their administrative position.

11.5 "Freezing" can only be requested, if any of the serious reasons set out in art. 11.1 occur and, in any event, only if Students have not been absent for more than 20% of the total hours of the Course provided until that moment and if they have not exceeded 50% of the total amount of hours scheduled by the Study Plan. Requests for freezing received after 6 (six) consecutive weeks of absence will not be accepted. Freezing requests must be received no later than the aforementioned deadlines.

11.6 If the Course, Students are registered in, is not programmed in the following academic year, IED may propose the students to attend another Course.

11.7 In any case, amounts already paid and frozen may not be reimbursed if the student fails to continue his/her studies in the subsequent academic year to that with respect to which freezing has been obtained.

Art 12. WITHDRAWAL FROM STUDY

12.1 Withdrawal from studies is an irrevocable act by the student and entails the forfeiture of the qualification of student as well as the prohibition against accessing spaces and services dedicated to

teaching.

12.2 The withdrawal from studies is irrevocable and must be formally and explicitly expressed without conditions or restrictive clauses.

12.3 The student may withdraw from studies and therefore from enrolment in the Course of Study and related attendance by submitting a specific written withdrawal request to the administration office. After verifying that the applicant's administrative position is in order, the administration office issues a receipt for acceptance.

12.4 Students who have withdrawn from their studies may receive certifications relating to their coursework as envisaged in art. 10.2 above.

12.5 Students wishing to resume their studies must re-enrol.

Art 13. REIMBURSEMENT PROCEDURES

13.1 In the event of withdrawal from studies, any refund shall be calculated in the manner detailed in the following table:

COURSES OR MODULES LASTING LESS THAN 3 (THREE) MONTHS

Withdrawal from studies communicated:	*AMOUNT REFUNDED* *without interest and/or revaluation*	*AMOUNTS WITHHELD BY IED* *as reimbursement of administrative, teaching and ancillary costs, as well as payment for services rendered and penalties*
By the 10th day before the course start date	• 100% of the tuition (If already paid) • 50% of the registration fee	• 50% of the registration fee • Any amounts due and paid pursuant to art. 3 of these General Regulations
From the 9th calendar day before the course start date to the course start date	• 50% of the tuition	• 100% of the registration fee • 50% of the tuition • Any amounts due and paid pursuant to art. 3 of these General Regulations
After the course has started	• No refund	• 100% of the registration fee • 100% of the tuition • Any amounts due and paid pursuant to art. 3 of these General Regulations

COURSES OR MODULES LASTING BETWEEN 3 (THREE) AND 6 (SIX) MONTHS

Withdrawal from studies communicated:	*AMOUNT REFUNDED (Without interest and/or revaluation)*	*AMOUNTS WITHHELD BY IED (As reimbursement of administrative, teaching and ancillary costs, as well as payment for services rendered and penalties)*
By the 10th day before the course start date	• 100% of the tuition (if already paid) • 50% of the registration fee	• 50% of the registration fee • Any amounts due and paid pursuant to art. 3 of these General Regulations
From the 9th calendar day before the course start date to the course start date	• 70% of the tuition	• 100% of the registration fee • 30% of the tuition • Any amounts due and paid pursuant to art. 3 of these General Regulations
From the 2nd calendar day to the 10th day AFTER the course start date	• 50% of the tuition	• 100% of the registration fee • 50% of the tuition • Any amounts due and paid pursuant to art. 3 of these General Regulations

From the 11th calendar day after the course start date	• No refund	• 100% of the registration fee • 100% of the tuition • Any amounts due and paid pursuant to art. 3 of these General Regulations

COURSES OR MODULES LASTING MORE THAN 6 (SIX) MONTHS

Withdrawal from studies communicated:	*AMOUNT REFUNDED (Without interest and/or revaluation)*	*AMOUNTS WITHHELD BY IED (As reimbursement of administrative, teaching and ancillary costs, as well as payment for services rendered and penalties)*
By the 10th day before the course start date	• 100% of the tuition (if already paid) • 50% of the registration fee	• 50% of the registration fee • Any amounts due and paid pursuant to art. 3 of these General Regulations
From the 9th calendar day before the course start date to the course start date	• 70% of the tuition	• 100% of the registration fee • 30% of the tuition • Any amounts due and paid pursuant to art. 3 of these General Regulations
From the 2nd calendar day to the 10th day after the course start date	• 50% of the tuition	• 100% of the registration fee • 50% of the tuition • Any amounts due and paid pursuant to art. 3 of these General Regulations
From the 11th calendar day after the course start date	• No refund	• 100% of the registration fee • 100% of the tuition • Any amounts due and paid pursuant to art. 3 of these General Regulations

13.2 Foreign Students who have been refused an entry visa to Italy may obtain reimbursement of any amounts already paid by promptly communicating their withdrawal in writing, together with submission of the documentation attesting to the visa refusal by the Diplomatic Missions, with the exception of any amounts due and paid pursuant to Article 3 of these General Regulations. The final deadline for submitting the documentation is one (1) month before the start date of Courses lasting one semester or more. For Courses lasting less than one semester, the final deadline for submitting the documentation is the start date of the Course.

13.3 In the event of failed provision of the Course of Studies (as per art. 15 below), IED will return the amounts paid subject to submission of the appropriate forms duly completed and signed by the student whose Course has not begun.

13.4 All refunds will be made within 15 working days of acceptance of the reimbursement request by the Head of IED Campus. In the case of invalid and / or incomplete data, any delays in compliance with the deadlines mentioned above will not be attributed to IED. The refund will be made after deduction of any bank charges and fees.

Art 14. TERMINATION OF STUDENT STATUS

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

- completion of the Course;
- withdrawal from Studies;
- exclusion.

Art 15. FAILURE TO BEGIN COURSES

15.1 IED reserves the right not to begin one or more Courses if the minimum number of applicants has not

been reached, or if – for whatever reason – the requirements in terms of didactic, logistic and administrative support have not been met, as well as by virtue of any further reason for which IED may be forced to proceed with the non-activation of the Course.

15.2 In the event of failure to begin the Course, the Student shall be reimbursed for any amounts paid to IED for any reason, without interest or revaluation and without this giving rise to any right of the Student to claim compensation and/or indemnity of any kind. The reimbursement procedures are specified in Articles 13.3 and 13.4 above.

Art 16. OWNERSHIP OF THE PROJECTS

16.1 In order to guarantee and protect the Student and all their rights in relations with third parties, IED, unless otherwise agreed, shall hold exclusive ownership of all property rights over works, theses and any other work and/or project created or conceived by the Student, individually or jointly with other Students, during attendance of the Courses of Study and/or during further and extracurricular activities governed pursuant to Article 9 of these General Regulations. Therefore, the Student hereby assigns to IED, free of charge and without limitation of territory or time, all rights over the works, theses and any other work and/or project created or conceived by the Student, individually or jointly with other Students, during attendance of the Courses of Study and/or during further and extracurricular activities governed pursuant to Article 9 of these General Regulations. IED shall assess the possibility of reinstating the rights on a case-by-case basis upon specific request by the Student. In any case, the Student shall have the right to be recognised as the Author of anything created by them during attendance of the Courses of Study and/or during further and extracurricular activities governed pursuant to Article 9 of these General Regulations.

16.2 The Student's rights in relation to anything conceived and/or created by them, including the possibility of assigning to third parties all rights of use and exploitation, shall be governed by specific agreements.

16.3 The student expressly authorizes IED to use, freely and without compensation, for promotional and dissemination purposes and in compliance with applicable laws, the works, theses, and any other creations and/or projects developed or conceived by the student.

Art 17. CODES OF CONDUCT AND DISCIPLINARY PROVISIONS

17.1 Students at IED must behave fairly and respectfully towards other people, departments, equipment and any other third party right and avoid any activities that may hamper the smooth running of Courses.

17.2 IED and the Managements of the IED campus in question reserve the right to claim compensation for any damages suffered.

17.3 Students are obliged to observe the provisions contained in the Disciplinary Regulations.

17.4 Failure to comply with the provisions set out in these General Regulations and in other applicable Regulations may entail the following disciplinary measures being imposed on the students, which vary according to the gravity of the established cases: verbal warning, written warning, suspension, expulsion.

17.5 The procedures for imposing sanctions are governed by the Disciplinary Regulations.

17.6 IED shall not be held liable for damage to property and/or persons resulting from assaults, brawls, thefts and/or vandalism which occurred on its premises.

Art 18. COMMUNICATIONS AND COMMUNICATIONS TO STUDENT'S FAMILY

18.1 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.

18.2 The student authorises IED to directly notify their family of the impossibility and/or difficulty of the student's participation in academic activities for serious reasons, including issues with their health, which may cause harm to the student or to third parties.

Art 19. FORCE MAJEURE

19.1 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.

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

19.3 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.