STUDENT HANDBOOK

2024-2025

Istituto Marangoni · Dubai

istitutomarangoni

INDEX

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1. Welcome to Istituto Marangoni

Since 1935 Istituto Marangoni has been building on Giulio Marangoni's values, providing the fashion world with highly skilled professionals who respond to industry needs. He founded Istituto Artistico dell'Abbigliamento Marangoni in Milan with the aim of creating new courses that would support the fast-growing fashion industry in Italy as it rapidly evolved at that time. Istituto Marangoni today follows that tradition and responds in the same way by listening to industry needs and developing courses to prepare the professional experts of tomorrow. Today Istituto Marangoni is an established and recognised laboratory of aesthetic European-style culture with the finest Italian imprinting, collaborating with the most interesting names in the sector. Istituto Marangoni has schools in Milan, Florence, Paris, London, Shanghai, Shenzhen, Mumbai, Miami and Dubai.

2. History of Istituto Marangoni

Since 1935 Istituto Marangoni has been building on Giulio Marangoni's values, providing the fashion world with highly skilled professionals who respond to industry needs. He founded Istituto Artistico dell'Abbigliamento Marangoni in Milan with the aim of creating new courses that would support the fast-growing fashion industry in Italy as it rapidly evolved at that time. Istituto Marangoni today follows that tradition and responds in the same way by listening to industry needs and developing courses to prepare the professional experts of tomorrow.

Today Istituto Marangoni is an established and recognized laboratory of aesthetic European-style culture with the finest Italian imprinting, collaborating with the most interesting names in the sector. These include global brands such as Armani, Prada, Versace, Dolce & Gabbana, Dior, Zegna, Jimmy Choo and Vogue. In the same way that Giulio Marangoni as a designer understood the needs of the industry, our current teacher-practitioners at Istituto Marangoni continue to teach with the same principles to prepare each student for a career in fashion and fashion business. Italian fashion design and business models have influenced and are continuously impacting the world economy of fashion, art and design, and Istituto Marangoni has maintained its founder's goal of training the professionals of tomorrow in such key sectors as design, communication, and managerial coordination. The programmes continue to uphold the value and quality of training and contextualising learning experiences in the realities of the international marketplace. Istituto Marangoni works closely with the industry, with the continued aim to empower talent in fashion, art and design and to nurture industry professionals. Istituto Marangoni offers courses designed to provide students with the professional knowledge and practical skills to prepare them for the demands of the fashion industry.

0.1. Vision

1. Istituto Marangoni Dubai aspires to be one of the leading academic institutions in fashion, art and design in the UAE and regionally; a driver of change in the education sector through cross-contamination of fashion, art, design and innovative technologies. Istituto Marangoni Dubai aims to provide learners with high-quality education, blending innovative learning experiences with Italian expertise to enhance local talent and shape the future of the UAE fashion, art, and design industries. Istituto Marangoni Dubai aspires to create strong

bonds with the local community and partner with industry players with the aim of supporting the graduates in their placement and career.

1.1. Mission

Istituto Marangoni Dubai is dedicated to providing students with a high-quality academic experience that qualifies the students to be long-lasting leaders with combined expertise and abilities in Fashion and Design, which will be achieved by offering an extensive and detailed educational portfolio that is constantly updated to match industry demands and evolution, achieving the highest academic standards with modern and dynamic curricula focused on results, integrating the spirit of "Italianess" into the experience of students on a daily basis through both curricula and the school experience, celebrating the global and multicultural reach of Italian culture through Fashion, Art and Design, supporting and developing the potential of our teaching and administrative staff, by means of constant and punctual training, and further strengthening historical and recent connections with the most important companies and personalities in the luxury Fashion, Art and Design market.

1.2. Core Values

The Core Values at Istituto Marangoni Dubai are:

- Inclusiveness: Istituto Marangoni Dubai encourages tolerance, values variety, and defends democratic principles.
- Excellence: throughout the board in educational endeavours, student services, and involvement in the local community.
- Social responsibility: Istituto Marangoni Dubai promotes civic engagement, environmental stewardship, and global citizenship. Additionally, it promotes awareness of and adherence to the needs and challenges of both national and international communities.
- Commitment: to the teaching profession and boosting the entire educational experience of students.
- Empowerment: giving all academic and staff members responsibilities and authority to empower them.
- Leadership: by inspiring colleagues, faculty and students to value their skills, originality, and creativity.
- Diversity: teaching and learning to students from various cultural backgrounds in order to create an excellent learning environment.
- Integrity: in all endeavours, both inside and outside of Istituto Marangoni Dubai.
- Teamwork: in all school-related activities, especially amongst teachers, staff, and students.
- Ethics: via candour and openness, as well as assurance, responsibility, and honor.
- Innovation: Istituto Marangoni Dubai will grow and be able to provide solutions for improving teaching and learning by encouraging and supporting innovation at the academic and administrative levels.

1.3. Goals

The below are the strategic goals of Istituto Marangoni Dubai during the period of 2022-2027:

Goal 1: Reinforce student maturation and experience excellence in schooling and learning. The school seeks to promote teaching and learning skills and strengthen the academic support services with a focus on a distinguished experience provided to students throughout their studies at Istituto Marangoni Dubai.

Objective 1.1: Implement teaching methods that will engage students and improve learning;

Objective 1.2: Reinforce Faculty and Staff Development.

Objective 1.3: Reconstruct scholarly and career counselling to increase student employability.

Goal 2: Intensify Research Production, by incrementing innovative research and intellectual works among all programs of the school that will have an impact on the economy and society, locally, regionally and internationally.

Objective 2.1: Extend assets and broaden resources for research growth by demonstrating awareness for interdisciplinary research and creative works;

Objective 2.2: Object research and developing actions that encourage economy and employability.

Goal 3: widen the exposure of Istituto Marangoni Dubai, by increasing the internationalisation of the school, clustering on students as international citizens, and establishing international strategic partnerships.

Goal 4: Expresses and advocates internationalisation of institution-wide strategic plans, and develops policies to increase international enrollment, and the number of current students engaging in international higher education experiences.

Goal 5: Strengthen Community Engagement and increase institutional social responsibility, by developing policies to enhance faculty and staff participation in community engagement

3. Equal Opportunities

Istituto Marangoni is committed to promoting equal opportunities and good relations among its staff and students to create a positive learning environment in which all participants can achieve their full potential. Istituto Marangoni promotes equality in terms of race, sexual orientation, disability, religious beliefs, age and gender to ensure that all aspects of the school's activities are free from unfair treatment or harassment.

4. Purpose of the Student Handbook

These Educational Regulations for Foundation and Three-Year Programme (hereinafter referred to "Regulations") of Istituto Marangoni (hereinafter referred to as "Institute") regulates the definition of three-year course programmes activated by the Institute and defines the students' career. Anything not expressly defined by these Regulations is governed by the Catalogue.

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This Student Handbook for Undergraduate Programmes of Istituto Marangoni Dubai (hereinafter referred to as "Institute") regulates the definition of Undergraduate programmes activated by the Institute and defines the students' career. Anything not expressly defined by this Student Handbook is governed by the Catalogue.

4.1. Academic Contract

This is a personal agreement between 'the student and the school'. Under this agreement, the school agrees to teach students and in return, students agree to attend lessons and learn in accordance with this handbook.
Providing that the school receives payment of its stipulated fees and students obey its rules and regulations, each party makes the following commitment to the other.

The School shall:

• provide tuition and supervision in respect of the programme of study.
• evaluate students in respect of that programme of study.
• award a qualification in accordance with the evaluation of student performance.
• act fairly and reasonably in dealing with students in all matters.

Students shall:

• strive to achieve and sustain standards of academic performance as stipulated by the School in respect of the programme being followed;
• observe all the School's rules and regulations;
• submit to the sole jurisdiction of the institution in all matters (academic judgement cannot be questioned by students or any other person or body).
• be subject to the authority of the School in relation to all matters of conduct and discipline;
• attend classes and workshops regularly.
• do their utmost to produce such work as required by the School.
• apply themselves wholeheartedly to the programme of study.
• keep the school informed about any changes of permanent address, address for correspondence, telephone numbers and private e-mail addresses.
• respect and observe the rights and feelings of fellow students, School staff and visitors.

It is also agreed by both the School and students that:

The School shall be entitled to make reasonable changes to the programme of study, facilities and courses being offered at its sole discretion. This discretion shall be exercised fairly and reasonably, and students shall be entitled to receive fair and reasonable notice of any such changes;
The academic judgment of the School shall be final and binding.

Presence of students and other guests inside the building is controlled through the bar-code card reader at the reception for safety and fire regulations. It is students' responsibility to make sure their presence is properly marked. A student card is strictly personal, and no student should be on the School premises without it. Alternatively, students could use the Istituto Marangoni mobile app when signing in or out.

4.2. Duties & Responsibilities

Students must be aware of all School rules and regulations and as adults, they are responsible for their own actions. The responsibility for complying with the class regulations includes turning off mobile phones, refraining from talking during lessons and keeping appointments with School staff and professors. Students should respect the School building. In case of damage, students will be liable to pay compensation.

For security reasons and in compliance with the local laws, students can access the School buildings only by showing their own student card, which has to be swiped at the entrance and exit, in the bar-code readers provided. Should the student forget his/her card, the reception staff cannot allow him/her into the building. In case of loss, the student can ask for a duplicate of the student card. From the second duplicate request on, the student will be charged with an administrative fee.

Smoking is not allowed on the premises. Students caught violating the School rules inside the School may be subject to disciplinary action.

Any students who break the non-smoking regulation in public spaces will be charged with the fines set by the national authorities.

In order to keep students, their belongings and the Schools resources safe at all time, we request that students do not allow or encourage the admission of people who are not enrolled at the School to the premises without explicit authorisation. Students must not bring animals into the School.

4.3. External Support

Students studying practical subjects such as fashion design or fashion styling, when appropriate, may elicit support from professionals in practical areas. Students are responsible for the correct negotiation and time management of external work and there must be transparency when submitting work and clearly indicating which elements have been carried out by external bodies. Students may be asked to produce time sheets, costing sheets, contracts and production schedules to demonstrate the external engagement.

Please note professors are not allowed to work externally for students in any capacity as this would signify a conflict of interest.

5. Istituto Marangoni Dubai

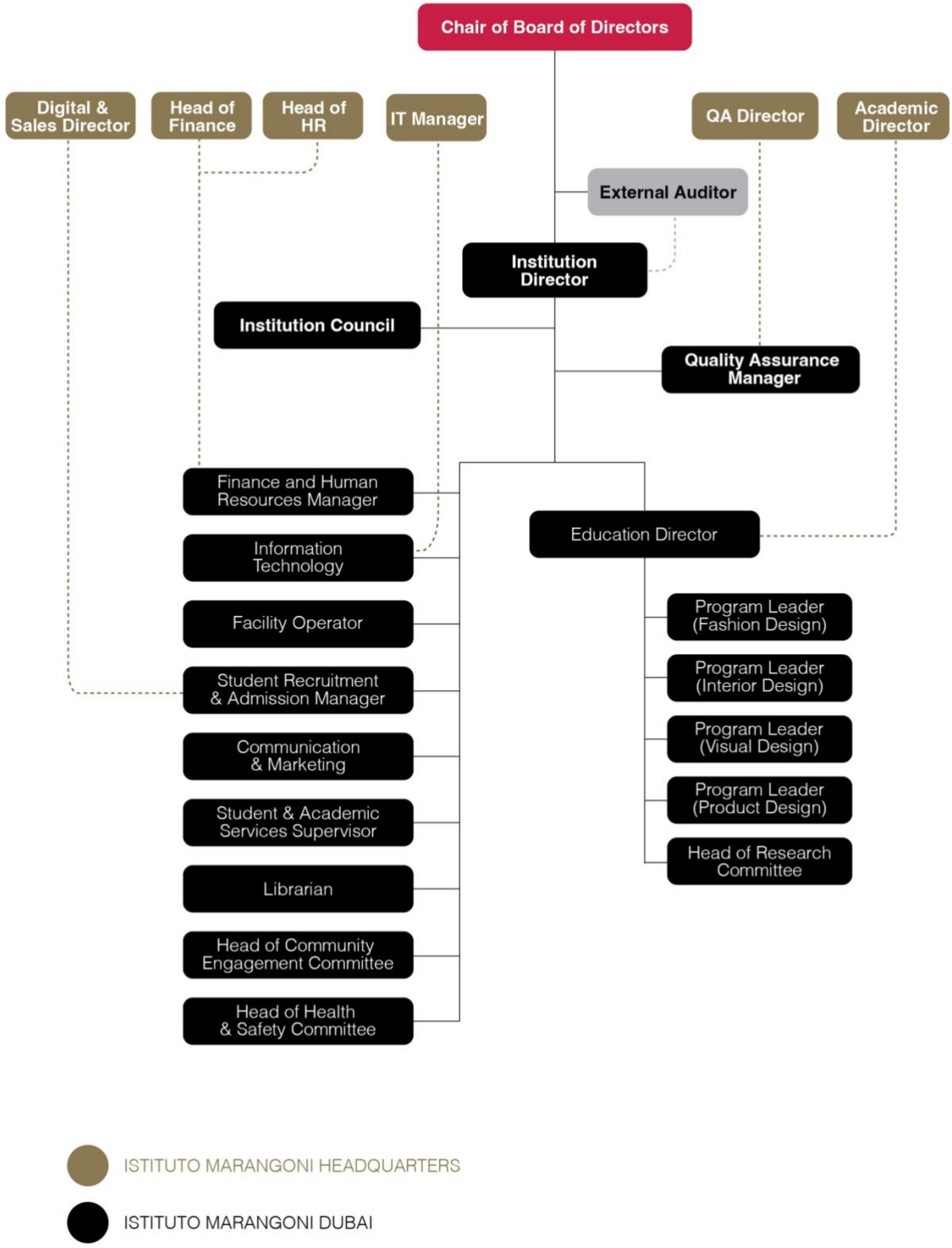
Istituto Marangoni Dubai is located at the 4th floor of Tower 8 in the Dubai International Financial Centre or DIFC.

School address: Gate Village 8, Level 4, DIFC, Dubai, U.A.E.

School opening hours: from 8.00 am to 9.00 pm.

General info: dubai@istitutomarangoni.com

6. Organization



6.1. Institution's Director

The School Director manages and supervises the work and activities of all staff, both administrative and academic. The School Director and the team report to Istituto Marangoni Headquarters comprising of Group Managing Director and Group Director of Education, Admissions, Sales, Quality Assurance as well as Group Academic and Student Services departments.

The academic team is responsible for the quality of the programmes; it oversees designing, developing and delivering of the programmes; it also manages the students' academic support, the monitoring of programmes and their continuous improvement.

6.2. Director of Education

The Director of Education directly coordinates professors in terms of the delivery of the programmes, monitor processes and procedures to make sure standards and the highest quality is met. Students can refer to their Director of Education for support in their studies or to highlight issues as well as raise suggestions regarding programme improvement.

Director of Education: Elena Marinoni
Email Contact: e.marinoni@istitutomarangoni.com

6.3. Administrative staff

The administrative staff is responsible for the organizational part of programmes, and for providing students with pastoral support, from their enrolment to the end of their studies and their first contact with the professional world. The administrative staff reports to the School Director and supports the academic team in its activities.

6.3.1. Academic & student support staff

The Academic & Student support department is in charge of the organisational part of the programme timetable, exam sessions and extracurricular activities. Moreover, it provides pastoral support to students and guidance regarding timetables, deadlines, School regulations, time management and career monitoring.

6.3.2. Library management and provisions

The library service aims to provide relevant, up-to-date, and easily accessible learning resources for students. It also aims to help students use these resources correctly and provide support during their research.

6.3.3. Careers Service

Careers Service supports students and alumni, offering guidance on all aspects of their career journey, providing practical advice, and helping students connect with industry.

6.3.4. Admissions, marketing and business development staff

The admissions staff provides assistance during the application process. It is also in charge of supporting students who wish to change programme or transfer to another School at the end of the study year.

6.4. School resources and spaces

Istituto Marangoni Dubai is designed to provide students with specific spaces according to the different needs of educational activities.

In particular, classrooms are divided into:

- theory classrooms: for lectures and seminars.
- design classrooms: for drawing and design workshops.
- pattern-cutting rooms: where sewing machines, irons and other features can be used for pattern workshops.
- photo-studios: when shootings or photography experiences are requested.
- multi-function rooms: where Apple computers, scanners and programme specific software and other features can be used for academic research and work.

6.5. Student Support

Istituto Marangoni provides dedicated student support officers as first point of contact for students who may require counselling on personal issues.

During the Induction week, the Academic & Student service staff and the librarian will give presentations on various aspects of the study at Istituto Marangoni Dubai, e.g. assessments, attendance monitoring, library resources, time management, dealing with stress, exam tips.

For matters of pastoral care, the student support officers will help in:

- finding your way around school and the city;
- managing time;
- exam tips;
- getting the best from the course;
- understanding and applying the school's rules;
- any other matter regarding situations which could affect academic performance.

One-to-one appointments may be made by phone, through the receptionists or by email throughout the school opening: the School will give students all necessary instructions in order to book an appointment and the procedure to be followed.

A written record of these meetings may be kept in the student file for reference and to assist in monitoring of student progress.

Students can expect to be seen right away or within two working days of first making contact.

7. Academic Calendar

The academic year is divided into two semesters, each consisting of educational sessions and learning assessment sessions (exam sessions).

The educational sessions of each semester consists of lessons, practical activities, and laboratory activities followed at the end of the semester by a period dedicated to learning assessment. The academic year starts from the end of September and ends June/July. This is not in contrast with the possibility of early teaching activities during the academic calendar.

In relation to the educational objectives and the most effective organization of activities, the Institute reserves the right to make changes to the days and hours of the lessons, both provisionally and permanently, by providing appropriate communication to the students.

The planned use of spaces and times defines the availability of spaces for teaching and study activities as well as their respective time of use.

Planning identifies for each lesson carried out, the exact name of the subject, the name of the professor, the time, the beginning and the ending of the lessons for each teaching.

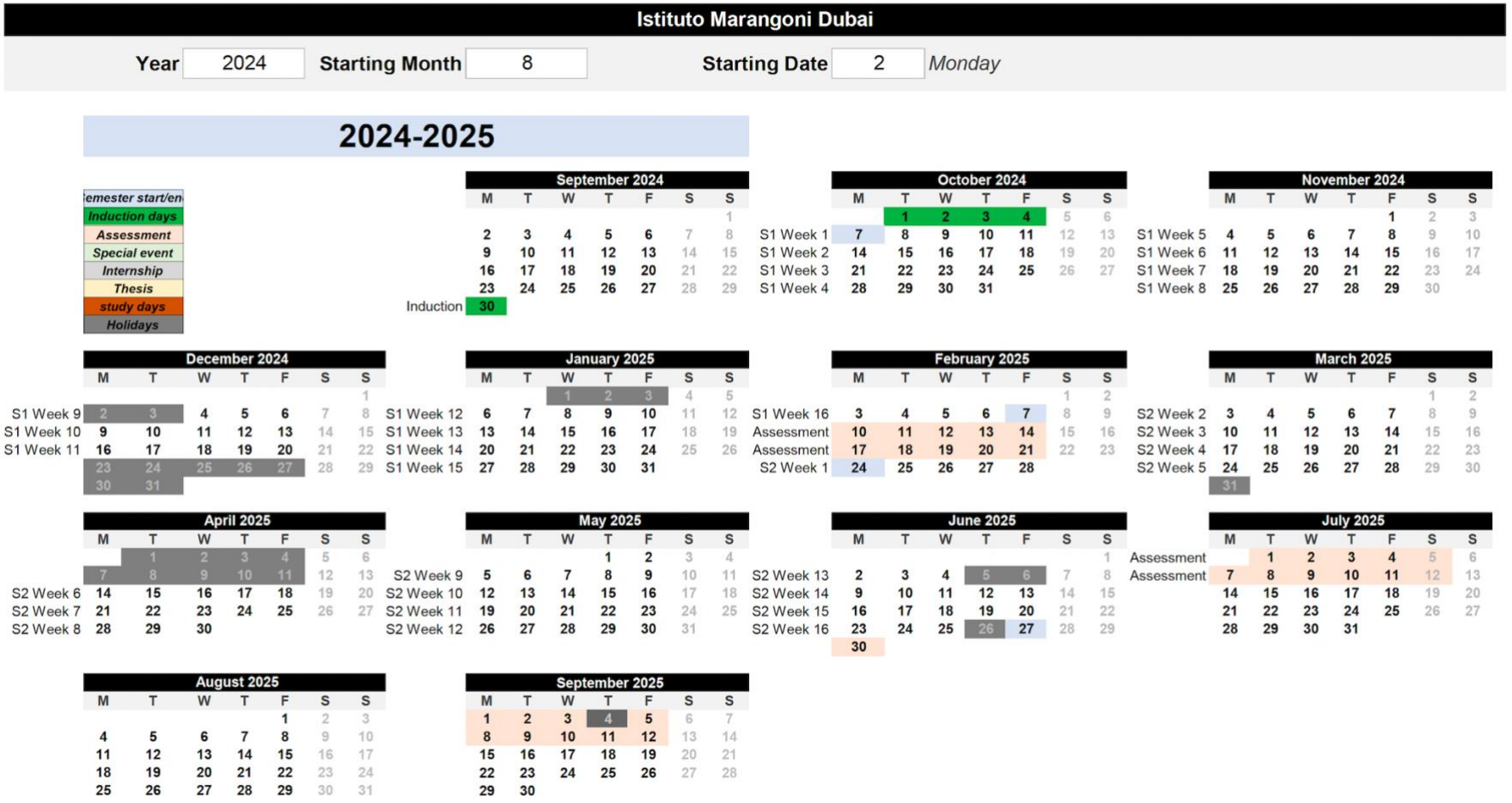


Figure 1 IMD Academic Calendar 2023-2024

8. Undergraduate Admission

Policy

Any person is welcome to apply for Istituto Marangoni Dubai. However, applicants should meet certain standards to be admitted to the school. Students who achieve a high average in their Secondary School Certificate are encouraged to apply to Istituto Marangoni Dubai for their higher education.

8.1. Admission Requirements

8.1.1. Admission Procedures

The institute will admit those candidates who submit applications within the time and according to the methods set out in the Educational Regulations, complete with the required documentation.
Admission to the course is permitted subsequent to passing a test ("entry test") to assess candidate requirements regarding the chosen course of study. Specifically, motivation for the chosen area of study, professional aims, personal interest, communication skills.

To be accepted in an Undergraduate Course, it is necessary to have reached the age of majority by the calendar year in which the course begins (December 31st).
Foreign applicants holding equivalent qualification (with at least 13 years of school attendance) can apply for admission onto a Three-Year Program.
Foreign applicants holding a qualification obtained at the end of a school attendance that is less than 13 years, in order to be admitted to Istituto Marangoni shall submit at least one of the following documents:

- academic certification certifying passing successfully all the examinations for the first year of Istituto Marangoni Dubai studies in the case of a twelve-year local school system, that is academic certification certifying passing all examinations required for the first two academic years in the case of an eleven-year local school system;
- an official qualification of post-secondary studies obtained at a non-Istituto Marangoni Dubai high education institute;
- certification by other universities regarding passing the foundation courses, which cover the missing years of school attendance.

The student must have an adequate initial knowledge of the language in which the course will be delivered.
The below documents should be presented at the time of admission.
The admission to the Study Course is programmed and is subject to the possession of qualifications and passing of entrance examinations requiring an assessment of the initial preparation level.

Admission applications must be drawn up on a special form issued by the Admission Office or downloaded from Istituto Marangoni website (www.istitutomarangoni.com). Admission applications may be submitted no later than September 30.
Students must provide the following documentation at the time of enrolment:

- Signed Application Form
- High School Certificate and Transcripts (Grade 10,11,12) with an aggregate of 60% and above or its equivalent
- Personal Statement
- 6 Creative Ideas
- Passport copy
- Passport size photo
- UAE Visa (if applicable)
- Emirates ID (If applicable)
- Interview with Academics (Mandatory)
- Academic IELTS (5.0 overall band) or TOEFL 500 or EMSAT English (1100).

Noting that all applicants (except UAE Ministry accredited schools or Universities) must apply for the United Arab Emirates Ministry of Education equivalency for their high school certificates and University degrees or transcripts.

Admission to the courses is permitted for a maximum number of students indicated by the Academic Board, after passing an examination to assess the candidate skills in the chosen educational specialisation.
The institute admits to the admission test all and only those candidates who have submitted the application, in the manner and within the times required by the Academic Regulations, complete with the required documentation.

Admission to the course is achieved after passing an admission test aimed at assessing the candidate's skills towards the chosen educational specialisation.
In particular: motivation towards the chosen study area, professional objectives, personal interests, and communication skills.

8.1.2. Conditional Admission to Undergraduate Programs

Students applying to one of the bachelor's programs offered by Istituto Marangoni Dubai are required to fulfill all admission requirements. However, students may be accepted conditionally in the following cases:

- Students will be given one semester to obtain the High School Equivalency from the Ministry of Education in the UAE, or they will be subject to dismissal.
- Students who pass the personal interview but have not yet passed the English proficiency test will be conditionally admitted upon the recommendation of the program leader for one semester. By the end of that semester, they must provide the English proficiency certificate, or they will be subject to dismissal.
- In all cases, conditionally admitted students will not be allowed to study more than 30 ECTS in their first semester.

8.1.3. Admission Test ("Entry Test")

The Admission Test ("Entry Test") is divided as follows:

- Creative ideas: candidates are invited to present 6 personal creative ideas. These may be submitted in the form of sketches, designs, photographs, mood boards and collages (the 6 creative ideas can also consist of a mix of these formats). They can also be:
    - personal re-interpretations of items, areas, people, situations;
    - design ideas: representations of personal creations, such as clothes/fashion collections, objects, furniture, interiors, etc. (based on requirements for the course in question). All projects must be submitted in A4 or A3 size, in .pdf, .tiff, jpg, .zip formats;
- Interview: the second part of the admission test consists of an interview which may be held via Skype or Zoom. The candidate's language skills will also be assessed during the interview.

The assessment commission is appointed by the Academic Board, presided over by the Director of Education and composed by appointed lecturers coming from different study fields. The commission establishes the subjects being tested and defines the assessment parameters. The calendar for interviews is set out by the Director of Education.
Candidates must present themselves for an interview with an identity document.

8.1.4. Communication of the Entrance Examination Results

The Admission Team, while evaluating the candidates, checks the results and prepares the list of admitted students. This list shows candidates in alphabetical order without indicating merit assessments.
The Student & Academic Service Office of the institute will contact the interested students by using the e-mail address indicated during the pre-enrolment.

8.1.5. First Year Enrollment

Admitted candidates must submit an enrolment application within and no later than August 30. Those who do not meet the deadline lose the right to be enrolled.
In the event of incomplete documentation submitted during the enrolment process, students are required to regularize their position as soon as possible and, in any event, not later than October 30, under penalty of exclusion from the enrolled student lists.
Candidates must present themselves for the interview together with an identity document.

8.2. Graduate Admission

- Attested and original bachelor's certificate earned in a discipline appropriate for the prospective graduate degree.
- Original copy of the academic transcript. The minimum accepted Cumulative Grade Point Average is 3.0 on a scale of 4.0 points or European Credit Transfer and Accumulation System grade of "B" or its equivalent.
- Applicants who have completed their bachelor's degree outside the United Arab Emirates are required

to provide a letter of equivalency from the Ministry of Education in the UAE.

- Creative portfolio (only for creative programs): The portfolio must demonstrate the student's creative and technical skills. It should include 10-12 illustrations, photos, and/or slides, along with a brief description of the project development.
- Curriculum vitae.
- Payment of the enrollment fee: It can be done online with a credit card, or you can upload the payment receipt (bank details are available online in your account).
- Passport copy.
- 1 personal photo.
- Emirates ID.
- UAE Visa (if applicable).

All applicants are required to provide one of the English proficiency certificates with a minimum score, as shown in the table below:

Test	Required Score
EmSAT -English	1400
IELTS Academic	6.0
TOEFL ITP	550
TOEFL iBT	79
PTE Academic	50
The Cambridge English: Advanced Test of English	52

8.2.1. Conditional Admission to Graduate Programs

- Students applying to one of the Master's programs offered by Istituto Marangoni Dubai are required to have a bachelor's degree in one of the accepted disciplines. However, students with a bachelor's degree in other disciplines may be conditionally admitted to the Master's program upon successful completion of the pre-master program, which consists of 18 ECTS of remedial courses designed to prepare the student for the Master's program. The pre-master courses are not for credit within the degree program and will not be counted in the CGPA.
- If the bachelor's degree was completed outside the United Arab Emirates, students may be conditionally admitted for one semester to obtain an Equivalency certificate for their bachelor's degree from the Ministry of Education in the UAE. Failure to obtain the certificate within this period will result in dismissal.

- The overall GPA in the bachelor's degree should be at least 3.0 on a 4-point scale or its equivalent. However, the following cases may be accepted conditionally:
    - May conditionally admit students to the master program with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.5 on a 4.0 scale or its established equivalent. Such a student must take a maximum of 18 ECTS credit of courses studied for the graduate program during the period of conditional admission and must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these nine credits of courses studied for the graduate program or be subject to dismissal.
    - May conditionally admit students to the master program with a recognized Bachelor's degree and a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale or its established equivalent to a maximum of 18 ECTS graduate-level credit hours as remedial preparation for the graduate program. These remedial courses are not for credit within the degree program. The student must achieve a minimum CGPA of 3.0 on a 4.0 scale, or its established equivalent, in these 18 ECTS of remedial courses in order to progress to the graduate program or be subject to dismissal.
- Students might be conditionally admitted with a recognized Bachelor's degree and an English EmSAT score of 1250 or its equivalent on another standardized approved tests, such as TOEFL score of 530 (197 CBT, 71 iBT), or 5.5 IELTS academic, to the master program. Such a student must meet the following requirements during the period of conditional admission or be subject to dismissal:
    - Must achieve the required English proficiency score (please see the below table), by the end of the student's first semester of study.

Test	Required Score
EmSAT -English	1400
IELTS Academic	6.0
TOEFL ITP	550
TOEFL iBT	79
PTE Academic	50
The Cambridge English: Advanced Test of English	52

8.3. Advanced Standing Policy

Any prior learning, whether academic, informal, or non-formal, can be given credit through advanced standing. It includes all types of recognition, including block, defined, and unspecified advanced standing attained by procedures like credit transfer and prior learning recognition.

Credit transfer is a method that gives students agreed-upon and uniform credit results for parts of a qualification based on determined equivalence in subject matter and learning outcomes between linked qualifications.
A systematic learning program that results in the complete or partial completion of an officially recognized qualification is referred to as formal learning.
Informal education is learning obtained from experiences and activities related to job, social, family, and recreational pursuits. Informal learning is not organized or externally structured in terms of objectives, time, or learning assistance, unlike formal or non-formal learning.
Non-formal learning is defined as learning that occurs through a structured learning program but does not result in a credential that is formally recognized. Through pathways, students can advance through qualification levels while having their prior credentials and/or learning outcomes fully or partially recognized.

CAA allows advance standing which allow holders of Bachelor's Degrees to join other bachelor degrees to obtain a second degree with some conditions:

- That the school has an advanced standing policy that is implemented;
- Not to count more than 50% of previous 4-year bachelor degree toward the new degree, so transfer into year 2 and studying two full years is accepted;
- They have a K12 education prior to that first bachelor degree.

Other conditions are in Stipulation 6.4 Transfer Admissions, Transfer Credit and Advanced Standing in the Standards.

8.3.1. Requirements

The applicant's total amount of learning will be considered in the currency assessment for advanced standing. Assessment of the student's learning currency will take place in light of their educational, professional, and personal experiences. For academic courses, prior study and/or experience must have been completed no more than ten years before enrolling, and for applied units, no later than five years.

8.3.2. Limits on Advanced Standing

Only full subjects may be used as the foundation for Advanced Standing.
Up to a maximum of 50% of the credit points in a course, Advanced Standing may be granted for all courses for which equivalent learning has been proved.
With the exception of non-specific or block credit, the previous subjects or learning must demonstrate at least 80% compatibility with the subjects for which Advanced Standing is requested. The evaluation of equivalency must take into account elements like the learning objectives of the topic for which Advanced Standing is requested, the amount of learning, the program of study's content, and the methods used for instruction and evaluation.

8.4. Student Transfer Policy

8.4.1. Transfer Admission

A student that studied in another academic institution and wishes to transfer to Istituto Marangoni Dubai must submit an attested transcript from the Ministry of Education. Furthermore, the below criteria must be met:

- Istituto Marangoni Dubai accepts only students transferring from UAE institutions recorded in the National Register of Licensed HEIs, or other organizations in the UAE approved by the Commission for Academic Accreditation, or recognized institutions of higher learning located outside the UAE;
- Students that wish to transfer to Istituto Marangoni Dubai should meet all the admission requirements (such as but not limited to the minimum high school score, English proficiency required score. etc.);
- The minimum CGPA should not be less than 2.0 points on a scale of 4 or its equivalent in any other scale, based on the teaching, learning and assessment system employed in the academic institution at which they initially enrolled, demonstrated by certified transcripts or other evidence. For those whose CGPA is less than 2.0 out of 4.0, they can be accepted to a program in a field distinctly different from the one from which the student is transferring;
- The student may transfer up to, and not exceeding, fifty percent (50%) of credits toward their degree at Istituto Marangoni Dubai;
- Graduation projects and theses credit cannot be transferred;
- Dismissed or on probation students will not be accepted, it is expected that a student has a clear record in this regard;
- Credit transfer will be granted for students with good standing with courses completed;
- The contents of the courses to be transferred must be equivalent in terms of learning outcomes to those offered by Istituto Marangoni Dubai.

The transfer of credits will be based on the following:

- The overall academic performance of the student at the prior academic institution.
- The alignment between the learning outcomes of the completed credits and the outcomes of the subjects in the chosen program.
- The number of credit hours completed at the prior academic institution compared to the credit hours of the proposed subjects.
- The grades of the subjects being transferred.

For students enrolling in the foundation year, the committee will conduct a thorough assessment. Based on this assessment, a decision will be made regarding the possibility of weaving the foundation year. To qualify for this weave, the

- Student must have completed at least one academic year (two semesters) at their prior academic institution.
- Earned credits equivalent to at least 70% of the total foundation year credits.
- and demonstrated a 70% or greater alignment in learning outcomes with the foundation year subjects.

If the completed credits or subjects fall short of the aforementioned percentages, the student will be required to complete all remaining foundation (not accepted for transfer) year subjects.

8.4.2. Transfers to Other Schools/Universities

The student who meets the administrative and educational requirements of the institute may transfer to another school by submitting an application to the Institution Director, without prejudice to State regulations on the transfer of non-EU students.

The Institution Director is required to inform the student about the acceptance of the application within 15 business days.

From the date of acceptance of the transfer application to another School/University, the student interrupts the academic career at Istituto Marangoni Dubai.

The student transferred to another School/Istituto Marangoni Dubai receives the documentation certifying his/her academic curriculum with the list of examinations taken and ECTS acquired.

8.4.3. Transfer Policy – Graduate Program

A student who has studied at another academic institution and wishes to pursue their master's degree studies at Istituto Marangoni Dubai must submit an attested transcript from the Ministry of Education. Additionally, the following criteria must be met:

- Istituto Marangoni Dubai accepts only students transferring from UAE institutions recorded in the National Register of Licensed HEIs, or other organizations in the UAE approved by the Commission for Academic Accreditation, or recognized institutions of higher learning located outside the UAE.
- Students that wish to transfer to Istituto Marangoni Dubai should meet all the graduate admission requirements.
- The minimum CGPA should not be less than 3.0 points on a scale of 4 or its equivalent in any other scale, based on the teaching, learning and assessment system employed in the academic institution at which they initially enrolled, demonstrated by certified transcripts or other evidence. For those whose CGPA is less than 3.0 out of 4.0, they can be accepted to a program in a field distinctly different from the one from which the student is transferring.
- The student may transfer up to, and not exceeding, twenty-five percent (25%) of credits toward their degree at Istituto Marangoni Dubai.
- Graduation projects and theses credit cannot be transferred.
- Dismissed or on probation students will not be accepted, it is expected that a student has a clear record in this regard.
- Transfers graduate program credits only for courses relevant to the degree that provide equivalent learning outcomes and in which the student earned a grade of B (3.0 on a 4.0 scale) or better.

The contents of the courses to be transferred must be equivalent in terms of learning outcomes to those offered by Istituto Marangoni Dubai.

8.5. Recognition of Prior Learning (RPL)

Recognition of Prior Learning (RPL) Policy sets out principles and requirements for aspects of Istituto Marangoni Dubai programmes based on prior learning. Students with practical experience, vocational training, or other kind of prior learning in fields that are offered by Istituto Marangoni Dubai are eligible to apply for the recognition of prior learning. The application must go through a process which enables the School to endorse the knowledge and skills that students bring with them when they embark on a programme of study. Only applications from students who submit a complete application will be considered.

The School recognises its responsibility towards standards of credits awarded. Credits granted via this process are in line with guidance published by the UAE National Qualification Authority as well as CAA Standards 2019 and has equal standing to credits achieved through programmes delivered by Istituto Marangoni Dubai School. It is important to note that the prior learning does not directly correspond to a particular subject of study delivered by the School, instead it reflects the learning outcomes of the programmes.

8.5.1. Principles

- All admission requirements specified in section 6.1.1 of this document must be met in order to proceed for the RPL application.
- All the documents provided by the student seeking RPL credit must directly match the skills, knowledge and competencies for which credit is sought at Istituto Marangoni Dubai.
- The evidence provided must demonstrate that the student has achieved the same level of learning outcomes of the sought credit at Istituto Marangoni Dubai.
- In all cases, no more than 50% of the credit for all courses in an individual undergraduate program may be awarded through the RPL process, including credit transfer.
- As Istituto Marangoni schools maintain and ensure the delivery of the same level of outcomes that prepare and equip the students with the required knowledge, skills, and competencies. Students completed their high school (12 years schooling) and joined any of Istituto Marangoni schools around the world, all the courses completed after the 12 years schooling, should be processed as recognition of prior learning and all studied subjects should be credited and accepted for the students (i.e. students with 12 years schooling who's completed his/her first year at any of Istituto Marangoni schools around the world, will be accepted to the second year of the Bachelor program at Istituto Marangoni Dubai).
- Students who apply for RPL application cannot start their study at Istituto Marangoni Dubai unless their application is processed and approved by the Education Director.
- Credits granted as a result of RPL will not be graded and will not be calculated in the student's final grade.

8.5.2. Procedure

In order to submit the RPL application, students must provide the following to the School's Admissions office:

- An application form to be submitted to the Admission Office.

- A portfolio with all the related documents should be submitted to the admission department along with the filled application, the portfolio should include documents such as but not limited to the following as applicable:
  - Certificates of all the subjects, courses or training that were completed by the student.
  - Transcript states the level of achievement for each subject, course or training.
  - In the case of practical experience, a detailed job description specifying the exact role of the applicant need to be submitted.
  - Recommendation letter/s from his/her employer/s.
  - Performance evaluation.
  - Any other supportive documents that can be used to ensure the achievement of the learning outcome.
- The application along with the supportive documents submitted in the form of portfolio will be sent through the admission team to the Education Director for evaluation purposes.
- Education director should formulate a committee in order to evaluate the application, and the supportive documents provided in the light of the level of skills, knowledge and competencies that are aligned with a particular outcome. Upon the evaluation, the committee will decide to:
  - Reject the case, or;
  - Accept the application and grant the credits, or;
  - Assign a challenge exam for the applicant in a specific area/s to ensure his/her level of knowledge. According to the challenge exam result, the committee should decide whether to grant the credits or reject the application.

8.5.3. Appeals

Decisions on the admission of applicants are final and there is normally no right of appeal against such decisions. Decisions are made based on judgement as to whether an individual meets, or is likely to meet, the requirements to succeed on the course.

Istituto Marangoni Dubai will only consider an appeal relating to an application for admission if there is substantive evidence of irregularity in the procedure under which the application has been processed. Unhappiness with an outcome is not grounds for an appeal.

If a formal appeal is received concerning an application, it should be addressed to the Sales Manager. The Sales Manager will investigate and formally respond within 15 working days

8.6. Istituto Marangoni Cross-School

Scope

Istituto Marangoni Cross-School is the opportunity for undergraduate students to transfer or apply for RPL to another Istituto Marangoni school to attend the same course.

All Istituto Marangoni Group courses and subjects are granting students the same learning outcomes, therefore students transferring from any school or training centre of the group will be treated as “cross-school students”.

Cross school students coming from Istituto Marangoni schools will be allowed to be enrolled at the following level of their learning path at Istituto Marangoni Duba, provided they would need to complete at least 50% of the CAA accredited course (i.e. students completing level 4 will be entitled to transfer to level 5).
IMD ensures that all the applicants must demonstrate their achievement of equal level of skills, knowledge and competencies that provided by the different subjects’ outcomes.

8.6.1. Application requirements

Requirements to transfer from Year 1 to Year 2
Transfer to Year 2 (Level 5) may be granted if students demonstrate full engagement with their Year 1 (level 4) studies including:

- Pass all exams of Year 1 (level 4) across all terms/ semesters;
- Possess a sufficient language knowledge and provide a certification if required by the school of destination;
- Be compliant with the payment of the fees.

Please note that students may need a new visa to study in the school of destination.

For more specific information and guidance, applicants are invited to contact their local Admission Office.

8.6.2. Application Procedure

Students enrolled in either October or February intake can submit the application form for Cross-School in a specific timeframe, specified in the "Cross-School Guidelines" delivered to students during the first week of the course by the local Student & Academic Office staff.
The Student & Academic Office staff oversees students’ applications and provides the school of destination with the transcript of records and the attendance certificate.
Once the application period is closed, and after the publication of the relevant assessment results, the Student & Academic Office staff of the school of destination assess the eligibility and completeness of the applications received and provide applicants with a provisional conditional offer or a rejection.

Students receiving a provisional offer must comply with the application requirements to receive a final confirmation of the transfer.
The Student & Academic Service staff in charge of assessing the applications will meet on a rolling basis (from April to August) to check the maintenance of the requirements.
A final unconditional offer is sent by the Student & Academic Office staff of the school of destination only after the publication of Semester 2 grades and after a final check of the requirements maintenance is done.

Please note that Cross-School transfers may be also subject to the number of available places in the school of destination.

9. Advising Policy

Purpose

IMD is committed to providing students with high-quality academic advising services. Academic advising ensures that students receive the necessary information, support, and guidance to progress through their studies smoothly and successfully. At the beginning of each academic year, Program Leaders will assign new students to an Academic Advisor. The Academic Advisor will offer support related to institutional policies and procedures, attendance, student development, support for at-risk students, and any additional assistance required.

Scope

This policy applies to all students enrolled at IMD

Policy

- It is the responsibility of the Program Leader to assign new students joining IMD to Academic Advisors based on their specialization and area of interest. The assignment process must be completed within the first three weeks of the semester.
- Students are encouraged to consult with their Academic Advisors throughout the semester.
- Each tutor may serve as an advisor to a maximum of 30 students.
- Online meetings may be scheduled if agreed upon by both parties.
- Required Documentation

  Each Academic Advisor must maintain the following documents for academic advising:
    - Student transcripts
    - Minutes of meetings with students
    - Any plans developed for the student
    - Communication records between the Academic Advisor and students

Guidance for Students

- Communicate with the Academic Advisor on a regular basis, attend all scheduled meetings, and respond to all emails sent by the Academic Advisor.
- Communicate any academic issues or concerns to your Academic Advisor as soon as possible.
- Provide the Academic Advisor with all necessary documents required for academic advising, including the academic transcript, timetable, and study plan.
- Participate in the evaluation process of academic advising as requested by the Academic Services.

10. Fees Details

The below is the details of the students fees:

- Foundation Fashion & Design: AED 75,600 (Enrollment Fee + Tuition Fee including 5%VAT)
- BA Fashion Design & Accessories: AED 108,150 (Enrollment Fee per year + Tuition Fee per year including 5%VAT)
- BA Interior Design: AED 102,900 (Enrollment Fee per year + Tuition Fee per year including 5%VAT)

- BA Product Design: AED 102,900 (Enrollment Fee per year + Tuition Fee per year including 5%VAT)
- BA Visual Design: AED 102,900 (Enrollment Fee per year + Tuition Fee per year including 5%VAT)

11. Student Records

Istituto Marangoni Dubai storage system follows the institute's Code of Ethics and focus on a framework of fair competition with honesty, integrity, correctness and good faith, respecting the legitimate interests of students, customers, employees, shareholders, commercial and financial partners and of the communities in which the institute is present.

According to such regulations, Istituto Marangoni ensures that students' information is safely stored within the Student Information System (SIS), including school career, grades, attendance and enrollment fee.
Server network is virtualized and backed up daily. The backups are retained both on the cloud via Azure services and on premise in the Istituto Marangoni Headquarters in Italy.

Once applicants are accepted in the selected programme, upon successful completion of the admission requirements, their record is automatically stored within the SIS.
The access to the SIS is granted to different actors with a specific level of permissions.
In particular:

- Director of Education: this person is granted full access to students' data pertaining to the campus he/she is appointed to.
- Admission staff: those persons are granted access to students' personal information and can edit the enrollments. Academic & Student Service staff: those persons are granted access to students' career and can edit attendance and grades of the students enrolled in all courses. They can also edit programs structure and students' enrollments.
- Professors: those persons are granted access to students' career and can edit attendance and grades of students enrolled in their courses.
- Administrative staff: those persons are granted access to students' personal information, school budget, professors rating.

Any change in students' status (either personal information or career path) is automatically notified and registered. All student's personal data, certificates and files are regularly and carefully archived within a specific Information System Database for clear consultation and update – where needed, and in compliance with the applicable legislation concerning the processing of personal data (in particular, with the provisions set out in both in EU Regulation no. 679 of 2016 on the protection of personal data and in DIFC Law No. 5 of 2020 (the "DP Law").

A Student Portal allows students to access data related to their academic path such as:

- My Profile: this section allows students to edit their personal data from the Portal and any change is notified to the staff by email;

- My Schedule: this section allows students to visualize their schedules.
- My Grade: this section allows students to visualize their grades.
- My Degree Audit: this section allows students to visualize their progress into the study path.
- My Transcript: this section allows students to visualize and download their Unofficial Transcript. Official transcripts are issued by the Student & Academic Service Office and are legally signed.
- My Account: this section allows students to visualize their financial account and payment status.
- My Forms (the staff must set-up all the forms from back-end): this section allows students to raise an issue or to ask for a specific request to the school staff, such as:
    - Raise an Issue (signed or anonymous);
    - Withdrawal Form;
    - Transfer to Other Istituto Marangoni Form;
    - Exceptional Factor Form;
    - Appeal Form;
- Official Transcript request;
- IT request;
- My Documents: this section allows students to upload their documents, such as English Language certificate, copy of passport, etc.
- My Terms & Conditions: this section allows students to visualize their terms and conditions.

The policy of Istituto Marangoni Dubai is to respect the rights of its students to privacy and confidentiality regarding their academic records, and it has set up rigid rules for the implementation of this policy. Student records are kept secure and only authorized personnel are entitled to have access to them.
Professors post their exam results according to student ID numbers and are not allowed to post them according to student names. No official transcript may be issued to any party including the concerned student's parents except upon his/her signed request and it will not be handed to any other party, except with the student's own authorization.
All official transcripts are signed by the Director of the Department of Registration.
Students may request an unofficial transcript or a record of their grades any time they need it, besides being able to access their records and see their grades any time they wish on the Internet by using their own ID number and PIN (Personal Identification Number).

12. Information Release.

Policy

No one shall have access to, nor will the institution disclose, any information from a student's permanent academic record without the written consent of the concerned student.
Student record access is granted only to authorized individuals at Istituto Marangoni Dubai who have an official requirement to view information about courses completed and grades earned by the student in order to fulfil their

administrative responsibilities and assist students with registration, advising, degree completion, and career counselling.

Students who would like to request for documents (i.e. Diploma, Transcripts) shall submit the request to the Office of the Registrar using "Document Request Form".

13. Degree Committee

In order to graduate and obtain the Diploma, students must sustain all the exams and they must earn 180 ECTS, including those related to the Internship and Dissertation, in accordance with the terms defined in the study plans.

Default members of the Committee are the Programme Leader of the course and the supervisor. The supervisor will be chosen among the Istituto Marangoni faculty, while any co-supervisor might also be external, chosen anyway based on their expertise on the dissertation subject field.

The final Committee for the dissertation discussion is appointed by the Academic Board, upon consultation with the Director of Education, and it will be composed, in respect to current rules, by at least 3 members of Istituto Marangoni.

The Programme Leader and/or the supervisor might invite also other external members (without right to vote), for their expertise and non-binding opinions on the subject.

14. Grade Approval and Change.

14.1. Grading System

The final exam is successfully passed when the student achieves a minimum grade of 18/30 or a positive suitability judgment. Whenever the maximum grade is achieved and when excellence is acknowledged unanimously, Honors can be bestowed to the student. It is possible to refuse a final examination grade. It is not possible to repeat a final examination already recorded as successfully passed.

Conversion table for grading systems:

Grades in Letters (US)	Assessment	Numeric vote (Italy)	Numeric vote (UK)
A	All learning outcomes have been achieved with an excellent level.	30 e lode	70+
B	All learning outcomes have been achieved with an optimal level.	29-30	65-70
C	All learning outcomes have been achieved with a good level.	26-28	56-64
D	All learning outcomes have been achieved with a discrete level.	22-25	47-55
E	All learning outcomes have been achieved with a minimum level.	18-21	40-46
F	The learning outcomes have not been achieved.	<18	0-39

14.2. Assessment parameters

The establishment of the European Higher Education Area (EHEA, European Higher Education) as part of "Bologna Process" involves the definition of the Educational Regulations in terms of student learning. Student assessment parameters are based on the "Dublin descriptors" (Bologna Process, European Qualifications Framework, 2004), which contribute to the description of qualifications in a national and European framework.

They should be read in relation to each other and are built on the following elements:

- Knowledge and understanding (usually in their own study field) is deemed useful to determine autonomous judgments, including reflections on social, scientific, or ethical issues related to them;
- Making judgments. Students must have the ability to collect and interpret data;
- Communication skills. Students must be able to communicate information, ideas, problems and solutions to specialists and non-specialists;
- Learning Skills. Students must have developed the learning skills they need to undertake subsequent studies with a high degree of autonomy;
- Each Course Regulation interprets these parameters according to the training objectives of the Study Course and teachings.

14.3. Credit Hours

Courses are calculated in credit-hours. Each course carries a certain number of credits which are awarded after its successful completion. Credit hours usually equal the number of hours spent in class per week.
One credit hour is typically 50 minutes of lecture given weekly for a minimum of fifteen weeks. Two or three hours of tutorial or laboratory work per week is the equivalent of one credit hour.

14.4. Releasing of Grades

Faculty submit the students' marks within the day of examination.

14.5. Grade Refusal

It is possible to refuse an examination grade during the exam session. It is not possible to repeat an examination already recorded as successfully passed.
In the course of their academic connections with the faculty members, students have a right to an impartial assessment of their academic work as well as to fair and equitable treatment. The faculty at Istituto Marangoni Dubai is required to adhere to certain standards as part of their job duties.

- A student who feels that he or she has a valid issue about a final course grade must communicate that concern in writing to the professor who is in charge of that course before meeting with that professor to discuss it.
- If an agreement cannot be reached, the student must submit a formal grade refusal in writing to the registration office no later than 24 hours after the grades are announced in accordance with the academic calendar.

14.5.1. Procedure

Students shall send a formal refusal to the Student & Academic Service staff within 24 hours of final grade posting. Students shall indicate to the Professor the refusal of the grade during the exam session.
The Professors submit the grade refusal to the responsible academic department, via intranet.

14.5.2. Change in Grades

All faculty members must follow the steps below if they need to modify a student grade that has already been submitted to the Student & Academic Service:

- Only work submitted before the conclusion of each semester may be used to determine a course's grade.
- Only where there were mistakes in the computation or recording of grades are modifications in grades authorised.
- The concerned faculty member will submit the required grade modification and a sufficient justification to the Student & Academic Service staff.
- The request will be sent to the Programme Coordinator, and finally the Director of Education for final approval.
- If the Director of Education grants the request, the Student & Academic Service staff will be notified of the grade change and will notify the student and the faculty member as well as make the necessary

changes to the student record.

14.6. Failure Policy

Introduction

Students who fail the subject's assessment or do not meet the minimum attendance requirement will be registered as repeating students in the following year. This policy outlines the cases of repeating students, their enrollement in the following year and the fees associated with their repeating.

Scope

This policy applies to students who fail one or more registered subjects.

Policy

Students may fail a subject due to either insufficient attendance or failure to pass the assessment. In such cases, the student will be required to re-enroll in the following year as a repeating student. The following outlines the failure cases:

- Failure due to insufficient attendance:
    - The student fails to attend at least 75% of the classes (80% in the case of foundation courses).
    - The student does not provide valid reasons or excuses to justify the absences.
    - The student fails to attend catch-up lessons scheduled through Academic & Student Services (no more than 15 catch-up lessons can be scheduled).
- Assessment Failure:
    - The student’s final grade in one or more subjects falls below 18.

Repeating Students

There are two categories of repeating students:

1. Repeating Students with Attendance
    - Applicable to students who met the minimum attendance requirement but failed the assessment (final grade below 18). In this case, the student will re-enroll in the following year as a repeating student. However, they will not be required to attend classes again, as the attendance requirement has already been satisfied.
2. Repeating Students Without Attendance
    - Applicable to students who failed the assessment (final grade below 18) and did not meet the attendance requirement. The student must re-enroll in the same academic year and attend again the lessons for each subject where the attendance was not satisfactory and maintain at least 75% (80% in the case of foundation courses) attendance to be eligible for the final assessment the following year.

Payment

Repeating students must settle their payments before the start of the academic year. The payment structure is as follows:

1. Repeat With Attendance:
    - Students retaking only the final examination (attendance requirement already met) will be required to pay the enrollment fee only.
2. Repeat Without Attendance:
    - Students required to attend classes again must pay the enrollment fee and 50% of the tuition fee or in case of less than 50% of the credits a fee that is reduced and equal in % to the amount of credits to recover. (i.e. a student retaking 15 credits out 60 -25% of the annual total- will be asked to pay 25% of the tuition fee).

15. Career Service Policy

The Career Service office provides career support for students at undergraduate and postgraduate level. The purpose of the career service is to create a bridge between Istituto Marangoni Dubai graduates and the job market. To do so, mentoring and counseling activities are organized throughout the academic year. These may include workshops and individual career advice meetings with eligible students.
During these individual meetings, CVs and portfolios are revised and students are encouraged to talk about their career goals and expectations, while being advised on professional paths and on strategies to tackle the professional world and, more specifically, the fashion and design industry both at local and global level.

In order to further enhance job market knowledge, the career service organizes seminars and round table discussions and specific career days with professionals, HR managers and employers, usually on specific topics such as: career paths, personnel research methods and professional figures.
Students have the possibility to book individual appointments with the Career Service staff for counseling and support through a dedicated career management platform where they can also have access to the Istituto Marangoni job board.
Thanks to the strong professional network of Alumni and Companies, the career service supports its Alumni in sharing job opportunities and recruitment initiatives also after their graduation.
The career service also develops additional contacts within the industry for custom collaborations and talent acquisition support also for managerial and senior profiles.

16. Residential Life Policy

Istituto Marangoni Dubai does not have student residences.
However, Student & Academic Service staff supports students by connecting them with local agencies and services for housing.

17. Student Finance Policy

Istituto Marangoni Dubai tuition fees are determined on an annual basis by the Group Digital and Sales director, with the approval of the Group Managing Director.

The financial activities of the school are managed by the Finance Manager, with the support of an external tax and chartered accountant consultant. In particular, the external consultant is in charge of the management of the daily activities concerning the corporate and other local taxes, the bookkeeping in accordance with both, local tax and accounting rules and with the international accounting rules.

Furthermore, the financial business reporting has to be done in accordance with the internal Group policies. A specific format with precise procedures and instructions has to be followed for the development and submission of the monthly business reporting.

Precise guidelines and procedures are available for the correct recording of the students on both the academic and sales platforms, and for the management of receipt from the students.

The institute has strong group financial and economic resources to support new strategic investments and the start-up phase of the new school. Normally, the institution manages the activity only with its own financial resources, and no public funds are asked for and managed by the institute.

A major part of institutional profit is yearly reinvested to support the sustainable growth of the institute itself, and its academic and research activities development.

The official institution's fees are well detailed in Istituto Marangoni Dubai Admission Pack and main website www.istitutomarangoni.com.

Additionally, student fees are indicated in Istituto Marangoni Dubai Terms & Conditions.

18. Student Disciplinary Policy

Istituto Marangoni Dubai is committed to create a supportive environment to protect the quality of the educational experience and to provide all of its students with the best opportunities to achieve success. To promote the security of the institute and students, Istituto Marangoni Dubai has implemented a Code of Conduct for students, which states the conduct expected of all students at the institute and within the local community. The Code also sets out the procedures for managing any behaviour considered to be improper.

Presence of students and other guests inside the building is controlled through a bar-code card reader at the reception for safety and fire regulations. It is students' responsibility to make sure their presence is properly marked. A student card is strictly personal, and no student should be on the school premises without it. Alternatively, students could use the Istituto Marangoni mobile app when signing in or out.

18.1. Student's Conduct

Istituto Marangoni Dubai is committed to create a supportive environment to protect the quality of the educational experience and to provide all of its students with the best opportunities to achieve success. To promote the security of the Institute and students, Istituto Marangoni Dubai has implemented a Code of

Conduct for students, which states the conduct expected of all students at the Institute and within the local community.

The Code also sets out the procedures for managing any behaviour considered to be improper.

Academic Misconduct refers to any form of academic cheating:

- Plagiarism (presenting the work of others as if it was your own).
- Submitting assignments downloaded from the Internet.
- Commissioning another person to produce a piece of work without acknowledgement.
- Cheating in examinations.
- Colluding with others to submit work, including friends or family who work with you unacknowledged (also coursework that should be undertaken during the class, i.e. Pattern cutting, photography).

Policy

The policy for academic dishonesty is outlined below.

- All academic work and materials submitted for assessment must be the work of the student.
- Cheating is not only limited to copying from the work of others and providing unauthorised assistance, but also includes the use of devices or other surreptitious means for the purpose of obtaining falsely derived passing scores on examinations.
- Students are prohibited from submitting any material prepared by or purchased from another person or company.
- All students are expected to take the process of advanced education seriously and act responsibly. Students who violate examination or assignment rules are subject to disciplinary action.
- The school has the authority to impose penalties on students who are found to have committed acts of academic misconduct in any form of assessment. In cases of academic misconduct, it is not necessary for intent to be proven.
- It is sufficient that the particular act has occurred. A case will be considered based on evidence.
- Where it is suspected that any form of academic misconduct has been committed, all evidence must be collected, collated and, prior to consideration of the case, made available to those hearing the case and to the student.
- It is the student's responsibility to provide such evidence to a representative.

18.2. Expected conduct from the student

The student shall:

- Behave responsibly to contribute to the creation of a climate of mutual respect and understanding among all members of the Istituto Marangoni community;
- Act within the limits of the law and avoid all activities and conduct that may harm the reputation of Istituto Marangoni;
- Behave and communicate in a manner that will not unreasonably offend others. Some examples of offensive behaviour are: using foul or threatening language, and any other form of discriminatory or antisocial behaviour;

- Treat all persons inside and outside the Institute with respect;
- Treat all property of Istituto Marangoni Dubai with respect;
- Comply with requests of staff;
- Comply with health and safety regulations at Istituto Marangoni Dubai and with the specific requirements applicable to the students' work areas;
- Comply with any fire alarms and evacuation procedures, leaving the building as soon as the alarms are sounded;
- Notify the Institute in due time of any serious crimes for which they have been sentenced and/or of which they are accused.

18.3. Improper Conduct

Istituto Marangoni Dubai considers the following conduct to be inappropriate and as such, it involves the risk of disciplinary actions, pursuant to the Students Code of Conduct. This list is not to be regarded as exhaustive.

- Unacceptable behaviour due to the consumption of alcohol or other substances.
- Possession or use of illegal drugs or other substances with similar effects to illegal drugs.
- Offensive, threatening, violent or abnormal behaviour on the premises of Istituto Marangoni Dubai, during activities inside or outside the Institute, or inappropriate use of the Institute's email accounts or computers.
- Actions that have caused or may cause health and safety problems in the Institute.
- Behaviour that may damage the reputation of Istituto Marangoni Dubai with local communities, or its relationships with the same based on complaints received by individual residents, groups of residents, community representatives or police officers.
- Behaviour that harms or may harm the reputation of Istituto Marangoni Dubai with external groups or organisations, or its relationships with the same.
- Disturbance to academic, administrative, social or other types of activity at the Institute.
- Offensive behaviour or language, bullying or harassment of any type towards a student, staff member or guest of the Institute, in any way, such as through social media, inside or outside the Institute, using own equipment or equipment belonging to the Institute.
- Actions including defamatory and/or false statements regarding any member of the Istituto Marangoni community.
- Tampering with fire detection equipment, alarms or extinguishers.
- Damage or defacing of Istituto Marangoni Dubai property or that of other members of the Institute, whether intentionally or due to negligence.
- Unauthorised use or abuse of property owned by the Institute, including computers.
- Recording lessons or other academic sessions or conversations without consent from the persons involved.
- Failure to collaborate with a member of staff in identifying, when requests to provide this information is reasonable.

The following conduct is normally treated as improper by Istituto Marangoni Dubai, in which case, the Institute may decide where or not to suspend and/or expel the student.

- Offensive language or conduct towards other persons, on grounds of age, disability, gender, gender identity, pregnancy, motherhood, ethnicity, religion, faith or sexual orientation;
- Taking of property owned by the Institute, staff or other students without permission;
- Deception, fraud or dishonesty to the detriment of the Institute, its staff or students, or during academic activities;
- Dealing in unlawful drugs or other substances with similar effects;
- Other conduct that constitutes a potential significant crime, towards the Institute or the reputation of a student in their quality as a member of the Institute;
- Actions that cause or which may have caused serious damage to premises of the Institute or during academic activities or which create a risk of legal liability for the Institute;
- Physical violence or threats of same towards others;
- Behaviour that may harm the reputation of the Institute;
- Sexual harassment;
- Non-consensual sexual acts involving staff members or students of the Institute;
- Serious and/or repeated harassment of staff or students.

Incidents of improper behaviour, as included in the examples above, which are considered by the competent staff members as having a significant impact on others or on the Institute in general, or as persistent and/or repeated over a long period of time, may be treated as serious misconduct.
Breach of the Code of Conduct by students will be managed by specifically assigned members of the Institute.

18.3.1. Management Procedures for Improper Academic Conduct

Improper academic conduct is considered to be any action or omission by a student that leads to unfair advantages in an assessment.
Improper conduct can be divided into two categories:

- breaches in supervised written examinations;
- breaches in documents assessed outside of written examinations.

As well as written documents, this includes practical work, models, garments, sculptures, art works and final projects.
The definitions provided below are indicative and do not claim to limit or determine the findings of disciplinary evaluation committees; there may be other actions or conduct leading to the penalisation of a student using this procedure.
Assessment, in any form, is the means by which the Institute evaluates students' achievements of the aims in their programme and of the standards required to be awarded academic qualification. It is a fundamental principle, according to which students must be assessed fairly and equally.
Therefore, any attempt by a student to gain an advantage over other students in the performance of an

examination or to help another student to achieve said advantage will be considered improper academic conduct.

The Institute has the right to ensure that assessments are carried out according to the very highest academic standards. Correct performance is therefore essential to safeguard the legitimate interests of the students as well as the reputation of the Institute. Presumed improper academic conduct that threatens the integrity of assessment procedures within the Institute as well as the maintaining of academic standards will be considered serious misconduct and will be subject to thorough investigation.

The Institute has the authority to assign penalties to students found to be guilty of improper academic conduct in any type of assessment. Improper conduct includes fraud, plagiarism, collusion or other attempts to gain unfair advantage.

In case of improper academic conduct, it is not necessary to demonstrate intention; it is sufficient for the deed to have been carried out. Each case will be examined on the basis of available evidence.

Where there are suspicions of potential improper academic conduct, it is necessary to collect and analyse all evidence, which will then be made available to the case auditor and the student before the case itself is heard. It is the student's responsibility to provide evidence to a representative.

The penalty for improper academic conduct ranges from failure of some or all examinations, through to expulsion in more extreme cases.

18.4. Disciplinary Sanctions

Students may be subjected to disciplinary sanctions commensurate to the seriousness and reiteration of the facts established, as stated in these Regulations. Disciplinary sanctions refer to any type of fraud or collusion, such as plagiarism (submission of another's work as one's own); submission of work downloaded from the Internet; commissioning a part of a work from others without attestation; exam fraud; working with others (including family members or friends) to present work; failure to comply with the protocols in place at the Institute. Any breach of copyright can lead to legal action.

18.5. Mitigating Circumstances

During enquiries on improper academic conduct, students are invited to make a statement for the purposes of mitigation, before the start or at the opening of a formal hearing. This statement will be considered an admission of improper academic conduct. Any exceptional factors submitted for the purposes of mitigation after the hearing will not be considered. As a rule, if a student admits to improper academic conduct before a formal hearing, the hearing will not be convened; in this case, the Director of Education will evaluate the case and assign a suitable punishment. If the student provides a statement of mitigating circumstances before an undertaking to improve, this must be implemented since it has the purpose of growth and support. It is the task of the Director of Education to decide whether to apply a specific punishment or to soften said punishment in the light of any mitigation statement provided by the student, and/or other factors considered of importance. When assessing mitigation requests, the Director of Education uses the regulations and procedures for consideration of exceptional circumstances. However, it is necessary to bear in mind that the majority of circumstances leading to the approval of exceptional circumstances for a student are not sufficient

to accept a request for mitigation addressed to the disciplinary academic committee.

18.6. Expulsion

Students may be expelled from the Institute for academic reasons. Following examination of the case, the Institute feels that the student must be expelled from the programme, the Director of Education will send a letter to the student, informing them of this decision. If a student is expelled for academic reasons, their registration with the Institute will be cancelled. Expelled students cannot transfer to other academic programmes in the Institute; nor can they return to their original programme.

19. Student Attendance.

At the beginning of the Academic Year, the Director of Education establishes the calendar and schedule of the lessons in accordance with the regulations in force. This calendar will be made public by affixing it to the Institute notice board or via computer.

Lesson attendance is mandatory. In fact, entrance to examinations is granted to students who attended at least 80% of the hours of training activities, excluding individual study, actually carried out, for each individual course of the academic year in which students are enrolled. Once enrolled in the course, the student is required to attend the lessons; in the presence of repeated unjustified absences the student will be suspended from lesson attendance.

The attendance of the students to the lessons is recorded by the professors in charge of the individual courses using the forms provided by the Institute or via computer.

At the end of the course, the professors and the Students & Academic Service Office, when confirming entrance to the examinations, will check attendance in accordance with the provisions of these Regulations.

The students may, in special cases, recover their unattended training activities according to the guidelines established by the Academic Board, which will assess from time to time the specific situations and needs of each student.

Following the assessment of the Academic Board, the student may, in fact, enrol by paying the related charges in the courses of the unattended lessons for the maximum of 20% of the lesson hours of each subject.

In a fast-moving fluid landscape of technological advancements, machine learning and human creativity are becoming intertwined. Humanity keeps pursuing innovative ways of elevating and advancing learned skills while technology is “responding” with fast advancements in its capabilities.

Artificial Intelligence is firmly in the spotlight, with its advantages and potential dangers constantly being debated, yet not enough time is dedicated to acknowledging modalities in which future symbiosis between human and machine cognition can transform the paradigm. Artificial Intelligence is in the main spotlight, with all its pros and cons, which are constantly debated, but probably not enough acknowledged.

The questions loom: where does the human being end, and the machine begin? How can we foster a positive and purposeful interaction with AI? What role do contemporary “authors” play, and how can we define them as such? If machines support or take over cognitive and creative tasks, what should we be training humans

to do?

SCOPE

1. Artificial Intelligence (AI) is a tool that can be used to generate digital content. For instance, it can use any language or writing style in responding to human prompts or questions which are written in natural language. It can analyse, summarise and re-fraise texts without understanding its deeper meaning by using word prediction models. It can also synthesise new images, produce audio and video content based on training material from the internet.
2. The aim of the policy is to:
    - Provide guidance on the School's overall position on artificial intelligence tools.
    - Set out guide-rails for using Artificial Intelligence tools in assessments.
    - Highlight limitations of AI tools and usage within assessments.
    - Manifest procedures for identifying and dealing with non-compliance in using Artificial Intelligence tools.
    - Outline available student support.
3. The policy is applicable to all Istituto Marangoni students enrolled at undergraduate and postgraduate levels. It will be monitored reviewed and updated annually to ensure accuracy and complete alignment with the most up to date industry developments.

ISTITUTO MARANGONI POSITION ON AI

1. Amplifying Imagination: A Creative Boost
    - Istituto Marangoni believes in preparing its students for a dynamic future world by unleashing their full potential and making complex problem solving and elevated creativity accessible to all. Adaptability is key to flourishing in the fast-evolving society and students are equipped to deal with it through critical thinking and philosophical understanding of fundamental values. Istituto Marangoni academic faculties will leverage the full potential of AI powered tools by enhancing collaborative work, creativity, critical thinking, problem solving and communication. This will lead to the ultimate goal of expanding research methods, new prototyping strategies, enhancement of visual and written outcomes, as well as encouraging new forms of trasmediation & human-machine dialogue.
2. Ethical AI: Nurturing Originality, Preventing Plagiarism
    - What is the future of art and the role of authors in a world permeated by Artificial Intelligence? Istituto Marangoni answers this question through the development of new frameworks that can help us to differentiate piracy and plagiarism from originality and artistry, "to avoid the deliberate exploitation of human authors, and to ensure adequate remuneration and recognition for human minds, the integrity of the cultural value chain, and the cultural sector's ability to provide decent jobs", as suggested by UNESCO (2022).
3. Empowering Education: A Tailored Journey for Students

Istituto Marangoni encourages an AI that can help empower and develop different areas, such as:

- Cross- and transdisciplinary investigations, to make complex ideas accessible and feasible for students.
- New approach to global collaborative learning through integration of augmented reality and gamification which can add value to student's learning journey.
- Inclusivity, thanks to the implementation of support tools that enable students with diverse mental, perceptive, and physical abilities to enrol into creative education courses and to find a welcoming field for their future career.
- Sustainability, to help students embrace a more sustainable, ethical, and responsible approach to production chains and prototyping models.
- Recognising the value of combining AI generated digital media, with traditional craftsmanship and techniques, that lead to out-of-the box solutions while preserving the integrity of "Human Created Art".

20. Artificial Intelligence (AI) Policy

AI TOOLS IN LEARNING AND ASSESSMENTS

1. Istituto Marangoni supports responsible usage and implementation of artificial intelligence tools within learning, teaching and assessment areas. The School defines reasonable usage of AI tools during the following:
    - Artificial Intelligence supported learning process, to further develop subject knowledge, generate simplified explanations to complex ideas, check the meaning of key terms, explore different writing styles and approaches, summarise large amount of information, translate text into different languages, and to help organise study time. However, students are encouraged to make sure they are aware of the motivation and main purpose of using any chosen AI tool(s) as well as its functions and limitations prior to usage in the learning process. If used incorrectly, students might face difficulties in developing skills that would be beneficial in the future.
    - Brainstorming stage: to generate new ideas for critical examination and curation, to gain new insights, to diversify graphic, and visual input for inspiration and pre-prototype exploration as part of primary research. However, students must be aware that none of the AI tools should be used as a single source of information due to their current limitations, for example, not having necessary access to appropriate or up to date academic sources that might only be available through institutional subscriptions.
    - Preparing for assessments: to create practice questions and summaries aimed at reviewing concepts and getting prepared for assessments, without submitting these as own work. Students can use AI to plan and develop an outline structure for written assessments. However, students should make sure that any AI tool(s) used are appropriate and produce relevant outcomes for the type of assessments in question.
    - Production phase: to generate graphic assets to support digital crafted artworks originally designed by them. Using artificial intelligence tools to help generate necessary images might be

a useful tool, however, students should always take into consideration ethical aspects associated with it.

- Assessments: Artificial Intelligence use is only allowed when explicitly permitted by the tutor or indicated within relevant academic documentation, for example, programme or unit handbooks. Full briefs and instructions on the requirements and permitted use of AI tool(s) will be provided to all students, however, in case of questions, it is the student's responsibility to communicate those to the tutor.

2. Artificial Intelligence tools boast great benefits but have also limitations. The following will be treated as inappropriate usage of AI tools and relevant procedures will be followed to determine an appropriate penalty:
    - Integrity and transparency: Students should never produce and submit an assessment fully generated by AI. Work that lacks personal and authorial editing should not be passed off as being originally hand typed or made by the student. Cases like this will be considered as academic dishonesty and appropriate procedures will be followed.
    - Re-write manipulations: Students should never submit a draft essay that was re-written it in good form or structure by AI, except when it is a declared as part of creative process and the student is in full control of the final outcome. Any loss of learning process should be considered as a minus, and the student should be capable to detailed oral defence of the submission content. However, technology could be used to produce declared cosmetic improvements.
    - Copyrights and academic referencing: Students should never include outputs generated by AI tools without clearly referencing the source or undertake AI based analysis, evaluation, or calculation without acknowledging it. For example, in cases where one of the AI conversational tools was used, it would be necessary to include an appendix as part of the submission of the student inputs and any AI responses to those. In cases where an AI tool, where used in any of the research phases, it would be necessary to include a full description of how it was used. Artificial Intelligence generated images should be declared in appendix with prompts and analysis of the constituent elements utilised by the Artificial Intelligence system.
    - Sensitive information and data privacy: Usage of AI tools must always follow relevant General Data Protection Regulations (GDPR) as well as internal School's Information Privacy Policy. Students should never enter personal or sensitive information in any artificial intelligence tools even if it is anonymised, manipulate personal data and generate unauthorised/ offensive / defamatory / cyberbullying contents. It is important to be aware that any information entered in AI tools is not private and could expose private and sensitive information to unauthorised parties.

NON-COMPLIANCE INFORMATION

1. Istituto Marangoni places great value in its culture of honesty and mutual trust and expects its students to act in a way that upholds these values in all parts of their academic journey. When joining the community, students make a commitment to fully align with assessment guidelines, which also include academic

honesty, transparency, and fair academic practice. To achieve this, students must acknowledge and fully reference all sources and resources used when finalising their assessments.

2. There might be situations where members of the academic faculty might identify potential breaches of the academic honesty. Regardless of the student doing it intentionally or not, all cases will be treated seriously, and the procedure indicated in the School's Academic Misconduct Policy will be followed.
3. Identifying suspected academic misconduct will usually require an academic judgement which must be evidence-based. This means that the evidence must relate to the specific type of academic misconduct, which might relate to poor academic practice, unfair academic advantage, contract cheating, plagiarism, cheating, unauthorised and / or unaltered use of artificial intelligence tools etc. To establish that the academic misconduct has taken place, the evidence against the student must meet the balance of probabilities. This means that the evidence collected shows that it is more than likely than not that the student did what has been alleged. To ensure that the most appropriate penalty is applied, the School will also consider prior warnings and academic misconduct outcomes against the student.
4. For full information and a list of penalties, please refer to the Academic Misconduct Policy available on the School's Intranet.

STUDENT SUPPORT

3. The School will ensure to provide all necessary advice and guidance on how to avoid committing an academic misconduct according to the context of the student's academic path. This might include (but not limited to):
    - Relevant policy briefings during the students' welcome week.
    - Providing clear assessment requirements at the start of each term / semester.
    - Organisation of academic writing sessions during term / semester.
    - Scheduling specialised training sessions during class time. This might vary depending on the student's academic path.
    - Academic referencing guidelines which will be shared and discussed during several stages of term / semester.
    - One-to-one meetings with the academic tutor or Programme Leader (when or if required)
4. In addition, the School understands that sometimes external or significant events can have a negative impact on the student's ability to study and / or engage with their assessments. The student is committed to maintain a fair, consistent, and objective way for letting the School know about such events. It is suggested that students refer to the Exceptional Circumstances Policy to familiarise with the procedure in case they need more time to complete assessments due to events beyond their control.

Istituto Marangoni aims to provide an inclusive environment and places students' general wellbeing at the heart of the support. In cases where further support is required, students are encouraged to arrange a one-to-one appointment with the School directly

21. Student Activities.

Every student at Istituto Marangoni Dubai participates in activities that are significant to their study time. It

gives the students excellent opportunities to showcase and develop their skills, interests, and talents. The school offers a variety of extracurricular activities, including artistic, social, and cultural ones. Student groups, associations, and councils are used to carry out these activities. The goal of Istituto Marangoni Dubai is to raise the bar for student achievement, and all of these students' extracurricular activities will contribute to that goal.

Student orientation programs are designed to help freshman, transfer, and non-traditional students adjust to the academic and social life of the school, with the primary purpose to help students understand the nature of the school, the educational opportunities available to them, the mission, vision, objectives, and core values of the school, and how Istituto Marangoni Dubai operates as an institution of higher education.

It is also intended to permit students to participate in academic advising, and to inform them about matters relating to student registration, school activities, and other aspects of school life in general.

21.1. Student Social and Cultural Activities

The Student & Academic Service Department organizes, implements, and supervises all social, cultural, and entertainment programs for students. Its main objective is to help students to develop their interests and abilities, and to practice their hobbies through a variety of programs and activities.
The school places great emphasis on these extracurricular activities. It seeks to help students to develop their many talents and abilities plus make good use of their leisure time by forming student cultural and scientific societies.

Extra-curricular activities include industry projects, workshops on specific subjects, seminars, lectures with VIP guests, showroom and museum visits, as well as guidance and assistance in international competitions, shows, career fairs, awards, and scholarships, plus a variety of student social events.

The school also encourages students to meet each other in the friendly atmosphere of its surroundings. To this end, the school organizes lectures, masterclasses, workshops, and promotes extra-curricular cultural and social activities.

Istituto Marangoni Dubai emphasizes that participating in social activities is an effective means of establishing interpersonal relationships, developing leadership skills, and generally enhancing the overall academic programs.

Student Clubs

Student clubs are committed to encouraging programs, events, and activities that help students improve their skills through practical, hands-on learning experiences outside of the classroom. These clubs also recognize and celebrate the contributions students make to extracurricular activities. Through participation, students gain diverse and valuable experiences that enhance their formal education and contribute to their personal, intellectual, and skill development.

Student clubs provide an excellent opportunity for students to build social, educational, and leadership skills. Participation in recognized clubs and organizations offers students the chance to network, represent the university, take part in leadership programs, and engage in events and service activities both on and off-campus.

Membership

A student willing to join a student club must communicate with the Student & Academic Services Department (academicservices.dubai@istitutomarangoni.com)

The student must fulfil the following requirements:

(a) Must be enrolled as a regular (non-repeating student)
(b) Have a minimum attendance of 80%
(c) Not holding any disciplinary warnings

To establish a club, a minimum of 5 members is required. Members should elect the club president who will serve as the focal point of contact with the Student & Academic Services Department.

President Responsibilities

- Coordinate all the club responsibilities in order to hold successful events and activities.
- Facilitate the work of the club in consultancy with all members.
- Submit event proposals to the Student & Academic Services Department for approval and follow up on them.
- Call for meetings and lead the discussion.

At the beginning of each academic year, the students previously involved in a club will automatically be reinstated.

22. Standing Surveys

IMD has designed a number of surveys aimed at collecting stakeholder feedback on different areas to enhance the overall quality of services provided. As IMD considers students an integral part of the development process, their feedback will be collected to further improve the services provided. The surveys below will be regularly conducted by the student services team:

Resources Questionnaire:

- IMD uses a Resources Questionnaire to assess the availability and effectiveness of resources required to support its academic programs and other activities.
- By gathering feedback through a Resources Questionnaire, IMD can identify areas where additional resources are needed or where current resources could be optimized to better support its mission.

Semester/Subject Questionnaire:

- At IMD, a Semester/Subject Questionnaire is administered to students at the end of each course or semester to gather feedback on their learning experiences.
- This feedback helps IMD evaluate the effectiveness of their teaching methods, course content, and overall learning environment, and make necessary improvements.

Final (Graduate) Survey:

- IMD's Final Survey is administered to graduating students to gather comprehensive feedback on their experiences throughout the academic program.
- This survey covers various aspects, including program curriculum, faculty, resources, job readiness, and overall satisfaction, providing valuable insights to IMD for continuous improvement.

Alumni Survey:

- IMD administers an Alumni Survey to graduates to gather information on their post-graduation experiences and outcomes, such as career progression and personal development.
- By collecting feedback through an Alumni Survey, IMD can evaluate the success of its programs and identify areas for improvement while providing useful data for prospective students and employers.

23. Student Council.

Istituto Marangoni sets forth clear provisions for the establishment and operation of a Council of Students, which is composed of students appointed as representatives in the Academic Board.

The Council of Students is an autonomous organisational and coordinating body of the students enrolled in Istituto Marangoni programmes, whose main task is to promote students' participation and to coordinate student representatives in other academic, research and service bodies of the Institution.

The Council of Students act also as an advisory body which can make proposals for what concerns:

- education systems;
- educational activities regulations;
- the efficiency of services;
- tutoring and guidance activities;
- contributions to the educational expenditure required to students and their destination.

The Council of Students may however deliver opinions and proposals on all matters of general interest of the institute, students, and in particular on:

- teaching regulations;
- the efficiency of services;

- tutoring and guidance activities;

Istituto Marangoni provides the logistical, staff and financial support necessary for the operation of the Council of Students.
The Council of Students deliberates on the implementation of training activities organized by students themselves in the field of culture, cultural exchanges, sport and leisure and provides for the allocation of funds for this purpose. The rules for the operation of the Board of Students are set out in a specific Regulation. However, this regulation must provide rules for the election of one of its members as its President, who represents the Council of Students for all intents and purposes.

Students are involved in the publication of their research and scholarly activities through the Group's global online magazine Maze35, a digital space to cross paths with international voices of the Istituto Marangoni community. The editorial platform has been developed to exchange creativity and talent. This is the place where projects, ideas, research and case studies are shared and analysed by game changers, visionary minds, students and alumni to challenge the future of Fashion and Design, to rethink the world of luxury through a new language that values authenticity, inclusivity and respect for the environment.
It's never easy to find one's own voice out there but inspiration from others can help guide you through a universe of opportunities and knowledge.

The activities of the Students Council include, but are not limited to, the following:

- Assisting Istituto Marangoni Dubai in identifying the interests, programs, and goals of the student majority.
- Communicating those interests, programs, and goals of the student majority to Istituto Marangoni Dubai.
- Assisting Istituto Marangoni Dubai in providing students with programs to meet the needs of its students.
- The elections are conducted according to the Election Code of the Student Council.

23.1. Nomination and election

- Candidate should be an Istituto Marangoni Dubai student.
- The duration for the elected Council is three academic years.
- Each candidate should present a plan.
- The students should nominate only 5 candidates.
- The elections will take place as in the announcement period mentioned.
- The elections are held electronically through the portal using a student's ID number.
- The nominated council can vote on the president and vice president role.
- The candidate should take the council responsibilities as part of his/her priorities.

23.2. Students Representatives Roles

Representing the student body: Student representatives are responsible for representing the interests and concerns of the student body at the institutional, program, and course levels.

Providing feedback: Student representatives are responsible for gathering feedback from students and communicating it to the relevant decision-making bodies. They should be able to articulate student perspectives and advocate for solutions that are in the best interests of the student body.

Participating in decision-making processes: Student representatives are responsible for actively participating in decision-making processes at the institutional, program, and course levels. They should contribute to discussions, provide input, and offer suggestions for improvement.

Communicating with the student body: Student representatives are responsible for communicating with the student body and keeping them informed about relevant decisions and developments. They should be able to convey complex information in a way that is accessible and easy to understand.

Building relationships: Student representatives are responsible for building positive relationships with relevant stakeholders, including faculty, staff, and administrators. They should be able to work collaboratively and constructively with others to achieve shared goals.

Maintaining confidentiality: Student representatives may be privy to confidential information, and they are responsible for maintaining the confidentiality of that information. They should respect the privacy of individuals and Istituto Marangoni Dubai and adhere to any relevant laws and regulations.

Promoting diversity, equity, and inclusion: Student representatives are responsible for promoting diversity, equity, and inclusion in all decision-making processes. They should be able to recognize and address bias, discrimination, and inequity and work to create a more inclusive and equitable environment.

24. Student Publications and Media.

Student Media Policy

Digital media platforms are effective methods for communication, interaction, and promotion used by Istituto Marangoni Dubai.

Istituto Marangoni Dubai adheres to a set of digital media regulations to ensure the highest standards of use. These policies represent the school's mission and values and ensure effective communication and broad outreach for students, workers, partners, stakeholders, and the community.

- The UAE laws and regulations as well as the rules of the school must be followed by all Istituto Marangoni Dubai social media outlets.
- Business-related or confidential information regarding Istituto Marangoni Dubai should not be uploaded through the school's social media channels; only information that is public may be broadcast.
- Information shared on digital media platforms needs to be unbiased, up-to-date, accurate, and

transparent.

- Avoid posting on sensitive topics, such as those that are political, religious, or that may be offensive to a particular ethnic community.
- Posts that might be interpreted as untrue, threatening, or abusive ought to be prevented.
- All comments must abide by copyright and intellectual property regulations.
- Avoid utilizing any materials that Istituto Marangoni Dubai does not have a legal claim to and give correct credit when using someone else's work only after getting their permission.
- The relevant department should give correct and up-to-date information that has been validated when responding to comments and inquiries.

25. Student Rights and Responsibilities.

Students must be aware of all School rules and regulations and as adults, they are responsible for their own actions.

The responsibility for complying with the class regulations includes turning off mobile phones, refraining from talking during lessons and keeping appointments with school staff and professors. Students should respect the school building. In case of damage, students will be liable to pay compensation.

For security reasons and in compliance with the local laws, students can access the school buildings only by showing their own student card, which has to be swiped at the entrance and exit, in the bar-code readers provided.

Should the student forget his/her card, the reception staff cannot allow him/her into the building. In case of loss, the student can ask for a duplicate of the student card. From the second duplicate request on, the student will be charged with an administrative fee.

Smoking is not allowed on the premises. Students caught violating the school rules inside the school may be subject to disciplinary action.

Any students who break the non-smoking regulation in public spaces will be charged with the fines set by the national authorities.

In order to keep students, their belongings and the school resources safe at all times, Istituto Marangoni Dubai requests that students do not allow or encourage the admission of people who are not enrolled at the school to the premises without explicit authorization. Students must not bring animals into the school.

Students shall:

- strive to achieve and sustain standards of academic performance as stipulated by the school in respect of the programme being followed;
- observe all the school's rules and regulations;
- submit to the sole jurisdiction of the institution in all matters (academic judgement cannot be questioned by students or any other person or body);
- be subject to the authority of the school in relation to all matters of conduct and discipline;

- attend classes and workshops regularly;
- do their utmost to produce such work as required by the school;
- apply themselves wholeheartedly to the programme of study;
- keep the school informed about any changes of permanent address, address for correspondence, telephone numbers and private e-mail addresses;
- respect and observe the rights and feelings of fellow students, School staff and visitors.

26. Student Counselling

Student & Academic Service

The office is in charge of the organizational part of the programme timetable, exam sessions and extracurricular activities. Moreover, it provides pastoral support to students and guidance regarding timetables, deadlines, school regulations, time management and career monitoring. It is the first point of contact for students who may require counseling on personal issues.

The Student & Academic Services Office provides centralized, comprehensive, and holistic support during the academic path, connecting students with the relevant service at the earliest stages of their experience. The office works alongside the Faculty and Career Service departments to make sure students get the best support and experience at school, in order to make students' experience easier and make them feel part of an international community of students, creating value, creativity and culture every day and connecting students with the right services and opportunities whenever they need.

During the 'Welcome Week', where students receive the first induction on the school's activities and their future academic path, the Student & Academic Service Office gives presentations on various aspects of the study at Istituto Marangoni, e.g. assessments, attendance monitoring, library resources, time management, etc.

For academic counseling, Student & Academic Service officers liaise with the faculty to offer practical advice to resolve specific academic difficulties. For matters of pastoral care, Student & Academic Service officers - as well as the faculty - help students in:

- managing their time and workload;
- dealing with stress;
- getting the best from their course;
- getting tips for their assessment and exams;
- understanding and applying the school's rules;
- any other matter regarding situations which could affect academic performance.

One-to-one appointments with the Student & Academic Service Office may be made by phone, through the receptionists or by email throughout the school opening: the school will give students all necessary instructions in order to book an appointment and the procedure to be followed. A written record of these

meetings may be kept in the student file for reference and to assist in monitoring of student progress. Where possible, students can expect to be received almost immediately, or to be contacted in order to arrange a suitable time. The Student & Academic Service Office also provides students with pastoral support throughout the entire duration of the program.

The school is responsible for managing health and safety risks in line with specific circumstances, and the needs of students under their care. The Student & Academic Service Office endeavours to provide a supportive environment and take a holistic approach to wellbeing – covering physical, mental and social needs. The Office gives specialist support for mental health, offering students free counselling services to help with any difficulties they are dealing with, including studying, personal relationships, being away from home and adapting to new cultural contexts.

In all the schools, Istituto Marangoni has implemented a service aimed at guaranteeing the best experience for students by partnering with International SOS, the exclusive international platform that supports students of the most important international universities.
All students have the opportunity to access:

- a multilingual direct support 24/7 for health care, medical, psychological problems or any other type of emergency. They can access the service with a simple phone call;
- a dedicated platform where they can find updates about the most relevant information for those travelling or staying in the UAE and a special alert system in case of strikes in the city or other situations that may be relevant for travel.

Another important activity of the Student & Academic Service Office is to receive and elaborate students' feedback, which are essential to the development of programmes and to measure their effectiveness. Students' comments are used to enhance both the successful management of the programme and the teaching & learning strategies.
Istituto Marangoni gathers students' opinions in a variety of ways, both formally and informally. A range of methods is available, which may include the following:

- online questionnaires:
- informal contact with Director of Education and staff, for example, during lectures and seminars and through appointments with academic staff;
- end of semester evaluation;
- final academic year evaluation, when students are invited to reflect on their overall experience in their school;
- formal student representation by appointment or during the scheduled official meetings;
- meeting with selected students with the external examiner (where appropriate).

When giving constructive feedback on the course and teaching methods, it would be preferable that the students identify themselves. There might be occasions when this is not appropriate, and Istituto Marangoni

recognizes this exception. In these instances, the Student & Academic Service Office ensures that anonymity and confidentiality is a feature of evaluation mechanisms.

At least twice every academic year, students are given visibility on the actions taken in response to their feedback, in order to "close the feedback loop" and to communicate any improvements or issues being taken forward resulting from the student's participation. Evaluation questionnaires are sent to students throughout their study period, in the form of a web link, to their Istituto Marangoni individual email account.

27. People of Determination/ Disabilities Policy

Purpose

IMD is committed to providing equal opportunities to all its students, regardless of any obstacles they may face in their academic pursuits. The institution strives to assist students with physical or mental disabilities to overcome any barriers and attain their educational goals. This policy is to outline the support IMD provides to people of determination.

Policy

IMD provides a safe and comfortable physical environment where students can discuss any obstacles they may encounter during their academic journey. Additionally, IMD ensures that students have access to the Students and academic services department which can assist them with any challenges they may be facing. The office places great importance on confidentiality and takes steps to safeguard sensitive information both within the institution and externally.

Procedures

The student and academic services provide supportive and educational counseling to assist students in improving their learning approaches. The following principles are established as procedures in case of any obstacles:

1. Prospective students must inform the Students and academic services of any mental or physical challenges that would require special care before enrollment. The office will assess the support needed based on supporting documents and determine if the institution can adequately provide that support.
2. Upon enrollment, student must provide the Students and academic services with an impartial UAE certified professional's report, which should be accredited by the Dubai Health Authority. The report must include a clear diagnosis, ongoing treatment, prognosis, evaluation procedures employed (for mental challenges), clear history of treatment/diagnosis, explanation of any medications and potential side effects, and explanation of any aides used.
3. The Students and academic services notifies relevant faculty/staff of the special requirements and ensures adequate follow-up.
4. Students must provide updated medical reports annually to the Students and academic services where applicable.

5. Students can approach the Students and academic services at scheduled times throughout the semester to seek support for emotional or mental health issues.
6. The Students and academic services provides workshops on mental health and support for people of determination.
7. IMD ensures that counselling will be held with confidentiality by the Students Support Office.

28. Health Services

28.1. Safety

Istituto Marangoni Dubai places a high priority on safety and works hard to give all of its employees and students a secure environment in which to work and learn. In order to raise safety awareness and adhere to safety regulations, it also specifies the kind of safety training that is necessary for employees and students.
When on Istituto Marangoni Dubai premises, staff and students are expected to follow all Civil Defense safety laws and regulations and to behave safely.
All accidents and injuries must be reported right away by students to a teaching or staff member.
Istituto Marangoni Dubai will always maintain safe working practices, and all instructors, staff, and students are required to be aware of any harmful situations and to report them right away.
At all times and without difficulty, all emergency lanes, corridors, fire doors, emergency exits or normal exits, firefighting equipment, first aid kits, and other emergency equipment must be accessible. Personal protective equipment that complies with the necessary specifications must be accessible everywhere and must be kept in all workplaces.

Smoking is not permitted outside of approved smoking areas. Avoid smoking if you're unsure. All flammable substances, particularly oils, solvents, and trash, must not be kept close to work areas.

All students, faculty, and staff must get training in fire safety drills as part of their health and occupational safety classes. Istituto Marangoni Dubai guarantees to hold practice drills every six months.

Istituto Marangoni aims at improving the student experience by building a strong sense of protection in and out of the school. To do so, Istituto Marangoni partnered with International SOS.
International SOS offers a portal (and app), dedicated to all students of Istituto Marangoni 24/7: not only an easy way to find useful numbers and contact information, but also good advice for traveling abroad.

- Medical assistance and support: students are offered an unlimited telephone consultation with the dedicated school staff;
- Advice and alert system: the platform is activated in the event of a crisis and provides immediate response when an emergency occurs. It includes a multi-modal communication option to enable prompt assistance.

All services will be made available in the student's native language, so that no barriers can keep him/her from feeling safe and protected.

28.2. Psychological Well-being

Psychological well-being can be achieved by maintaining a positive outlook on life by developing effective coping strategies to reduce and manage stress, and through accepting and exploring oneself.

For this reason, Istituto Marangoni, in cooperation with International SOS, offers psychological support to its students: mental health is crucial, even more so for students who are far from home.

29. Academic Advising.

Istituto Marangoni Info Centre and Orientation & Admission Office

The office offers a dedicated service to potential students that ask for information related to all Istituto Marangoni schools. A dedicated team provides information through different contact channels: inbound calls, emails, webform requests, chat (available on Istituto Marangoni official website) and WhatsApp messages. Moreover, the Info Centre supports potential students in registering to Istituto Marangoni events, as Open Days or Virtual Open Days, and in booking meetings with colleagues of the 'Orientation and Admission Office', which provides a dedicated service focused on the description of Istituto Marangoni academic offer, career opportunities and admission process. Moreover, the team supports potential students for enrollment documentation, VISA requests and accommodation research. The Admissions Office provides assistance to students during their on-board process and it also supports those applicants who wish to change programmes or transfer to another school at the end of the study year.

30. Student Academic Integrity.

Istituto Marangoni is committed to providing a supportive environment in order to safeguard the quality of student experience and to give all students the best chance of success.

To help us ensure the safety of school and students, Istituto Marangoni has in place a Student Code of Conduct, given to students prior to the start of the academic year. The Code outlines the behaviour that is expected of all students at school and within the local community.

The Code also outlines procedures for dealing with behaviour classed as misconduct.

Students are expected:

- to behave in a responsible manner that will help to foster mutual respect and understanding between all members of Istituto Marangoni community;
- to act within the law and not to engage in any activity or behaviour that is likely to bring Istituto Marangoni into disrepute;
- to behave and communicate in ways that do not unreasonably offend others. Examples of unreasonably offensive behaviour include using abusive or obscene language and engaging in any form of discriminatory or anti-social behaviour;
- to treat with respect everyone with whom they come into contact, whether within the school or outside;
- to treat all Istituto Marangoni property with respect;
- to comply with requests of members of staff;
- to adhere to Istituto Marangoni Health and Safety policies and to any specific requirements that apply to areas where they work;

- to observe fire alarms and related procedures and evacuate buildings when alarms sound;
- to disclose immediately to the school, if they are charged with, and/or convicted of, a serious criminal offence.

The school has the authority to impose penalties on students who are found to have committed acts of academic misconduct in any form of assessment. Such acts may include cheating, plagiarism, collusion, or other forms of attempting to gain an unfair advantage.

In cases of academic misconduct, it is not necessary for intent to be proven. It is sufficient that the particular act has occurred. A case will be considered on the basis of evidence.

Where it is suspected that any form of academic misconduct has been committed, all evidence must be collected, collated and, prior to consideration of the case, made available to those hearing the case and to the student.

It is the student's responsibility to provide such evidence to a representative.

Penalties for academic misconduct range from failing students' assessment(s) - partially or in full, to recommending expulsion of the student in the most extreme cases.

31. Student Appeals.

Istituto Marangoni recognizes there may be occasions where students wish to raise legitimate complaints relating to their course, or the facilities and services provided by the school. It is important to both students and staff to know that such complaints will be dealt with seriously and transparently, and without fear of recrimination.

To ensure this, Istituto Marangoni has in place a Student Complaints Procedure which details procedures and parameters for making a complaint, alongside what action may be taken in response to complaints.

This procedure is designed to ensure that all student complaints are heard and responded to in a manner that is fair, transparent, timely and based on the consideration of relevant evidence. It will safeguard, as far as reasonably practicable, the interests and well-being of any student making a complaint and of Istituto Marangoni staff who may be named or otherwise involved in a complaint.

31.1. Student Grievance Policy and Procedures

Complaints should be raised as soon as possible in order to ensure prompt investigation and swift resolution. Students who wish to make a complaint must invoke the informal (stage one) complaints procedure within one calendar month of the incident that has given rise to the complaint. Students who wish to make a formal complaint must do so within three calendar months of the incident that has given rise to the complaint.

If a student's complaint overlaps with other school regulations or policies, advice should be sought from Student & Academic Services about how to progress the complaint, if at all.

The progress of a complaint through any stage of this procedure may be suspended for a reasonable period. The school reserves the right to suspend a complaint's investigation in the event of a student taking the case to law during or prior to engagement with this Procedure. The investigation will resume upon completion of any legal proceedings and outcomes of the process are known. In such cases, the 90-day completion period

will be reset.

The school may, in exceptional circumstances, terminate a complaint at any stage where a student's behaviour. In relation to the complaint or investigation is deemed unacceptable or disruptive, or where a complaint is deemed to be vexatious or malicious. In such cases, the school may also invoke the disciplinary procedures in the Student Code of Conduct.

The Director of Education will assign a relevant member of the school's academic or professional staff who has had no material contact with the student or the matter under investigation to act as the 'Investigating Officer' for the complaint.

The Investigating Officer must be able to undertake the investigation without actual or perceived conflicts of interest.

The Investigating Officer will, in the first instance:

- Contact the student to confirm that they will be conducting the investigation; Advise any relevant members of staff of the nature of the complaint;
- Obtain any relevant documentation from Stage 1;
- Invite the student to a meeting to review and clarify the terms of the complaint;
- If the student chooses not to attend a meeting, confirm to the student in writing the issue to be investigated.

The purpose of conducting an investigation is to establish the facts relevant to the complaint and to provide a full, objective and proportionate response to the student representing the school's clear position.

All parties shall be given at least 3 working days' notice of a meeting with the Investigating Officer. A meeting may be postponed if a student can provide good reason for nonattendance.

Failure or inability of a student to attend a rearranged meeting will not preclude the Investigating Officer from reaching a conclusion.

Audio and/or visual recording of meetings is not normally permitted. If, due to exceptional circumstances, it is agreed in advance that a student is permitted to record a meeting, the recording is confidential and must not be copied or disseminated in any way.

Following completion of an investigation, the investigating officer shall produce a written report outlining the process followed, details of any evidence gathered and any additional information for consideration. This will then go to the Institution Director for the final review.

Where a complaint is not upheld, a student will be informed in writing of the reasons.

Where a complaint is upheld, the outcome will provide explicit detail of what action the school will take to resolve the issue and any timescales for implementation.

The school will issue a completion of procedures letter after the internal complaint procedures have been completed.

The issue of this letter serves the following purposes:

- It fixes the date when the student completes the school's internal complaints procedures;
- It clarifies the issues considered by the school under those procedures.

32. Alumni Relations

During its 87 years of experience, Istituto Marangoni has developed and nurtured "I'M Alumni", an international and multicultural community of over 45,000 students and Alumni worldwide who share the same values and skills learned while studying at Istituto Marangoni.
The school places great value on its Alumni Community both at a global and at local level and has developed a dedicated Alumni office in order to enhance the sense of belonging to the institute, the continuous engagement of its Alumni worldwide and the creation of services to ease the networking and support the Alumni also after their graduation.

The institute has also recently created an official Alumni Group on LinkedIn that gathers more than 6,000 active Alumni from all over the world, that is the contact point to easily get in touch with the other members of the Community and to share all the events, contests and job opportunities dedicated to professionals and senior profiles.

Istituto Marangoni has also created the official Global Alumni Newsletter, sent every three months in order to share all the events, projects and activities developed by all the schools of the Group, sent to all Alumni worldwide.

In addition, thanks to the strong professional network of Alumni and Companies, the Career Service Office of each school supports its Alumni by sharing job opportunities and recruitment activities, also after the graduation.

Istituto Marangoni has also developed - at Group's level - a new division called 'IM Corporate Lab', with the aim to enhance the relations with the creative industry, proposing to selected brands and companies custom collaborations and projects that are developed by teams of Alumni, involved as consultants.

The Career Service Office provides career support for students. The purpose of the career service is to create a bridge between Istituto Marangoni Dubai graduates and the job market. To do so, mentoring and counselling activities are organised throughout the academic year. These may include workshops and individual career advice meetings with eligible students. During these individual meetings, CVs and portfolios are revised and students are encouraged to talk about their career goals and expectations, while being advised on professional paths and on strategies to tackle the professional world and, more specifically, the fashion and design industry both at local and global level.

In order to further enhance job market knowledge, the career service organizes seminars and round table discussions and specific career days with professionals, HR managers and employers, usually on specific topics such as: career paths, personnel research methods and professional figures.

Students have the possibility to book individual appointments with the Career Service staff for counselling and

support through a dedicated career management platform where they can also have access to the Istituto Marangoni job board.

Thanks to the strong professional network of Alumni and Companies, the career service supports its Alumni in sharing job opportunities and recruitment initiatives also after their graduation. The career service also develops additional contacts within the industry for custom collaborations and talent.

33. Appropriate use of technology resources

Policy Statement

All users of the computer networks, hardware, or resources for accessing the internet at Istituto Marangoni Dubai are subject to this policy, including faculty, staff, students, and visitors.

In order to maintain or improve the functionality of the computing resources at Istituto Marangoni Dubai, it may be necessary to inspect personal electronic information stored on school equipment, networks, or email. Adherence to or confirmation of compliance with the law is required.

Istituto Marangoni Dubai permits the incidental use of its internet, email and telephone systems to send personal email, browse the internet and make personal telephone calls subject to certain conditions set out below.

Personal use is a privilege and not a right. It must not be overused or abused.

Istituto Marangoni Dubai may withdraw permission for it at any time or restrict access at its discretion. Personal use must meet the following conditions:

- Use must be minimal and take place substantially out of normal working hours (that is, during lunch hours);
- Personal emails should be labelled "personal" in the subject header;
- Use must not interfere with business or office commitments;
- Use must not commit Istituto Marangoni Dubai to any marginal costs; and
- Use must comply with this policy and Istituto Marangoni Dubai other policies including the Equal Opportunities Policy, Anti-harassment Policy, Privacy Standard and Disciplinary Rules. Everyone should be aware that personal use of the school systems may be monitored and, where breaches of this policy are found, action may be taken under the disciplinary procedure.

The school reserves the right to restrict or prevent access to certain telephone numbers or internet sites if considers personal use to be excessive.

33.1. Monitoring

Istituto Marangoni Dubai systems enable the monitoring of telephone, email, voicemail, internet and other communications. For business reasons, and in order to carry out legal obligations in the role as an employer, use of the school systems including the telephone and computer systems, and any personal use of them, may

be continually monitored by automated software or otherwise. Monitoring is only carried out to the extent permitted or as required by law and as necessary and justifiable for business purposes. Istituto Marangoni Dubai reserves the right to retrieve the contents of email messages or check internet usage (including pages visited and searches made) as reasonably necessary in the interests of the business, including for the following purposes (this list is not exhaustive):

- To monitor whether the use of the email system or the internet is legitimate and in accordance with this policy;
- To find lost messages or to retrieve messages lost due to computer failure;
- To assist in the investigation of alleged wrongdoing; or
- To comply with any legal obligation.

33.2. Prohibited use of Istituto Marangoni Dubai systems

Misuse or excessive personal use of the school telephone or email system or inappropriate internet use will be dealt with under the Disciplinary Procedure. Misuse of the internet can in some circumstances be a criminal offence. In particular, it will usually amount to gross misconduct to misuse the systems by participating in online gambling, forwarding chain letters, or by creating, viewing, accessing, transmitting or downloading any of the following material (this list is not exhaustive):

- Pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature);
- Offensive, obscene, or criminal material or material which is liable to cause embarrassment to us or to the school clients;
- A false and defamatory statement about any person or organisation;
- Material which is discriminatory, offensive, derogatory or may cause embarrassment to others (including material which breaches the Equal Opportunities Policy or the Anti-harassment and Bullying Policy);
- Confidential information about Istituto Marangoni Dubai or any of the staff or clients (except as authorised in the proper performance of duties);
- Unauthorised software;
- Any other statement which is likely to create any criminal or civil liability; or
- Music or video files or other material in breach of copyright.

Any such action will be treated very seriously and is likely to result in summary dismissal.

Where evidence of misuse is found, the school may undertake a more detailed investigation in accordance with the Disciplinary Procedure, involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the Disciplinary Procedure. If necessary, such information may be handed to the police in connection with a criminal investigation.

33.3. Equipment and software technical support

Istituto Marangoni Dubai offers technical support for all of its technological resources to both students and employees for services related to all equipment located in the the school's premises and to softwares utilised

for educational purposes.

34. Copyright and intellectual property

34.1. Intellectual Property

The phrase "intellectual property" is used to describe the many legal protections for creative work. "Intellectual property" refers to the legal ownership of brand, logos, images, publications, artistic and scientific discoveries and innovations in all spheres of human activities.

Except as provided by other provisions of this policy, both Istituto Marangoni Srl and Istituto Marangoni Middle East Limited will hold all rights, title, and interest in intellectual property of both Istituto Marangoni and Istituto Marangoni Dubai trademark, brand and logo, but also of any product developed and created in the school premises, supported by funds managed by the school, and/or carried out by Istituto Marangoni Dubai employees while performing their regular duties. The right to exercise extensive discretion required for the promotion, advancement, and protection of ideas, patents, and other intellectual property belongs to the Institution Director.

34.2. Intellectual Property Ownership

All intellectual property produced by FTE faculty members as part of their duties as employees at Istituto Marangoni Dubai belongs to the institution. This comprises:

- Intellectual property produced as part of a project to which the school has made a specific financial or other resource contribution.
- Patentable innovations such as software updates, designs, and programs for computers.
- Copyright for original curriculum and instruction materials that the school publishes for use in its continuing education programs.
- Copyright in audio-visual works, including multimedia, to which Istituto Marangoni Dubai has made a specific financial or material contribution.
- Potentially valuable commercial databases.
- Assignments that incorporated school-owned intellectual property.

Istituto Marangoni Dubai acquires ownership of all academic programs, syllabi, and related materials created by professors while they were employed there. Istituto Marangoni Dubai retains all copyrights.

An individual student is the owner of any intellectual property they have produced. The school will make sure that the authorship is acknowledged in the publication when it publishes or causes to be published a copyrighted work that belongs to the school without adaptation or alteration. In the event that an adaptation or modification is suggested, the school will speak with the creator about potential acknowledgement.

When a school assigns or licences a copyright that it owns, the school will make sure that the licensing or assignment agreement calls for the buyer or licensee to speak with the original author about whether the

authorship of the work should be acknowledged and what format that acknowledgement should take.

Istituto Marangoni Dubai may enter into contracts with external research sponsors under which the school consents to share or forfeit all or part of the intellectual property resulting from such contracts or externally supported research with the sponsor or another party. In such circumstances, the agreement will govern who owns the intellectual property.

34.3. Obligations of Originators

Any innovation or other work that the originator of the intellectual property believes to be a patent-worthy discovery or invention or intellectual property of commercial significance must be promptly reported in writing to the head of department.

In order for the school to establish or prove ownership to third parties or obtain intellectual property protection, an originator must, upon the reasonable request of the Institution Director, sign any documents or perform any other acts related to intellectual property they helped create in whole or in part. The labour required to patent, market, licence, register, or otherwise commercialise intellectual property for registration requires the assistance of an originator as needed.

Any intellectual property that is owned by the school may not be protected in any way or used for commercial purposes without the prior consent of the school.

The originator may not disclose the intellectual property that the school owns—which may be the subject of a patent application or be covered by protection for confidential information—or information about it, with the exception of a reasonable disclosure to individuals who work for or are employed by the school.

34.4. Intellectual Property Protection

Istituto Marangoni Dubai may impose a reasonable delay in making public the type of intellectual property that can be registered up until an application is made to safeguard the rights of the originator and the school in order to protect their interests.

34.5. Intellectual Property Commercialization

With regards to the marketing of intellectual property, Istituto Marangoni Dubai may enter into an agreement with the creator, another individual, or a third party. The institution may also reach a deal with the creator for the sale of intellectual property or the signing of a licence agreement. In these situations, the school will make sure that the author is consulted at every turn.

Any arrangement on the sharing of earnings where Istituto Marangoni Dubai owns or has a stake in intellectual property will adhere to guidelines established by the school board.
This also applies to other intellectual property controlled by the school, including the copyright of original

course and instructional materials published by the institution for use in award and continuing education programs offered by the institution.

It is the responsibility of the school and its partnerships to decide as quickly as feasible whether there is a desire to pursue a patent or registration for intellectual property owned by the school.

34.6. Student Responsibilities

Each student is accountable for reading and comprehending the Istituto Marangoni Dubai's Intellectual Property Policy.