

# ENROLLMENT FORM

Design Experience Programmes  
Summer 2023

BY FULFILLING THIS FORM YOU AGREE TO ENROLL INTO THE DESIGN EXPERIENCE PROGRAMMES

**DATES**  
Summer Session from 3rd to 14th July 2023

**ECTS**  
4 ECTS at the option of each student's home university

**ATTENDANCE**  
Monday to Friday  
Mandatory in presence

**HOURS**  
60 contact hours

Before making your choice please make sure you meet the skills requirements of the course you intend to apply for: please carefully read the course descriptions in the available information materials and Domus Academy's website before applying to a course. Domus Academy will not take any responsibility for the students' choice of a course level that is not suitable to their background, skills and/or language understanding.

## SECTION I: PERSONAL DETAILS

### THE UNDERSIGNED

Surname .....  
Name .....  
Born in ..... Country .....  
On (date) ..... Nationality .....  
Gender ☐ F ☐ M ☐ Passport nr. .... Passport date of expiry .....

PHOTO

### PERMANENT ADDRESS

Street .....  
City .....  
Country ..... ZIP CODE .....  
Home phone number (including country and area code) .....  
Mobile phone number (including country and any other code) .....  
Email address .....

### ADDRESS FOR CORRESPONDENCE (if different from the permanent address)

Street .....  
City .....  
Country ..... ZIP CODE .....

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### SECTION II: UNIVERSITY EDUCATION

In possession OR still studying for the following undergraduate OR postgraduate degree. ....  
 Graduation OR Expected Graduation year .....  
 At the University / Academy (please name it) .....  
 City .....  
 Country .....

### SECTION III: ENROLLMENT

Before making your choice please make sure you meet the skills requirements of the course/s you intend to enroll to.

**Domus Academy takes no responsibility over the actual skills requirements of enrolled students and related possible issues due to lack of those requirements. Therefore please be sure to meet the proper skills requirements in order to proficiently attend the course/s.**

SUMMER SESSION from 3rd to 14th July 2023 (please select only ONE option):
<input type="checkbox"/> Visual Merchandising Experience
<input type="checkbox"/> Fashion Management Methods and Tools
<input type="checkbox"/> Interior Design Methods and Tools
<input type="checkbox"/> Urban and Landscape Design: Shared Territories
<input type="checkbox"/> Service Design Methods and Tools

### SECTION IV: DOCUMENTS TO ATTACH TO THIS FORM

- ☐ Curriculum vitae/resume
- ☐ Passport photocopy
- ☐ English Language Certificate (if available)
- ☐ Privacy information sheet attached to the present form
- ☐ Nr. 1 digital passport-sized picture
- ☐ Receipt of the due payment
- ☐ **FOR STUDENTS STILL ATTENDING UNIVERSITY:** Official certificate of attendance issued by the school's Registrar OR most updated transcripts (Originally issued in Italian, English, French, Spanish or double language\*)
- ☐ **FOR STUDENTS WHO FINISHED UNIVERSITY:** Final Diploma or Degree (Originally issued in Italian, English, French, Spanish or double language\*)

*\*Please contact the Admissions office (admissions@domusacademy.it) in case you don't have those documents originally issued in one of the requested languages, we will evaluate case by case.*

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### SECTION V: ENGLISH LANGUAGE CERTIFICATE

DOMUS ACADEMY DESIGN EXPERIENCE PROGRAMMES are taught in English.

A fluent understanding of English is required. The English language suggested entry level to our DESIGN EXPERIENCE PROGRAMMES is equal to an IELTS 4.5 Academic, however we do not request for any official certification to enroll.

Domus Academy takes no responsibility over the English language proficiency of enrolled students and related possible issues due to lack of this requirement. Therefore please be sure to meet the English language requirement in order to proficiently attend the course.

**\*Not compulsory section\***

**PLEASE PROVIDE THE INFORMATION ABOUT THE ENGLISH LANGUAGE CERTIFICATE YOU HAVE:**

Type of Certificate .....

Score/grade ..... Date of test .....

**ALTERNATIVELY:** ☐ Mother tongue ☐ University run in English

### SECTION VI: FEES

The tuition fees for the DESIGN EXPERIENCE PROGRAMMES are:

**Fee for a 2-week course (1 course in 1 session): 1.500 €\*  
to be paid in one single transaction (payment copy requested with this form)**

**\*The fees include:** class work, lectures and guided visits included in the program, lunch on campus from Monday to Friday  
**The fees do not include:** travel expenses, accommodation, local transportation, other meals.

### SECTION VII: PAYMENT PROCEDURE

- By Flywire (payment by credit card or bank transfer) [www.flywire.com/pay/domusacademy](http://www.flywire.com/pay/domusacademy)

- By bank transfer

**Account holder:** NUOVA ACCADEMIA SRL, Via C. Darwin 20, 20143 Milano, Italy

**Bank name:** Gruppo Banco BPM Milano Ag. 10 Via Ariosto 1/A 20145 MILANO

**International bank details:**

**SWIFT code:** BAPPIT22

**IBAN code:** IT36U0503401610000000000251

**Reason for payment:** Please, clearly specify name of the student and the program chosen

- In person at Domus Academy Accounting Office by Credit card (VISA, Mastercard, Amex, Union Pay)

*Please notice that all bank, credit card and third party charges have to be covered by the student*

## PRIVACY / Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)

### 1. Why you are receiving this communication

Nuova Accademia S.r.l., as Data Controller, wishes to inform you about the type of data we collect and the methods we use to do this, in order to guarantee respect for your fundamental rights and freedoms, with particular reference to the confidentiality and security with which the data are processed.

### 2. What personal data we collect

Nuova Accademia S.r.l. collects and stores your personal data at the time of enrolment/registration:

- 1) identifying data such as given name, surname, residential address, email address, studies completed, citizenship, gender, place and date of birth, telephone number, copy of identity card/passport;
- 2) your banking data and/or those belonging to the person making the payment;
- 3) possible person to be contacted for administrative aspects, including payments;
- 4) information about your/your family income, assets;
- 5) possible rental lease for non-resident students;
- 6) any medical certifications proving disability;
- 7) Academic career / curriculum vitae;
- 8) copy of identity card/passport of the person who acts as the student's legal guardian;
- 9) student's images.

The data are collected at the time of enrolment through completion of the matriculation form and by the sending of the required documentation or uploading it onto the personal student area.

The following data are collected subsequent to enrolment/registration:

- 1) tax documentation necessary to verify/confirm the student's income bracket;
- 2) any medical certifications proving illness or disability;
- 3) student's images/recordings collected during events;
- 4) data related to academic evaluations.

### 3. For what purposes we use your personal data

Nuova Accademia S.r.l. uses your data for the following purposes:

- 1) to fulfil pre-contractual and contractual obligations, to allow your enrollment in the course of your choice, as well as the provision of services connected to it;
- 2) to handle money collections and payments, deriving from contractual obligations, including credit recovery;
- 3) to provide online services, including the issue of the electronic student grades booklet;
- 4) to create your user account and your relative email account;
- 5) to create your student ID card;
- 6) to enable access to web-based platforms and to apps connected to Nuova Accademia S.r.l., in order to allow access to/modification of the study plan, exams enrolments, refusal of grades, in accordance with the student regulations, presentation of final diploma examination admission application, and displaying of presences and absences;

- 7) to handle academic activities;
- 8) to provide support services to certified disabled students or to students with certified learning difficulties;
- 9) to fulfil the obligations arising from the Law, Regulations, EU legislation or any order of the Authorities (including checks relating to the provision of cash contributions and/or scholarships and/or benefits in general, if entitlement to receive these is ascertained);
- 10) to aggregate and analyse the information collected to improve our range of educational courses;
- 11) for academic courses recognized by the MUR (Italian Ministry for University and Research), to comply with requests and instructions from the MUR;
- 12) to respond to requests for checking academic qualifications, received from other Institutes where the student may ask to enrol;
- 13) to exercise the rights of the Data Controller.

At the end of the course of study some requests relating to confirmation of your academic qualification and the relative final grade may be communicated to other Institutes or to the MUR.

In relation to the above purposes, the legal bases for the processing of your personal data are the following:

- Your consent;
- Performance of a contract to which you are a party or adoption of pre-contractual measures taken at your request;
- Compliance with legal obligations to which the Controller is subject;
- Legitimate interest of the Controller.

Further information regarding these legal bases may be obtained upon request to the Controller.

### 3.2 Subject to your express consent

Nuova Accademia S.r.l. asks for your consent in order to:

- 1) use your photographs and/or films for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);
- 2) inform parents or legal guardians about general and/or specific news relating to your course of studies and/or academic performance;
- 3) provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders;
- 4) transmit your personal data to Nuova Accademia S.r.l. partner companies offering housing services;
- 5) insert your name in the career service online platform designed to promote intermediation between job supply and demand;
- 6) send you communications and/or promotional offers relating to Campus initiatives, our scholarships, courses and events that may be of interest to you.

Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Upon your explicit consent, data may be transferred to other Institutes of the Galileo Global Education

Italia Group to promote courses based on the aptitudes and interests of each student or to enrich their studies.

The data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.

Upon your explicit consent, data collected by Galileo Global Education Italia Group may also be sent to third-party companies such as for example NielsenIQ, IPSOS or other companies, for the purpose of conducting employability surveys to understand the employability status of students of the Group worldwide.

#### 4. How long we retain your personal data

For the purposes referred to in point 3.1 we retain your personal data for the whole duration of the time you spend on Campus and even beyond the 10-year period of limitation from the termination of the relationship to comply with legal obligations and for purposes of judicial protection.

Students' files are kept on paper or IT support for a period of 50 years, in order to respond to any requests from former students in relation to academic career, course credits or diplomas. Where a deadline is set, the data will be destroyed or made anonymous after the deadline has expired.

For the purposes referred to in point 3.2, we keep your data until consent is revoked and we guarantee the exercise of the rights of the data subject as referred to in point 9.

#### 5. The security of your personal data

Your data will be processed using equipment that guarantees their confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the data processing, including communication with the subjects assigned to the processing itself. The data will not be disseminated; however, they will or may be communicated to public or private entities or individuals who operate within the context of the purposes described above.

#### 6. Who can access your personal data

Only authorised persons can access your data in the context of the tasks assigned by Nuova Accademia S.r.l.

Personal data will not be disseminated in any way; in addition, they may be communicated and processed by third parties duly appointed as Data Processors, such as external collaborators and companies that provide specific technical services.

Your data may also be accessed by authorised persons employed by Galileo Global Education Italia, as well as employees of Istituto Marangoni S.r.l. and Domus Academy, belonging to the same Group Galileo Global Education Italia. Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or European Union regulatory provisions.

Your data (limited to your telephone number and e-mail address), for the purposes set out in point 3.2, may be processed by third party research companies such as for example NielsenIQ, IPSOS or other companies.

Your personal data may also be processed for eventual programmes organised by the Group's partner Universities: the list will be made available upon request by the Controller.

#### 7. Transfer of personal data

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

**Please note:** In the event of any transfer of personal data to third countries, these will be transferred by the Controller, in compliance with Articles 44 et seq. of the GDPR, using appropriate safeguards to ensure their protection. Further information regarding these appropriate safeguards may be obtained upon request to the Controller.

#### 8. Is it mandatory to consent to the provision of your data?

The disclosure of your data referred to in point 3.1 is necessary to conclude and execute the contract; for the purposes referred to in point 3.2 it is optional. If you do not consent, you can still proceed with your enrolment.

#### 9. What are your rights in relation to the GDPR?

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees the following rights:

- Right to withdraw consent [Art. 7(3) of the EU Regulation] (right to withdraw the consent given. Note: withdrawal of consent does not affect the lawfulness of the processing based on the consent before withdrawal);
- Right of access [Art. 15 of the EU Regulation] (right to obtain confirmation of the existence or otherwise of personal data relating to you and a copy of such data in intelligible form);
- Right to erasure ("right to be forgotten") [Art. 17 of the EU Regulation] (right to have your data erased);
- Right to restriction of processing [Art. 18 of the EU Regulation] (right to obtain restriction of processing, e.g. in case the accuracy of the data is contested or in case of unlawful processing);
- Right to data portability [Art. 20 of the EU Regulation] (right to receive in a structured, commonly used and machine-readable format the personal data concerning you that have been provided to the Controller and the right to transmit such data to another Data Controller without undue delay);
- Right to object [Article 21 of the EU Regulation] (right to object to the processing of your personal data);
- Right not to be subject to automated decision-making [Art. 22 of the EU Regulation] (right not to be subject to a decision based solely on automated processing).

The above rights may be exercised in writing by sending an e-mail to [dpo@naba-da.com](mailto:dpo@naba-da.com). Further information on the processing of personal data may be requested at any time from the same contact. It is also specified that the exercise of your rights shall not prejudice and/or harm the rights and freedoms of others.

The Controller undertakes to respond to requests within one month, except in the case of particularly complex requests, for which a maximum of three months may be required. In any case, the Controller will explain the reason for the delay within one month of the request.

The outcome of the request will be provided in writing (at your request) or electronically (and in this case, free of charge). The Controller specifies that you may be required to pay a fee if

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your requests are manifestly unfounded, excessive or repetitive: in this regard the Controller will keep track of the requests.

The Controller, in compliance with Article 19 of the GDPR, undertakes to inform the recipients to whom your personal data have been communicated of any rectification, erasure or restriction of processing requested by you, where possible.

### 10. If you have any questions please refer to the contact details provided by the Data Controller

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority. Alternatively, if you live in another country, you can contact your local Data Protection Authority.

### 11. Data Controller

The Data Controller is Nuova Accademia S.r.l. Via C. Darwin 20 – 20143 Milano  
Email [privacy@naba-da.com](mailto:privacy@naba-da.com)  
The Data Protection Officer is [dpo@naba-da.com](mailto:dpo@naba-da.com).

### 12. Update to this Information Notice

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our student platform.

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### Acknowledgement of the Privacy Notice and giving of consent

I declare that I have carefully read and understood every part of the above-mentioned Privacy Notice, and I declare that I am aware of the possibility of data transfer to eventual Group's partner Universities. In the latter case, I understand that the data will be processed in accordance with the provisions of the partner University and the agreements in place between the partner University and the Controller.

In addition,

- ☐ I give my consent to the processing of my data (mandatory in order to proceed with enrolment);
- ☐ I give my consent to the use of my photographs and/or videos for the Controller's information-promotional initiatives;
- ☐ I give my consent to receive information and/or promotional offers from the Controller or from other schools of Galileo Global Education Italia about Campus initiatives, scholarships, courses and events that may be of interest to me;
- ☐ I give my consent for profiling purposes;
- ☐ I give my consent to provide my phone number and my e-mail address to Domus Academy and to Galileo Global Education Italia Group for a potential employability survey carried out by third party companies.

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Place and date

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Signature (legible) of Data Subject

## GENERAL INFORMATION

### ENROLLMENT DEADLINES

Enrollment documents to Domus Academy DESIGN EXPERIENCE PROGRAMMES must be sent to the ADMISSIONS Office via email at [admissions@domusacademy.it](mailto:admissions@domusacademy.it) and must be sent **within and not later than ONE MONTH prior to the course session beginning**.

### ENROLLMENT PROCESS

Within 7 days from the documents submission you will be contacted by Admissions Office in order to finalize your booking.

### HOUSING

Domus Academy has partnered with some external providers that help students finding accommodation. Students can choose among a number of single and shared room in apartments. The school is responsible for giving to the enrolled students all the necessary information to contact those agencies and not in the finalizations of housing contracts.

### ENTRY VISA FOR NON EUROPEAN STUDENTS

Upon enrollment, please check with the closest Italian Embassy/Consulate in your country of origin if you need to request a visa to enter Italy.

If you need one, you have to pre-enroll first through the **UniversItaly** platform at <https://www.universitaly.it/index.php/>. Once the pre-enrolment application receives a positive feedback from the Italian Consulate/Embassy students can apply for the **STUDY VISA**. Please note that the visa application and issuing process may take **over a month**, so consider applying for visa well in advance.

Please notice that you could be allowed to enter Italy to attend our DESIGN EXPERIENCE PROGRAMMES also with a TOURIST VISA, if you prefer this option (please check with the closest Italian Embassy/Consulate in your country of origin first) you don't have to pre-enroll through the UniversItaly portal but please inform us writing us an email at [admissions@domusacademy.it](mailto:admissions@domusacademy.it). Applying for a visa in time is under the student's responsibility.

As per what stated in the General Conditions, Domus Academy is not responsible for student's visa process but it is committed to provide with all necessary documents requested on the Academy's side (*f.e. enrollment certificate, payment invoices etc.*), provided that they are requested with reasonable advance. In case of visa rejection students can be refunded by submitting proof of the rejection.

### ECTS CREDITS

Domus Academy will award ECTS credits through the partner Academy NABA, Nuova Accademia di Belle Arti Milano, for its DESIGN EXPERIENCE PROGRAMMES, so it will be easier for students to transfer their credits to other Universities and Academies that use or acknowledge the ECTS system. Upon successful completion of each 2-week course, Domus Academy will issue 4 ECTS credits that can be transferred at the option of each student's home university. Interested students should require NABA ECTS course syllabus to Domus Academy Registrar's Office at [academicregistrations@domusacademy.it](mailto:academicregistrations@domusacademy.it) and submit it to their home universities in order to verify the possibility of having the ECTS credits issued by NABA for the DESIGN EXPERIENCE PROGRAMMES recognized in their study curriculum.

In order to obtain the ECTS credits students must be enrolled in a university study path, meet the admission requirements of the course and achieve the course learning outcomes and objectives, ECTS credits will be released only if the student participates at least to the 80% of classes and undergo the final test.

### INFORMATION MATERIAL

Domus Academy website and communication materials describe the DESIGN EXPERIENCE PROGRAMMES run by Domus Academy. Every care has been taken to ensure accuracy, however changes might have been introduced after publication, as it is the policy of Domus Academy to constantly monitor its course offerings as well as the performance and content of individual courses. Whilst every attempt will be made to provide the courses and the service described, Domus Academy reserves the right to make changes as appropriate for reasons of operational efficiency or due to circumstantial.



## GENERAL CONDITIONS

The General Conditions here below apply to the "DESIGN EXPERIENCE PROGRAMMES" delivered by Domus Academy hereby mentioned as DOMUS ACADEMY or DA.

- 1) In accordance with the article 52, 1st paragraph of the Consumer Code: for signed contracts, contractual proposals of registration at distance, and for any contract negotiated outside the site of "Nuova Accademia S.r.l. (NABA)" and/or Domus Academy, it is recognized to the student the right to withdraw from the contract without the risk of incurring in any extra expenditure and without the payment of any penalty, within fourteen (14) calendar days from the conclusion of the contract.  
Pursuant to art. 49, paragraph 1/h of the Consumer Code, the student willing to withdraw shall inform DA of the decision to exercise the right of withdrawal from the contract. To this end, the student can submit any explicit declaration of the decision to withdraw from the contract with an official communication mentioning: - Recipient: DOMUS ACADEMY (DA) at Nuova Accademia Srl - Via C. Darwin 20, 20143 Milano (MI) - Ph. +39 0242414001 -E-Mail: [info@domusacademy.it](mailto:info@domusacademy.it)  
- Hereby, I notify the withdrawal from my sales contract of the following services: enrollment to the DESIGN EXPERIENCE PROGRAMMES in (please specify the name of the course/s as per what stated in this enrollment form page 2 "SECTION III: ENROLLMENT") beginning on (please specify the starting date of the course) - Paid on (please specify the pre-enrollment fee payment date) - Name, surname and address of the student - Signature of the student (only if notification has been made in paper version) - Date.  
It will be considered the termination date, the date when the explicit declaration of the decision will be received by DA.  
If a student withdraws from the contract lawfully, he/she has the right to get a refund of all the payments made to DA, except for the application fee pursuant to RD 4/6/38 n. 1269 art. 27 (please refer to the Application form concerning this payment).
- 2) DA will activate courses only if a minimum of participants will enroll. If a minimum of participants is not reached, the course will not take place and DA will promptly inform the student at least 3 weeks prior the beginning of the course. In such event, DA will refund the students in the shortest possible term. DA is exempted to refund any extra cost incurred by the students (i.e. bank fees, travel, food, accommodation...) for the enrolment and admission process.  
DA reserves the right to:
  - Modify a course up to 30 days before the beginning of the course,
  - Change location of classes at any moment.

In case a professor that had previously been appointed by Domus Academy resigns from one week before the beginning of the course up to the first lesson day for serious health reasons or for reasons beyond our control, Domus Academy will offer to all the enrolled students the possibility to transfer to another DESIGN EXPERIENCE PROGRAMME among those offered in the same period or to be reimbursed the entire course tuition. Domus Academy will not be liable for any other consequential loss that might be incurred by the students that do not accept to transfer to another course.
- 3) A refund policy
  - 3.1) We will refund any fee, you have paid us, if your application for a visa is declined, by sending us a copy of the official Embassy/Consulate letter of declination.
  - 3.2) The following refund policy is not effective and the student loses the refund right in case the student already requested a deferral from a previous DA DESIGN EXPERIENCE PROGRAMME session: in order to cancel this agreement, you should do it in writing, up to the day before the first day of classes, by sending an official email to [admissions@domusacademy.it](mailto:admissions@domusacademy.it) with explicit declaration of the decision to withdraw from the contract mentioning:
    - Hereby, I notify the withdrawal from my sales contract of the following services: enrollment to the DESIGN EXPERIENCE PROGRAMMES (please specify the name of the course/s as per what stated in this enrollment form page 2 "SECTION III: ENROLLMENT") beginning on (please specify the starting date of the course) - Paid on (please specify the tuition fee payment date) - Name, surname and address of the student - Signature of the student (only if notification has been made in paper version) - Date.

We will refund your tuition fee, thus only after having completely paid it in full, according to the following clauses:

    - a) If you provide us with written notice of the cancellation 90 calendar days or more prior to the commencement of the course, you will be entitled to a refund of 100% of the tuition fee.
    - b) If you provide us with written notice of the cancellation 60 calendar days or more prior to the commencement of the course, you will be entitled to a refund of 50% of the tuition fee.
    - c) if you provide us with written notice of the cancellation 30 calendar days or more prior to the commencement of the course, you will be entitled to a refund of 30% of the tuition fee.
    - d) if you provide us with written notice of the cancellation 29 calendar days prior to the commencement of the course, up to the day before the first day of classes and anyway any time after the first day of the classes included, you will not be entitled to any refund of the fees.
- 4) The right to suspend  
Enrolment to a course, together with the payment of the required pre-enrolment fee, creates a binding agreement to follow the course and to pay the full tuition fee. DA reserves the right (except what's stated in paragraphs 1-2-3) to suspend or expel a student at any time for non-payment of fees or any other due amount, failure to meet the ongoing attendance requirement, late commencement of study and/or withdrawal from courses commenced under any circumstances (personal reason, health problem, family related problem...). No refunds will be granted to the student (including any prepaid fees or deposits) suspended or expelled under the conditions stated in this paragraph.



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- 5) Changing course: students have to attend and conclude the course for which they registered. Changing course can only be permitted on an exceptional basis for justified reasons and based on the availability of places. Course changes have to be authorized by the Direction Board and can be allowed only until the second lesson day (request shall be made no later than 1 pm of the second lesson day).

6) Attendance Requirements

Course attendance is compulsory and cannot be suspended for any reason. Students' attendance is taken every morning and every afternoon through the online register. On-line registers will automatically close 30 minutes after the lesson has started and students arriving after that time will automatically be considered absent for that portion of the day. Students shall attend at least 80% of a course to be entitled to the final attendance certificate. ECTS credits will be released only if the student participates at least to the 80% of classes and undergo the final test.

7) English requirements

The DESIGN EXPERIENCE PROGRAMMES are taught in English. A fluent understanding of English is required. The English language suggested entry level is equal to an IELTS 4.5 Academic, however we do not request for any official certification to enroll.

Domus Academy takes no responsibility over the English language proficiency of enrolled students and related possible issues due to lack of this requirement. Therefore please be sure to meet the English language requirement in order to proficiently attend the course.

- 8) DA guarantees to students access to educational areas for all the duration of classes and the number of hours necessary to complete the program. Further access to campus spaces are subject to didactic needs and logistic availability.

- 9) DA shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond or reasonable control including, but not limited, to strikes, lockouts or other industrial disputes (involving our workforce or the workforce of any other party), act of god, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulations or direction, accident breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

10) Intellectual Property rights assignment

Lessons, both in person and online (synchronous and asynchronous), teaching materials and any related content (i.e., but not limited to, handouts, slides and manuals, software, trademarks, logos, signs, names, trade names, designs, models, inventions, etc.) created and prepared for the courses by DA (by its employees and collaborators and/or licensees) ("Materials") are subject to copyright and related rights, and to industrial property rights, according to current applicable laws and regulations.

Any and all Intellectual Property Rights on the Materials provided and/or made available to Students are owned and/or at full disposal of DA and/or its licensors.

For the whole course period, and even after its completion, Students are not allowed to use the Materials for purposes which differ from and are not strictly related to the execution and the attendance of the courses object of this contract.

The Materials may be used by Students only for carrying out the activities directly related to the attendance of educational services offered by DA and may be reproduced, even in a form that is different than the one in which they were provided, only if and in the manner expressly indicated by DA.

In the specific case of the streaming of audiovisual contents, synchronous and asynchronous, Students are authorized to perform only the transitory or accessory acts, essential and functional to the visualization on screen.

Unless otherwise indicated, the download of the Materials is prohibited. Also, it is forbidden to use the Materials, in whole or in part and in any form, for commercial purposes and for any other purpose beyond the scope of this contract.

Students undertake to observe the utmost diligence in the use of the Materials, avoiding taking, directly or indirectly, any action and/or deed that may be detrimental of Intellectual Property Rights on the Materials.

Students shall promptly notify in writing DA of any actual or potential infringement of Intellectual Property Rights on the Materials deriving from any action and/or deed of third party of which they become aware during the course period.

Papers and any other material resulting from the creative and productive activity carried out by Students, individually or in groups, during the courses and on the occasion of workshop activities, projects, exams and written tests - also carried out in e-learning mode - (i.e., but not limited to, drawings, sketches, samples, models, tests and finished pieces, etc. "Works") are property of DA.

By signing this contract, Students agree that DA is entitled to the Intellectual Property Rights on Works from the moment of their creation, without the need for any formalities and any territorial or temporal limitations.

DA may freely use the Works for commercial and non-commercial purposes, in particular for their display, reproduction, publication and communication to the public, in whole or in part and in any form, media or technology already known or hereafter developed.

If conditions are met, DA may also apply for the registration of the Works at the competent national, European and international offices for intellectual property protection. In any case, Students maintain the right to be recognized as authors of their Works in accordance with the current common practice.

Students declare and guarantee the authorship and originality of their Works, as well as the full ownership of the Intellectual Property Rights on them. Therefore, Students declare and guarantee that their Works are not subject to or violate third party rights. To this end, Students undertake to indemnify and hold DA harmless from and against any and all third party claims in respect of the Intellectual Property Rights on the Works.

- 11) Tuition fee do not include photocopies, lecture notes, color printings, materials to be used for all project workshops, computer rendering of the final thesis as well as participation in competitions and exhibitions.

## ENROLLMENT FORM

### Design Experience Programmes Summer 2023

- 12) Late payments of the tuition fee, or any instalment, will imply a fine of €50 up to 30 days delays and €100 for further delay. However students are not allowed to enter classes until the time they pay the overdue amount. In case of late payment, the student's attendance will not be registered and this absences will not be justified. In case of late payment and in case the student is not allowed to enter classes, no lost teaching activity will be recovered.
- 13) DA reserves the right to require to non-paying students the immediate payment of the outstanding amount, suspending or excluding them from the program and from exams as well as to start the necessary legal action for retrieving the total amount including all expenses: interests, fines, legal billings and everything else.
- 14) Students are required to comply with the regulations regarding the norms of behavior which have to be respected inside the Academy (the Code of conduct), the norms of use of the students email account, the Academy computers and the personal badge available in the personal area of my.domusacademy.it dashboard in the section Didactic > Regulations. Breaches of the norms may lead to the application of disciplinary actions corresponding with the seriousness and recurrence of the facts, and which may include also the temporary or permanent suspension from the Academy.
- 15) DA reserves the right to seek compensation for any damages incurred by the student to the premises and equipment. The student is required to use them correctly and to respect the cleanliness of the premises and areas of common use.
- 16) It is forbidden to bring dogs and other animals in DA campus.
- 17) DA is not responsible under any condition for any object lost or property left unattended in the Academy structures. Students are expected to maintain areas and spaces clean.
- 18) Domus Academy will award ECTS credits through the partner Academy NABA, Nuova Accademia di Belle Arti Milano, for its DESIGN EXPERIENCE PROGRAMMES, so it will be easier for students to transfer their credits to other Universities and Academies that use or acknowledge the ECTS system. Upon successful completion of each 2-week course, Domus Academy will issue 4 ECTS credits that can be transferred at the option of each student's home university. Interested students should require NABA ECTS course syllabus to Domus Academy Registrar's Office at [academicregistration@domusacademy.it](mailto:academicregistration@domusacademy.it) and submit it to their home universities in order to verify the possibility of having the ECTS credits issued by NABA for the DESIGN EXPERIENCE PROGRAMMES recognized in their study curriculum.
- In order to obtain the ECTS credits students must be enrolled in a university study path, meet the admission requirements of the course and achieve the course learning outcomes and objectives, ECTS credits will be released only if the student participates at least to the 80% of classes and undergo the final test.
- It is only of the student's responsibility to check if such credits can be recognized by the student's home university and Domus Academy cannot be charged of the possible non-recognition of the same. If interested in transferring ECTS credits, we suggest students to check prior enrollment this option with the home university; any possible refund consequent to the non-recognition is not allowed in any case.
- 19) DA is not responsible for the release of the entry VISA, granted by the local Italian Diplomatic Authority where the student lives, for non-Europeans citizens, which will have to be obtained by the students themselves, at their expenses and under their own responsibility. Please refer to point 3 for refund policy in case of Visa rejection.
- 20) Milan legal court
- Any controversy falls within the competence of the Milan legal court, and will be under the Italian law.

Date \_\_\_\_\_

Signature \_\_\_\_\_

*I have read all the information above and I agree to GENERAL CONDITIONS indicated in this enrolment form.*

*By submitting this form I hereby accept the booking terms and conditions and understand that they shall take effect on receipt of the booking form by Domus Academy/Nuova Accademia Srl.*

*Pursuant to EU Reg. 2016/679 I have read the information above.*

*The applicant can contact Nuova Accademia Srl concerning the data processing procedures at the following e-mail address: [privacy@naba-da.com](mailto:privacy@naba-da.com)*