



LAO srl Le Arti Orafe Jewellery School Via dei Serragli 124 - 50124 Firenze	modulo di registrazione	Identificazione modulo: MOD49	
	REGOLAMENTO studenti	Data emiss.: 16.09.2022 – Rev.8	Pagina 1 di 5

School regulations

The school follows and encourages all the rules of civil community life and reciprocal respect by everyone involved – students, teachers and staff. If there are episodes of personal, racial or religious intolerance, or even simply episodes of ill-mannered behaviour or of failure to follow these elementary rules, the Management of the School will be able to expel undesirable elements with no obligation on their part other than that of reimbursing fees paid in advance for lessons still not held.

A) Contents of the courses and their duration

The student accepts the teaching programmes presented by LAO, which may be modified according to didactic necessity when considered useful by the Teaching Management.

Without modifying the total number of hours in each course and the cost thereof, the school has the right to vary the weight of the various subjects of study, reduce or increase the teaching hours for some arguments, and introduce new subjects in line with the teaching objectives of the course.

B) Times of lessons, absences

B.1 Timing

Students are expected to observe the start and finish times of the lessons as set out in the school timetable.

B.2 Attendance

Attendance at the lessons is obligatory for all the subjects included in the study plan of the chosen course
Absences up to a maximum of 15% of the total hours programmed for each subject are allowed.

A percentage of absences greater than that may lead to non-admission to the following year or to the exam and the consequent non-issue of the Diploma, independently of the assessments awarded, on the exclusive and unquestionable decision of the School Management. (See also Para C of this regulation).

In any case, when the absences are caused by illness or injury the student must provide a medical certificate confirming the length of the illness to the Secretaries' Office

Lessons missed through absences, for whatever reason, will not be repeated.

B.3 Non-attendance

A student who is absent for more than two consecutive weeks without justification and without having warned the Secretaries' office will be considered to have withdrawn and will not be able to return to the lessons.

Non-attendance does not exempt the student from paying the fees, as is laid down in the rules for withdrawal (Para N of these regulations).

For non-European students who have obtained authorisation to enter Italy for study purposes, their non-attendance will be communicated to the Police in Florence and to the Italian Consulate which issued the study visa.

C) Assessments, tests, exams, promotion to the following year

C.1 Assessments

An assessment is made with marks expressed in hundredths, at the times and using the methods and criteria communicated by the school at the beginning of the school year.

The minimum mark is 60%. Marks under 60 are considered to be unsatisfactory.

The marks are assigned for every subject on the course. Each teacher can decide whether to award the marks based on a project or a different type of test.

In the case of subjects in which teaching is planned for the whole school year, the mark will be awarded three times, once a term.

In the case of subjects in which teaching is planned for a single term of the school year, the student will receive a single mark.

In any case, all the assessments contribute to the calculation of the final average assessment for admission to exams or for awarding the certificate/diploma.



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C.2 Intermediate assessments

Management plans intermediate assessments (end of December, March and June of each school year) calculating them on the basis of the average of the assessments made by each teacher and of the percentages established by the management based on the total hours assigned to each subject.

Management may also assess the opportunity whether or not to set intermediate tests: if so, the results will contribute to the calculation of the intermediate assessments.

Participation in intermediate tests planned by management is obligatory.

Results of the intermediate assessments should be requested in the secretaries' office by the students involved.

C.3 Final assessments, admission to the exams, insufficient marks

Each student's final assessment includes: attendance, participation in the lessons, the quantity and quality of the work produced over the course of the lessons and the intermediate assessments

In the case where the overall final assessment is less than 60/100 (sixty hundredths) or where the percentage of absences exceeds 15% of the hours planned in each subject, the student cannot be admitted to the following year. In this case, the student can repeat the school year by paying the annual fees for that course again.

If there is an unsatisfactory mark in one or more subjects (final assessment less than 60/100) the student can make up the training shortfall in the following year in the manner indicated by the school. If it is the final year of attendance or if it is impossible to attend the following year, the lower assessment(s) will be noted at the foot of the final documents issued to the student.

C.4 Special rules for admission to the second year of design and third year of goldsmithery

For admission to the second year of design and the third year of goldsmithery, students must obtain an overall average assessment of at least 80/100, and must have regularly attended the lessons in each subject (at least 85% of the lessons)

An assessment of suitability by the School's Teaching Management will also be necessary. They, as part of their prerogative, may guide the student to take up another course of study more suited to the talents shown during the school year.

C.5 Tests

The teachers of each subject can programme intermediate and/or final tests, at their discretion. When possible, the dates will be communicated in advance to the secretaries' office and to the students, but the teachers can also hold tests without advance warning. Students' participation is obligatory, and the test results will contribute to the intermediate/final assessment of each subject.

C.6. Exams

For each course and school year, the school can set final exams in all subjects or in some of them. Participation in the exam is obligatory, and not taking the exam will result in not being admitted to the following year.

Admission to the exams is conditional on the students being up to date with fee payments.

The date for the final exam will be communicated to any classes involved by 31st December every year.

The results of final exams contribute to making the final overall average assessment of each student, which will be included on the diplomas and certificates issued.

The Exams Commission will be appointed by the School Management, and will be made up of internal and/or external members and the Teaching Coordinator.

A student who cannot be present at the exams for certified and serious medical or family reasons is responsible for providing the Secretaries' office with the documentation or medical certificates which justify their absence within seven days before the date of the exam.

Once the seriousness of the reasons presented has been checked, the School may re-programme the exam session for the whole class, or offer a second session for the individual student who requests it: in the latter case, the costs of bringing together the Commission will be charged to the student.

The assessment of the exams is also expressed in hundredths. Overall final assessments less than 60/100 are marked as "Unsatisfactory Assessment Mark" and the student is not admitted to the following year.



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D) Diplomas, Certificates

D.1 Diplomas

The School issues a study Diploma for the two- and three-year Academic courses to students who have regularly attended the teaching activities for at least 85% of the planned hours for each subject, have been awarded pass marks in all the course subjects and have passed the final exam, if required.

D.2 Certificate of attendance and achievement

The school issues students in all courses, who are up to date with fee payments, with a certificate of attendance and achievement which contains:

- The final assessment in each single subject;
- The overall average assessments of the training course (average of all the subjects);
- The overall final average assessments, including the assessments of the training course and of the final exams;
- The number of hours planned for the course and the hours actually attended.

The certificate will be issued at the end of the course

E) Classrooms and workshops, work stations, equipment.

Every student is directly responsible for their own work station, which must always be left tidy, clean and uncluttered by tools and materials. Equipment for common use should be used with the greatest care and according to the instructions of the teachers and assistants, and put back again after use, Damage to the equipment will be charged to those responsible for it.

Lockers in which to keep tools and personal effects are assigned to the students in the goldsmithery, stone-setting and engraving classes until the places are full.

A student who loses their own key must obtain a copy of the same at their own expense.

The boxes must be emptied by the students and the keys returned to the secretaries' office by the end of the course, and in any case not later than 31st July each year, even for students who will attend classes the following year.

After that date, the lockers will be opened and emptied by the secretarial staff, without any School responsibility for any objects that are left in them.

F) Teaching materials and ownership of the work produced

F.1 Teaching materials

For all the practical courses (goldsmithery, stone-setting, engraving, precision casting) the school provides all the material needed for teaching, including silver, in the quantities that will be communicated at the beginning of the course.

For any additional needs, the students can withdraw silver sheet or wire from the school store by asking the workshop assistant, replacing the equivalent weight in pure silver that can be bought from suppliers in the city.

All expenses deriving from processes that must be effected outside the school (casting, galvanizing, lasers, the purchase of extra stones or metal, etc.) are the responsibility of the student.

F.2 Ownership of the work produced

All the work produced during the hours of lessons must be passed to the secretarial staff as indicated at the beginning of the course for each class. The work is the property of of the students, but must remain in school until the end of the course. The secretarial staff will hand over the objects and designs after having checked the position of each student regarding the payment of fees, any unfulfilled obligations and damage to be reimbursed.

The school may decide to hold, for a period of 5 years, one of the objects produced by the student, for promotional purposes



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G) Copyright and image rights

All work, designs, projects, models, jewellery, and anything else produced by students in any course during their period of study will be photographed and catalogued by the school and may be used for promotional or advertising purposes, for the publication of catalogues, participation in exhibitions, spaces in magazines and newspapers etcetera, without the authorization of their creators. This right also continues after the end of their studies

Wherever possible the name of the student will be published.

The school may also, free of charge and without time limit, also as per Articles 10 and 320 of the Italian Civil Code and Articles 96 and 97 of Law 22.4.1941, N°633 Law on Copyright, for the purpose of advertising and promoting the school, publish or publicize in any form the photos and/or videos featuring the student and their works, and publish their name and surname in the whole communication, whether this be via Internet site, printed paper or any any other means of publication, and also keep the photos themselves in the IT archives.

H) Use of workshops outside school hours

The use of the workshops outside school hours (*independent workshop*) is possible under the conditions described in the document delivered to all classes at the beginning of the school year.

I) Communications on the part of the school

All the communications regarding the courses, the teaching and non-teaching activities, the visits and the administrative aspects relating to enrolment in the courses will be sent by e-mail, messaging or other type of telematic messages.

Students should communicate their valid e-mail address and mobile phone number at the beginning of the courses, and must promptly communicate any changes in these to the secretaries' office.

L) General recommendations

Access to the classrooms and workshops is only for regularly-enrolled students, teachers and assistants. People from outside the school can only enter if authorised by the Management.

M) Payment of school fees

Every student is expected to respect their deadlines as described in the enrolment confirmation sheet delivered together with the certificates of enrolment. Payment of the school fees cannot be varied, suspended or delayed for any reason, it having been established that the full and prompt payment of all the instalments constitutes an essential condition of enrolment.

N) Withdrawal

The option to withdraw is granted to the student up until 30 days before the start of the lessons and on payment of a sum equal to the enrolment fee. Communication of withdrawal must be sent to the school by registered letter. After that deadline, the student does not have the option to withdraw from the course(s).

For non-European students who have obtained authorisation to enter Italy for study purposes, the withdrawal will be communicated to the Police in Florence and to the Italian Consulate which issued the study visa.

O) Non-issue of the visa

Non-European students who, following enrolment, fail to obtain permission to enter Italy, can either request that the enrolment be maintained with pre-emption for attendance at the courses in the two following years or request the immediate refund of 50% of the fee deposited.



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P) Suspension of attendance

For proven reasons that justify the request after the start of the course, the student may request the suspension of their attendance for a maximum period of 12 months with an application to be handed in to the secretaries' office or to be sent by mail.

The request may be accepted by the school, after assessment of the reasons, only if the student is up to date with payment all the school fee installments up to the time of the request for suspension.

From the time the request is accepted and until attendance recommences or until the end of the 12-month period, the student will not have to pay the school fee installments that mature.

On recommencing attendance, Teaching management reserves the right to indicate to the student the activities to carry out to recover the lessons missed for the purposes of obtaining the diploma or admission to the following year. The cost of these activities is not included in the school fees.

For non-European students who have obtained authorisation to enter Italy for study purposes, the suspension will be communicated to the Police in Florence and to the Italian Consulate which issued the study visa.

I the undersigned declare that I have read and understood the School Regulations and that I accept all of the conditions therein

Name and surname

Place and date

Signature