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RULES

Inside the premises of the School of Ceramics and the Centre for Ceramics Experimentation (CCS) each guest and / or participant in the training courses must compulsorily comply with all current regulations regarding safety in the workspaces. You must have a decent and respectful behavior for and towards others throughout your stay in the rooms, take due care and maintain cleanliness of the premises, machines and equipment as instructed by the course instructors, participate in the process of disposal of waste products in the special closed-loop recycling and management system and disposal of solid materials according to the separate collection processes, all according to the rules for such of the School.

A. USE OF SCHOOL SPACES and AREAS and BEHAVIOR RULES

- *The use of the access entrances to the training center area is allowed through exclusive access to street number 8 in via A. Gramsci;*
- *Students can use the School environs according to the rules established in this document;*
- *The external areas bordering the school building and internal to the Colorobbia area can only be used as EXIT ROUTES to reach the COMMON COLLECTION areas during any EMERGENCY and therefore are forbidden to free use by users;*
- *The front courtyard area inside the access gate and in front of the main entrance of the Training Center can be used by users as an external parking area, smoking area, waiting area etc. throughout the opening hours of the Training Center;*
- *The places and environments of work and lessons are open and accessible only during class hours and with the presence of the instructor;*
- *The classrooms and laboratories, in the absence of the teacher-instructor, will be closed and not accessible;*
- *Students / users can attend throughout the opening hours of the Center-based training the RELAX-CAFÉ room, the corridors and the entrance hall, the toilets and locker rooms;*
- *The offices and staff are available to students / users for any problem and / or request during the morning hours 8.00-13.00 from Monday to Friday;*
- *The service lockers can be used free of charge, with payment of a security deposit for the delivery of the closing / security key, as shown in the relevant signs displayed.*

B. LESSON TIMES

Students are required to respect the timetables set for the individual courses. Late entry can be assessed as an hourly absence and, at the discretion of the instructor, access to the lesson for educational-operational reasons may be prevented; or the student could be included in the lesson only as an observer (to be verified on a case by case basis with the management).

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B1. Coffee / cigarette breaks:

- *In the 4-hour modules (eg morning or afternoon) there is an official half-hour break, for example: hours 9-13.00 = the break is at around 11am; hours 14.00-18.00 = break is at around 16.00*
- *Break duration = 10 minutes (the student is free to stay at work in the studio together to the instructor) or attend the free spaces, including the area in front of the main entrance*
- *In the case of the evening hours, from 6pm to 11pm, the break is at circa 20-20.30 to allow for refreshments. In case of need the duration of the break can increase to 20-30 minutes max.*
- *In the case of more intense theoretical-practical lessons, the instructor can use their discretion to insert further short breaks (eg. 5 minutes) into your lesson.*

C. MATERIAL AND EQUIPMENT

Tools accompanying the course and provided to each individual participant:

Each course includes and provides, supplied by the School, the basic necessary materials, equipment and tools required for use on site only. Other personal equipment and tools to be purchased privately by the student.

Materials and aids supplied during the course:

- *Materials / handouts / teaching cards for those at the start of their understanding of ceramics are provided for in the course where relevant (other photocopies can be requested by a student at their possible own cost).*
- *Materials necessary for the work scheduled during the course: clay, tableware primers, colours, glazes, crystallines, plaster, etc. are included in the course price for all students*
- *Artefacts elaborated and manufactured by the students: all the items manufactured by the students will be handed to them at the end of the course or at a later stage, with the exception of those made during the verifications and / or examination tests, and these are included in the course cost for all students.*
- *For pottery wheel courses the equipment (ribs, sponge, wire, etc ..) necessary for shaping are provided on loan free of charge by the Training Center.*
- *All the materials and tools necessary for the forming and moulding courses are provided as within the course price.*

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Personal equipment and tools supplied by the student (the student must furnish themselves independently with these items before the start of the course)

- Clothing: See section D1 of this regulation
- Equipment necessary for the work: see the "forms" section and download the personal equipment sheet to be acquired before the start of the course.

D. SECURITY

To implement all the vital regulations relating to safety in the School's workspace, it is necessary to pay close attention to all the relevant rules here written and those signalled as requiring attention within the School by specific SIGNAGE and INSTRUCTIONS and any rules as instructed by the instructors in the individual lessons. All personal protective devices will be handed to students free of charge by the School during all the processing phases where they are foreseen or recommended (face masks, ear plugs, gloves, etc.)

It is MANDATORY, where relevant, to report without delay or hesitation to the course management / organization in the following cases:

- women who are pregnant
- people with particular dysfunctions or health problems (respiratory, allergic, etc.)
- people with disabilities not evident, but where these could compromise the normal course of their training activity.

D1. Clothing allowed

For work safety reasons and for personal hygiene issues, the student must participate in the course with appropriate clothing.

Any item of clothing worn during the lessons must be:

- mainly fairly tight fitting
- free of wide, hanging sleeves
- No scarves or similar items
- No tight skirts or too tight trousers that prohibit fluid movements of lower limbs, neither those of volume that could get caught in machinery
- shoes must be fairly flat with comfortable heels (e.g., gymnastics or even better safety shoes with steel toe caps), covering the entire foot up to the ankle.
- rings, jewelry, necklaces, bracelets are not allowed during studio operations
- mobile phone use is not allowed during classroom and workplace lessons

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It is advisable to wear work coats and / or work overalls to protect your clothes during work undertaken.

For safety reasons, the use of clothing NOT allowed means justifiable removal of the student from the lesson or the suspension of the course services provided during the lesson without the student being admissible to request any refund for time and course missed.

Use of machinery

All the machinery and equipment supplied with the school must be used in accordance with current workplace safety regulations.

IT IS FORBIDDEN:

- Do not tamper with the safety devices of the machines / equipment
- Do not use the machines / equipment in a manner other than that permitted
- Do not use the machines / equipment without the instructor's authorization

IT IS MANDATORY:

- to use the facilities according to current regulations and rules, to use the systems in place according to current regulations and according to the rules for optimizing their use.
- to follow rules for separating waste products into appropriate receptacles
- arranging for the disposal of special waste according to the internal rules of the School, or to the use of the closed circuit recirculation water system of the ceramic workplace
- for the student to participate with and contribute to daily cleaning of the occupied workstations where these are related to course activity

Personal belongings security

- The school management is NOT responsible for objects and personal belongings left unattended within school premises. We therefore recommend the use of lockers with key or padlock. For security reasons, personal belongings left unattended in spaces where such items are not allowed to be kept will be removed by management.
- The direction of the School is NOT responsible for consequences resulting from attitudes and / or behaviors on the part of students other than those permitted in this document, for which each subject is required to respond directly and on their own to individuals concerned as a private matter.

Hygiene and personal behavior

- that hair, if long beyond the shoulders, must be gathered with clips / elastic bands during all working operations
- that fingers nails are short

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- that a beard, if longer than 10 cm, must be protected and collected together during any work phases deemed dangerous and / or wear suitable protective masks be worn
- that a moustache, if particularly long, must be protected with special masks during the phases of particularly dangerous processing

E. PARTICIPATION IN THE COURSES**E1 Registration and payment of fees**

The participant must register through the designated REGISTRATION FORM by paying the deposit and / or balance fees by bank transfer to the administrative manager of the Centre for Ceramics Experimentation. The CCS secretariat will send all the payment details (i.e. bank account of the School, etc) at the time of the payment request.

E2. Balance and fee payment

Within the deadline set by the CCS secretariat, the registration fees and the BALANCE of the entire participation cost must be paid, by bank or postal transfer, with the following email heading: "CERAMIC COURSE N° x DEPOSIT ... (write the number code of course)" or " CERAMIC COURSE N° x BALANCE ... "(write the number code of course), and by sending the payment receipt to: info@scuolaceramica.com

To receive the bank details (IBAN) necessary to make payments, contact the secretariat:

- email: info@scuolaceramica.com

E3. Withdrawal, unavailability, non-payment of fee

In the event of non-payment within the terms that will be indicated by the secretariat, the school management reserves the right to terminate the enrollment made by communicating it to the person concerned.

In the event that the participant withdraws or does not attend the course, the deposit paid will be withdrawn as a reimbursement of the organization and management costs of the course.

In case of cancellation within 48 hours prior to the start of the course, the participant will lose 100% of the sums paid for enrollment;

Withdrawal by the student must be made in writing by sending it by registered letter (for withdrawal, the date of dispatch of the letter is the valid date), or by email to: info@scuolaceramica.com with a request embedded for a "read receipt".

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In the event of withdrawal from the course due to:

- personal, family and / or health problems
- accident not attributable to the activities within the School
- injury attributable to activities within the School but attributable to inattention caused by failure to comply with the internal regulations of the School,
- the student has no right to any refund of the sums paid.
- In the event of unavailability on the part of the School as organization, all the sums paid up to that time will be returned.

E4. Responsibility

The CCS is not responsible for actions and behaviors that differ from those reported in this regulation. The CCS cannot be held responsible for errors made by the student / participant that could compromise the enrollment for courses or any other administrative aspect such as the incorrect payment of the sums requested or the incorrect enrollment in a course that is not appropriate to one's skills.

Therefore, we kindly invite you to inquire adequately before registering or paying for the required sums as to the suitability for yourself of the course in which you bear an interest.