

# APPLICATION FORM AND ADMISSION PROCEDURE

## Postgraduate Programmes Milan | Rome - A.Y 2025/2026

### THE UNDERSIGNED

First name

Surname

Date of birth

Place of birth (City)

Country

Nationality

Gender ☐ F ☐ M

Permanent address

Town

ZIP code

Home phone nr. (including country and area code)

Mobile phone nr. (including country and area code)

Skype Account (if available)

Email address 1

Email address 2

Address for correspondence

Town

Zip code

Country

### COLLEGES, UNIVERSITIES ATTENDED

School name

Location

Date entered

Date departed

Graduation date

Graduation grade

**SECONDARY SCHOOL DIPLOMA**

High school name

Location

Date entered

Date departed

Educational System to which secondary school diploma belongs to (ex. IGCSE, IB, ABITUR,...)

In case the diploma does not have a specific name, please specify the country where the diploma was issued

**LANGUAGES**

ENGLISH LANGUAGE CERTIFICATE (Please enclose copy of the certificate showing your English language ability)

English language test (name)

Score/grade (if known)

Date of test

ITALIAN LANGUAGE CERTIFICATE (Please enclose copy of the certificate showing your Italian language ability)

Italian language test (name)

Score/grade (if known)

Date of test

**OTHER INFORMATION**

How did you hear about NABA?

Brochure

Website\*

Press\*

Alumni\*

Exhibition/Fair\*

A NABA representative\*

School\*

Other (please state)

\*Please give the name

 Have you already applied to NABA? ☐ YES ☐ NO

If yes, please state year

**I WOULD LIKE TO APPLY TO THE**
☐ Master of Arts Degree Programme

☐ Academic Master Programme

☐ Diploma Programme

Students who lack prerequisite requirements for admission to the two-year Master of Arts Degree or to the one-year Academic Master Degree can attend the same Programme without gaining credits. Diploma Programmes have the same curricula and the same examinations as the MA Programmes or AM Programmes, however they lead to the awarding of a NABA diploma and not degree.

<b>TWO-YEAR MASTER OF ARTS</b>	<b>LANGUAGE</b>	<b>INTAKE</b>	<b>CAMPUS</b>
<input type="checkbox"/> User Experience Design (Second Level Academic Degree in Communication Design)	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025* <input type="checkbox"/> February 2026	<input type="checkbox"/> Milan -
<input type="checkbox"/> Visual Design and Integrated Marketing Communication (Second Level Academic Degree in Communication Design)	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 <input type="checkbox"/> February 2026**	<input type="checkbox"/> Milan <input type="checkbox"/> Rome
<input type="checkbox"/> Interior Design (Second Level Academic Degree in Design)	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 <input type="checkbox"/> February 2026	<input type="checkbox"/> Milan -
<input type="checkbox"/> Product and Service Design (Second Level Academic Degree in Design)	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 <input type="checkbox"/> February 2026	<input type="checkbox"/> Milan -
<input type="checkbox"/> Social Design (Second Level Academic Degree in Design)	- <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Fashion Design (Second Level Academic Degree in Fashion and Textile Design)	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 <input type="checkbox"/> February 2026	<input type="checkbox"/> Milan -
<input type="checkbox"/> Textile Design (Second Level Academic Degree in Fashion and Textile Design)	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Fashion and Costume Design (Second Level Academic Degree in Fashion and Textile Design)	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	- <input type="checkbox"/> Rome
<input type="checkbox"/> Creative Media Production	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Digital and Live Performance	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 <input type="checkbox"/> February 2026	<input type="checkbox"/> Milan -
<input type="checkbox"/> Visual Arts and Curatorial Studies	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 <input type="checkbox"/> February 2026**	<input type="checkbox"/> Milan <input type="checkbox"/> Rome
<b>ONE-YEAR ACADEMIC MASTER</b>	<b>LANGUAGE</b>	<b>INTAKE</b>	<b>CAMPUS</b>
<input type="checkbox"/> Italian Design	- <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Creative Advertising	- <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Sustainable Innovation Communication	- <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan
<input type="checkbox"/> Interior and Living Design <sup>NEW!</sup>	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> New Urban Design	- <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Sneaker Design <sup>NEW!</sup>	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Luxury Brand Management <sup>NEW!</sup>	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Fashion Digital Marketing	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Art and Ecology	- <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Contemporary Art Markets	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Photography And Visual Design	<input type="checkbox"/> Italian <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	<input type="checkbox"/> Milan -
<input type="checkbox"/> Screenwriting for Series	- <input type="checkbox"/> English	<input type="checkbox"/> October 2025 -	- <input type="checkbox"/> Rome

\*For the October 2025 edition, the course will be available in both Italian and English. For the February 2026 intake, the course will be conducted exclusively in English.

\*\*The February 2026 edition will be available only in Milan Campus.

**ATTACHES**

To the present application form the following documents:

- ☐ Curriculum vitae/resume
- ☐ Artistic and professional portfolio of projects (not mandatory for Contemporary Art Markets, Social Design, Fashion Digital Marketing, Sustainable Innovation Communication, Luxury Brand Management)
- ☐ Motivation letter
- ☐ Academic transcripts/marksheet of previous studies, translated into English/Italian\*\*, listing subjects and exams, with corresponding number of hours/credits
- ☐ Copy of Bachelor's Degree/Academic diploma translated into English/Italian\*\*\*
- ☐ Documentation regarding further courses or seminars attended (if available)
- ☐ Italian or English Language Certificate (according to the chosen programme):
  - Italian language requirement: intermediate level complete B1.2 according to the CEFR
  - English language requirement: IELTS 5.0 or equivalent (see section G)
- ☐ Copy of passport

\*\*\*Translation is not needed for documents written in Italian, English, French, or Spanish.

**Our commitment is to ensure an inclusive learning environment that is attentive to your needs. In order to provide you with the most appropriate support throughout your journey at NABA, we ask you to inform us if you require any aids related to mobility disabilities and/or special educational needs (SEN).**

☐ YES ☐ NO

Date \_\_\_\_\_

Signature (legible) of Data Subject \_\_\_\_\_

# PRIVACY INFORMATION SHEET

**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. WHICH PERSONAL DATA WE COLLECT

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

- 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.
- Your banking data and/or those belonging to the person making the payment.
- Possible person to be contacted for administrative aspects, including payments.
- Information about your/your family income, assets.
- Possible rental lease for non-resident students.
- Any medical certifications proving disability.
- Academic career / curriculum vitae.
- Copy of identity card/passport of the person who acts as the student's legal guardian.

## 3. FOR WHAT PURPOSES WE USE YOUR PERSONAL DATA

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

- a)** 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.
- b)** To handle money collections and payments, deriving from contractual obligations, including credit recovery.
- c)** To provide support services to certified disabled students or to students with certified learning difficulties.  
Within the scope of the purposes under 3(a) (b) and (c), the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. (Art. 6(1)(b) of GDPR).
- d)** 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).  
Within the scope of the purposes 3(d), the data will be used to fulfill a legal obligation (Art. 6(1) (c) of GDPR).
- e)** To exercise the rights of the Data Controller.
- f)** Data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.  
Within the scope of the purpose 3(e) and (f), the data will be used to fulfill the legitimate interests pursued by the controller (Art. 6(1) (f) of GDPR).
- g)** To inform parents or legal guardians about general and/or specific news relating to your course of studies.
- h)** To provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders.
- i)** Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Your 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.
- j)** To send you communications and/or promotional offers relating to Campus initiatives, our scholarships, courses, and events that may be of interest to you.
- k)** For profiling purposes.

Within the scope of the purpose 3(g), (h), (i), (j), (k), the data processing has its legal basis in the acquisition of appropriate consent from the data subject (Art. 6, par. 1 Lett. a), of GDPR).

Application Form and Admission Procedure  
Postgraduate Programmes

## 3.1 Data retention

For purposes 3(a), (b), (c), (d), (e) and (f), 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.

For the mentioned purpose 3 (g), (h) and (i), we retain your data until consent is revoked and we guarantee the exercise of data subjects rights.

For the mentioned purpose 3(j), and (k), we retain your data for 3 years.

## 4. 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.

## 5. 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

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.

## 6. 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.

## 7. IS IT MANDATORY TO CONSENT TO THE PROVISION OF YOUR DATA?

The disclosure of your data referred to in point 3 (a), (b), (c), (d), (e) and (f) is necessary to conclude and execute the contract; for the purposes referred to in point 3 (g) (h) (i) (j) (k) it is optional. If you do not consent, you can still proceed with your enrolment.

## 8. 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 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.

#### **9. 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.

#### **10. 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).

#### **11. 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 for inform parents or legal guardians about general and/or specific news relating to my course of studies.
- ☐ I give my consent to provide my phone number and email address to partner companies of Nuova Accademia S.r.l. that offer housing services.
- ☐ I give my consent to provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders.
- ☐ I give my consent for transfer your personal data to other Institutes of the Galileo Global Education Italia Group to promote courses.
- ☐ I give my consent for receive communications and/or promotional offers relating to Campus initiatives, scholarships, courses, and events.
- ☐ I give my consent for profiling purposes.

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*Signature (legible) of Data Subject*

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*Place and date*

## GENERAL INFORMATION

### A. Audience

General entry requirements include:

At least 15 years of previous education

Holding a first level academic degree (Bachelor Degree or Academic Diploma) in fields related to the selected study programme

Certificate of English/Italian language (CEFR complete B1.2 on entry)

The evaluation of an application is based on the positive assessment of both the Programme Leader and Admission Committee who will evaluate whether the degree and the technical skills correspond to requirements, and will identify possible educational credits or debts.

Master programmes are open also to students with not related degrees or diplomas, if the applicant is motivated by a research interest towards the topics of the programmes.

Participants not holding a first level Bachelor Degree/Academic Diploma will not earn the educational credits, but will receive a certificate of attendance (not recognised by MUR, Italian Ministry of University and Research) on successfully completing the programme.

### B. Admission process

Within 7 days from the application submission, NABA Admissions Office will inform the candidates about the acceptance and, in case of positive feedback, will send the Admission Letter and Enrolment Form to the students. The admission will stay conditional until the legalized university degree and transcripts, copy of the Bachelor Degree/Academic diploma and the required language certificate are submitted to the school.

### C. Deadlines

Please notice that each course has a limited number of places and enrolments will be closed when reaching the above mentioned limit.

When admission is confirmed, students are required to secure their place by returning the Enrolment Form and the receipt of payment of the pre-enrolment fee within 20 days from the Admission Letter's date.

### D. Entry Requirements for Master of Arts Degree Programmes and Academic Master Programme according to the Italian Ministry of University and Research

In order to be eligible for admission to Italian universities/academies and therefore to be admitted into the NABA Master of Arts Degree Programmes and Academic Master Programmes, the Italian Ministry of University and Research has set the following mandatory regulations.

Students wishing to enrol in the Postgraduate Programmes are required to possess a first level university qualification which is considered eligible to enter the chosen programme. The title must meet the following requirements:

- be an official first cycle title belonging to the foreign system of reference and issued by an official institution of the foreign system;

- the title shall grant access to the second-cycle courses in the foreign system of reference;
- the applicant's academic qualification shall be equivalent to the Italian qualification required to enter second-cycle programmes.

These requirements apply to all students with a foreign qualification, regardless of their nationality, and is valid both for qualifications issued within the European Union and non-EU countries.

For any questions about the validity of your degree, we kindly suggest that you contact the Italian Enic-Naric Centre – CIMEA in the country where your degree was issued.

For a complete list of Italian diplomatic authorities worldwide, please visit:

<https://www.esteri.it/it/ministero/struttura/laretediplomatica/>

For further information about MUR regulations and procedures for international students, please visit:

[https://studyinitaly.esteri.it/en/home\\_borse](https://studyinitaly.esteri.it/en/home_borse)

### E. Consular Procedures Non-EU Students Only

Students meeting the requirements above are requested to:

A) Start the pre-enrolment process through the **UniversItaly** platform

#### ONLY FOR NON EU PASSPORT HOLDERS

**UniversItaly** is a website developed by the Italian Ministry of University and Research (MUR) with the aim of supporting students thorough their study experience in Italy.

The MUR established that all International non-European students willing to study in an Italian Academy or University should undertake the pre-enrolment procedures (a-bis) through **UniversItaly**.

The pre-enrolment will give you the possibility to study at NABA and allow you to obtain the study VISA from the Italian authorities. Students are asked to pre-enrol and submit a copy of the passport, Bachelor Degree/Academic Diploma and transcripts on the **UniversItaly** platform at <https://www.universitaly.it/index.php/>

Pre-enrolment applications are usually submitted between March and November of each year. This procedure is **MANDATORY** for students applying for any Master of Art Programme or Academic Master Programme.

Usually it takes **90 days to get the study visa**, that's why we suggest you to start the procedure as soon as possible.

**Make sure you do not miss this deadline or your study visa request will be refused for enrollment to Italian Universities/Academies.**

B) Legalization of the following documents:

1. Legalization of the Bachelor Degree and Academic transcripts by the competent authorities in the country where the diploma was issued.
2. Translation into Italian or English – made by a certified translator – of the student's Bachelor Degree.
3. Translation into Italian or English – made by a certified translator – of the student's Academic Transcripts.

**Translation is not needed for documents written in English, French, or Spanish.**



The legalized and translated documents will be issued directly to you. Please make sure you submit them, together with a copy of the Bachelor Degree/Academic diploma to NABA Admissions Office as soon as available, and anyway not later than the course beginning.

In case NABA needs some closure on student's secondary school diploma, the student must provide the Certificate for the equivalence of the qualification (Statement of Comparability) issued by the Italian Enic-Naric Centre – CIMEA <https://cimea.diplo-me.eu/cimea/#/auth/login>

In fact, enrolment to NABA Master of Arts Degree/Academic Master will be confirmed only after having submitted a copy of the Bachelor Degree/Academic diploma, a legalized translations as well as the requested language certificate.

#### **F. Application for a Study Visa to Italy (for Non European students only)**

To enrol for the NABA Two-year Master of Arts Degree Programme, students are requested to have an entry visa for enrolment to Italian Universities/Academies, called STUDIO per Immatricolazione Università - tipo D nazionale (see point A of previous section).

For the One-year Academic Master Programme, students are requested to have an entry visa for post-graduate study called STUDIO Post-Laurea tipo D nazionale.

For a complete list of Italian diplomatic authorities worldwide, please visit: <http://vistoperitalia.esteri.it>

WHEN: VISAS are released once the Pre-enrolment process through the UniversItaly platform has been completed and received positive feedback from the Italian Diplomatic-Consular Representatives.

#### **G. Language proficiency**

NABA programmes are taught in Italian or English. Students are required to submit evidence of the knowledge of the language according to the chosen programme. The language certificate shall be submitted within one month before the beginning of the programme and should not be older than 2 years.

The requested level for Italian is an intermediate level (complete B1). Students that take CILS, CELI, CERT.IT, PLIDA Exams, for example, just need to pass with a final result equivalent to complete B1.

Please find here below the English language certificates accepted by NABA:

IELTS Academic/General	Overall 5.0
all Cambridge Tests are accepted: FCE, PET, CAE, CPE, BEC V and BEC P	The overall result should reach 160 or above
Linguaskill	Min. 160
APTIS General/Advanced	Min. 25 for each skill
TRINITY (ISE 4 skills)	ISE I – Pass with Distinction
TOEFL IBT	Min. 45
PTE Academic	36 - 42
BIEB	B1 - Level B2 Certificate in ESOL International (Level1) Min. 18/20 in each skill
ELLT Oxford English Language Level Test	From Level 4
TOEIC (provided that student passes all parts)	Listening and Reading min. score 680; Speaking and Writing min. score 280

#### **The following cases are exempt from the language testing:**

- Mother tongue students
- English Speaking Countries (prior check with the admission office)
- Bachelor's Degree programmes run in English:
  - ☐ in non-English speaking countries (prior check with the admission office)
  - ☐ in English speaking countries (prior check with the admission office)

Important: the official admission to NABA programmes is conditional to the actual achievement of the requested level of Italian/English language. NABA reserves the right to check it through an internal language test when necessary.

#### **H. Important Information**

Application dossiers will be taken into consideration only if complete and received within the established deadline.

Programmes will start only upon the attainment of a minimum number of enrolled students. In case the selected programme will not start, NABA will inform students within one month prior to programme beginning.

The present application form shall be considered read and approved in all its parts by the signature on page 4, 6, 18.



## TUITION FEES AND PAYMENT CONDITIONS

### FOR TWO-YEAR MASTER OF ARTS DEGREE PROGRAMMES -

**September 2025 intake**

#### **TAX, CONTRIBUTION AND TUITION FEES FOR STUDENTS NOT RESIDENT IN THE EU**

The tuition fees for the Master of Arts Degree/Diploma Programmes – Academic Year 2025/26 amount to **€21.600,00** per academic year (corresponding to the 6th income bracket) to be paid as follows:

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
05 July 2025	€ 16.600,00	€ 1.000,00	Academic Contribution Fee
		€ 15.600,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 21.600,00</b>		

#### **TAX, CONTRIBUTION AND TUITION FEES FOR RESIDENT IN THE EU AND EFTA COUNTRIES**

If the Student (and his/her family) has been resident in a country belonging to the European Union for at least 3 years and the income is produced within the European Union, the fee can be adjusted to the economic and asset conditions of the student's original and de facto family.

Students who do not fulfil all the requirements or do not stick to the submission deadlines in order to access the reduced fee brackets will be automatically assigned to the highest income bracket. Please note that the final confirmation of the income bracket assignment will be communicated by the Administration upon evaluation of the fiscal documents provided.

##### **6<sup>th</sup> income bracket: pre-tax income over euro 150.000**

20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 8.175,00	€ 500,00	Academic Contribution Fee
		€ 7.675,00	Tuition Fee
10 January 2026	€ 8.175,00	€ 500,00	Academic Contribution Fee
		€ 7.675,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 21.350,00</b>		

##### **5<sup>th</sup> income bracket: pre-tax income from euro 130.000 to euro 150.000**

20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 7.175,00	€ 500,00	Academic Contribution Fee
		€ 6.675,00	Tuition Fee
10 January 2026	€ 7.175,00	€ 500,00	Academic Contribution Fee
		€ 6.675,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 19.350,00</b>		

##### **4<sup>th</sup> income bracket: pre-tax income from euro 100.000 to euro 130.000**

20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 5.425,00	€ 500,00	Academic Contribution Fee
		€ 4.925,00	Tuition Fee
10 January 2026	€ 5.425,00	€ 500,00	Academic Contribution Fee
		€ 4.925,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 15.850,00</b>		

3 <sup>rd</sup> income bracket: pre-tax income from euro 70.000 to euro 100.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 4.075,00	€ 500,00	Academic Contribution Fee
		€ 3.575,00	Tuition Fee
10 January 2026	€ 4.075,00	€ 500,00	Academic Contribution Fee
		€ 3.575,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 13.150,00</b>		
2 <sup>nd</sup> income bracket: pre-tax income from euro 45.000 to euro 70.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 3.300,00	€ 500,00	Academic Contribution Fee
		€ 2.800,00	Tuition Fee
10 January 2026	€ 3.300,00	€ 500,00	Academic Contribution Fee
		€ 2.800,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 11.600,00</b>		
1 <sup>st</sup> income bracket: pre-tax income from euro 0 to euro 45.000			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
1 September 2025	€ 2.550,00	€ 500,00	Academic Contribution Fee
		€ 2.050,00	Tuition Fee
10 January 2026	€ 2.550,00	€ 500,00	Academic Contribution Fee
		€ 2.050,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 10.100,00</b>		

#### € 540 Graduation Thesis Fee

The Graduation Thesis Fee is to be paid at the beginning of the 2nd Academic Year, together with the registration to the programme

## FOR ONE-YEAR ACADEMIC MASTER PROGRAMMES - September 2025 intake

The tuition fee for programme's attendance is **€18.500,00** for EU and EFTA\* citizens and **€23.000,00** for non-EU citizens (full fee, including pre-enrolment, tuition and academic contribution fees), to be paid as follows:

### EU AND EFTA CITIZENS

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS
20 days after the admission letter	€ 5.000,00	Pre-enrolment fee
1 September 2025	€ 6.750,00	First instalment of tuition and academic contribution fees
10 January 2026	€ 6.750,00	Second instalment of tuition and academic contribution fees
<b>Total yearly fees</b>	<b>€ 18.500,00</b>	

### NON-EU CITIZENS

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS
20 days after the admission letter	€ 5.000,00	Pre-enrolment fee
5 July 2025	€ 18.000,00	First instalment of tuition and academic contribution fees
<b>Total yearly fees</b>	<b>€ 23.000,00</b>	

#### € 540 Graduation Thesis Fee

The Graduation Thesis Fee is to be paid by all Students within the course beginning (July 5th, 2025).

\* EFTA: European Free Trade Association includes Iceland, Liechtenstein, Norway and Switzerland which are part of Schengen Area.

## FOR TWO-YEAR MASTER OF ARTS DEGREE PROGRAMMES

### February 2026 intake

#### TAX, CONTRIBUTION AND TUITION FEES FOR STUDENTS NOT RESIDENT IN THE EU

The tuition fees for the Master of Arts Degree/Diploma Programmes – Academic Year 2025/26 amount to **€ 21.600,00** per academic year (corresponding to the 6th income bracket) to be paid as follows:

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 November 2025	€ 16.600,00	€ 1.000,00	Academic Contribution Fee
		€ 15.600,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 21.600,00</b>		

#### TAX, CONTRIBUTION AND TUITION FEES FOR RESIDENT IN THE EU AND EFTA COUNTRIES

If the Student (and his/her family) has been resident in a country belonging to the European Union for at least 3 years and the income is produced within the European Union, the fee can be adjusted to the economic and asset conditions of the student's original and de facto family.

Students who do not fulfil all the requirements or do not stick to the submission deadlines in order to access the reduced fee brackets will be automatically assigned to the highest income bracket. Please note that the final confirmation of the income bracket assignment will be communicated by the Administration upon evaluation of the fiscal documents provided.

#### 6<sup>th</sup> income bracket: pre-tax income over euro 150.000

20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 8.175,00	€ 500,00	Academic Contribution Fee
		€ 7.675,00	Tuition Fee
17 May 2026	€ 8.175,00	€ 500,00	Academic Contribution Fee
		€ 7.675,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 21.350,00</b>		

#### 5<sup>th</sup> income bracket: pre-tax income from euro 130.000 to euro 150.000

20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 7.175,00	€ 500,00	Academic Contribution Fee
		€ 6.675,00	Tuition Fee
17 May 2026	€ 7.175,00	€ 500,00	Academic Contribution Fee
		€ 6.675,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 19.350,00</b>		

#### 4<sup>th</sup> income bracket: pre-tax income from euro 100.000 to euro 130.000

20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 5.425,00	€ 500,00	Academic Contribution Fee
		€ 4.925,00	Tuition Fee
17 May 2026	€ 5.425,00	€ 500,00	Academic Contribution Fee
		€ 4.925,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 15.850,00</b>		

<b>3<sup>rd</sup> income bracket: pre-tax income from euro 70.000 to euro 100.000</b>			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 4.075,00	€ 500,00	Academic Contribution Fee
		€ 3.575,00	Tuition Fee
17 May 2026	€ 4.075,00	€ 500,00	Academic Contribution Fee
		€ 3.575,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 13.150,00</b>		
<b>2<sup>nd</sup> income bracket: pre-tax income from euro 45.000 to euro 70.000</b>			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 3.300,00	€ 500,00	Academic Contribution Fee
		€ 2.800,00	Tuition Fee
17 May 2026	€ 3.300,00	€ 500,00	Academic Contribution Fee
		€ 2.800,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 11.600,00</b>		
<b>1<sup>st</sup> income bracket: pre-tax income from euro 0 to euro 45.000</b>			
20 days after the admission letter	€ 5.000,00	€ 4.860,00	Pre-enrolment fee
		€ 140,00	Regional Tax
17 January 2026	€ 2.550,00	€ 500,00	Academic Contribution Fee
		€ 2.050,00	Tuition Fee
17 May 2026	€ 2.550,00	€ 500,00	Academic Contribution Fee
		€ 2.050,00	Tuition Fee
<b>Total yearly fees</b>	<b>€ 10.100,00</b>		
<b>€ 540 Graduation Thesis Fee</b>			
The Graduation Thesis Fee is to be paid at the beginning of the 2nd Academic Year, together with the registration to the programme			

## **PAYMENT MODALITIES**

### **A. Online by Credit Card**

Please visit the website:

[https://naba-community.force.com/OLA\\_NABA\\_LoginRequestForm](https://naba-community.force.com/OLA_NABA_LoginRequestForm)

### **B. By Flywire**

NABA has partnered with flywire in order to streamline the process of international payments. Flywire allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with Flywire you can

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

To get started, visit [www.flywire.com/pay/naba](http://www.flywire.com/pay/naba) to begin the payment process.

### **C. By wire transfer**

NABA bank details for payments

Account holder: Nuova Accademia s.r.l., Via C. Darwin 20, 20143 Milano, Italy

Bank name: Intesa San Paolo - Via Marconi ang. Piazza Diaz - Milano

SWIFT CODE: BCITITMM - IBAN: IT86 A030 6901 6291 0000 0076 088

Reason for payment: Please clearly specify name of student/programme chosen

## IN SHORT: HOW TO BECOME A NABA STUDENT

NABA STEPS	MINISTERIAL STEPS
<p><b>1.SUBMIT YOUR APPLICATION</b></p> <ul style="list-style-type: none"> <li>→ Application form filled in and signed</li> <li>→ Copy of your passport</li> <li>→ English language certificate (for Programmes in English language)</li> <li>→ Italian language certificate (for Programmes in Italian language)</li> <li>→ Copy of the Bachelor's Degree (translated in Italian or English) or University attendance certificate</li> <li>→ Copy of the Academic transcripts (translated in Italian or English)</li> <li>→ a passport-sized photo</li> <li>→ Portfolio of projects (if required)</li> <li>→ Artistic statement</li> </ul> <p><b>2. WAIT FOR YOUR ADMISSION ASSESSMENT</b></p> <p><b>3. RECEIVE YOUR ADMISSION PACK</b></p> <ul style="list-style-type: none"> <li>→ Offer Letter</li> <li>→ Enrolment Form</li> <li>→ Study Plan</li> <li>→ Useful information</li> </ul> <p><b>4. CONFIRM YOUR ACCEPTANCE</b></p> <ul style="list-style-type: none"> <li>→ Return the enrolment form filled in and signed</li> <li>→ Pay the pre-enrolment fee</li> </ul> <p><b>5. CONFIRM YOUR ENROLMENT</b></p> <ul style="list-style-type: none"> <li>→ Submit the language certificate (if not previously provided)</li> <li>→ Pay the balance of the tuition fee</li> <li>→ Confirm your day of arrival in Milan/Rome</li> </ul>	<p><i>At the same time, remember to comply with the ministerial obligations described below:</i></p> <p><b>1. PRE-ENROLMENT THROUGH UNIVERSITY PLATFORM</b></p> <p>→ In order to access Degree/Diploma Programmes in Italy, Non-European citizens pre-enrol and submit a passport copy, a copy of the Bachelor's Degree and Academic transcripts on the University platform at <a href="https://www.universitaly.it/index.php/">https://www.universitaly.it/index.php/</a></p> <p><i>WHEN: The pre-registration session is established yearly by the Italian Ministry of Education usually between March and November. Since the specific dates may vary from year to year and according to the Italian Diplomatic Authority, we warmly suggest that students get in touch with the reference Consulate in order to make sure to meet the deadlines. Usually it takes <b>90 days</b> to get the study visa, that is why we suggest you to start the procedure as soon as possible.</i></p> <p><b>2. LEGALIZATION</b></p> <p>Documents to attach to the pre-enrolment request through University platform:</p> <ul style="list-style-type: none"> <li>→ the degree and academic transcripts must be legalized by the competent authority in the country whose educational system the title belongs to;</li> <li>→ the degree and academic transcripts must be translated in Italian or English language by a sworn translator.</li> </ul> <p>Translation is not needed for documents written in English, French, or Spanish.</p> <p><i>WHEN: any time after admission to NABA and not later than the pre-enrolment request through University platform deadline for non-European citizens.</i></p> <p><i>EU passport holders are not requested to comply with pre-enrolment procedure.</i></p> <p><b>3. STUDY VISA</b></p> <p>Non-European citizens must get an entry visa for enrolment to Italian Universities/Academies, called STUDIO per Immatricolazione Università - tipo D nazionale.</p> <p>The visa must be requested to the Italian Diplomatic-Consular Representatives in the student country of residence. To obtain the visa the applicant shall fill out a special form and attach:</p> <ul style="list-style-type: none"> <li>→ A valid flight ticket</li> <li>→ A passport photo</li> <li>→ The documentation proving the reason of the trip: pre-enrolment request (University form which can be downloaded from the portal)</li> <li>→ Medical health insurance valid in Italy</li> <li>→ Proof of economic cover to live in Italy and for repatriation</li> <li>→ Proof of a suitable accommodation in Italy</li> </ul> <p><i>WHEN: VISAS are released once the Pre-enrolment process through the University platform has been completed and received positive feedback from the Italian Diplomatic-Consular Representatives.</i></p> <p><b>4. PERMIT OF STAY</b></p> <p>→ non-European citizens should apply for the Permit of Stay to the Police Office located in the city where they dwell. NABA Academic Registration Office will provide students with the necessary support throughout the process. In order to obtain the Permit of Stay it is necessary to bring the University pre-enrolment form.</p> <p><i>WHEN: within 8 days from the arrival in Italy.</i></p>

## GENERAL CONDITIONS

Article 1) For contracts and contractual proposals for online applications, as well as for contracts negotiated outside the headquarters of Nuova Accademia Srl (NABA), in accordance with Article 52, para. 1 of the Consumer Code, the student has the right to withdraw from the contract without incurring taxes of any kind and without the payment of any penalty within the time-limit of fourteen working days from the time the contract is concluded (the time of receipt of the contract/enrolment form).

Withdrawal shall be carried out by registered letter, in which the following are shown: student's first name and last name, student's address, the date and place, student's signature; as proof of delivery and for the purposes of the time-limit expiry, the delivery date of the registered letter shall be considered as valid. The registered letter must be addressed to Nuova Accademia Srl – Via C. Darwin 20, 20143 Milano (MI).

Article 2) If the student withdraws legitimately from the contract as laid down in the previous article, he or she will be refunded all the payments he/she has made in favour of NABA, excluding the Application Fee for the entrance examination, required for enrolment.

Article 3) NABA's commitment towards a student who enrolls on a Three-year course, Two-year Master's course or Academic Master's course is subject to the suspensive condition that a minimum number of 10 students enrolled is achieved, this being the minimum number necessary to activate each course. If this number is not achieved, the course in question will not be activated. Notice that the course cannot be activated will be given by NABA to the student at least 30 calendar days in advance of the programmed start of lessons; in this case NABA will refund, as soon as possible, the entire amounts paid. NABA shall not be liable for any costs (for example: travel, overnight stays, etc.) already incurred by the student for enrolment and in any way related to enrolment and attendance at the course, nor for any other damage of a different nature.

Article 4) NABA reserves the right, until the deadline of thirty calendar days before the start of lessons, to do the following:

- cancel the Course, withdrawing from the contract;
- modify the Course;
- change the location of the lessons.

Non-European students must pay the total amount of the tuition no later than 3 months before the start of the chosen Course. If a non-European student benefits from a payment plan, he/she must pay the first instalment of the tuition fee no later than 3 months before the start of the chosen Course.

European students must pay the first instalment of the tuition no later than 30 days before the start of the chosen Course.

Non-European students who withdraw prior to 3 months before the start of the Course will be entitled to a full refund of the amount paid, excluding the amount paid as a Pre-enrolment Fee. European students who withdraw prior to 30 days before the start of the Course will be entitled to a full refund of the amount paid, excluding the amount paid as a Pre-enrolment Fee.

Non-European students who withdraw in the 3 months prior to the start of the Course by filling out the appropriate form will not be entitled to any refund of the amounts paid up to that time.

European students who withdraw in the 30 days prior to the start of the Course by filling out the appropriate form will not be entitled to any refund of the amounts paid up to that time.

If, on the other hand, the student should be affected by a final rejection order for a visa application, NABA shall refund to the student all the sums that he/she has paid up to that time.

Alternatively, the student shall have the opportunity to defer his/her participation to another course or subsequent intake as follow:

After having paid the full tuition fee (pre-enrollment fee + regional tax + tuition fee + Degree fee if applicable) and within not more than one month prior the beginning of the course, the student has the right to change the enrollment intake. The student can ask to change the enrollment intake to the next available intake only (since no multiple intakes in the same academic year are available, the only option would be in the following academic year) if the student didn't defer the enrollment previously. Thus, if the student has changed the enrollment intake already, it won't be allowed to change the enrollment intake a second time. If the student wants to request an intake review, he/she will have to submit a formal request by sending a new application form and payment of a fixed extra fee of €250,00. Upon prior authorization of the Direction Board, the student might be allowed to transfer only to the intake which is directly following the one of the first enrollment application. In this case, the fees already paid will be maintained valid. NABA above refund policy, point 3, is not effective and the student loses the refund right in any deferral case.

Upon the authorization to defer to the following intake, the student is aware and commits to paying the eventual tuition fee payment difference (in case the standard tuition fee of the new intake is higher). Any deduction or scholarship will not be maintained valid for the new intake.

If NABA withdraws, the student shall be entitled to demand from NABA double the Pre-enrolment Fee already paid, excluding the regional tax.

Article 5) Notwithstanding the provisions of Articles 1, 2 and 3 the student who, having requested and obtained enrolment and signed this contract, during the academic year: a) does not regularly attend lessons and/or does not sit exams; b) withdraws from the course, formalizing this decision through the completion of the appropriate form, whatever may be the reason for this behaviour and/or decision (including, but not limited to, reasons of health, reasons of a personal and/or family nature, work reasons and any other reason), may not request the repayment of sums paid and/or suspend payment of sums still owing by way of taxes, Academic contribution and tuition fees, remaining obliged to pay the whole sum due by the method and on the expiry dates established, and to pay the whole annual amount of the Academic contribution and tuition fees.

Article 6) It is agreed between NABA and the student and his/her guarantors that the payment of the Enrolment Fee for subsequent years shall constitute a necessary and sufficient condition to validate the enrolment itself; this payment shall be considered as the acceptance by conduct of consent on the part of the student and his/her guarantors of the General Conditions of Contract, including those that are the subject of specific approval according to Articles 1341 and 1342 of the Italian Civil Code; consequently all obligations assumed by each of the parties by signing this application shall be confirmed with the enrolment. The fee, consisting of the following items: Pre-Enrolment Fee, Academic Contribution Fee and Tuition Fee, starting from the second academic year after the signing of the enrolment application, shall be increased at a fixed and pre-determined rate of 2,5% and starting from the third academic year after the signing of the enrolment application at the rate of 3%.

Article 7) If the student should notify in writing a desire to suspend his or her studies for the academic year subsequent to the one in progress and this notification should be received within and no later than the expiry dates laid down for re-enrolment, a fixed fee of Euro 300.00 must be paid for each academic year of suspension of studies (for a maximum of three academic years). The tuition fees and academic contribution fee, if already paid, shall in this case only be considered and held as valid by NABA for the enrolment year subsequent to the suspension, if the student resumes his/her studies. If the student should decide not to resume studies at the end of the suspension period, the tuition fees, the re-enrolment fee and the academic contribution, if already paid, shall be permanently retained by NABA. Applications to suspend studies for the academic year following that in



progress, presented after the expiry dates laid down for re-enrolment, may not be taken into consideration and may not produce any effect with regard to payments made and still to be made.

If the student does not formalize either withdrawal from a course, or suspension of studies, or re-enrolment, within the expiry dates laid down for re-enrolment, he or she shall have the possibility, within a maximum period of 5 years, to resume his or her student career by paying a fixed fee of Euro 2,000.00. The procedure lays down that, upon prior application from the student to resume his/her academic career, NABA will proceed to carry out an academic assessment and a check on any educational debts, following which it will define the student's year of attendance. It is specified that the suspension of studies cannot be retroactive.

Article 8) NABA has the right to establish the number of courses and course-units activated annually for each diploma course. NABA will guarantee to students who have enrolled that course-units necessary for obtaining the diploma for the relative course of study, as defined by the MUR (Ministry of Education, Universities and Research) or other regulations in force, will be activated.

Article 9) Course-units may vary according to academic choices or ministerial directives linked to the implementation of the reform of Institutions of Higher Artistic and Musical Education (AFAM/MUR). The lesson group allocated in the first year may undergo variations in subsequent years due to motivations linked to the teaching programme and the choices made by the student when completing the study plan in relation to choice of specialisation and optional courses to be selected.

Article 10) Lessons will be held weekly according to the provisions of the academic timetable defined annually.

Article 11) All students, on enrolment, must possess the prerequisite for knowledge of the language in which the course is held (Italian or English). In any case, with regard to those students who submit a certificate of linguistic competence (among those recognised by NABA), NABA reserves the right to ask at any time for additional documentation or to carry out checks relating to the certificate presented. If the student is unable to present one of the required certificates, NABA will test the student's knowledge of the language and will consequently assign a level to him or her.

Referring to the Two-year and Three-year Master's courses, if the level achieved is lower than that required (for Master's courses, this must not in any case be lower than B1.2), the student must attend a necessary remedial course – organized by NABA – in order to reach the required level (CEFR complete B1.2) and only when this level is reached may he or she enrol and take the examinations.

For further details see Director's Decree No. 42/2024 of 23/10/2024 and subsequent modifications (published in the MyNABA students' reserved area on the NABA website. Username and login password will be supplied following enrolment).

Students who do not achieve the language level required – as this is a pre-requisite for entry – will be enrolled on the Diploma Programme (auditor) course. This situation does not represent a valid reason for unilateral withdrawal and the student's refusal to accept the enrolment on the Diploma Programme (auditor) course will have consequences and effects in accordance with Articles 5, 16 and 17.

The student who does not present a valid language certificate (according to the linguistic requirements shown on the admission application) will be obliged to take the language test programmed by NABA. The student who has not presented a valid language certificate attesting to a suitable level and has not taken the test programmed by NABA will not be able to take part in the educational activities and will be removed from the lesson registers.

In addition, all students enrolled on Three-year courses are also obliged to take the NABA English language test to verify their level of language competence. The test results are expressed according to the

thresholds defined by the Common European Framework of Reference for languages. If passed, this test entitles the student to acquire course credits; if not, it entails the attribution of a debit, which must be rectified in order to achieve the qualification (level B1.2).

Article 12) NABA guarantees to the student access to the buildings for the duration of lessons laid down for the academic year and for the number of hours necessary for achieving the academic qualification. Further access to the buildings is dependent on the requirements of the teaching programme and on logistic availabilities.

Article 13) NABA is not liable for any failure or delay in delivering its services wholly or in part deriving from or attributable to non-compliance with any obligation, caused by or attributable to acts and non-compliance of obligations by third parties, events, omissions and/or accidents beyond possible and reasonable control, such as, by way of example but not limited to, strikes or other disputes involving its own personnel or personnel of other, third parties, natural disasters, wars, revolts, civil unrest, voluntary damage, in accordance with any law or government provisions, regulations or directives, accidental failure of equipment or machinery, fire, flood, storms, pandemics, epidemics or other spread of illnesses and/or infections, or in the lack of public supply of energy and services, telecommunications and/or information technology.

Article 14) 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 NABA (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 NABA 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 NABA 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 NABA.

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 NABA 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.

Any and all Intellectual Property Rights resulting from the creative and/or inventive activity related to the activities, studies, experimentation, and project design carried out by the student individually or in group within the scope of a didactic project under the guidance of NABA's professors and/or directors, and any material produced, conceived and realized by the student individually or the group itself during the academic activity (including, by way of example and not exhaustively of handouts, presentations, texts, projects or other, with the exception of the diploma thesis), will be the exclusive property and ownership of NABA and is deemed to have been

definitively and free of charge assigned by the student to NABA, which will have every right to exploit, economically utilize and dispose of it for any reason (including, by way of example and not exhaustively: advertising, promotional, internal strategy, informative or research, didactic or experimental purposes). Consequently, every right of deposit and registration of Intellectual Property Rights in national, community, international registers is reserved to NABA, without prejudice to the students' rights to be recognized as authors.

The Intellectual Property Rights of the diploma thesis, as better described in NABA's Intellectual Property Regulations, available at the following link <https://www.naba.it/it/chi-siamo/regolamento-della-proprietà-intellettuale> (in Italian language) - <https://www.naba.it/en/about-us/regulation-of-intellectual-property> (in English language), belong to the student, who is entitled, in addition to the moral rights, to the rights of economic utilization. In case of the student's alienation of the rights of economic utilization, the student agrees to grant NABA the right of pre-emption, as regulated in Art. 5 of the Regulations.

Article 15) Contributions, fees and taxes do not include photocopying, lecture notes, colour prints and consumables for all practical exercises, or computer processing of theses, or participation in competitions and exhibitions.

Article 16) The late payment of amounts relating to taxes/academic contribution/tuition fees will incur the application of a penalty of an additional Euro 50.00 for a delay in payment of up to 30 days and Euro 500.00 for a greater delay. It is specified that in the case of arrears, the student's presences will not be registered and absences deriving from late payment will not be justified for any reason.

Article 17) In the case of late payments, NABA reserves the right to request immediately the balance of amounts outstanding, to suspend the student who is in arrears from attendance at the Course and from examinations and also to apply for the appropriate court orders to recover the sum owed including expenses, interest payable, interest on arrears, statutory taxes and other, as well as the penalty referred to in Article 16.

Article 18) The student is obliged to comply with the regulations concerning the rules of behaviour to be followed within the Academy, the rules for use of the student email account, the Academy's PCs and personal ID card, to be found in the MyNABA student reserved area in the section Academic courses > Rules and regulations. Non-compliance with these regulations may incur the application of disciplinary sanctions commensurate with the gravity and repetition of the facts ascertained, which may also involve suspension – temporary or permanent – from the Academy.

Article 19) NABA reserves the right to request compensation for any damages caused by the student to the premises and equipment. The student is obliged to use these correctly and to respect the cleanliness of the premises and the areas in common use.

Article 20) Introducing dogs or other animals into the NABA campus is prohibited.

Article 21) NABA will not act as guarantor or custodian of items left unattended or mislaid on the Academy's premises.

Article 22) First-year students on the Three-year course who have been resident for at least 3 years in a country of the European Union and who do not present the documentation relating to family income for assigning an income bracket before the start of courses, will be automatically assigned to the highest income bracket. The tax band determined for the enrolment year must be reconfirmed for subsequent years by presenting suitable documentation before 30 November. The band will remain unchanged until the entire documentation required

has been presented within the time limits imposed.

Article 23) Students enrolled in the third year of the Three-year course or in the second year of the Two-year course are obliged to pay NABA a contribution of Euro 540 for the final diploma examination and a tax to the Inland Revenue Agency for issue of the diploma parchment of Euro 90.84 (amount established subject to adjustment which may be shown in the academic diploma regulation for the academic year of registering for the final examination) within the payment time-limits as laid down. Students enrolled on a Master's course are obliged to pay NABA only the contribution of Euro 540 for the final diploma examination.

Article 24) An enrolment application by a student in possession of a foreign academic qualification is accepted on the following conditions: a- the qualification obtained allows admission to the study courses that the student has chosen to attend in the Academy; this requirement is shown by the legalization of the higher secondary school diploma (with official translation in Italian language). In case NABA needs some closure on student's secondary school diploma, the student must provide the Certificate for the equivalence of the qualification (Statement of Comparability) issued by the Italian Enic-Naric Centre. b- the foreign qualification has been obtained at the end of a period of schooling whose duration corresponds with the minimum laid down by the Italian ministerial provisions in force for the purposes of admission to academic studies.

A special Evaluation Commission, appointed by the Director, will check the adequacy of the legalized higher secondary school diploma. If the Evaluation Commission considers the documentation presented by the student to be inadequate, the student will be enrolled on the Diploma Programme (auditor) course for the course chosen, without the acknowledgement of academic credits and without taking the academic diploma (NABA Academic Regulations Article 21/2). The inadequacy of the foreign qualification does not represent a valid reason for unilateral withdrawal and the student's refusal to accept the enrolment on the Diploma Programme (auditor) course will have consequences and effects in accordance with Articles 5, 16 and 17.

Article 25) Enrolment on the academic course remains, in any case, conditioned by the student being in possession of all the requirements for entry and residence in Italy provided for by the laws in force with reference to the academic year to which the enrolment refers. The student acknowledges that in the period in which the study course is carried out NABA is exempt from all liability in respect of the issue and/or confirmation by the competent Authorities of a study visa and relative residence permit, which must be obtained by the student at his/her exclusive responsibility and at his/her own expense. The student also acknowledges the same in the case where he/she requests and obtains a course transfer during the enrolment period. The student acknowledges and agrees with NABA that if it is impossible, because of the reason described above, or for any other reason also beyond his or her control, to attend, or continue to attend the chosen course, NABA will be entitled to withhold, by way of reimbursement for costs and expenses it may have incurred and costs and/or compensation it may still incur, all sums paid by the student for whatever reason. In any case, this shall be without prejudice to any further losses.

If the admission procedure has not yet been started, NABA undertakes to refund the taxes already paid by the student (excluding the enrolment fee for the entrance examination) if the student is refused a visa by the competent Authorities and the student notifies NABA of this in writing, supplying as proof a declaration of refusal issued by the Italian Embassy or Consulate.

Article 26) This contract is governed and regulated by the Law of Italy and subject to Italian jurisdiction. For any dispute, the parties nominate the Milan court as the court with exclusive jurisdiction.



Place and date \_\_\_\_\_  
(Student signature) \_\_\_\_\_

Place and date \_\_\_\_\_  
(Student signature) \_\_\_\_\_

*For anything not expressly covered by this application with reference to the regulations governing enrolment on NABA courses, please see the "Admission Procedures for NABA three-year undergraduate courses" and "Guide to assignment of tax bands".*

*Reference should be made to the information contained in Article 13 of Regulation (EU) 679/16 (GDPR) explaining that the processing of data is essential for compliance with legal obligations. In order to exercise his or her rights, the data subject may apply to the Data Controller, Nuova Accademia Srl, email - [privacy@naba.it](mailto:privacy@naba.it)*

*I state that I have read, in addition to the information about the chosen course, Articles 1 and 2, both referring to the information and instructions regarding the right of withdrawal, the effect of the withdrawal itself as well as the methods of exercising this right.*

Place and date \_\_\_\_\_  
(Student signature) \_\_\_\_\_

*According to Articles 1341 and 1342 of the Italian Civil Code, I state that I have read and specifically approved the following articles:*

*2) Non-refund of Pre-enrolment fee; 3) Non-activation of Course – NABA liability waiver; 4) Cancellation and/or modification of Course and its location; Deadline payment of the tuition; Withdrawal by student; Refund of pre enrolment Fee; Non-refund; Course Deferment; Payment of a fixed fee and Deadline payment of the tuition in case of Course Deferment; 5) Student's ongoing obligation to pay taxes, academic contribution and tuition fees; 6) Re-enrolment and adjustment of fees at the fixed and predetermined rate; 7 ) Suspension of studies and resuming student career; 8) NABA's right to establish the number of courses to be activated; 11) Verifying linguistic competence; Remedial courses; Exclusion from lessons; 13) Cases of NABA liability waiver; 14) Assignment to NABA of Intellectual Property Rights - Regulations - Right of pre-emption in favor of NABA; 15) Costs excluded from taxes, fees and contributions; 16) Penalty for late payment; 17) Recurrent arrears of student – Consequences – Suspension from attendance at courses and examinations; 21) NABA liability waiver in the case of loss and/or mislaying of student's personal property; 22) Obligation to present documentation of family income – consequences in the case of non-presentation; 23) Fee for final Diploma examination; 24) Conditions for acceptance of application from student in possession of foreign academic qualification; 25) Visa and resident permit requirements – consequences in the case of non-renewal; 26) Non activated Masters; New Academic Master programmes; 26) Law of Italy; Court of jurisdiction.*