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DI BELLE ARTI

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ACADEMY DIDACTIC REGULATIONS

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CHAPTER 1 - GENERAL PRINCIPLES

ART. 1 - PURPOSES

1. This Didactic Regulations (hereinafter referred to as the Regulations) of NABA, Nuova Accademia di Belle Arti, legally recognized (hereinafter referred to as the Academy) in accordance with art. 10 of Presidential Decree 212/2005 regulating the definition of the academic regulations of the Institutions of Higher Education in Art, Music and Dance, as per art. 2 of Law no. 508/1999, and covered by the General Regulations of NABA, Nuova Accademia di Belle Arti - art. 3 c. 2,
 - a. governs the rules of programs delivered by the Academy for the achievement of qualifications with legal value as per art. 4 of Law 508/1999;
 - b. defines the rules of Diploma Programs delivered by the Academy in accordance with art. 3 of Presidential Decree 212/2005;
 - c. provides the general principles and guidelines of the Courses delivered by the Academy in accordance to art. 3 of Presidential Decree 212/2005;
 - d. governs the academic career of the students.

ART. 2 - QUALIFICATIONS AND COURSES

1. The Academy organizes, pursuant to art. 3 of Presidential Decree 212/2005, the following Courses for the achievement of qualifications having legal value:
 - a. I Level Diploma Programmes
 - b. II Level Diploma Programmes;
 - c. Specialization Courses;
 - d. Academic Advanced Training Courses or First Level (MA1) and Second Level (MA2) Master's Courses;
 - e. Doctoral Research Courses (PhD. PROGRAMS) (DM No. 470 of February 21, 2024).

Therefore, the Academy awards the following qualifications:

- a. Academic Diploma of I Level;
 - b. Academic Diploma of II Level;
 - c. Specialization Diploma;
 - d. Academic Advanced Training Diploma or First and Second Level Academic Master's Diploma;
 - e. Doctorate of Research AFAM (PhD)
2. Based on special agreements, the Academy releases the Diplomas referred to in this article also in combination with other Italian and foreign institutions of the same level empowered to issue qualifications recognized by the Italian education system according to the Community discipline and international law.
 3. The Academy can also arrange other kind of courses, not in conflict with current legislation with particular reference to:

- a. Courses for vocational education, higher and continuing education in accordance with the regulations of institutions accredited by Regione Lombardia (Lombardy Region) for higher and continuing education;
 - b. Free evening courses with the aim of providing specific training in particular professional and artistic fields;
 - c. Training programs in Italy and abroad also known as International Courses in collaboration with other public or private institutions;
 - d. preparatory programs aimed at the eligibility for ordinary programs.
4. The didactic initiatives of the preceding paragraphs shall be established, activated and managed in accordance with procedures laid down by the Statute, by these Regulations and, if compatible, by the provisions of laws and current regulations.
 5. The didactic initiatives are approved by the Academic Council upon proposal of didactic structures of reference and declared by the Director with the approval of the Board of Directors as provided by current laws.

ART. 3 - ACADEMIC CREDITS (CFA/ECTS)

1. The didactic regulations of the Courses and the didactic activities of the Academy are organized on the basis on academic credits, hereinafter referred to as CFA/ECTS as the system to measure the student learning engagement.
2. The academic credit is the extent of the work of learning, including workshops and individual study, required to a student in possession of adequate initial preparation for the acquisition of knowledge and skills during planned didactic activities as per the Course didactic regulations.
3. The CFA/ECTS corresponding to each didactic activity are acquired by the student through the attendance to the didactic activities and workshops, and by passing the exam or other form of assessment according to the procedures laid down by art. 10, paragraph 4, letter d) of Presidential Decree 212/2005.
4. CFS/ECTS corresponds to 25 hours of student workload.
5. The average amount of learning work of the student engaged in full-time academic studies is conventionally fixed at 60 CFA/ECTS per year, for a total average of 1500 hours of work per year.
6. The didactic regulations of the Course and the course curricula must be arranged following this value, which is set by the art. 6 of the Presidential Decree 212/2005.
7. By determining the fraction of overall commitment time which must be reserved to the personal study, workshop activities, and other individual activities, the Ministerial Decree assigns 30% to the theoretical lectures, 50% to the theory-practical activities, 100% to workshop activities.
8. In compliance with the regulations in force, the institution can recognize credits to the student under documented certificate attesting professional competences and skills.

ART. 4 - COURSES RULES

1. The rules of Degree courses, as defined in art. 5 of Presidential Decree 212/2005, determine:
 - a. the name of the Course;
 - b. the belonging School and the Department;
 - c. the specific learning outcomes of the Course;
 - d. the general framework of the activities to be included into the curricula;
 - e. rules for the presentation of individual study plans;
 - f. the credits assigned to each training activity or to each subject area related to the basic education, the characterizing activities and the supplementary and complementary activities referred to in the following article;
 - g. the features of the final exams for the achievement of the final qualification;
 - h. the initial required student preparation;
 - i. where necessary, the method of validating the initial preparation of students to be admitted to the Diploma Programmes of Level I and II also for the determination of any additional obligation in case the verification does not provide positive results.
2. As per art 5 of the Presidential Decree 212/2005, the didactic offer of the Academy is articulated in the various levels of the Courses related to the Schools. Departments and Schools are described in Table A, attached to the Presidential Decree 212/2005. With following ministerial regulation, once heard the CNAM, Table A is possibly amended and integrated, also considering the innovations linked to new courses defined during the system planning and development.
3. The I Level Diploma Programmes, except as provided in paragraph 5 of art. 5 of Presidential Decree 212/2005, are established in the Schools identified in accordance with the criteria established by art. 9 of Presidential Decree 212/2005, by transformation of the courses activated even on an experimental basis. This transformation is arranged upon proposal of the Academy, with DM that checks the fulfillment of the criteria referred to in art. 9 and the adequacy of financial and overall resources, once heard the CNAM.
4. Until the adoption of the Regulation governing the general criteria for the establishment and activation of Diploma Programmes of II Level, Specialization Courses, Doctoral Research Courses (PhD) and Masters of Level I and II are activated only on an experimental basis, upon proposal of the institutions, with DM that verifies the didactic objectives and the adequacy of human and financial resources, and after hearing the CNAM.
5. The experimental Specialization Courses are activated with reference to creative-interpretative, didactic-pedagogic, methodology-design, new technologies and languages, enhancement and preservation of the artistic heritage professional fields.
6. Faculty development programmes aimed at the training of teachers are ruled in accordance to Ministerial Decree 249 dated 10th September 2010.

ART. 5 - PROGRAMMES RULES

1. The didactic rules are governed by the present Regulation.
2. The Level I and II Diploma Programmes, the Specialization Courses, the Doctoral Research Courses (PhD) and the Masters Level I and II, and in any case any form of teaching activity, are governed by the didactic rules of the programme, which provides the organizational aspects of the programme itself.
3. The Course Rules are adopted by decree of the Director of the Academy, once heard the Academic Council.
4. The Course rules determines, in full respect of the freedom of teaching and of the rights and duties of the teachers and the students, the list of the taught subjects and the other didactic activities with the following specifications for each subject or didactic activity:
 - the typology of didactic activities;
 - the disciplinary field the subject taught belongs to;
 - the number of credits attached;
 - the specific didactic goals;
 - the possible articulation into modules;
 - the conditions of eligibility or the possible preparatory activities;
 - the typologies of teaching forms;
 - the typologies of verification of student achievement;
 - the name and the structure of the curricula offered to students;
 - the compulsory attendance rules;
 - the teaching and other didactic activities can be provided with different temporal progression and also through the use of in-distance teaching forms.

ART. 6 - INSTITUTION AND IMPLEMENTATION OF THE COURSES

1. The activated Courses are defined in the attached tables, which are an integral part of this Regulation, with an indication of the School and the Department of reference pursuant to Presidential Decree 212/2005. Any new courses will be activated upon Ministerial approval as well as inclusion in this Regulation.
2. The proposal of a new Course can be made to the Academic Council by the Academy Director, the Department Director or the Director of an already established Course, usually within 12 months before the kick-off of the didactic activities. The proposal is submitted to the Ministry for approval, in accordance with the procedures laid down by law.
3. The typologies of didactic activities and the teaching subjects to activate, as well as the matching between the subjects and the disciplinary fields are defined, whether applicable, by the Ministry regulations and are related to the Schools and Departments of reference.
4. Teaching activities and other didactic activities can be carried out in whole or in part in foreign languages.
5. The proposal of a new course must contain:

- a. the name;
 - b. the objectives;
 - c. the professional careers;
 - d. the list of the subjects taught into the programme and their possible articulation into modules, or in other activities;
 - e. the specific objectives, credits and possible preparatory requirements for each subject and didactic activity;
 - f. the typology of the didactic forms, of the exams and of any other verifications of the student achievement;
 - g. the characteristics of the final exam to obtain the final qualification;
 - h. the partnerships and relations with the arts and professions system;
 - i. the internationality;
 - j. the Course Director, the Scientific Committee and the teachers who are responsible for main subjects taught and related biographies;
 - k. the maximum number of students that can be accepted, as well as the minimum number to activate the Course;
 - l. the previous education required for admission, including possible education debts and credits accepted and planned exams;
 - m. the definition of financial supports for deserving students.
6. The Courses can be activated also through agreements between different Schools (Interschool Courses) or agreements between different Universities (Interuniversity Courses). The regulations of the Interschool and Interuniversity Courses determine the specific organizational rules which govern the operations at didactic level and confer to one amongst the Schools or the Universities involved the task related to the student enrolment procedures, the final qualification assignment and the administrative responsibility of the course, if not differently specified in the agreements.
 7. The Courses can be also activated by the Academy in collaboration with equal-level institutions, both national and international, third parties, both public and private on both national and international grounds.
 8. The Academic Council, once collected the course coordinators' feedbacks and once listened the Evaluation Body, verifies the effective implementation of the aims, which qualify each Course.



CHAPTER 2 - DIDACTIC PRODUCTION AND RESEARCH STRUCTURES

ART. 7 - LIST AND FUNCTIONS OF DIDACTIC AND SERVICE STRUCTURES

1. The organization is divided into academic disciplines defined Departments, as prescribed by ministerial regulations, organizational structures defined Institutes, with functions of planning, coordination and management of the didactic activities of the courses pertaining to them and service structures or offices, which provide general services and support to the didactic activity.

ART. 7/1 - DEPARTMENTS

1. According to Presidential Decree 212/2005, the Departments define the disciplinary fields and the research and artistic production of the belonging Schools and are established by decree of the Director of the Academy.
2. The Department Director is appointed by the Director of the Academy amongst the teachers or personalities of the artistic, academic and professional world.

ART. 7/2 - INSTITUTES

1. With the entry into force of these Regulations, four Institutes are activated:
 - a. First Level Diploma programmes Institute (which heads all three-year programmes);
 - b. Second Level Diploma Programmes Institutes (which heads all the two-year programmes as well as specialization courses and the Phd);
 - c. Academic Master of Level I and II Institute (which heads all Masters);
 - d. Free and International Courses Institute (which heads the free courses and the international courses). For this Institute, the planning, the coordination and the management of the activities can be carried out autonomously, under the direct supervision of the CEO, consistently with the didactic and scientific policies of the Academy.
2. Each Institute is run by a Didactic Commission, composed of the Coordinator of the Institute, the Coordinators of the Courses belonging to it (if any), any Assistants or Teachers in charge of specific functions and the Responsible of the Institute Secretary Office if appointed.

CHAPTER 3 - I LEVEL DIPLOMA PROGRAMMES

ART. 8 - I LEVEL DIPLOMA PROGRAMMES

1. The I Level Diploma Programmes pursue the objective of ensuring the student an adequate mastery of methods and artistic and cultural techniques, as well as the acquisition of specific professional and disciplinary skills, also assuring the achievement of the educational requirements necessary for the access to II Level studies. The I Level Diploma Programme has a standard length of three years, for a total of 180 CFA/ ECTS.

ART. 8/1 - ADMISSION

1. To be eligible for a Diploma Programme of I Level the student must be in possession of a diploma of upper secondary school or any other qualification obtained abroad and recognized as eligible by the Academy in compliance with international agreements.
2. For Diploma Programmes where the Academy sets an access limitation, admission is subject to an exam as defined by the Course Rules and implemented into the Annual Prospectus.
3. The student must be in possession or acquire an adequate initial preparation about the basic knowledge defined by the Course Rules.
4. The Course Rules also defines the method of verification of the fulfillment of the initial preparation through exam or other evaluation tools.
5. If the exam is not positive, the competent didactic structure can suggest specific additional obligations to be met within the first year.
6. The teaching structures may propose relevant preparatory educational activities for the achievement of an adequate initial preparation, also in collaboration with secondary education institutions.
7. The requirement related to the knowledge of the language of teaching and of other educational activities.

ART. 8/2 - ACHIEVEMENT OF THE DIPLOMA

1. To achieve the Level I Diploma, the student must acquire 180 CFA/ECTS, including the subjects taught and any other didactic activities as defined in these regulations. To be admitted to the final exams, the student must have demonstrated the basic knowledge of both the English language and computer science elements, in accordance with procedures, and a number of credits as defined by the didactic regulations and acquired through successfully completing the exam.

2. The final exam, referred to in art. 17/5, paragraph 7 of these regulations, in order to ascertain the achievement of the didactic objectives of the Degree Course, consists in the presentation, in front of a committee of at least five teachers, of:
 - a. a thesis or project work composed of a work of artistic production and research, accompanied by an historical-critical or methodological introduction;
 - b. the student's educational and professional portfolio.
3. In order to be admitted to the diploma exam of first and second level the student must achieve a minimum score of 66 points. As per current regulations, once assessed the whole work and the thesis presented by the student, the Commission can raise up to 10 points the grade already determined in 110 for the admission to the final exam. The final grade is thus expressed in one hundred and ten, taking into account the possible increase. To the student who have obtained the admission to the final exam with a score higher than 100, the Commission may award a grade up to 110. Any attribution of the Cum Laude, in addition to the maximum score of 110, is subject to the acknowledgement of the results achieved by the student and the unanimous assessment of the Commission.



CHAPTER 4 - II LEVEL DIPLOMA PROGRAMMES

ART. 9 - II LEVEL DIPLOMA PROGRAMMES

1. The II Level Diploma Programmes aim at providing students with an advanced level education for the full knowledge of artistic-cultural skills and methods for the acquisition of specific disciplinary competences and for the exercise of highly qualified professional activities.
 - a. The Diploma Programme of II Level has a standard length of two years, for a total of 120 CFA/ECTS.
 - b. The second-level programmes can be activated only if and when the corresponding courses of I level are in place; any new courses will be activated previous ministerial approval as well as inclusion in the academic regulations.

ART. 9/1 - ADMISSION

1. To be eligible for a Diploma of II Level, the student must be in possession of a Level I Diploma, or Degree, which meets the requirements of the Diploma Programme of II Level, or an equivalent qualification obtained abroad and recognized as eligible by the Academy in compliance with international agreements.
2. For the II Level Diploma Programme, which the Academy provides an access restriction for, the mode of admission shall be governed by an entry exam defined by the Course Regulations and implemented into the Annual Prospectus.
3. For II Level Diploma for which no planned number of accesses is provided, the candidate must be in possession of the curricular requirements defined in the II Level Diploma Programme.
4. The Regulations of each Diploma Course of II Level shall govern the requirements for access, including any additional education debit to be met in the first year.
5. For admission to the Diploma Programme of II Level, the student must demonstrate possession of an adequate initial preparation concerning the basic knowledge as defined by the competent didactic structure, also through assessment methods to be carried out, where necessary, with exams or other assessment criteria.
6. If the student has acquired the I Level Diploma with reference to a "curriculum" fully accredited by the didactic structure, which is competent for evaluating the admission to the II Level Diploma Programme, no entry exams is required.
7. The verification is compulsory when the student has acquired the I Level Diploma or a Degree with other "curriculum" whose credits are not fully recognized for the purpose of the II Level Diploma.

8. The teaching structure shall indicate specific additional educational obligations if the exam is not successful, by also indicating the mode and the timing by the first year.
9. In order to provide the enrolment for the Diploma Programme of II Level in due time, the student may get a conditional admission, even though the student would gain the I level qualification during the last final exam session of the previous academic year as long as the student would have completed all the exams when enrolling, and the qualification is obtained in the last exam session of the previous year. If and when this does not happen, the enrolment expires.
10. The requirement of knowledge of the language of teaching and other didactic activities.

ART. 9/2 - ACHIEVEMENT OF THE DIPLOMA

1. To achieve the II Level Diploma, the student must have acquired 300 CFA/ECTS, including those acquired with the Level I Diploma and approved for the purposes of the Diploma Programme of II Level. These CFA/ECTS include the subjects taught within the curriculum, any other didactic activities, and final exams as defined by the Course rules of Diploma Programme of II Level and incorporated into the Annual Prospectus.
2. To be admitted to the final exams, the student must have demonstrated knowledge of the required English language and computer sciences elements for a number of CFA/ECTS set by the individual Course Rules, if and when they have not already been acquired in the I Level Programme. The student must also have performed the internship/seminar activities, also external, where required by the specific curriculum of the Diploma Programme of II Level.
3. The final exams consist in a presentation and discussion of the thesis and portfolio in front of a Commission composed of at least five members, including the Director of the Academy, the Course Director (or teachers appointed by them) and the thesis supervisor selected by the student.



CHAPTER 5 - SPECIALIZATION COURSES

ART. 10 - SPECIALIZATION COURSES

1. The Specialization Course aims at providing students with high professional skills in specific areas identified by the Minister pursuant to art. 6 of Presidential Decree 212/2005.
2. The rules of each Specialization Course, the duration and the number of CFA/ECTS attached are approved by the Academic Council.

ART. 10/1 - ADMISSION

1. To be admitted to the specialization course, the student must be at least in possession of a I Level Diploma, or an equivalent qualification obtained abroad and recognized as eligible by the competent structures in accordance with the law and international agreements.
2. Other specific requirements for the admission to a specialization course, including the credits in addition to the previous qualification, are set by ministerial decrees and, according to them, by the Course Rules.
3. In order to allow the enrolment to the first year of the Course in due time, the competent structures may admit the student not in possession of the I or II Level qualification yet, under the recognition of a temporary student educational debt, which is limited to the CFA/ ECTS of the least year exams not passed yet and to the final exams. In any case, this debt is to be fulfilled before the Specialization Course final exam.
4. Admission to the Specialization Course is by competition, in accordance with procedures established by the specific invitation.
5. The initial preparation required for each specialization course is defined by the specific Course Rules of the competent structure approved by the Academic Council.

ART. 10/2 - ACHIEVEMENT OF THE SPECIALIZATION DIPLOMA

1. In order to achieve the Specialization Diploma, the student must have acquired not less than 60 CFA/ECTS in addition to those already acquired and recognized for the related specialization course, subject to different ministerial regulations.
2. The final exams, referred to in art. 17/5, paragraph 9 of these Regulations, consists of the submission of an artistic-cultural project with the form of the production and graphic-wise written piece of work, demonstrating the artistic preparation and operational skills related to specific professionalism, discussed publicly in front of a com-

mission of at least five teachers selected by the Academic Council and appointed by decree of the Director of the Academy.

3. The content and the method of the final exam are governed by appropriate regulations approved by the Academic Council.

CHAPTER 6 - DOCTORAL RESEARCH COURSES (PHD)

ART. 11 - DOCTORAL RESEARCH COURSES (PHD)

1. Doctoral Research Courses (PhD) are educational structures of planning and organization of the training aimed at carrying out activities of high quality research in the fields of visual arts, applied arts, design and new technologies, restoration of cultural and artistic heritage, theories, methodologies, teaching and communication of the arts. The themes and the names must be sufficiently wide and refer to a disciplinary artistic field or more fields of aggregation. Pursuant art. 5 of Presidential Decree 212/2005, the Doctoral Research Courses (PhD) are activated upon proposal from the institutions, by decree of the Minister.
2. Doctoral Research Courses (PhD) may be established in a consortium with other AFAM institutions and national and international universities, or in agreement with public and private entities meeting the requirements of highly qualified artistic, scientific, cultural and technological knowledge, as well as with suitable structures.
3. The Doctoral Research Courses (PhD) normally lasts three years.
4. In order to obtain an extension of the PhD program pursuant to Article 7, paragraph 8, of DM No. 470/2024, doctoral candidates must submit a specific request to the doctoral board at least six months before the program's expiration date, specifying the scientific reasons that justify the extension request. The doctoral board is required to respond (either positively or negatively) within 30 (thirty) days from the receipt of the request. In the event of a positive response, the Institution is required to ensure the corresponding extension of the scholarship duration, covering the costs with its own budgetary funds. The extension of the PhD program duration cannot exceed 12 months.
5. The Evaluation Committees for the awarding of the PhD degree, as provided in Article 7, paragraph 12, of DM No. 470/2024, are appointed by decree of the Institution's Director and consist of three members selected from faculty members belonging to artistic-disciplinary sectors relevant to the PhD program, ensuring, where possible, gender balance. At least two-thirds of the committee must be composed of individuals who are not affiliated with the administrative headquarters of the program, while no more than

one-third may belong to the entities participating in the PhD program, in accordance with the decree. In any case, at least two-thirds of the committee members must come from AFAM institutions. For dissertations related to specific subjects, the committee may be supplemented by no more than two experts, including international scholars, selected from public and private research institutions and organizations. The examination committee members are appointed by the Academic Council from a list of at least six candidates proposed by the doctoral board, which is also responsible for designating three alternate members and any additional experts. The same faculty member cannot serve as a regular member of the examination committee for two consecutive PhD cycles. In the event of resignation, properly justified, of one or more committee members, their replacements will be chosen from the alternate members already listed in the decree establishing the committee.

6. Scholarships, pursuant to Article 8, paragraph 2, of DM No. 470/2024, have a minimum duration of three years and are renewed annually, subject to verification of the continued fulfillment of the eligibility requirements and conditional on the doctoral candidates' admission to the next academic year by the Doctoral Board. To this end, doctoral candidates must submit a formal request for continuation of the program to the Doctoral Board by September 30 of each year. By October 31 of each year, the Doctoral Boards will assess the candidates' academic and research activities to determine their admission to the following year, highlighting the progress made in their work. Doctoral candidates must complete enrollment for the following academic year by November 30 of each year. Each Ph.D. student is required to submit an annual report on their activities to ensure the continuation of their doctoral program.
7. Notwithstanding the maximum limit set forth in Article 11, paragraph 1, of Ministerial Decree No. 470/2024, it is the responsibility of the Doctoral Board to authorize the doctoral candidate to engage in paid activities, ensuring their compatibility with the effective completion of the program's educational (teaching and research) activities. To this end, the doctoral candidate, within 30 days of receiving the proposal to undertake paid work, must submit a formal request for authorization to the Doctoral Board, along with all relevant documentation required for the evaluation of the request. The Doctoral Board will provide a response (either positive or negative) within 30 days from the submission of the request. It is understood that, for doctoral candidates with scholarships, paid activities must be limited to those directly related to acquiring competencies within the scope of the doctoral program. The accumulation of the PhD scholarship with other scholarships, for any reason, is not permitted, except for those granted by national or foreign institutions that are specifically intended to complement the doctoral candidate's activities with international research stays.
8. Pursuant to Article 11, paragraph 8, of DM No. 470/2024, the Student Council of the Institution, or collectively the Student Councils associated with the doctoral program, shall designate, by October 31 of each year, two doctoral candidates to participate in the meetings of the Doctoral Board with voting rights, for the discussion of educational and organizational issues.

CHAPTER 7 - ACADEMIC MASTERS

ART. 12 - ACADEMIC MASTERS (MA1 AND MA2)

1. The Academic Master is an advanced artistic programme of high permanent education set for by the paragraph 7 of Art. 3 of Italian Republic Presidential Decree 212, whose duration may be six month, annual or biannual according to the didactic-professional project.
2. The Academy may activate the first-level Master (MA1), addressed to students with a first-level academic Degree or other equivalent qualification, and second-level Master (MA2), addressed to students with a second-level academic Degree or Specialization Diploma or other equivalent qualification.

ART. 12/1 - ACTIVATION OF THE ACADEMIC MASTER

1. A first level or second-level Academic Master is created upon proposal of the Department Director or the Academy Director. The proposal, including the didactic regulations, is approved by the Academic Council and by the Board of Directors within the extent of its competence. The academic proposal is to be sent to the Ministry, which verifies its coherence in relation to the guidelines specifically set by the CNAM.

ART. 12/2 - ACHIEVEMENT OF THE ACADEMIC MASTER DIPLOMA

1. In order to obtain the Academic Master Diploma, the student must have acquired no less than 60 or 120 CFA/ECTS credits, respectively for annual or biennial duration of the Master course, on top of the credits already acquired by the student and recognized as valid for the related Academic Master Diploma, unless differently set by the Ministry.
2. The final exams, provisioned for in the Art. 17/5, Paragraph 11 of the present Regulations, entail the production of artistic-cultural projects in accordance with the educational objectives of the Master, approved by the relevant didactic structures, organized in a digital and/or paper-based professional portfolio, which demonstrates that artistic-professional competence relevant to the objectives of the course has been achieved. The project presentation will take place publicly in front of a commission appointed by the Director of the Academy and composed by no less than five teachers designated by the competent didactic structure.
3. The final exam content and modalities are set in specific didactic regulations approved by the Director of the Academy.

CHAPTER 8 - CONTINUING EDUCATION

ART. 13 - SPECIAL AND SUPPLEMENTARY DIDACTIC ACTIVITIES

1. The courses referred to in art. 2, paragraph 2 of the present Regulations aim at providing specific competencies in particular artistic and professional fields.
2. The duration of the courses must not exceed a period of one year, for a maximum amount of 60 CFA/ ECTS credits, and are characterized by the flexibility of their didactic regulations.
3. The entry criteria, the educational objectives and the related programme of study, the duration, the attendance fee, are set out in specific didactic regulations approved by the Academic Council.
4. The courses are established by decree of the Director of the Academy.
5. Upon completion, the students who have carried out the activities provisioned by the academic- educational programme and who have complied with the duties established by Decree, are assigned a Certificate of Attendance signed by Director of the Academy.



CHAPTER 9 - DIDACTIC AND SUPPLEMENTARY ACTIVITIES

ART. 14/1 - POST-DIPLOMA INTERNSHIP

1. The Academy may activate post-Diploma internships in the educational areas of its own competence. For the development of such activities, the didactic structures must define:
 - a. Criteria and methods of traineeship enrolment;
 - b. Criteria to determine timing and places for the internship;
 - c. Trainee attendance and compliance requirement as well as requirements that the didactic structure must fulfill to ensure the regular execution of the internship;
 - d. Modality to issue the Certificate of Attendance;
 - e. Any reasons the internship would become invalid.

ART. 14/2 - COURSES AND CONTINUING EDUCATION ABROAD

1. The Academy organizes courses and continuing education activities at academic institutions and universities abroad on the basis of specific international cooperation agreements, thanks to which CFA/ECTS Credits could be awarded. A special commission, appointed by the Academic Council, will evaluate the awarding of competitive study scholarships for the attendance to such activities.

ART. 14/3 - ARTISTIC PRODUCTION

1. The Academy promotes, independently or in cooperation with other bodies, activities in artistic and productive fields, with the aim of appraising the skills and talent of students and teachers. Among these:
 - a. Organization of events, exhibitions and performance of an entertaining and cultural nature;
 - b. Production and commercialization of items and works of different kinds;
 - c. Organization and management of newspapers, magazines, publishing activities and activities related to the production of radio and television broadcasts and internet content, linked to the educational and research activities of the Academy.
2. Such activities may be entrusted to specially created bodies within the Academy or be developed by teachers in collaboration with students, either within a classroom context or during the internship.

ART. 14/4 - RESEARCH

1. The Academy signs contracts and agreements for research projects with public or private bodies.
2. Such activities may be entrusted to professionals and specially created centres within the Academy or be developed by teachers in collaboration with students, either within a classroom context or during the internship.

ART. 14/5 - STUDENT SERVICES

1. In collaboration with public and private bodies, the Academy promotes initiatives aimed at ensuring various services to students; the services can be cultural, entertainment, social, etc. as well as the proper assistance to familiarize with a new study environment. Among these activities:
 - a. Information and orientation to educational choices, including the organization of internships/educational traineeships in Italy and abroad, and an advisory service for students and companies regarding the effective student professional development and start of professional career;
 - b. Independent organization and management of bars and catering services, accommodation for youngsters, boarders and guests;
 - c. Organization of sport and cultural activities;
 - d. Organization and management of leisure centres and of gymnasiums for sporting, healing, corrective, rehabilitative and artistic activities;
 - e. Organization and management of bookshops and sales points exclusively for cultural purposes and linked to educational activities;
 - f. Free distribution of promotional scholastic material.
2. The activities are managed by ad hoc offices, in accordance with laws in force.



CHAPTER 10 - DIDACTIC ORGANISATION

PART 1 - PLANNING, COORDINATION AND VERIFICATION

ART. 15 - DIDACTIC PLANNING

1. The Academic Council is the steering body for education activities, research and artistic production and is in charge for all the appointments for scientific and cultural studies and the evaluation of educational and research activities, as well as for the approval of the Annual Prospectus.
2. The duration of the academic year is set from 1st November to 31st October. This is not in conflict with the possibility to anticipate the educational activities on the academic calendar.
3. For the annual didactic planning and for the Annual Prospectus, the Academic Council avails itself of the collaboration of the didactic structures, the Departments, the Schools and the Courses, as well as of the orientation service, which, each for its own skills, within the conditions established by the Academic Council itself, and in any event, within the period of time needed for the start-up of the activities, submits proposals relevant to the following planning tools:
 - a. integrations and changes to the annual study plan;
 - b. teaching coverage plan;
 - c. plan for the use of spaces and laboratories, and schedule;
 - d. plan of equipment and training materials required in order to carry out the educational activities;
 - e. plan of entry exams, exams and final exams.
4. Annual didactic planning tools can be updated by the Director during the year in the event of situations not predictable at the time of their approval.

ART. 15/1 - INCOMPATIBILITY

1. The role of responsible of one didactic structure is, in principle, incompatible with any other appointments as responsible of any other didactic structures. The exceptions that may be necessary for Departments or Schools with a small number of teachers will be subject to the approval of the Director.

ART. 15/2 - ANNUAL STUDY PLAN

1. The annual study plan sets the organizational methods for carrying out the programme, with particular regard to the distribution of the teaching subjects and the learning activi-

ties for each of the academic years with an ordinary duration, indicating the load in terms of CFA/ECTS, of lecture hours, workshops and tutorials as well as the periods and the possibility to teach the subjects and to carry out any other educational activities fully or partially in a foreign language.

2. The annual study plan is approved by the Academic Council and is yearly established in compliance to the didactic rules included into the present Regulations.

ART. 15/3 - TEACHING COVERAGE PLAN

1. The Academy Director, once listened the Academic Council, defines the procedures for the identification of teachers responsible for the subjects included into the annual plan study plan for the academic year of reference.
2. On the basis of the plan, the Director, after consultation with the Departments, the Schools and the Courses, defines the announcement to assign the subjects that do not result as being covered; such an announcement distinguishes between internal and external assignments. As a rule, the announcement is valid for three years.
3. The announcement lists the subjects that require coverage with an indication of the number of CFA/ ECTS, number of required lesson hours and the specific educational objectives for the subjects to be covered.

ART. 15/4 - PLAN FOR THE USE OF SPACE AND SCHEDULE

1. The plan defines the availability of the space for didactic and study activities as well as the related schedule.
2. For each activated subject, the plan identifies the exact description of the discipline, the teacher's name, the time, the classroom, and the start and end days of the activity.

ART. 15/5 - ANNUAL PROSPECTUS

1. By 30th July each year, the Academic Council and the Board of Directors to the extent of its competence, approve the Annual Prospectus, which includes:
 - a. The annual plan for each Course
 - b. Student access modalities
 - c. Enrolment modalities and registration procedures
 - d. Deadlines for admission to any entry exam
 - e. Terms and conditions for previous preparation verification
 - f. The amount of taxes which are due by the students.
2. The didactic regulations establish when and how to submit proposals in a), b), d) and e) of this article, to be sent to the Academic Council by 15th July of each year in order to be deliberated.
3. The Annual Prospectus is published at the Academy board as well on-line, and is distributed to the didactic structures and to student orientation and services who have applied for the Prospectus 10th September each academic year.

ART. 15/6 - COORDINATION OF DIDACTIC ACTIVITIES

1. Without prejudice in the freedom of teaching, didactic activities are coordinated in terms of teaching programmes, organisation of study paths, use of resources and scheduling of activities.
2. The coordination of activities within an individual Course is taken care by the Course competent bodies. With coordination goal, the Course collective body meets by the 15th July each academic year to define the didactic planning proposals. The collective body also meets before the start of each academic year to verify the adequacy and consistency of the teaching programmes proposed by the teachers with the Course objectives.

ART. 15/7 - VERIFICATION OF THE RESULTS OF THE DIDACTIC ACTIVITIES

1. The Academy aims to ensure the achievement of the qualification within the normal term provided by the law and by these regulations, thus minimizing the number of dropouts.
2. The verification of the fulfilment of this objective takes place through the monitoring and control of programmes which can focus critical situations both in terms of the student learning process, organizational issues, improper course loads for each period, which hasn't been evenly distributed during different learning periods, correspondence between the CFA/ ECTS assigned to the various teaching tasks and unsatisfactory programmes, a difference in quality between teacher performances or discrepancy of teacher assessment in relation to student achievement.
3. The Course Councils, through the coordinators, submit an annual report to the Academic Council with the aim to evaluate the didactic activities results, identifying the possible not working elements and suggesting possible solutions based on appropriate analysis of the education paths of the students, the exam pass rates and the student feedbacks on the effectiveness of the courses.

PART 2 - TEACHING DUTIES

ART. 16 - DIDACTIC FORMS

1. The didactic activities carried out by the Academy may take on any of the forms permitted by the law as well as any experimental didactic forms deemed appropriate by individual teachers during the experimentation of the planned programme.
2. In any case, subjects must be delivered in the form of lectures and / or workshop exercises, modules and other didactic forms within the limits defined by the Academic Regulations and the Course Rules.

ART. 16/1 - SUBJECTS

1. The official subjects as well as the basic ones, the characterising, similar and integrative ones, are organized by the com-

- petent didactic structure in accordance with the criteria and requirements established by the DPR 212/05 and any subsequent Decree on the matter.
- The disciplines that constitute the programmes can be multi-year or annual. The multi-year programme disciplines involve different programmes for the different annuities.
 - The disciplines may be grouped into modules corresponding to subjects that are clearly identified within the programme. The modules can shape integrated courses.

ART. 16/2 - TUTORIALS AND WORKSHOPS

- The exercises are activities where examples and applications of principles and methods are developed and methods are presented in order to clarify the content of the lessons.
- The workshop activities are closely connected and integrated to the discipline of reference. They are carried out by the student under the direct supervision of the teacher or of the laboratory assistant.
- Due to the uniqueness of the artistic didactic platform, tutorials and workshops can work autonomously representing additional necessary paths for the student to be taken care of by the teachers as appropriate.

ART. 16/3 - DIDACTIC SEMINARS

- The Didactic Seminar is an educational activity where the student participates to meetings in which taught themes are presented, discussed and explored under the supervision of the teacher.

ART. 16/4 - INTERNSHIPS

- The internship consists of a period of effective participation of the student to a research, production or professional project structure, outside the Academy, in order to learn the modalities for the application of the Course principles and contents.
- The internship duration is proportionate to the learning needs of the specific subject or more in general of the programme learning objectives.
- Internships at external structures require the previous signature of an agreement, which must specify the objectives of the internship, the timing and the execution mode, the skills and the responsibilities of the internship promoter.

ART. 16/5 - TEACHER DIDACTIC DUTIES

- The teacher didactic tasks are:
 - Lectures, tutorials, workshops and other activities integrative to lessons;
 - Individual tutorship to students; Student assessment;
 - Mentoring and guidance activities; Internal organization tasks fulfilment;
 - Participation to collective governing bodies of the didactic structures of competence.

- In the light of the professional profile of the Academy and the related obligations in the teaching function, all teachers are required to teach any subject given to them, either in the form of lectures, or seminars and exercises, laboratory, production and research for the number of hours required by the study plan. Teachers are required to personally perform the lessons assigned to them. They can invite experts to talk about specific subjects, this must however be carried out in their presence, and upon communication to the didactic structure responsible of reference. In case of involvement of experts who require a fee, to get previous authorization from the didactic structure responsible of reference is necessary.
- Teachers are also required to assure a certain number of receiving hours to students in accordance with modalities previously agreed with the didactic structure of reference.
- For each subject or module, the teacher should keep records of delivered activities where the topics of the lectures, exercises, laboratory work and seminars are noted. Records are signed by the teacher.
- The records shall be the reference point for the calculation of the total hour amount delivered the teacher and has to be made available to the secretary office at the end of each and every lesson.

PART 3 - ASSESSMENT OF STUDENTS PREPARATION

ART. 17 - ASSESSMENT OF STUDENT PREPARATION

- Determination of the basic preparation of students takes place with the following tools:
 - Entry Exams
 - Previous preparation Exams
 - Mid-term Tests (revisions) and Exams
 - Final Exams
- Each of the above mentioned exams have its assessment method.
- In particular, mid-term tests number, features and assessment methods are set by the individual teacher in accordance with the didactic regulations of structure of reference. Notwithstanding that the mid-term tests (revisions) are not subject to official registration into the student records, but are only internally verbalized by the teacher, at the beginning of each course the teachers are however required to communicate to the students the dates of the mid-term tests if and when these have been foreseen into the programme.
- Following to appropriate exams, the assessment of the students is expressed over a thirty to thirty (30/30) scale. Final exams are ordered to ensure the preparation of the student in the discipline that deals with the examination is assessed. The final assessment is the result of the combination of the final examination result and the results achieved for any mid-term evaluations.

5. Final exams for each discipline are incurred before an assessment commission composed of at least three teachers, including the teacher in charge of the discipline, who acts as Commission President; the commission is appointed by the Director of the Academy.
6. Final grades and credits are given based on an examination plan for the Level I and II Diploma Programmes which must include at least three sessions distributed throughout the academic year. The sessions must indicate the date of the first and the last call, and are officially communicated at least thirty days (30) before. On a regular basis, the exam sessions are: Summer Session (June-July); Autumn Session (September-October); Winter Session (February); the Sessions must end no later than 30th April of the following academic year. The Academy Director may authorize exceptional sessions from time to time. For each session, there is at least one call per discipline. In case of more than one call for the same discipline in the same session, at least fifteen days (15) between one and another must be scheduled.
7. The Session date cannot be anticipated and can only be postponed for serious and justified reasons. In any case, the students must be notified at least ten (10) days before the scheduled date, except in cases of force majeure, by both publication on the board and electronic means.
8. In case of written exams, the student will be informed of the date and duration of the exam at least seven days (7) before. Students have the right to access the exam written evidence and to discuss it with the President of the Commission.
9. The final exam must be done within each exam session and cannot take place during the lessons period.
10. The final exam session begins at least seven days (7) after the end or three days (3) after the conclusion of the ordinary didactic activities
11. For exams with high number of examining students, the teacher can organize an additional exam session upon request of the responsible of the didactic structure of reference. The additional exam session must anyway fall within the session of exams, which in this case can be anticipated.
12. The didactic activity when divided into modules or the planning of integrated exams for more different didactic activities requires a comprehensive assessment.
13. Final exams are public and so is the final mark.
14. The final exam is passed when the student achieves at least the minimum grade 18/30. If the highest 30/30 grade is reached, a Cum Laude could be granted.
2. The final exam cannot be repeated if a positive mark has already been obtained.
3. Along the academic year, the student can take all the final exams related to subjects included into his/ her curricula and the individual learning plan, whilst respecting any pre-qualification and any constraints defined by the competent didactic structure.
4. The student cannot take final exams for subjects which are not activated during that academic year, except for subjects which are included into his/her curriculum or individual study plan if and when he/she misses that exam. In this case, an exam commission is set on purpose.
5. A student who fails a final exam or withdraws from the exam, he/she will be able to repeat the exam in the following exam session.

ART. 17/2 - EXAM COMMISSION

1. Final exams of each discipline are incurred before an exam commission composed of at least three teachers, including the teacher in charge for the discipline, who acts as President; the commission is appointed by the Director of the Academy.
2. Under the responsibility of the President, the commission also establishes if members should work together or whether they can operate individually. In any case, the responsibility of the final assessment is collective.
3. Recording of final exam results is made by the President, who also undersigns it.
4. The final result is recorded by writing on both the exam minutes and in the student exams book.

ART. 17/3 - COURSE ADMISSION

1. To access the Course, the student must have completed five years secondary school or have an equivalent international qualification in accordance with international agreements.
2. The Academy Courses have planned access and free access subject to prerequisites verified through entry exams.
3. Planned access courses provide a limited number of seats. Admission takes place after passing an entry exam or an interview or precise tests based on previous qualifications, whose announcement is published at least 60 days before, also guaranteeing the publication of results no later than 15 days after the exam.
4. With the purpose of improving the education offered and the quality of the studies through the correspondence between the number of students enrolled and the number of seats available in terms of allocation of space, equipment and teaching and non-teaching staff, the maximum number of seats for the Course is approved annually by the Academic Council, on the basis of the technical reports outlined by the competent didactic structure, which highlight the followings:
 - a. Teachers availability;
 - b. Class-rooms and laboratories availability;

ART. 17/1 - EXAM ADMISSION

1. To be admitted to the final exams the student must:
 - a. Be in compliance with the registration to the course through the payment of the due fees and contributions;
 - b. Comply with the compulsory attendance obligations prescribed for each Course

- c. Monitoring of the enrolments in the last five years;
 - d. Monitoring of the Diplomas produced in the last five years
5. Entry exams procedures to Courses that have a maximum number of available seats, are governed by the competent academic structures. These procedures are published in the Annual Prospectus. The competent didactic structures can establish contingents of candidates exempted from entry exams on the basis of the possession of specific requirements. Admission results are published on the Institute board and this results publication has formal communication value.
 6. The free access courses are however subject to possession of recognized prerequisites through entry exams. The competent didactic structure defines and governs the entry exams for individual courses and can establish contingent of candidates exempted from any entry exams based on specific requirements possession: the five-year ISA Diploma and the Artistic Maturità assure direct access qualifications. Admission procedures and exemptions are published in the Annual Prospectus.
 7. The Commission for the admission to each single Course is proposed by the responsible of the competent didactic structure and approved by the Director of the Academy. For each session of the commission, minutes are provided, which are signed by the Commission's members. The competent didactic structure provides information about the typology of entry exams, which are also published at the Academy website at least thirty days before.
 8. Admission results include three potential results: admission, admission with debt and no admission. In the case of admission with debt, a compulsory preparatory course is required during the first year in order to cancel the debt.
 9. The admission results are published at the Institute board, and this publication has formal communication value.
3. For all final exams there are at least three sessions, one for each exam period. These must be completed before 30th April of the following academic year.
 4. In order to take the final exam, the student must:
 - a. Have completed his curriculum of studies, having passed all exams and reached the appropriate number of credits;
 - b. Have completed all training activities outlined in the didactic regulations with the related acquisition of CFA/ECTS;
 - c. Have completed the payments of the tuition fees.
 5. To take the final exam in the different sessions, the student must submit an application to the Director. For serious and justified reasons, the Director may accept applications handed in after the deadline up to twenty days before the dissertation of the thesis.
 6. The final exam is usually the dissertation, in front of a Board of Examiners made of at least five members, of a copy of the thesis. This must be handed in to the Secretary Office by the deadline fixed by the Director, and must include the supervisor and the artistic project responsible signatures, and the presentation of the educational and professional portfolios, which must be handed in to the Secretary Office together with the thesis.
 7. The I Level degree final exam consists in the dissertation, in front of a Board of Examiners made up of at least five members, of a practical design project, aimed at fully demonstrating the critical, design and artistic skills acquired by the student over the previous three years of study. The thesis consists in creating and documenting the project and is developed across different phases of work when the student is followed by the Supervisor. The thesis project can be done individually or in group, but each group member must present an individual thesis. The topic of the thesis is defined according to the requirements of each curriculum of studies. The title and the abstract (or project outline) of the project must be presented and approved in accordance with the time and requirements established by curriculum of studies. The thesis is made up of a descriptive section and of design documents. A digital and paper version (a simple printout of the digital document is sufficient) of the thesis must be handed in, and are considered to be legal documents. Any original documents (tables, sketches, prototypes, models, videos) that the student will present during the dissertation, must be included in the digital file and added to the thesis. This allows for complete storage of the thesis and the creation of an easily accessible digital database.

ART. 17/4 - INITIAL PREPARATION VERIFICATION

1. The didactic rules of individual Courses define the requirements for admission to courses, that is the knowledge and skills the student should possess in order to ensure a regular study path, and also identify the qualifications issued by the education system which appropriate exams are necessary for the determination of initial preparation and determining education obligations.

ART. 17/5 - FINAL EXAM FOR FINAL QUALIFICATION

1. The cultural and artistic features of the final exams of the I and II level Diploma Programmes, for Specialisation, Doctoral Research Courses (PhD) and Academic Master Courses, are defined by the regulations for the didactic structure of reference approved by the Academy Director.
2. The final exams must have the following characteristics:
 - a. An aspect of artistic research and production which are specific to the discipline;
 - b. An aspect of historical-theoretical or methodological research, that is technical-artistic in accordance with
8. The II Diploma programme final exam consists in the dissertation, in front of a Board of Examiners made up of at least five members, of a thesis aimed at creating a project. The final thesis consists in the presentation of the research and final design documents and aims at demonstrating the critical, design and artistic skills learned by the student over the previous two years. In developing the thesis, the student is followed by the Supervisor who will approve the abstract, meet with the student to monitor the research, and give final approval for the

- dissertation, and will suggest a final mark with which the student will be presented in front of the Board of Examiners. The thesis is individual. The research can be for part of a group project (for example: a video, collection, or show). The research document must be personal, and the roles attributed to each student must be defined in the abstract, and approved.
9. The final exam of the Specialization Course consists in the creation of an artistic and theoretical- critical project in the form of a production and essay, under two different Supervisors. These must demonstrate the artistic preparation and operational abilities connected to the specific professions, and must be defended in front of a Board of Examiners made up of at least five members.
 10. The final exam for the Doctoral Research Courses (PhD) consists in creating a research project approved by the Supervisors as a production and/or an original doctoral thesis, publicly defended in front of a Board of Examiners Appointed by Decree of the Director of the Academy.
 11. The final exam for the Academic Master consists in the creation of artistic and cultural projects focusing on the study objectives of the Master approved by the didactic structure of reference, organized into a professional portfolio, in digital and/or paper format, which demonstrates the artistic and professional preparation acquired throughout the course of studies. The dissertation will be in front of a Board of Examiners made up of at least five members who are experts in the discipline, nominated by the Director of the Academy.
 12. The Supervisor for the final exam must be (or have been at the time the thesis was assigned), a Teacher of the Academy.
 13. The Supervising teacher must explain and guarantee the artistic and/or scientific, historical- cultural, methodological nature of the student's research, presenting it during the dissertation and allowing the Board of Examiners to express an objective evaluation.
In order to guarantee the student's full preparation, the Supervisor of the artistic-design thesis cannot be the same as the theoretical, historical-critical or methodological one.
 14. For the I and II Level Diploma Programme final exams, the thesis topic must be assigned by the Supervisor at the beginning of the last academic year.
 15. For the I and II Level Diploma Programme final exams, the supervisor can present the student with a selection of topics to choose from the thesis. However, in no case the supervisor is authorized to accept thesis topics, which are not considered pertinent to the cultural objectives of the discipline.
 16. In carrying out the thesis topic, the student must rigorously follow the defined methodological and cultural plan as well as the work outline set up together with the Supervisors, including planned revisions and changes. Not following this plan may lead to the Supervisor not giving approval for the dissertation of the thesis.
 17. The assessment of the final exam is a mark out from one hundred and ten scale. At the final exam, the Board of Examiners will give a mark from zero to ten points that will be added to the average from all previous exams. The final mark is suggested by the Supervisor to the Board of the Examiners. In the case that a mark of 110 is reached, the Chair, in full agreement with the Board, can assign honours, and in some cases the mention of "student of excellence" which will be registered in the minutes and transmitted to the Academic Council for recognition of merit.
 18. The Board of Examiners (except for the ones for the Doctoral Research Courses (PhD) whose members are all teachers from the course) is made up of at least five members, including the Supervisor, and are nominated by the Director of the Academy.
 19. The Chair of the Board of Examiners is the Director or his proxy. External experts or researchers may be invited to participate to the Board, however they do not have the right to provide marks.
 20. The final exam is always individual. The Supervisor can explain the reasons for a group thesis on the same topic or theme. In any case, the individual student, who must clearly indicate the specific parts and research individually carried out, will receive an individual mark.
 21. In the final exam the student will pass if he reaches a minimum mark of 70/110. In case of negative results, the Board of Examiners can fix a minimum period between the date of the failed dissertation and the next valid session.
 22. The minutes of the final exams, with record the evaluations of the supervisors and of the Board of Examiners, are signed by all members of the Board of Examiners participating into the session.
 23. Students who have finished their cycle of exams and must only submit their theses will have to pay a yearly fee established by the Academic Council and the Board of Directors, which is, however, less than regular tuition fees.

PART 4 - DIDACTIC QUALITY

ART. 18 - ORIENTATION ACTIVITY

1. Orientation activities take place at the beginning of the course of studies in order to help students make a knowledgeable decision regarding their choice of curriculum of studies, based on their interests and abilities. Other orientation activities are carried out at the end of the course of studies in order to provide graduates with as much useful information as possible for entering the job market.
2. Orientation activities are carried out based on a yearly orientation plan focusing on specific services supplied by the Academy and approved by the Director.
3. The Academy also organizes activities aimed at:
 - a. Helping students choose a curriculum of studies;
 - b. Improving the quality of study and learning conditions;
 - c. Reducing the number of dropouts, shortening the average length of the study and the number of students taking a supplementary year, and improving the overall quality of the learning experience;

- d. Removing obstacles to a profitable activity of study and participation in academic educational processes.

PART 5 - DIDACTIC RESPONSIBILITY

ART. 19 - RESPONSIBILITIES ASSIGNMENT

1. Didactic, educational and integrated activities are planned, organized and managed by bodies and subjects who are responsible for an efficient fulfilment of the Academy's institutional objectives.
2. The responsibility are assigned to:
 - a. The Academic Council and the Director, who chairs it;
 - b. The Departments, the Schools, the Courses and the Institutes;
 - c. The teachers who carry out teaching activities within the given guidelines and programmes of the competent didactic structures.



CHAPTER 11 - STUDENTS

PART 1 - GENERAL RULES

ART. 20 - EDUCATIONAL RELATIONSHIP

1. Upon enrolment, students commits to pay tuition, fees and compensation as described in the Annual Prospectus for the entire academic year, to follow the lessons and participate in didactic activities and laboratories, to fulfil any pending educational debits due to improper preparation, to pass the examinations and reach the appropriate number of credits listed in the yearly curriculum. Students also promise to follow the regulations and internal rules of the Academy.
2. Only students can enrol in I and II Level Diploma Programmes and Specialization Courses.
3. International exchange student are considered to be equivalent to permanent students; this also includes students enrolled in Doctoral Research Courses (PhD), Academic Masters and Continuing education.
4. Equivalent students as described in paragraph 3 are excluded from the election of student representatives in academic bodies.
5. The enrolment to more than one Diploma Programme, Specialization Course and Doctoral Research Courses (PhD) is not permitted, same for Diploma Programmes of different levels.
6. The student can be enrolled in a determined I or II Level Diploma Programme, Specialization Course or Academic Master as a regular student or when he/she is taking a supplementary year. Students can be regularly enrolled in a determined year of a course when they have not surpassed the number of years necessary to complete a regular course of studies. Students are considered to be taking a supplementary year when they have not finished their exams within the regular length of the course of studies.

ART. 21 - ENROLMENT

1. Enrolment applications for I and II Level Diploma Programme, Specialization, Academic Master and Continuing Education courses are to be sent to the Director of the Academy and must include full information as detailed in the Annual Prospectus.
2. Enrolment applications must be handed in by the fixed deadline as detailed every year in the Annual Prospectus. The Director may accept, for serious and justifiable reasons, late enrolment applications.

ART. 21/1 - ENROLMENT AND PERSONAL STUDENT RECORD BOOK

1. After their first year of studies, students renew their enrolment through the presentation of determined forms and the payment of tuition fees by the deadline published in the Annual Prospectus.
2. Enrolment renewal accomplished after the deadline as per previous paragraph will be subject to authorization by the Director of the Academy.
3. Currently enrolled students cannot ask to have their tuition fees, or other payments, refunded, except in cases described by current laws.
4. Registered students are given a Student Record Book valid throughout their academic career and effective as:
 - a. An identity document within the Academy and in the relationships with educational offices and bodies;
 - b. A document showing the student curriculum of studies;
 - c. A document proving enrolment in the Academy.
5. The Student Record Book is not valid as proof of completed examinations.
6. As ID or as a tool to access academic services, a badge or magnetic card can be assigned to the student.
7. The student who has not registered or enrolled in the following academic years, cannot continue his/her academic career.
8. Academic career acts completed when the student is not registered are considered null and void.

ART. 21/2 - ENROLMENT ON THE BASIS OF FOREIGN ACADEMIC QUALIFICATIONS

1. The Academy applies the general provisions regarding the admission of foreign nationals and Italians with foreign academic qualifications, as per current laws and provisions, as well as the provisions periodically issued by MIUR.
2. In respect of the provisions as listed in the previous paragraph, the Director:
 - a. determines the maximum amount of foreign students to be admitted to the first year of studies for each academic year, and for each course of studies, upon proposal of the didactic structures and services which are competent for the international exchanges;
 - b. approves, upon proposal from the didactic structures, the modalities of entry exams;
 - c. issues any other direct provision aimed at fulfilling European and national regulations in this regard, as well as favouring the integration of foreign students in the academic structure.
3. Enrolment applications for students in possession of foreign academic qualification is accepted on the basis of the following conditions:
 - a. That the documents issued and authenticated by the Italian diplomatic or consular authorities in the country

of origin states that the applicant's qualification is acceptable to enrol in Academies in the country of origin to a Course which is equivalent to the one the student intends to enrol at the Academy. If and when such a course does not exist in the country of origin, an equivalent course in an equivalent discipline is taken into consideration. In this case, the student may be assigned educational debits which must be fulfilled by the end of the first year of enrolment;

- b. That the foreign academic qualification has been completed within a period equivalent to the minimum period required for completion of academic studies in Italy.

4. A special Evaluation Board appointed by the Director, will yearly verify the foreign academic qualifications attached to different curricula of studies to identify possible educational debits for admission to courses at the Academy.

ART. 21/3 - ENROLMENT FOR GRADUATE STUDENTS

1. I and II Level Diploma holders can apply to another I and II Level Diploma Programme. The Academic Council recognizes previous credits and /or debits.
2. The application must be submitted by the regular enrolment deadline fixed in the Annual Prospectus.
3. Students are not allowed to enroll in courses leading to a qualification, which is identical in name, length and content as the one already possessed, even when the curriculum is different from the one followed when obtaining the previous academic qualification.
4. Except when stated differently by the didactic structure of reference, Degree holders do not need to pass entry exams, except for the disciplines of the specific path of studies.

ART. 21/4 - ENROLLING AT SINGLE COURSES

1. Enrolling at single courses. In case of special agreements with other academic institutions and/or international universities, enrolment at single courses is permitted. The application must be submitted within the terms provided for ordinary enrolments. Students enrolled at single courses can obtain a certificate of the completed studies with the indication of the exams they passed and the CFA/ECTS attached. The attendance to single courses is subject to payment of taxes and fees identified by the administration.
2. A person can enrol at single courses as auditors upon payment of a fee identified by the Board of Directors.

ART. 21/5 - CURRICULA AND INDIVIDUAL STUDY PLANS

1. The Course didactic rules can imply appropriate articulations of the educational path, that is the curricula.
2. For the purpose of pursuing personal educational goals, specifically described and motivated, during the first year the student submits to the competent didactic structure the application for individual plan of study approval; the study plan must be compatible with the Course didactic regulations.

- The plan of study has validity for the entire duration of the course of studies it pertains to.
- During the Course attendance, the student can modify the plan of studies.
 - The terms for the submission of the application and for its approval are established annually by the Director and shall be published in the Annual Prospectus.

- Students who apply for transfer from other Institutions must anyway possess the qualification required for access to different educational paths.
- Credits are conformed to the Academy's CFA/ ECTS system.

PART 2 - STUDENT INTERNAL AND EXTERNAL MOBILITY

ART. 22 - TRANSFER TO OTHER UNIVERSITIES

- The student may transfer to another University by submitting a request to the Director at the beginning of each academic year (not later than 30th September) provided that the request is accompanied, if and when required by the University of destination, by a document proving the availability of the destination's Academy to welcome the application.
- From the date of submission of the application for transfer to another University, the student interrupts the academic career at the Academy, except if he/she has withdrawn the instance before the transfer sheet has been delivered.
- The acceptance of the transfer to another University does not entail any refund of taxes, fees and allowances paid by the student.
- The student who transfers to another University brings with him/her the completed academic curriculum, with related exams taken and CFA/ECTS acquired.

ART. 22/1 - TRANSFER FROM OTHER INSTITUTIONS

- The application for transfer from another institution of equivalent level, also from foreign ones, addressed to the Director, must be received by the Academy not later than 30th September of each academic year.
- The curriculum completed, with related exams and CFA/ ECTS acquired must be attached to the application for transfer from another institution. To attach the detailed programme for each discipline followed, accompanied by the total amount of teaching hours may also be required to the executive bodies.
- The Commission referred to in Art. 21.2/4 of these Regulations, shall decide on the recognition of the studies conducted at the institution of origin, with the indication:
 - possible educational debits and integrative or preparatory courses when elements of not congruity between previous curricula and Academy plans of study are identified;
 - possible ECTS already acquired when a surplus between previous curricula and Academy plans of study are identified.

ART. 22/2 - TRANSFER BETWEEN COURSES

- It's permitted to the student the transfer from a Course to another one of the same level, upon request submitted to the Director of the Academy by 15th December for students enrolled in first academic year and by 15th September for students enrolled in years different from the first.
- The transfer from one course to another one is permitted only in a horizontal direction. The CFA/ ECTS acquired are recognized for the purposes of the new selected course only if expected therein, being understood that the student must fulfil all the subjects, basic and characterising, for the entire duration of the new course. Didactic regulations of individual courses may, in specific cases, subordinate the transfer to an entry exam and shall specifically govern any changes to this paragraph.
- Transfer mechanisms and entry exams are published into the Annual Prospectus.

ART. 23 - VALIDATION OF PREVIOUS STUDIES

- The submission of specific application for the recognition of previous studies is permitted to the student who is in one of the following conditions:
 - he/she possesses a University qualification;
 - he/she possesses international academic qualification;
 - he/she possesses qualifications equivalent to a University or academic qualification.
- The possible recognition must take place by:
 - submission of the official certificate of the achieved qualification with the indication of exams taken;
 - presentation of didactic programmes of each discipline subject to examinations;
 - submission of the official certificate of the equivalent institution of provenance.
- Recognition may take place by:
 - the total or partial validation of the credits earned in certain disciplines or educational activities equal or similar to those provided by plans of study of the Academy, with the recognition of the marks achieved in the related exams;
 - the partial validation of credits in specific disciplines or educational activities, without validation of the examinations achieved, with the obligation to complete the courses for the missing parts and take the related exams which will replace the previously achieved mark.
- The activities completed abroad by the student within exchange programmes with international universities are recognised as valid for the academic career and can provide

credits if and when completed in accordance with the rules of this paragraph and the specific provisions of the interested didactic structures of reference.

Can be recognized as study activities carried out abroad:

- a. attendance to courses;
 - b. successful exams completion, possibly to be completed with integrative exams;
 - c. educational activities related to the preparation of the final exam to obtain the final qualification and thesis, possibly benefiting of the assistance of a foreign teacher;
 - d. workshop activities; the internship and researches activities for the preparation of the specialization and PhD thesis.
5. Determination of credits that can be acquired as a result of the execution of the above-mentioned activities abroad is the responsibility of the Course Coordinator, who takes into account the directives set forth by the Course Council and by the Course didactic regulations.
 6. Condition for the recognition of the international study programme and of the related credits is that the same programme has been approved in advance by the department didactic commission, even by mandate of the subject to one or more of its components. The component is required to act in time for the purpose of the activation of the study programme.
 7. Additional and more specific requirements, as application of the above mentioned rules, are communicated annually and made available to the public in appropriate forms.

ART. 24 - SUSPENSION AND TEMPORARY INTERRUPTION OF STUDIES

1. The student may require the suspension of studies only and exclusively for the academic year following the academic year of attendance and for a maximum of three academic years.
2. During the suspension period, the attendance right, the possibility to participate to examining sessions, to obtain transfers or other measures, as well as any economic benefits cease to be. During the period of suspension, extra E.U. students will not be able to get certificates useful to the issue of a residence permit.
3. Years of suspension are not counted in the student career.
4. Additional and more specific requirements, as application of the above mentioned rules, are communicated annually and made available to the public in appropriate forms.

ART. 24/1 - WITHDRAW FROM STUDIES

1. The student may withdraw at any time from undertaken academic studies and enrol ex novo to the same or to another Course.
2. Studies withdrawal is irrevocable and must be presented in formal way, explicitly, without conditions or restrictive clauses.
3. The student who has renounced to the studies can obtain certifications relating to academic career he/she carried out,

with the formal specification of the ineffectiveness of the career because of the withdrawal.

ART. 24/2 - REVOCATION OF STUDENT STATUS

1. The student who has not renewed the enrolment for five years loses the student status.
2. The student status is also lost by the failing student who has not yet passed examinations for the academic year, although having regularly renewed the enrolment to the Course.
3. Lapsed student has the right to issue certificates evidencing the acts of the academic career made. These certifications must contain information on the revocation in which the student is.
4. The lapsed student can enrol ex novo to the Courses, by passing the entry exams, where provided, and without the obligation of payment of overdue taxes and contributions.
5. The revocation does not apply to the student who passed all the exams and solely the final exam for the final qualification is left; in this case, the student must regularize his/her position with the payment of overdue taxes and contributions.

ART. 24/3 - TERMINATION OF STUDENT STATUS

1. The status of student enrolled at the Academy ceases for:
 - a. achievement of the study qualification;
 - b. transfer to another University;
 - c. withdraw from studies;
 - d. revocation

PART 3 - ACADEMIC QUALIFICATIONS

ART. 25 - AWARD OF ACADEMIC QUALIFICATIONS

1. The qualifications with legal value conferred by the Nuova Accademia di Belle Arti are awarded by the Director.
2. The parchments representative of the final qualification are signed by the Director and also by the Administrative Director. The authorities responsible for signing the Diplomas are those in charge at the date of qualification issue.

ART. 25/1 - AWARD OF JOINT QUALIFICATIONS

1. The Academy, by ministerial authorization, may issue joint qualifications with other academic institutions, universities or Italian and international higher arts and music education.
2. The Academy, heard the MIUR, defines educational, organizational and administrative procedures for the mutual recognition of the subjects, of the didactic activities and of the CFA/ECTS with the other institutions referred to in paragraph 1 for the purposes of the award of a single qualification having

the same value for the Academy and for the other institution, thanks to specific agreements approved by the Board of Directors upon favourable opinion of the Academic Council.

3. he qualification is conferred by affiliated Universities, upon ministerial authorization, and issued jointly by respective Directors or academic bodies.

ART. 25/2 - VALIDATION OF QUALIFICATIONS

1. Upon obtaining the qualification, the original Level I Diploma, the Level II Diploma, the Specialization Diploma, the Academic Master Diploma and the Doctoral Research Courses (PhD) is issued to the qualified person.

ART. 25/3 - OTHER CERTIFICATES

1. The Secretary Office issues, in accordance with the current legislation, certificates, statements, copies, extracts and other documents relating to the academic career of the student, bearing in mind the right to protect personal data in accordance with the applicable laws on certificate and administrative transparency.
2. The Academy issues, as qualification diploma supplement, a certificate edited in two language (Italian and English) where main information related to the specific curriculum followed by the student for the achievement of the qualification, as well as the assessment according to the ECTS scale are recorded (European Credit Transfer and Accumulation System). The Diploma Supplement model is developed by UNESCO/CEPES and European Commission, adopted by the Italian legislation and any possible future modifications.

PART 4 - DISCIPLINARY SANCTIONS AGAINST THE STUDENT

ART. 26 - DISCIPLINARY SANCTIONS

1. The disciplinary jurisdiction over the students appertains to the Director, and is exerted in accordance with the specific regulation "Rules of Conduct" attached to the Annual Prospectus.
2. The student may be subjected to disciplinary sanctions commensurate with the seriousness and the recurrence of the facts and that can include:
 - a. reprimand;
 - b. temporary expulsion from one or more courses;
 - c. suspension from one or more examination or tests;
 - d. temporary or permanent suspension from the Academy.
3. Acts and behaviours deemed to be irregular and such as to give rise to the sanctions provided for in the previous para-

graph shall be reported in writing by teaching and not-teaching staff of the Academy. The disciplinary jurisdiction over the students appertains to the Director, who appoints a disciplinary commission on purpose.

The Commission must include at least three members including the coordinator or director of the course of reference. The infringement of the rules must be immediately communicated to the student who must be informed of the disciplinary proceedings at least ten days before the disciplinary commission's meeting and can submit his/her defences according with the terms defined by the commission itself. The sanctions proposed by the commission are dispensed with a Director's action and are communicated to the student and to the didactic structures involved.

Sanctions are recorded into the student career.

CHAPTER 12 - RIGHT TO EDUCATION

ART. 27 - RIGHT TO EDUCATION

1. The Academy pursues the objective of facilitating access to academic studies and of facilitating the use of educational services by competent and deserving students by the organization of supplementary educational services and a body of interventions also of an economic nature.
2. The Academy provides the implementation of the rules about right to education in accordance with current legislation, in collaboration with the Regional authority for the Right to University Study Universities and with the authorities in charge of this.
3. The Academy regulates procedures for the assignment of scholarships referred to in paragraph 1 of this article, through:
 - a. competition announcements for student part-time collaborative activity for supporting the operations of academic structures (laboratory technician assistants and services technician assistants);
 - b. competition announcements for total or partial exemption from the payment of tuition fees.
4. The rules referred to in the preceding paragraph are approved by the Academic Council and made available to the Board of Directors to the extent of its competence. It is enacted with directorial decree.

ART. 28 - DISABLED STUDENTS

1. The Academy guarantees didactic-academic participation to disabled students by implementing the necessary measures to fully exercise the right to study for this category of students.

CHAPTER 13 - COMMUNICATION AND ADVERTISEMENT

ART. 29 - COMMUNICATION

1. The Academy, after consulting the didactic structures of reference, shall adopt appropriate modalities of information of its own didactic services as a tool for guidance and mentoring of students, student participation and transparency of the acts and proceedings.
2. The Director, upon consulting the academic council, and upon proposal by the orientation service and communication office, shall adopt each academic year an external and internal communication plan so as to make easy retrieving information by real and potential users.
3. Information are provided by:
 - a. written communications by Academy offices;
 - b. communications by means of publications edited by the orientation service;
 - c. mass media means of communication by the Academy management;
 - d. on-line communications by the orientation service and communication office.

CHAPTER 14 - ENTRY INTO FORCE, AMENDMENTS AND ADDITIONS

ART. 30 - ENTRY INTO FORCE, AMENDMENTS AND ADDITIONS

1. This Regulation is sanctioned by the Academic Council and approved by the Ministry of Education, University and Research, once ascertained the consistency of the didactic regulations with the requirements prescribed by the ministerial decrees. Following the approval of the Ministry, the Regulation is adopted by Director's decree and enters into force with the publication on the Academy Board.
2. With the entry into force of this Regulation, all the rules in contrast with it shall be repealed.
3. For any issues not provided in these Regulations, the laws in force shall apply.
4. Amendments to this Regulation are deliberated by the Academic Council and issued by Director's decree according to the procedures provided by the laws in force.

Milan, 17th May 2024

NABA Dean
Prof. Guido Tattoni


