

ACADEMIC REGULATIONS

ACADEMIC YEAR
2019/20

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OFFERED PROGRAMS

RUFA, the Rome University of Fine Arts, is an Academy of Fine Arts legally recognised by MIUR (the Ministry of Education) and is included on the list of AFAM (Higher Artistic and Musical Education) institutions). It offers various study pathways leading to the Bachelor of Arts Diploma and the Master of Arts Diploma, which for the purposes of public competitions are equivalent to the Bachelor of Art degrees and Master of Arts degrees issued by universities.

BACHELOR OF ARTS

- PAINTING ita/eng
- SCULPTURE ita/eng
- SET DESIGN ita
- DESIGN ita/eng
- GRAPHIC DESIGN ita
- GRAPHIC DESIGN (COMICS AND ILLUSTRATION) ita
- CINEMA ita
- PHOTOGRAPHY ita

MASTER OF ARTS

- PAINTING eng
- SCULPTURE eng
- PRINT MAKING eng
- SET DESIGN ita
- FILM ARTS eng
- VISUAL AND INNOVATION DESIGN ita
- COMPUTER ANIMATION AND VISUAL EFFECTS ita
- MULTIMEDIA ARTS AND DESIGN ita/eng

ADMISSION REQUIREMENTS AND DURATION OF COURSES

BACHELOR OF ARTS ADMISSION REQUIREMENTS

- To enrol on the Bachelor of Arts the student must hold a high school diploma or another educational qualification obtained abroad that is recognised by RUFA as compliant with international agreements.
- The Bachelor of Arts Course lasts for three years. To enrol, the student must have acquired 180 training credits compliant with the procedures set out in the regulations for each course.

MASTER OF ARTS ADMISSION REQUIREMENTS

- To enrol on the Master of Arts the student must hold either the Bachelor of Arts; a university degree that satisfies the course requirements; or another educational qualification obtained

abroad that is recognised by RUFA as compliant with current legislation and international agreements.

- The Master of Arts lasts for two years. To enrol, the student must have acquired 120 training credits in addition to the 180 training credits previously acquired on the Bachelor of Arts, and recognised as valid for admission to the Master of Arts.

MATRICULATION TO THE BACHELOR OF ARTS

Admission to the Year 1 disciplines is known as matriculation because a matriculation number is issued to the student, who must retain it for their full period of study. Admission takes place as follows:

DIRECT MATRICULATION: the following applicants can matriculate directly into the following disciplines:

- **Painting, Sculpture, Set Design:** applicants holding one of the following: a high school (arts) diploma (old or new classification) or a high school (applied arts) certificate;
- **Design:** applicants holding one of the following with final mark > 80/100: high school (arts) diploma (specialisation in Architecture/Environmental/Design/Set Design), or a Surveyor School Technical Certificate (Construction/Environmental/Territorial Planning);
- **Graphic Design and Graphic Design (Comics and Illustration):** applicants holding one of the following with final mark > 80/100: high school (arts) diploma (specialisation in Graphics/Engraving techniques and art illustration/Animated Drawing and Comics, or a Technical Certificate (Graphics and Communication/Professional Graphics);
- **Cinema:** applicants holding one of the following with final mark > 80/100: high school (arts) diploma (specialisation in Audiovisual and Multimedia/Cinema and Photography/Audiovisual Industry Technician/Photographic image technician);
- **Photography:** applicants holding one of the following with final mark > 80/100: high school (arts) diploma (specialisation in Audiovisual and Multimedia /Audiovisual Industry Technician).

Documents required for matriculation:

- a pre-printed matriculation form (this includes online forms);
- the applicant's educational qualification in the original or as a diploma replacement certificate;
- two passport-size photographs;
- a photocopy of an identity document, and tax code;
- receipt for payment of the matriculation fee;
- receipt for payment (to (LAZIODISCO) of the regional "right to university education" fee.

ADMISSION BY ADMISSION TEST: applicants holding a high school diploma (with no art specialisation or a specialisation that is not appropriate for their chosen course) or who do hold a high school diploma with an appropriate specialisation, but did not gain a final mark of at least 80/100, can matriculate by passing an admission test.

Documents required for taking the admission test:

- a pre-printed application form (this includes online forms);
- a photocopy of an identity document, and tax code;
- a copy of the applicant's educational qualification, a diploma replacement certificate, or self-certification;
- receipt for payment of the admission test fee.

After passing the admission test, the matriculation application must be submitted not later than the date given on the admission test report, and attaching the following documents:

- pre-printed matriculation form (this includes online forms);
- the applicant's educational qualification in the original or as a diploma replacement certificate;
- two passport-size photographs;
- receipt for payment of the matriculation fee;
- receipt for payment (to LAZIODISCO) of the regional "right to university education" fee.

MATRICULATION TO THE MASTER OF ARTS

DIRECT MATRICULATION: applicants holding a Bachelor of Arts Diploma or a four-year diploma (old classification) that corresponds to the course to which they are requesting admission are admitted by direct matriculation.

MATRICULATION BY INTERVIEW: applicants holding a Bachelor of Arts Diploma that does not correspond to the course to which they are requesting admission are admitted after passing an interview.

These students may be admitted with a requirement to make up gaps in their previous studies.

CONDITIONAL MATRICULATION: applicants who expect to obtain the Bachelor of Arts Diploma in the Winter Session may be conditionally enrolled in Year 1 of the Master of Arts (February 2020). If they do not obtain the expected qualification and the conditionality is not lifted, their matriculation expires.

ENROLLMENT FOR YEARS AFTER YEAR 1

Enrollment to years after Year 1 is permitted up until 30 September 2019.

Documents required for matriculation:

- pre-printed enrollment form (this includes online forms);
- receipt for payment of the enrollment fee;
- receipt for payment (to LAZIODISCO) of the regional "right to university education" fee.

ENROLLMENT FOR NON-EU APPLICANTS

With note of 21 March 2005 prot. no. 658 as amended, MIUR (the Ministry of Education) issued matriculation regulations for the following: non-EU nationals residing outside Italy, non-EU nationals legally residing in Italy, EU nationals wherever resident, Italians holding foreign educational qualifications at Italian universities (universities, university colleges, polytechnics) and state and non-state higher artistic and musical institutions (academies of fine arts, conservatories, and the ISIA Design School) that are authorised to issue qualifications having legal value, can apply for matriculation to the following courses:

- Bachelor of Arts;
- Master of Arts.

Pursuant to Law 218 of 31 May 1995 reforming Article 19 (2) of the Italian system of private international law, if the applicant holds dual nationality, one of which is Italian, the Italian nationality takes precedence.

Nationals of the following countries are treated identically to EU nationals:

- Norway, Iceland, and Liechtenstein (EEC Regulations nos. 1408/71, 1612/68, 574/72, and 307/1999);
- Switzerland (bilateral agreement of 21.6.1999 ratified on 17.04.2002);
- Republic of San Marino (Treaty of Friendship and Good Neighbourliness of 31.03.1939, ratified on 06.06.1939).

Further information is given on the MIUR (Ministry of Education) website at:

<http://afam.miur.it/studentistranieri/>

Admission for foreign applicants coming from non-EU countries and residing abroad

The following documentation is required for admission and must be submitted to the Italian consulate, or the Italian diplomatic representation, in the applicant's country of residence:

- a pre-admission application;
- two photographs (of which one must be notarised);
- educational history;
- educational qualification.

This documentation must be duly legalised. The educational qualification must be accompanied by a legalised translation and a declaration of its validity, made at the place where it was issued. The Italian diplomatic representation must deliver this documentation to: RUFA Rome University of Fine Arts, Via Benaco 2, Roma, or send it by email to: rufa@unirufa.it.

Admission for EU applicants, and non-EU applicants resident in Italy

EU applicants resident anywhere and non-EU applicants resident in Italy (*i.e. any of the following: non-Italians holding an Italian residence permit issued for employment or self-employment, for family reasons, for political asylum, for humanitarian asylum, or for religious reasons; non-Italians who have been legally resident in Italy for at least 1 year holding a higher education qualification obtained in Italy; non-Italians resident anywhere, holding a final diploma from an Italian school abroad or a foreign or international school operating in Italy or abroad that is subject to bilateral agreements or special regulations for the recognition of qualifications and that meet the general conditions required for admission for study purposes*) can matriculate to RUFA by submitting the application form (indicating one course only), together with a residence permit (or a copy, if applying by post) directly to the RUFA Teaching Secretary's Office not later than 30 September each year.

Documents required for admission:

- pre-printed admission form (this includes online forms);
- educational qualification;
- two passport-size photographs;
- a photocopy of an identity document, and tax code
- receipt for payment of the admission test fee

This documentation must be duly legalised. The educational qualification must be accompanied by a legalised translation and a declaration of its validity, made at the place where it was issued.

PLACES AVAILABLE FOR YEAR 1 OF BACHELOR OF ARTS

For the 2019/20 Academic Year the RUFA Council of Directors will accept the following numbers for matriculation in Year 1:

PAINTING ita: 25 students

PAINTING eng: 25 students

SCULPTURE ita: 15 students

SCULPTURE eng: 15 students

SET DESIGN ita: 25 students

DESIGN ita: 50 students

DESIGN eng: 25 students

GRAPHIC DESIGN ita: 65 students

GRAPHIC DESIGN (COMICS AND ILLUSTRATION) ita: 50 students

PHOTOGRAPHY ita: 50 students

CINEMA ita: 65 students

CHANGING STUDY PROGRAM

Students can change their study plan transferring from one Course to another at the same level by first applying to the Director of RUFA not later than 30 September 2019.

Changing study plan and transferring from one Course to another can only be horizontal. Any training credits already acquired are only recognised by the student's chosen new discipline if the new discipline accepts them, without prejudice to the obligation on the student to pass all the basic and characterizing educational activities for the full duration of the new Course. In particular cases, the regulations for individual Courses may require the transferring student to pass an admission test (and will specifically regulate any amendments to this present article). No transfers are permitted whilst disciplines are being taught.

TRANSFERS

TRANSFERS TO OTHER EDUCATIONAL INSTITUTIONS

Students can transfer to another Academy by applying to the Director of RUFA not later than 30 September 2019. If required by RUFA or the other Academy, the application may be accompanied by a document proving RUFA or the other Academy's willingness to accept the application.

Beginning from the date of application to transfer to another Academy, the student's career at RUFA terminates unless they withdraw the application before sending the transfer form.

If the transfer to another Academy is accepted, RUFA will not refund any taxes, contributions, or allowances that the student has already paid.

A student transferring to another Academy can take with them the curriculum they followed at RUFA, including any exams passed and training credits acquired.

TRANSFERS TO RUFA FROM OTHER INSTITUTIONS

Applications to transfer in from another institution at the same level, including from outside Italy, must be addressed to the Director and must be received by RUFA not later than 3 October 2019.

The curriculum the student previously followed, including any exams taken and training credits acquired, must be attached to the transfer application. The student may also be required to attach the detailed programme of the other institution, to be provided by the management of that institution, for each individual discipline they studied and the total hours spent studying it.

The Academic Council, which has the power to nominate an ad-hoc committee, shall decide on whether to recognise the studies carried out by the student at the other institution, and shall indicate:

- a) any study gaps identified, and if there are inconsistencies between the curricula at the other institution and the study plans activated by RUFA, any requirement to attend supplementary or preparatory pathways in order to compensate for them;

b) any training credits accruing if an excess is found to exist between the curricula at the other institution and the study plans activated by RUFA.

In all cases, students applying to transfer to RUFA from other institutions must hold the degree required for admission to any of the RUFA disciplines.

SUSPENSION, TEMPORARY INTERRUPTION, AND WITHDRAWAL

Suspension of studies: on condition that a formal application is made, the student can apply to suspend their studies for one or more years without forfeiting the educational qualification they would obtain. An application for suspension of studies can be made for the following reasons: enrolment at a foreign Academy; acceptance by another specialisation or PhD course; childbirth; hospital treatment lasting for more than four continuous months; any other serious, documented, and demonstrable reasons. During the period of suspension, the student is not required to pay the taxes and contributions and cannot take exams of any kind.

Temporary interruption of studies: students have the right to interrupt their studies. If at a later date they wish to exercise that right they must submit an application to the Director of RUFA attaching:

- a) the curriculum they have been following;
- b) payment of a proportion of the fees and contributions for each year during which they will be interrupting their studies, as shall be established by the Academic Council and the Administrative Council;
- c) payment of the fees, contributions, and charges for the academic year in which the application is made (if the student intends to interrupt their studies for more than three years, the administration of RUFA may require the payment of a forfeitary lump sum).

Withdrawal: the student can withdraw from the course at any time and can later enrol as a new student on the same or a different course.

Withdrawal from the course is irrevocable and the application must be made formally, explicitly, unconditionally, and without any restrictive clauses.

Students who have withdrawn can obtain certification of their academic career, which will formally specify that due to withdrawal the career is ineffective.

Any student enrolled at RUFA who decides to withdraw from the course during the academic year must pay the full fees and contributions for that academic year and will not be entitled to reimbursement of any fees and contributions already paid.

SUBMITTING OR MODIFYING THE PERSONAL STUDY PLAN

The Personal Study Plan must be compiled in Year 1 and submitted to the Teaching Office not later than 30 November 2019. It can be varied in any of the subsequent years by the deadline of 30 September of each year. Requests for variations to the Personal Study Plan must be submitted on plain paper together with a copy of the previous version of the Plan. Students may not attend classes in the disciplines on their Personal Study Plan until it has been formally proved.

TRAINING CREDITS AND EDUCATIONAL ACTIVITIES

Pursuant to Presidential Decree no. 212 of 8 July 2005, the wording “1 credit corresponds to 25 hours of commitment by the student” means that the student commits to respect the hours of attendance (at lectures, theoretical and practical activities, and workshops), the individual learning hours (for personal study and preparing for exams) or group study (taking part in exhibitions, projects, workshops, seminars, etc).

Teaching activities takes the form of theory lessons and theoretical/practical/lab activities, subdivided into basic, characterizing and similar educational activities.

Each Course includes mandatory activities that are specific to each discipline, but students can personalise their Personal Study Plan by choosing other similar subjects from a suggested list or, with prior approval, any of the other disciplines offered by RUFA. Training credits can also be acquired from other activities freely chosen by the student that are certified and recognised by RUFA.

The activities freely chosen by the student can be:

- exams freely chosen by the student;
- attendance at seminars/talks/workshops/events in the art world and the professions;
- undergoing internships and placements organised and promoted by RUFA;
- participating in competitions and/or exhibitions.

ATTENDANCE

In order to obtain training credits, attendance is obligatory for at least 80% of the total number of hours. Special attendance arrangements and alternative learning support may be provided for working, disabled, or DSA students, or those who have specific documented conditions and who have been accorded the status of not-attending student.

ANNUAL TAXES AND FEES

ADMISSION TEST FEES FOR BACHELOR OF: made payable to current account RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose): surname, first name, "student".

Admission test fee (direct matriculation students are exempted)	€ 180,00	Deadline: 10 April 2019 Deadline: 5 September 2019 Deadline: 3 October 2019
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MATRICULATION FEE/ANNUAL ENROLMENT FEE: made payable to current account RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose): surname, first name, "student"

Direct matriculation (Year 1)	€ 520.00	Deadline: 3 October 2019
Matriculation by admission test (Year 1)	€ 520.00	Within 1 week after passing the admission test
Enrolment for years after Year 1	€ 520.00	Deadline: 30 September 2019

ANNUAL EXAMS FEE: made payable to current account RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose): surname, first name, "student"

Annual exams fee	€ 280.00	Deadline: 31 May 2020
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ANNUAL TEACHING/LABS FEE for the following disciplines:

Painting, Sculpture, Set Design, Design, Graphic Design, Graphic Design (Comics and Illustration), Photography, Visual And Innovation Design, Computer Animation And Visual Effects, Multimedia Arts And Design, in Italian

Made payable to current account RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose): surname, first name, "student"

BACHELOR OF ARTS:

Year 1	€ 6,000.00	Deadline: agreed when enrolling
Year 2	€ 6.000,00	Deadline: agreed when enrolling
Year 3	€ 5.700,00	Deadline: agreed when enrolling

MASTER OF ARTS:

Year 1	€ 6.200,00	Deadline: agreed when enrolling
Year 2	€ 6.200,00	Deadline: agreed when enrolling

ANNUAL TEACHING/LABS FEE for the following disciplines:

Painting, Sculpture, Print making, Design, Multimedia Arts and Design, in English
Made payable to current account RUFA SRL, IBAN IT27H0103003201000002065138.
Causale (Purpose): surname, first name, "student"

BACHELOR OF ARTS:

Year 1	€ 8.000,00	Deadline: agreed when enrolling
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Year 2	€ 8.000,00	Deadline: agreed when enrolling
Year 3	€ 8.000,00	Deadline: agreed when enrolling
MASTER OF ARTS:		
Year 1	€ 8.500,00	Deadline: agreed when enrolling
Year 2	€ 8.500,00	Deadline: agreed when enrolling

ANNUAL TEACHING/LABS FEE for the following disciplines:
Bachelor of Arts: Cinema. Master of Arts: Film Arts in English
Made payable to current account RUFA SRL, IBAN IT27H0103003201000002065138.
Causale (Purpose): surname, first name, "student"
BACHELOR OF ARTS:

Year 1	€ 6.500,00	Deadline: agreed when enrolling
Year 2	€ 6.500,00	Deadline: agreed when enrolling
Year 3	€ 5.700,00	Deadline: agreed when enrolling

MASTER OF ARTS:

Year 1	€ 9.000,00	Deadline: agreed when enrolling
Year 2	€ 6.700,00	Deadline: agreed when enrolling

ANNUAL REGIONAL TAX: made payable to current account LAZIODISCO IBAN IT46 P056 9603 2110 0005 1111X93. Causale (Purpose): T.R. 2019/20 RUFA - Surname, first name, + Tax Code

Right to Study	€ 140,00	Deadline: 3 October 2019
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GOVERNMENT TAX: postal current account no.1016. Made payable to: Ufficio del Registro tasse e CC.GG. - Roma. Causale (Purpose): Tasse scolastiche

Diploma Tax (final year students only)	€ 90,84	Deadline: 30 April 2019
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DIPLOMA EXAMINATION FEE: made payable to current account RUFA SRL, IBAN RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose): surname, first name, "student"

Diploma Fee (one-off fee, final year students only)	€ 400,00	Deadline: 30 April 2019
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SCHOLARSHIPS

For the 2019/20 Academic Year the RUFA Administrative Council has launched a competition for awarding 25 no. **scholarships** to Year 1 Italian and foreign students studying **Bachelor and Master of Arts**. Each scholarship is for a fixed amount of €2,500.00 and is paid in each of the 2 or 3 legally applicable years of the Diploma Course, subject to obtaining the training credits and passing the exams in the years after Year 1. Additionally, 2 no. scholarships are awarded that cover the full amount payable for annual fees. These scholarships are as follows:

15 no. scholarships of € 2,500.00 for Year 1 students who have an *ISEE* (Equivalent Economic Situation Indicator) household income not exceeding € 36,000.00 and are a taking Bachelor of Arts in **Painting, Sculpture, Set Design, Design, Graphic Design, Graphic Design (Comics and Illustration), Photography, and Cinema;**

5 no. scholarships of € 2,500.00 for Year 1 Italian students who have an *ISEE* (Equivalent Economic Situation Indicator) household income not exceeding € 36,000.00 and are a taking Master of Arts in **Painting, Sculpture, Print making, Set Design, Multimedia Arts and Design, Visual and Innovation Design, Computer Animation and Visual Effects, and Film Arts;**

5 no. scholarships of € 2,500.00, based on a portfolio assessment, for Year 1 foreign students taking a Bachelor of Arts or a Master of Arts;

2 no. scholarships for Year 1 foreign students taking a Bachelor of Arts or a Master of Arts, based on a portfolio assessment and covering the full amount payable for annual fees and attendance fees;

The competition rules are available at the following links:

1) <https://www.unirufa.it/servizi-e-facilities/borse-di-studio/>

2) <https://www.unirufa.it/en/servizi-e-facilities/borse-di-studio/>

10 no. Teaching Assistant Bursaries are also available, each worth € 1,095.00. These are assigned to students via a special competition and enables them to work on behalf of RUFA for up to 150 hours per year supporting various RUFA departments. Teaching Assistant Bursaries support academic activities and consist of: 4 no. for university orientation, 2 no. for photographic documentation, 2 no. for library assistants, 1 no. for digital image archive work, and 1 no. for visual arts lab assistance.

DEADLINES**APPLICATION DATES FOR ADMISSION TESTS**

1 February – 10 April 2019 for the first session

27 May – 5 September 2019 for the second session

27 May – 3 October 2019 for the third session

First session:

Admission Test for Bachelor of Arts: 13 April 2019

Admission Test for Master of Arts: 13 April 2019

Second session:

Admission Test for Bachelor of Arts: 9 and 10 September 2019

Admission Test for Master of Arts: 10 September 2019

Third session:

Admission Test for Bachelor of Arts: 7 and 8 October 2019

Admission Test for Master of Arts: 8 October 2019

APPLICATION DATES FOR DIRECT MATRICULATION

27 May – 3 October 2019

APPLICATION DATES FOR MATRICULATION BY ADMISSION TEST

First session: Deadline: 24 April 2019

Second session: Deadline: 19 September 2019

Third session: Deadline: 17 October 2019

ENROLLMENT DATE FOR YEARS AFTER YEAR 1

Deadline: 30 September 2019

SUBMISSION DATE FOR STUDY PLANS

Deadline: 30 November 2019

MATRICULATION DATE FOR OPTIONAL DISCIPLINES

Deadline: 30 November 2019

APPLICATION DATE FOR EXAMS

Deadlines: 31 May/5 September/30 January

DATES FOR SUBMITTING THE THESIS TO THE SECRETARY'S OFFICE

Thesis Confirmation Forms, signed by the thesis supervisor, must be submitted to the Secretary's Office together with a digital copy of the thesis.

Summer session: Deadline: 10 June

Autumn session: Deadline: 10 September

Winter session: Deadline: 10 February.

ACADEMIC CALENDAR:

TEACHING

Semester 1: 28 October 2019 - 14 February 2020

Semester 2: 9 March 2020 - 12 June 2020

EXAMS

Winter session: 17 - 28 February 2020

Summer session: 30 June - 24 July 2020

Autumn session: 21 September - 9 October 2020

THESIS

Winter session: 27 - 28 February 2020

Summer session: 23 - 24 July 2020

Autumn session: 8 - 9 October 2020

WORKSHOPS

Autumn session: 14 - 19 October 2019

Winter session: 2 - 7 March 2020

Summer session: 15 - 20 June 2020

BANK HOLIDAYS

Christmas 21 December 2019 - 6 January 2020

Easter 10 - 13 April 2020

Other Bank Holidays

- 1 November
- 8 December
- 25 April
- 1 May
- 2 June
- 29 June

VENUES AND ADDRESSES

The courses are held at the seven separate venues of RUFA.

The Management, Secretarial, and Administration offices are situated in the RUFA main building at no. 2 Via Benaco, Rome.

Office hours

The Teaching Office and the Administration Office are open to the public from 0900 to 1700 on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. For further information: tel. 06.85865917, email segreteria@unirufa.it/amministrazione@unirufa.it.

TEACHING CALENDAR: 2019/20 Academic Year

For the 2019/20 Academic Year, activities will begin on Monday 28 October and will end on Friday 12 June with Lesson Recovery Week.

Year-long courses will begin in October and end in June. The exams for these courses will be held beginning from the Summer Session in June.

Semester-long courses will be held in the first semester (October - February) or the second semester (March-June). The exams for the Semester 1 courses can already be taken beginning from the Winter Session in February.

TEACHING CALENDAR

SEMESTER 1	
OCTOBER	<i>Workshop Week 1: Monday 14 - Saturday 19</i>
	Week 1: Monday 28 - Thursday 31
NOVEMBER	Week 2: Monday 4 - Saturday 9
	Week 3: Monday 11 - Saturday 16
	Week 4: Monday 18 - Saturday 23
	Week 5: Monday 25 - Saturday 30
DECEMBER	Week 6: Monday 2 - Saturday 7
	Week 7: Monday 9 - Saturday 14
	Week 8: Monday 16 - Friday 20
	Saturday 21 December 2019 - Monday 6 January 2020: Christmas Break- no activity
JANUARY	Week 9: Tuesday 7 - Saturday 11
	Week 10: Monday 13 - Saturday 18
	Week 11: Monday 20 - Saturday 25
	Week 12: Monday 27 - Saturday 1 February

FEBRUARY	Week 13: Monday 3 - Saturday 8
	<i>(11, 12, & 13 February: recovery for any tutor absences in Semester 1)</i>
	Monday 10, lesson recovery: Monday 6 January Friday 14, lesson recovery: Friday 1 November
	17 - 28 February: Winter Exams Session, dissertation, exemptions
<i>Workshop Week 2: Monday 2 March - Saturday 7 March</i>	
2° SEMESTRE	
MARCH	<i>Week 1: Monday 9 - Saturday 14</i>
	<i>Week 2: Monday 16 - Saturday 21</i>
	<i>Week 3: Monday 23 - Saturday 28</i>
	<i>Week 4: Monday 30 - Saturday 4 April</i>
APRIL	<i>Week 5: Monday 6 - Thursday 9</i>
	Friday 10 April - Monday 13 April: Easter Break - no activity
	<i>Week 6: Tuesday 14 - Saturday 18</i>
	<i>Week 7: Monday 20 - Friday 24</i>
MAY	<i>Week 8 Monday 27 - Thursday 30</i>
	<i>Week 9: Monday 4 - Saturday 9</i>
	<i>Week 10: Monday 11 - Saturday 16</i>
	<i>Week 11: Monday 18 - Saturday 23</i>
JUNE	<i>Week 12: Monday 25 - Saturday 30</i>
	<i>(3 - 4 - 9 - 10 - 11 June: recovery for any tutor absences in Semester 2)</i>
	Friday 5, lesson recovery: Friday 10 April
	Monday 8, lesson recovery: Monday 13 April
JULY	Friday 12, lesson recovery: Friday 1 May
	<i>Workshop Week 3: Monday 15 - Saturday 20</i>
	From 30 June onwards: exams (Summer Session) and dissertation