

## GENERAL PROGRAM REGULATIONS OF THE UNIVERSITY

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**“ROME UNIVERSITY OF FINE ARTS”  
THE INDEPENDENT UNIVERSITY OF FINE ARTS OF ROME**

**GENERAL PROGRAM REGULATIONS OF THE UNIVERSITY**

**INTRODUCTION**

**Art. 0 - Definitions**

1. For the purposes of these Regulations, the following definitions shall apply:
  - a) Minister or Ministry: the Minister or Ministry of Education, University, and Research;
  - b) institutions: Academies of Fine Arts, the National University of Dance, the National University of Drama, Higher Institutes for Artistic Industries, Conservatories and equivalent Music Institutes;
  - c) CNAM: the National Council for Advanced Artistic and Musical Education;
  - d) Committee: the National Committee for the Evaluation of the University System;
  - e) system: the system of Advanced Training and Specialisation in Art and Music;
  - f) law: Law no. 508 of 21 December 1999, as amended by Decree-Law no. 212 of 25 September 2002, amended with additions by Law no. 268 of 22 November 2002;
  - g) program regulations: the regulations adopted by each institution concerning the organisation of individual courses of study, as provided for in art. 13 of the Statute of Autonomy;
  - h) Courses: courses for Bachelor of Arts (CDA), Master of Arts (CDSA), Specialisation Programs (CSA), Professional development programs (MA1 and MA2), Postdoctoral Research (PhD), as identified in art. 3 of Presidential Decree no. 212/2005;
  - i) Degrees: Bachelor of Arts degree, Master of Arts degree, specialisation program diploma, Postdoctoral Research in art, music, choreography, drama, and design, and Professional development programs, as identified by art. 3 paragraph 1 of Presidential Decree no. 212/2005 and issued at the end of the corresponding course of study;
  - j) Schools: the set of courses of study, however called, grouped by homogeneous subjects;
  - k) Department: the structure coordinating the educational, research and artistic production activities of its field;
  - l) University Training Credit (or CFA): the unit to measure the amount of learning, including individual study, required of a student in possession of adequate initial preparation, for the acquisition of knowledge and skills through the teaching activities provided by the program outlines of the courses of study;
  - m) learning outcomes: the set of knowledge and skills that characterise the cultural and professional profile of the graduate that need to be achieved by the end of the course of study;
  - n) educational activities: any activity organised or planned by the institutions in order to ensure the cultural and professional training of students, with reference, among other things, to courses, seminars, exercises and lab activities, group learning activities, tutoring, orientation, traineeships, projects, theses, individual study and self-learning activities;
  - o) scientific-disciplinary sectors: all of the disciplinary and cultural sectors related to each other as referred to in Ministerial Decree no. 482 of 22 January 2008;
  - p) curriculum: all of the teaching activities specified in the program regulations of a course of study, to achieve the degree;

- q) program outline of a Course of study: the set of rules governing the curricula of the Course of study;
- r) ECTS (European Credit Transfer and Accumulation System), the set of rules established at European level for the transfer and accumulation of educational credits at European level and at ECTS scale, an instrument adopted at a European level to facilitate the conversion and transfer of grades obtained by students during periods of mobility;
- s) Diploma Supplement means the certificate drawn up in two languages and attached to the Diploma received for each degree;
- t) University: the "Rome University of Fine Arts" - the Independent University of Fine Arts of Rome, legally recognised by the Ministerial Decree of 10/04/2000 and the Ministerial Decree of 29/10/2001 (or "RUFA");
- u) Statute: the Statute of Autonomy of the "Rome University of Fine Arts" - the Independent University of Fine Arts of Rome, legally recognised by the Ministerial Decree of 10/04/2000 and the Ministerial Decree of 29/10/2001 (or "RUFA"), issued by decree with subsequent amendments.

## **TITLE I GENERAL PRINCIPLES**

### **Art. 1 - Purpose**

1. These Program Regulations - hereinafter referred to as the "Regulation" - provided for by art. 10 of Presidential Decree no. 212/2005, which govern the definition of program outlines in Institutions of Higher Education in Art, Music and Choreography in accordance with art. 2 of Law no. 508/1999, and provided for by art. 13 of the Statute of Autonomy of the "Rome University of Fine Arts" - the Independent University of Fine Arts of Rome,
  - a) govern the organisation of courses of study offered by the University to obtain university degrees with legal value as referred to in art. 4 of Law no. 508/1999;
  - b) define the program outline of the courses of study developed by the University as per art. 3 of Presidential Decree no. 212/2005;
  - c) set out the general principles and provide guidelines for the courses of study developed by the University in implementation of art. 3 of Presidential Decree no. 212/2005;
  - d) govern the academic career of students.

### **Art. 2 - Degrees and courses of study**

1. The University organises, pursuant to art. 3 of Presidential Decree no. 212/2005, the following courses aimed at obtaining a degree with legal value:
  - a) Bachelor of Arts (CDA)
  - b) Master of Arts (CDSA)
  - c) Courses for Specialisation Programs (CSA)
  - d) Professional development programs (MA1 and MA2)
  - e) Postdoctoral Research (PhD);

As such, the institution awards the following degrees:

- a) Bachelor of Arts degree;
  - b) Master of Arts degree;
  - c) University Diploma of Specialisation;
  - d) Professional development programs (MA1 and MA2);
  - e) Postdoctoral Research (PhD);
2. The University may also organise other types of courses that are not in conflict with current legislation and that end with the issuance of a certificate of attendance or participation:
    - a) Short specialization courses;
    - b) Professional updating courses;
    - c) Courses to prepare for State exams;
    - d) Training courses, internships, seminars, labs, also in collaboration and exchange with other academic institutions and universities, with artistic, cultural and service bodies and institutions, both at national and international level;
    - e) Intensive and orientation courses for students;
    - f) Short courses.
  3. The University may also organise other types of courses which do not conflict with the current legislation.
  4. The educational initiatives referred to in the previous paragraphs are established, activated and managed in accordance with the procedures laid out in the Statute, with these Regulations and, to the extent possible, with the laws and regulations in force.
  5. Educational initiatives are approved by the Academic Council upon the proposal of the respective teaching structures and are issued by the Director with the approval of the Board of Directors, in accordance with the provisions of current regulations.

### **Art. 3 - Academic training credits (CFA)**

1. The program outlines of the courses and the educational activities of the University are organised in Academic Credits, hereinafter referred to as CFA [*ECTS credits*], that measure the student's learning commitment.
2. The Academic Credits means the amount of learning required, including lab activities and individual study, by a student in possession of adequate initial preparation, for the acquisition of knowledge and skills through the teaching activities provided for by the program outlines of the courses of study.
3. The training credits corresponding to each teaching activity are acquired by the student attending the educational and lab activities and passing an exam or other forms of evaluation of the knowledge gained in accordance with the procedures laid down in art. 10 paragraph 4 item d) of Presidential Decree no. 212/2005.
4. One training credit is equivalent to twenty-five hours of learning per student. Any increase or decrease in this number is possible within the limit of twenty percent, if suggested by the Academic Council and enforced by special Directorial Decree.
5. The average amount of work that a full-time student engaged in academic studies must undertake is conventionally set at 60 training credits per year, for an overall average of 1,500 hours of learning.
6. The program outlines and study plans must be based on this figure as defined in art. 6 of Presidential Decree no. 212/2005.

7. The Directorial Decree, determines the percentage of the hours of work that must be devoted to individual studying, lab activities or other individual training activities. They usually assign 30% of the workload for each credit to the courses, 50% to course-lab activities, and 100% to lab activities.
8. Upon the first entry into force of these Regulations implementing the Directorial Decree and after consulting the CNAM, the correspondence between the credits acquired under the previous regulations and the training credits of the new courses was established.
9. In compliance with current legislation, the institution may grant students credits if they submit a documented certification of the acquisition of professional skills and abilities, as well as for other skills and abilities acquired through postgraduate training activities in which the University has been involved or if they submit certifications issued by recognised or officially accredited institutions.
10. The regulations governing the courses of may establish specific forms of allocation of educational credits for working students or for students that are exempted from attending educational activities.
11. They may also recognise credits for knowledge of a language of the European Union or for IT skills if the student submits certificates issued by recognised or officially accredited institutions, that possibly also have special agreements with the University.

#### **Art. 4 - Program outlines of courses of study**

1. The program outlines of the courses of study, defined in accordance with art. 5 of Presidential Decree no. 212/2005 determines:
  - a) the name of the course of study;
  - b) the school and the department associated to the course;
  - c) the specific learning outcomes of the course of study;
  - d) the general framework of teaching activities to be included in the curricula;
  - e) the rules for submitting individual study plans;
  - f) the credits assigned for each educational activity or subject related to basic training, to the characterizing educational activities, and to the similar or integrative educational activities referred to in the following article;
  - g) the characteristics of the thesis to achieve the degree;
  - h) the initial level of preparation required from the students;
2. where necessary, the procedures for verifying the initial preparation of students who access the Bachelor of Arts and Master of Arts programs, also determine if any additional courses are required.
3. Pursuant to art. 5 of Presidential Decree no. 212/2005, the academic programs offered by the University are divided into the different level courses provided by the Schools. At the time of entry into force, the Departments and Schools are identified in table A affixed to Presidential Decree no. 212/2005. By subsequent Ministerial Regulation, after consulting the CNAM, any amendments and additions to Table A are made also in relation to the educational innovations connected to the new courses of study identified during the planning and development of the system.
4. In addition, at the time of the entry into force, Bachelor of Arts courses, except as provided for in paragraph 5 of art. 5 of Presidential Decree no. 212/2005, are established at the schools identified in table A of art. 7 paragraph 4 of these Regulations in accordance with the criteria determined by art. 9 of Presidential Decree no. 212/2005, by transforming the courses activated, including those

that have been activated on an experimental basis. Such transformation is implemented upon the proposal of the University by Ministerial Decree that verifies compliance with the criteria set forth in art. 9, as well as the adequacy of human, financial, and instrumental resources, after having consulted the CNAM.

5. Until the adoption of the regulations governing the general criteria for the establishment and activation of courses, any Master of Arts course, Specialisation Programs, Academic Research Degrees, Professional development programs (MA1 and MA2); is activated exclusively on an experimental basis, upon the proposal of the institution, by means of a Ministerial Decree that verifies the learning outcomes and the adequacy of human, financial and instrumental resources, after consultation with the CNAM.
6. The Experimental Courses for Specialisation are activated with reference to the following professional environments: creative-interpretative, didactic-pedagogical, methodological-design, new technologies and languages, enhancement and conservation of the artistic heritage.
7. Courses devoted to the training of teachers are disciplinary in accordance with the provisions of Law no. 53/2003 and the corresponding decrees of delegation with the specific Program Regulations.

#### **Art. 5 - Program regulations of courses of study**

1. The program outlines of the University are governed by these Regulations.
2. The courses organised for the Bachelor and Master of Arts, Specialisation Programs, Postdoctoral Research (PhD), Professional Development Programs and specialized training, and in any case any educational and teaching initiative, are governed by the Program Regulations of the course of study that specifies the organisational aspects of the course.
3. The Program Regulations of the Course of Study are adopted through Decree of the University Director. They are proposed by resolution of the academic body of the competent teaching structure and are approved, after consultation with the Student Council, by the Academic Council pursuant to paragraph 6 of art. 13 of the Statute of Autonomy and by the Council of Directors within their area of competence.
4. The Program Regulations of the Course of Study determine, with respect to the freedom of teaching and the rights and duties of professors and students, the list of lessons and other educational activities with the following specifications for each lesson or teaching activity:
  - the disciplinary field in which the lesson is carried out;
  - the number of educational credits awarded;
  - the specific learning outcomes;
  - the possible division into modules;
  - the prerequisites for admission, as well as any other prerequisite activities;
  - the type of learning activities;
  - the forms of student examination;
  - the name and structure of the "curricula" offered to students;
  - the rules regarding attendance obligations.

#### **Art. 6 - Establishment, implementation and cancellation of Courses of Study**

1. The University establishes, implements or cancels the Courses of study by means of autonomous deliberations, in accordance with the procedures provided for by the Statute, through these



regulations, and through the laws and regulations in force.

2. The proposals for the implementation or modification of a course of study, drawn up in accordance with paragraph 4 below, is approved by the Academic Council and comes into force through a Directorial Decree from the beginning of the following academic year.
3. The Council of Directors decides, to the extent of their competence, the resources to be allocated to the course of study.
4. A course of study is proposed on the basis of a project in which the following aspects must be specified:
  - a) The name, specific outcomes and duration of the course of study;
  - b) The professional profile for which the course of study is designed;
  - c) The size of the potential student demand;
  - d) The program regulations of the course of study, in accordance with the provisions set forth in art. 5 of these Regulations;
  - e) The maximum number of attendants;
  - f) The admission procedures of participants;
  - g) The number of enrolments envisaged;
  - h) The location of the course of study;
  - i) The necessary and available teaching skills;
  - j) The staff, technical, building and economic resources necessary;
  - k) The financial feasibility plan;
  - l) The economic resources available;
  - m) The department or school in charge of the course of study.
5. The courses of study may also be activated through agreements between different schools belonging to the same institution (inter-School courses) or agreements between different universities (inter-university courses). The regulations of the inter-School and inter-university courses determine the particular the organisational rules that regulate the functioning of the inter-School and inter-university courses of study at an educational level, and assign to one of the Schools or one of the affiliated Universities the responsibility of the enrolment of the corresponding students, the issuance of the final degree, and the administrative responsibility of the Course of study, unless otherwise specified by the respective agreements or conventions.
6. The courses of study may also be activated by the University in collaboration with institutions of equal national and international level, external bodies, public or private, national or international.
7. The Academic Council, after having consulted the coordinators of the courses of study and the opinion of the Evaluation Committee, verifies the effective achievement of the learning outcomes of each course and the response that the educational proposals have obtained, and decides on the modification or cancellation of the courses.
8. In the event of the cancellation of a course of study, the University guarantees the award of the degree also through the recognition of the credits acquired and the transition to another course of study.

## TITLE II

### TEACHING, ARTISTIC PRODUCTION, AND RESEARCH FACILITIES

#### Art. 7 - Teaching facilities

1. The teaching, artistic production and research facilities used by the University are:
  - a) the Departments;
  - b) the Schools, with their articulation in Bachelor of Arts, Master of Arts and specialisation programs;
2. The special teaching structures, including those that provide extra-curricular and advanced excellence training  
Each teaching structure is represented by a Coordinator, appointed though the Decree of the Director after consulting the Academic Council.
3. Through specific Regulations, issued by decree of the Director, and after consulting the Academic Council, for the functioning of the teaching structures, even when not provided for by the Statute, the establishment of restricted bodies within each structure, to which certain functions or the performance of particular activities are delegated, may be provided.
4. The offered programs of the University are divided into courses of study that correspond to various study cycles, in the following schools and departments:

DEPARTMENT	SCHOOL
Visual Arts	Decoration
	Graphics
	Painting
	Sculpture
Design and applied arts	Set design
	Restoration
	New art technologies
	Artistic design for business
Communication and art education	Communication and enhancement of the contemporary artistic heritage
	Teaching methods of art

*Table A*

5. The courses of study established at the Schools of the University are those referred to in the attached program outlines. The functioning of the courses of studies is governed by the corresponding regulations.
6. Any changes to the organisation of teaching structures are decided, in compliance with the regulations in force and the Charter, by the Academic Council, after consulting the Coordinators of the competent teaching structures.
7. The University provides teaching activities organised in PhD programs and lifelong learning courses.
8. Inter-School and inter-university courses of study may be activated on the basis of special agreements and conventions that govern their operation.
9. The University shall ensure orientation activities in forms and manners laid out in art. 18 below.
10. The University shall pursue the accreditation of its courses of study and adopt a system of internal

evaluation of the educational activities. The evaluation functions are carried out by a body called the "Evaluation Committee", as provided for in art. 23 of the Statute.

### **TITLE III BACHELOR OF ARTS**

#### **Art. 8 – Bachelor of Arts (CDA)**

1. The Bachelor of Arts courses aim to ensure that students have an adequate command of artistic and cultural methods and techniques, and acquire specific disciplinary and professional skills, and guarantees that the students achieve the educational requirements to access to Master of Arts courses.

The length of the Bachelor of Arts courses is normally of three years for a total of 180 training credits.

#### **Article 8/1 - Admission**

1. In order to be admitted to a Bachelor of Arts course, students must have a high school diploma or another qualification obtained abroad and recognised as suitable by the University, in accordance with international agreements.
2. For the Bachelor of Arts courses with a limited-admission, the admission is subject to a test as defined by the Program Regulations and as indicated in the academic regulations.
3. Students must have or acquire an adequate initial preparation regarding the basic knowledge defined in the Program Regulations of the degree.
4. The Program Regulations of the degree also define the procedures for verifying the initial preparation through tests or other evaluation tools.
5. If such evaluation is not positive, the competent educational structure may indicate specific additional requirements that students must undertake by the first year of the program.
6. The relevant educational structures may propose preparatory teaching activities to achieve an adequate initial preparation, also in cooperation with upper secondary education institutions.

#### **Art. 8/2 - Getting a Degree**

1. In order to obtain the Bachelor of Arts degree, students must acquire 180 training credits, which include the lessons indicated in the study plan, other teaching activities, and the thesis, as established in these Regulations. In order to be able to discuss the thesis, students must have demonstrated basic knowledge of the English and IT subjects by passing an exam, in accordance with the methods and for the number of credits defined by the program outlines.
2. The thesis, as per art. 17/5 paragraph 7 of these Regulations, demonstrates that students have achieved the learning outcomes of the degree, and consists of a presentation before a Committee of at least three professors regarding:
  - a) a lab production coordinated within one of the lab subjects of the specific degree from the specialised discipline of the specific degree, under the guidance of a professor and project advisor;
  - b) a short theoretical essay, written under the guidance of a supervisor.

## **TITLE IV MASTER OF ARTS**

### **Art. 9 – Master of Arts (CDSA)**

1. The Master of Arts courses provide students with advanced training to fully master the artistic and cultural methods and techniques, acquire specific disciplinary skills, and practical activities that correspond to a high professional qualification.
2. The Master of Arts usually lasts two years, for a total of 120 training credits.

### **Art. 9/1 - Admission**

1. In order to be admitted to a Master of Arts course, it is necessary to have a Bachelor of Arts that meets the requirements to be admitted of Master of Arts, or other academic qualification obtained abroad, recognised as suitable by the University in accordance with international agreements.
2. For Master of Arts that have a limited-admission policy, to be admitted students must sit an admission test as defined by the Program Regulations and indicated in the Academy's Regulations.
3. For Master of Arts where there is no limited-admission policy, students must possess the curricular requirements defined by the regulations of Master of Arts courses.
4. The regulations of each Master of Arts shall indicate the requirements for admission, including any additional courses that need to be taken in order to access the first year of the program.
5. In order to be admitted to a Master of Arts, students must demonstrate that they have an adequate initial preparation regarding the basic knowledge established by the competent teaching structure, demonstrated also through evaluation procedures that may be carried out, where necessary, through tests or other evaluation methods.
6. If the student has acquired a Bachelor of Arts degree with a "curriculum" that is fully recognised by the competent educational committee to enrol in the Master of Arts, no evaluation is required.
7. The evaluation is necessary if students have acquired a Bachelor of Arts characterized by a different "curriculum" and therefore the credits achieved are not fully recognised to be admitted
8. The competent educational committee shall indicate if there are any specific additional required courses that the student must attend if the evaluation is not positive, and modalities and deadlines to complete them by first year. These additional required courses are also assigned to students who have been admitted to the Master of Arts course with a grade that is lower than the minimum one established.
9. In order to allow students to enrol in the Master of Arts, students may be admitted "conditionally" even if they achieved the Bachelor of Arts in the last session of the previous academic year, provided that at the time of enrolment they have completed all of the exams and the degree is obtained in the last session of the previous academic year. If this is not the case, the enrolment in the Course of study shall expire.

### **Art. 9/2 - Getting a Degree**

1. In order to obtain the Master of Arts, students must acquire 300 training credits, including those acquired through the Bachelor of Arts and recognised for the Master of Arts. These training credits regard all of the courses indicated in the study plan, any other teaching activities, and the thesis, as established in the regulations of the Master of Arts courses and in the Academy's Regulations.
2. In order to obtain the Bachelor of Arts degree, students must acquire 180 training credits, which include the lessons indicated in the study plan, other teaching activities, and the thesis,

as established in these Regulations. In order to be able to discuss the thesis, students must have demonstrated basic a knowledge of the English and IT subjects by passing an exam, in accordance with the methods and for the number of credits defined by the program outlines.

3. The thesis, referred to in art. 17/5 paragraph 8 of these Regulations, consists of the presentation of an original artistic production integrating a laboratory, historical, critical and methodological point of view and must be carried out under the guidance of two supervisors, one for the artistic and lab part, and one for the historical, critical, and methodological part, defended publicly in front of a committee of at least three professors. The contents and requirements to be met are defined by the competent teaching committee.

## **TITLE V SPECIALISATION PROGRAMS**

### **Art. 10 - Specialisation programs (CSA)**

1. The Specialisation Programs (CSA) aim to provide students with high professional skills in specific areas as identified by Ministerial Decree and pursuant to art. 6 of Presidential Decree no. 212/2005.
2. The program outline of each Specialisation Program, the duration of the program and the number of training credits required to complete it are approved by the Academic Council.

### **Art. 10/1 - Admission**

1. In order to be admitted to a Specialisation Program, it is necessary to have at least a Bachelor of Arts or another qualification obtained abroad, recognised as suitable by the competent structures in accordance with current regulations and international agreements.
2. Other specific admission requirements to a Specialisation Program, including additional educational credits in addition to the degree already obtained, are established by Ministerial Decrees and, in accordance with them, by the Regulations of the Course of study.
3. In order to allow students to enrol in the first year of the Specialisation Program, the competent structures may allow students who are not yet in possession of a Bachelor of Arts or a Master of Arts, to be admitted with additional educational requirements which corresponds to the exams they have not sat yet and/or the final thesis. Students must fulfil these obligations before the exams of the Specialisation Program.
4. Admission to the Specialisation Programs is established through a competition, in accordance with the procedures indicated a specific notice.
5. The admission committee is made up of no less than three professors nominated by the Academic Council and appointed by Decree of the Director of the University.
6. The initial preparation required for each Specialisation Program is defined by specific regulations of the competent committee approved by the Academic Council.

### **Art. 10/2 - Getting a Specialisation diploma**

1. In order to achieve the Specialisation Diploma, students must have acquired no less than 60 training credits in addition to those already acquired and recognised as valid for the relevant Specialisation Program, unless otherwise established by the Ministry.

2. The final diploma examination, as per art. 17/5 paragraph 9 of these Regulations, consists of the realisation of an artistic and cultural project, in the form of an artistic production and a graphic-written essay, which demonstrates the artistic preparation and practical skills related to the specific professional profile of the graduate, and defended publicly in front of a committee of at least three professors appointed by the Academic Council and appointed by Decree of the Director of the University.
3. The content and methods of the thesis are established by specific program regulations approved by the Academic Council.

## **TITLE VI POSTDOCTORAL RESEARCH (PhD)**

### **Art. 11 – Postdoctoral research in Art (CFRA)**

1. The Postdoctoral Research programs (CFRA) are educational structures for planning and organising teaching, aimed at carrying out highly qualified research activities in the fields of visual arts, applied arts, design and new technologies, conservation and restoration of cultural and artistic heritage, theories, methodologies, teaching and communication of the arts. The topics and their names must be sufficiently broad and refer to an artistic-disciplinary sector or to a group of several sectors.
2. The Postdoctoral Research programs (CFRA) may be organised with other AFAM institutions and Universities, or in agreement with public and private entities that have high artistic, scientific, cultural and technological qualification, as well as suitable structures.
3. CFRAs normally have a duration of three years.
4. Within the limits of the available financial resources, those admitted to a CFRA may benefit from a scholarship.
5. CFRAs issue a degree that is equivalent to a university PhD.

### **Article 11/1 - Admission**

1. Admission to the CFRA requires the possession of a Master of Arts or any other qualification obtained abroad and considered suitable.
2. The call for applications depends upon the Director of the University. The Director promptly notifies the Ministry of Education for national dissemination through computerised means. The notice of the call for application indicates:
  - a) the total number of candidates that may be admitted (no less than three);
  - b) the number and amount of scholarships (according to the institution's internal resources or made available by any associate or affiliated partners);
  - c) the arrangements for the admission tests.

### **Art. 11/2 - Obtaining the Diploma**

1. The final diploma exam referred to in art. 17/5 paragraph 10 of these Regulations, consists of conducting a research project approved by the relevant teaching committee, which can be either an artistic production and / or an original doctoral thesis, publicly defended before a committee formed by the professors from the course and by any external members of institution that are experts in the relevant subject area, as appointed by the Director of the University.

2. The content and methods of the final diploma examination are governed by specific program regulations approved by the Academic Council.

## **TITLE VII PROFESSIONAL DEVELOPMENT COURSES**

### **Art. 12 – Professional development courses (MA1 and MA2)**

1. The Professional development course is an artistic specialisation and higher level continuing education program, as provided for in art. 3 paragraph 7 of Presidential Decree no. 212. Its duration can be of six months, one year or two years, depending on the educational and professional project.

#### **Article 12/1 - Admission**

1. The University may activate First Level Professional development courses (MA1) which are intended for students with a Bachelor of Arts degree or another equivalent qualification, and Second Level Professional development courses (MA2) which are intended for students with a Master of Arts Degree or another equivalent qualification.

### **Art. 12/2 - Getting a Professional development course**

1. In order to obtain a Professional development course, students must acquire no less than 60 or 120 credits depending on if the course is one or two-years long, in addition to those already acquired by the student and recognised as valid to be admitted to the Course, unless differently established by the Ministry.
2. The final diploma examination referred to in art. 17/5 paragraph 11 of these Regulations consists of the creation of an artistic and cultural project which reflects the learning outcomes of the Professional development course approved by the educational committee of reference, through an artistic production and graphic-written essay, drafted under the guidance of two different supervisors and that demonstrates the acquired artistic and professional preparation provided by the course. The defence will take place publicly before a committee of at least three professors nominated by the competent structure and appointed by the Director of the University.
3. The content and methods of the final diploma examination are established through specific program regulations approved by the Academic Council.

## **TITLE VIII SPECIALIZATION AND PROFESSIONAL UPDATING COURSES, LIFELONG LEARNING**

### **Art. 13 - Special and extra-curricular educational activities**

1. The courses referred to in art. 2 paragraph 2 of these regulations are intended to provide specific preparation in particular artistic and professional fields.
2. The courses may last for one year, provide 60 training credits and are characterised by the flexibility of their organisation.

3. The methods to register to the courses, the learning outcomes and the corresponding study program, the duration, the tuition for admission and attendance, are all established through specific program regulations approved by the Academic Council.
4. The courses are established through the decree of the director after the approval of the Academic Council and, within its competence, of the Council of Directors.
5. At the end of the courses, those enrolled who have carried out the activities indicated in the educational and teaching program and have fulfilled the obligations indicated in the Decree that establishes the course, are given a final certificate of attendance signed by the Director of the University.

## **TITLE IX EDUCATIONAL AND EXTRA-CURRICULAR ACTIVITIES**

### **Art. 14/1 - Postgraduate traineeship activities**

1. The University may implement postgraduate internships activities in the educational areas of its competence.  
In order to carry out such activities, the teaching committee must define:
  - a) criteria and procedures for enrolling in internships;
  - b) criteria for determining the periods and places where the internships are to be held;
  - c) the requirements and obligations of the interns, as well as the requirements and obligations of the academic structure regarding the regular implementation of the internship;
  - d) the issuing of a certificate of attendance;
  - e) possible reasons for the invalidity of the traineeship.

### **Art. 14/2 - Courses and specialization teaching activities organised abroad**

1. The University organises courses of study and specialisation programs at foreign academic institutions and universities on the basis of specific international cooperation agreements. A special committee, appointed by the Academic Council, shall evaluate the applications for scholarships to attend such activities.

### **Art. 14/3 - Cultural and extra-curricular activities**

1. The University organises cultural activities related to artistic production and research, as well as exhibitions and publishing activities aimed at promoting the institution. A special committee, appointed by the Academic Council, shall prepare annually the activity plan that will be submitted for approval to the Academic Council and the Council of Directors; this Committee shall follow also their own regulations.

## **TITLE X ORGANISATION OF EDUCATION**

### **Chapter I - PLANNING, COORDINATION AND EVALUATION**

#### **Art. 15 - Planning of teaching activities**

1. Pursuant to art. 19 paragraph 6 item b) of the Statute of Autonomy, the Academic Council is the body in charge of the three-year development plan of educational, cultural and scientific activities,



of the annual educational planning and of the approval of the Academy's Regulations.

2. For the annual planning of teaching and the Academy's Regulations, the Academic Council collaborates with the teaching committee, the Departments, the Schools and the Courses, as well as the Tutoring and orientation service, which, each in relation to its own competences and within the terms established by the Academic Council and in time to the start of the activities, make proposals regarding the following planning tools:
  - a) additions and amendments to the annual study plan;
  - b) teaching plan;
  - c) a plan for the use of the rooms and laboratories, and the corresponding timetable;
  - d) a plan for the equipment and teaching materials necessary to carry out the teaching activities;
  - e) a plan of the admissions tests, formative assessments, and final exams.
3. The annual educational planning tools may be updated by the Academic Council throughout the year in case of situations that are not predictable at the time of their approval.

#### **Art. 15/1 - Incompatibility**

1. The position of director of a teaching structure is, in principle, incompatible with other management positions in other teaching structures. Any exception requests that may be necessary for Departments or Schools with a small number of teachers will be submitted to the Academic Council for approval.

#### **Art. 15/2 - Annual study plan**

1. The annual study plan determines the organisational methods to carry out the courses of study, with particular regard to the distribution of the lessons and teaching activities for each of the years of the course itself, indicating the training credits, hours assigned to each lesson, workshops and exercises, as well as the teaching periods of the course of study.
2. The annual study plan is approved by the Academic Council in accordance with art. 19 of the Statute and defined, each year, in compliance with the educational system included in these Regulations and in the Program Regulations of the course of study.

#### **Art. 15/3 – Teaching plan**

1. The Director, by resolution of the Academic Council and after having consulted the Departments, the Schools and the Courses, defines the methods for identifying the professors responsible for the lessons indicated in the Annual Study Plan of the specific academic year.
2. Based on this plan, the Director, after having consulted the Departments, Schools and Courses, defines the call for applications for subjects that are not covered, distinguishing if they should be assigned to internal or external teachers. As a general rule, the call for applications is valid for three years.
3. The call for applications lists the subjects for which need to be covered, with an indication of the number of training credits, the number of teaching hours required, and the specific learning outcomes.

#### **Art. 15/4 - Rooms and timetables plan**

1. The plan for the use of the rooms and the timetables define the availability of the spaces that can be used for teaching and study activities, and the time in which they may be used.
2. The plan identifies the exact name of the subject, the name of the teacher, the time and the room,

the day of the beginning and of the end of the lessons. For each teacher, the plan will indicate the place in which they will tutor students and their e-mail address.

**Art. 15/5 - Annual Academic Regulations**

1. By 30 July of each year, the Academic Council and, within its competence, the Council of Directors, shall approve the annual Academic Regulations that includes:
  - a) the annual plan for each course of study;
  - b) the way in which students can access it;
  - c) the arrangements for enrolment and matriculation;
  - d) the closing date for registration in the admission test, if any;
  - e) the terms and conditions for any assessment of the initial preparation of the students;
  - f) the amount of taxes, contributions and allowances due from students.
2. The Regulations of the teaching committee shall establish the times and methods for the submission of proposals regarding letters a), b), d) and e) of this article, which must be forwarded to the Academic Council by 15 July of each academic year.
3. The annual Academic Regulations are published in the University Register and electronically, as well as provided to the teaching committee and to the Tutoring and Orientation Service for students who request it by 10 September of each academic year.

**Art. 15/6 - Coordination of teaching activities**

1. Without prejudice to the freedom of teaching established in the Statute, teaching activities are coordinated in terms of teaching programs, organisation of training courses, use of resources, scheduling of activities.
2. The coordination of the activities included in the courses of study activated by the various educational structures is the responsibility of the Academic Council.
3. To this end, in the meeting devoted to the definition of the three-year development plans, as well as to the annual planning and the Academic Regulations, the Academic Council may be extended, in an advisory capacity, and only in certain cases, to the directors of the various educational structures.

**Art. 15/7 - Evaluation of the results of teaching activities**

1. The University aims to ensure the attainment of the degree within the ordinary duration indicated in the legislation in force and by these Regulations, thus reducing the number of dropouts to the minimum possible.
2. The achievement of this objective is verified through the monitoring and control of the studies of the students, which helps highlight critical situations in terms of the learning processes of the students themselves, organisational dysfunctions, study loads not adequately distributed among the various teaching periods, an unsatisfactory correspondence between the training credits assigned to the various classes and programs actually carried out, qualitative differences in the teaching performance of teachers or to differences in the evaluation methods used by teachers in relation to the final examination of students.
3. The professors in charge of the teaching structures shall submit an annual report to the Academic Council aimed at evaluating the results of the teaching activities, identifying any distorting elements, and suggesting possible solutions on the basis of an appropriate analysis of the studies

of the students, how many of them pass the exams, and the student feedback concerning the effectiveness of the classes.

## **Chapter II - ASSIGNMENT OF TEACHING TASKS**

### **Art. 16 - Learning activities**

1. The teaching activities carried out by the University may take all the forms permitted by current legislation as well as the experimental teaching forms considered appropriate by each professor in the implementation of the planned educational experimentation.
2. In any case, the lessons must be provided in the form of lectures and/or lab exercises, modules and other forms of teaching in accordance with the constraints defined by the educational systems and regulations of the courses of study.

### **Art. 16/1 - Courses**

1. The official educational activities of the courses - basic, characterizing, similar or integrative courses - are organised by the competent teaching structures in accordance with the criteria and requirements established by Presidential Decree no. 212/05 and subsequent decrees on this matter.
2. The subjects of the courses may be last one or more years. The disciplines that last over a year involve different programmes for each year.
3. The subjects may be divided into modules depending on the topics covered, which must be clearly identifiable within the lesson plan. The modules may form integrated courses.

### **Art. 16/2 - Exercises and Laboratory work**

1. The exercises consist of activities through which students are shown examples and practical applications of the principles and methods presented by the teachers, so to clarify the contents of lessons.
2. Lab activities are teaching activities closely connected and integrated with the subject they are related to. They are carried out by the student under the direct supervision of the professor or tutor.
3. Due to the high level of operativeness of the artistic lessons, exercises and labs may assume its own autonomous value, representing further and necessary moments in the training of the student by the professor.

### **Art. 16/3 - Seminars**

1. Seminars are a teaching activities consisting of students attending meetings in which the subjects of the lessons are presented, discussed and studied in-depth under the supervision of a professor.

### **Art. 16/4 - Internships**

1. Internships consist of a period of practical work of students in a research, artistic production or professional structures outside of the teaching structure of the University, so that they can learn how to apply the principles and contents learnt.
2. The duration of the internship depends on the learning needs of a particular subject taught or the educational purposes of the course of study.
3. Internship activities in external structures require drafting a special agreement that specifies the

objectives of the internship before it takes place, its duration and methods, as well as the skills of the host and the costs employed by the promoter.

4. The agreement is approved, upon the proposal of the competent educational structure, by the Council of Directors, after consulting the Academic Council.

#### **Art. 16/5 – Duties of teachers**

1. The teaching tasks of professors consist of:
  - a) lessons, exercises, labs and other activities that complete the lessons;
  - b) individual tutoring to students;
  - c) assessment of students;
  - d) mentoring and orientation activities;
  - e) internal organisational tasks;
  - f) participation in the collegial bodies of the educational structures and courses of study.
2. Considering the professional profile of University professors and the obligations related to the role of a professor, all professors are required to carry out all of their lessons both as lectures, seminars, labs, artistic production and research for the number of hours provided by the study plan. Professors are required to teach their own lessons. They may also invite experts on specific topics to be carried when they are present, after notifying the director of the relevant educational structure. If the presence of experts involves costs, it is necessary to request prior authorisation from the person in charge of the relevant teaching structures.
3. Professors are also required to ensure a number of office hours in accordance with the procedures established by the relevant educational structures and as approved by the Academic Council.
4. For each lesson or module, professors must keep a register of the teaching activities carried out, stamped by the Director. In this register they must record the subjects of the lessons, exercises, labs activities and seminars, each time with the corresponding signature of the professors.
5. The register, which is used to calculate the total number of hours of each professor, must be handed over to Management within fifteen days of the completion of the course. Each teacher is also required to present the register even during the course period, when requested by the Director.

### **Chapter III - EVALUATING STUDENT PREPARATION**

#### **Art. 17 - Evaluating student preparation**

1. The basic preparation of the students is assessed using the following tools:
  - a) evidence of admission to the courses of study;
  - b) tests related to their initial preparation;
  - c) exams, divided into formative assessments (revisions) and final exams;
  - d) final diploma examinations.
2. Each of the examinations referred to in paragraph 1 shall correspond to an equal number of assessment procedures.
3. In particular, the number, characteristics and methods of carrying out the formative assessments are established by the professors involved in compliance with the provisions contained in the regulations of the teaching structures. Without prejudice to the fact that the formative assessments (revisions) are not officially registered in the student's academic records, but are

only internally recorded by the professor, at the beginning of each course, professors are required to communicate to students the grades related to the formative assessments (revisions) that may be required.

4. The assessment of the progress of the students is expressed, after taking the corresponding tests, in grades on a scale to 30. The final exams for each course are ordered in such a way as to ascertain the candidate's preparation. The assessment is carried out through a final exam taking into account the results of any formative assessments (revisions) planned.
5. The final exams of each subject are involve an evaluation of a committee composed of at least three professors, including the teacher responsible for the subject who will be the chairman, appointed by the Director of the University.
6. The exams are carried out on the basis of a plan of exams for the Bachelor of Arts and the Master of Arts courses, which must include at least three sessions distributed throughout the academic year and approved by the Academic Council. The sessions must indicate the date in which the exams are to begin and end, and shall be officially communicated at least thirty days before they take place. As a rule, the examination sessions are: summer session (June-July); autumn session (September-October); winter session (February) and must be completed by 30 April of the following academic year. Extraordinary sessions may be authorised from time to time by the Academic Council. For each session there is at least one exam for each subject. In the case of several exam dates for the same subject in the same session, a period of time of at least twenty days must pass between one retake exam and the other.
7. The date of an exam may be postponed only for serious and justified reasons. In any case, the students must be informed at least ten days before the scheduled date, except in cases of force majeure, by posting the date on the register and by electronic means.
8. In the case of a written test, students shall be informed of the date and duration of the test at least seven days in advance. Students have the right to access the written test papers and to discuss them with the chairman of the evaluation committee.
9. The final exam must take place during each session and cannot, in any case, be carried out while the lessons of that course are still being taught.
10. The exam session begins at least seven days after the conclusion or three days after the suspension of the ordinary teaching activity.
11. For courses with a high number of students, the Academic Council may authorise pre-examinations. The request must be presented by the director of the teaching structure involved. The pre-examinations must in any case take place during the exam session, which may be anticipated in this case.
12. The teaching activity, when divided into modules or when it involves evaluation tests of several teaching activities, shall produce a sole evaluation.
13. The final examinations are public and so is the assignment of the final grade.
14. The final examination is considered passed when students obtains a minimum grade of at least 18/30. When students obtain the maximum grade (30/30), they may be granted honours (cum laude).

#### **Art. 17/1 - Admission to exams**

1. To be admitted to the exams, students must:
  - a) be in order with the payment of the taxes and contributions of the study course;

- b) have fulfilled the obligations related to attendance of each course.
- 2. It is not possible to repeat an exam that has already been passed.
- 3. During an academic year the student may take all of the final exams related to the lessons in their curriculum and individual study plans, while respecting any prerequisites and any constraints defined by the competent teaching structure.
- 4. Students cannot take the final exams of courses that are not included in the academic year they are attending, unless they are exams that are part of their curriculum or of their individual study plan that they previously failed. In such case, the student will have a committee appointed for his/her exam.
- 5. Students who do not obtain the minimum score of 18/30 in an exam or who withdraw may repeat the exam in the next exam session.
- 6. If the student's exam result is negative, he/she is not given a grade. This outcome can be noted on the student's record (indicating: withdrawn or rejected). This result is not included in the student's curriculum, therefore it does not affect the his/her grade average.
- 7. If the student decides to interrupt the exam before its conclusion, the professor will write "withdrawn" on the report.
- 8. In the event that the student is "rejected", he/she will not be allowed to take the exam again in next session.

#### **Article 17/2 - Exam committees**

- 1. The final exams of each subject are sat before an evaluation committee composed of at least three professors, including the teacher responsible for the subject as the chairman, appointed by the Director of the University.
- 2. In case of examinations that integrate several subjects or modules, the teachers that organise the lessons or modules participate in the overall evaluation of the student's progress.
- 3. The work of the Commission is carried out under the responsibility of the Chairman. The Chairman also decides whether the members should work together or whether they can work individually. In any case, the responsibility of the final evaluation must be collective.
- 4. The record of the final examination shall be drawn up by the Chairman of the Commission, who shall sign it. The student will then have to sign it too.
- 5. The grade corresponding to the final exam is transcribed in both the student's report and personal booklet.

#### **Art. 17/3 - Admission to courses of study**

- 1. In order to access the courses of study at the Rome University of Fine Arts it is necessary to have obtained a five-year high school diploma; on a transitional basis, and until the closure of the admission quotas, students with a four-year artistic high school diploma may access the courses of study of the University: in this case, the University may establish additional preparatory courses that the student will have to take within the first year of the course of study.
- 2. The courses of study at the Rome University of Fine Arts have a limited and a non-limited admission policy, however they always require the possession of prerequisites that are demonstrated by the students through the admission tests.
- 3. Courses with a limited admission-policy have a limited number of places available for students. Admission to these courses of study is established by the University through after appropriate admission test that consist of the evaluation of the student's qualifications and/or examinations or

interviews. The call for applications is published at least sixty days before the exams are carried out. The results are published within fifteen days of the date of the tests.

4. In order to improve the academic programs and the quality of the studies also through the correspondence between the number of students enrolled and the number of places available in terms of space, equipment and teaching and non-teaching staff, the maximum number of enrolments allowed for each course is established each year by the Academic Council on the basis of technical reports prepared by the competent teaching structures, which will highlight the following elements:
  - a) availability of teachers;
  - b) availability of classrooms and labs;
  - c) the enrolments over the last five years;
  - d) the diplomas awarded over the last five years;
5. The procedures to be admitted to courses of study with a limited admission policy are established by the competent teaching structures. These procedures are published in the Academic Regulations. The competent teaching structures may establish quotas of candidates exempted from the admission test based on them having certain requirements. The results of the admission tests are published in the Institute's Register. This publication officially informs those that are interested of the outcomes of the admission test.
6. However, also those courses that do not have a limited admission policy still require students to have specific prerequisites that are assessed through admission tests. The competent teaching structures define and regulate the admission tests for the courses with free admission policy and may establish quotas of candidates exempted from the possible admission tests on the basis of them having certain requirements: the ISA five-year diploma and certificate of artistic maturity are direct admission qualifications. Admission procedures and exemptions are published in the Academic Regulations.
7. The Admission Committee for each course of study is appointed by the director of the competent teaching structure and approved by the Director of the University. For each session or work session of the Committee, a report shall be drawn up and signed by the members of the Committee. The competent teaching structures provide information on the type of admission tests, which are also published on the Institute's website at least thirty days before they are held.
8. The admission results include three possible evaluations: admitted, not admitted, admission subject to attending additional required courses. In case of an admission subject to attending additional required courses, the committee shall specify how the student can make up for his/her lack of knowledge by drafting a compulsory preparatory study plan that must be fulfilled within the first academic year.
9. The admission results are published in the Institute's Register and this publication officially informs the interested parties of the admission outcomes.

#### **Art. 17/4 - Assessment of initial preparation**

1. The Program Regulations of the individual study courses define the requirements to be admitted, specifying the knowledge and skills that students must possess in order to attend the study program, and also identifies the qualifications issued by the school system for which appropriate tests are necessary to ascertain the initial preparation and to determine any additional required courses.

**Art. 17/5 - Final diploma exam**

1. The contents and the artistic and cultural characteristics of the final exams of the Bachelor and Master of Arts, Specialisation Programs, Professional Development, Postdoctoral Research programs, Professional development courses are defined by the regulations of the relevant teaching structures approved by the Academic Council.
2. The final diploma exams must in any case have the following characteristics:
  - a) An artistic production and research component specific to the field of study;
  - b) a historical-theoretical or methodological research component, or technical-artistic according to the connotations, contents and aims of the specific subjects and in any case consistent with artistic knowledge.
3. For all of the final exams there are at least three sessions, one for each exam session. Students must sit the thesis exam by the 30<sup>th</sup> April of the following academic year.
4. In order to be able to take the final diploma exam, students must:
  - a) have attended their study course, have passed all of the prescribed exams, and therefore have acquired the corresponding number of credits;
  - b) have completed all of the teaching activities described in the program outlines of the course of study and achieved the relative credits;
  - c) be in order with the payment of the registration fees and contributions.
5. In order to participate in the exams for the final thesis in the various sessions, students must submit an application to the Director within the deadlines established by the Academic Council and pay a fee for the final diploma examination, as established by the Council of Directors. For serious and justified reasons, the Director may accept applications submitted after the deadline. In any case, they must be submitted at least twenty days before the date scheduled for the defence of the thesis.
6. The final diploma examination is usually consists of a discussion, in front of an appointed jury composed of at least three professors. A copy of the thesis must be submitted to the Secretariat of the University within the deadline set by the Director, and must be signed by the professor that supervised the thesis and art project.
7. The final diploma exam of the Bachelor of Arts consists of:
  - a) an artistic-project thesis consisting related to a topic specifically assigned by the professor of the subject of the study course in which the student is enrolled;
  - b) an historical-theoretical, methodological or technical-artistic related thesis, in the form of a short essay, in one of the subjects included in the teaching curriculum or in the student's personal study plan. Any artistic production-related material attached to the thesis will be functional to the specific character of the thesis.
8. The final diploma exam of the Master of Arts consists of the discussion, in front of an appointed committee made up of at least three professors, of a thesis consisting of an original artistic production related a specific integrated project from a laboratory, historical-critical and methodological point of view and carried out under the guidance of two supervisors, one for the artistic part, the other for the theoretical-historical-critical or methodological part.
9. The final diploma exam of the Specialisation Programs consists of creating an artistic and theoretical-critical project in the form of an artistic production and a graphic-written essay. The thesis must be supervised by two different supervisors, and it must demonstrate the student's artistic preparation and practical skills related to the specific profession. The thesis must be



defended before a committee of at least three professors.

10. The final diploma exam for Postdoctoral Research programs consists of conducting a research project approved by the relevant teaching structures, which may be an artistic production and / or an original doctoral thesis, publicly defended before a committee formed by the professors from the course and possibly before external experts in the relevant subject area appointed by the Director of the University.
11. The final diploma exam for Professional development programs consists of the creation of an artistic and theoretical-critical project that fulfils the learning outcomes of the Program, approved by the relevant teaching structures, in the form of an artistic production and graphic-written essay, drafted under the supervision of two supervisors. Students must demonstrate the acquired artistic-professional preparation related to the outcomes of the course in front of a committee of at least three professors.
12. The supervisor of the final diploma examination must be, or have been at the time of the assignment of the thesis, a teacher of the University.
13. The supervisor is required to motivate and guarantee the artistic and/or scientific and/or historical-critical and/or methodological character of the research carried out by the student, being accountable for it during the discussion of the thesis in order to put the jury in a position to express an objective evaluation.

In order to guarantee a thorough preparation of the student, the supervisor of a thesis that has an artistic-design nature cannot be the same as the supervisor of a thesis that has a theoretical, historical-critical or methodological nature.
14. The regulations of the relevant teaching structures may grant student the possibility of undertaking their thesis over a two-year period in order to draft the thesis in a given discipline.
15. For the final diploma exams of the Bachelor and Master of Arts, the thesis topic must be assigned by the supervising professor at the beginning of the last academic year.
16. For the final diploma exams of the Bachelor and Master of Arts, the supervisor is given the right to give the candidate a list of topics from which to choose from for their thesis. In no case, however, is a teacher authorised to accept thesis topics that are not considered relevant for the cultural objectives of the subject.
17. In drafting their thesis, students are required to strictly follow the defined methodological-cultural structure, as well as the work plan set up with their supervisors, including the planned revisions and updates. Failure to comply with these procedures shall authorise the professor or supervisor to withdraw the subject appointment and to reject the work of the student through a formal notice to the director of the relevant teaching structure.
18. The assessment of the final diploma exam shall be expressed on a scale of 110. The committee awards the student with an overall score between zero and ten points, which will be added to the grade obtained through the average of the grades achieved by the student during the exams. Fifty percent of the points that the committee may assign for the thesis is artistic-expressive thesis and the other fifty percent for historical-theoretical thesis. The final grade is proposed by supervising professors to the committee. If a student reaches a score of 110, upon the proposal of the Chairman and the unanimous opinion of the Selection Committee, he/she may be awarded a "cum laude" and, in cases of absolute and unanimously recognised excellence, a special mention may be indicated on the thesis report and sent to the Academic Council for the recognition of the student's merit stating that he/she is Excellent.

19. The Evaluation Committees are composed of - with the exception of those related to the final thesis exams for Postdoctoral Research programs which are formed by all of the professors of the course of study - of at least three professors, including the supervisors, and are appointed by the Director of the University. A substitute member is also appointed for each committee.
20. The chairman of the evaluation committee for the final diploma examination is the director or his delegate. Experts and external researchers may be invited to participate in the work of the committee as co-rapporteurs, without having voting rights. The Commission is always made up of professors and rapporteurs.
21. The final diploma exam is always individual. The supervisors may accept collective thesis works (up to a maximum of two students) on the same subject or topic, after asking for the permission of the directors of the relevant teaching structures. In any case, each student, who must clearly indicate the parts of the research work he/she worked on, shall still be assessed individually.
22. Students pass their final diploma exams if they achieve a minimum score of 70/110. In the event of a negative result, the evaluation committee shall establish the minimum period that must pass between the date in which the exam was failed and when the student is allowed to take the exam again.
23. The report of the final thesis, in which the evaluations of the supervisors and of the Committee are indicated, shall be signed by all of the members of the Evaluation Committee participating in the session.
24. Students who have completed their exams and that are only required to take the final thesis, but must pay an annual fee established by the Academic Council and the Council of Directors, which is in any case lower than the ordinary fee.

## **Chapter IV - QUALITY OF EDUCATION**

### **Art. 18 - Orientation activities**

1. The orientation activities are carried out upon admission, so as make sure that students make a reasoned and conscious choice when selecting their course of study. The choice must reflect their interests and vocation, as well. Upon graduation, the orientation activities provide graduates, so far as possible, with a useful immersion in the professional activities in Italy.
2. The orientation activity is carried out on the basis of an annual orientation plan prepared by a specific orientation and tutoring service implemented by the University and approved by the Academic Council. The service is carried out by a special working group coordinated by a responsible professor appointed by the Academic Council. The plan is implemented during admission thanks to the collaboration with the upper secondary education institutions through agreements and conventions and, upon graduation, through traineeships and internships at institutions and companies working in the areas of interest of the University, by drafting specific agreements.
3. Extra-curricular orientation activities are part of the duties of the professors.
4. The University also organises mentoring activities aimed at:
  - a) contributing to the orientation of students throughout their studies;
  - b) improving the quality of education and of the learning conditions;
  - c) encouraging the reduction of drop-outs, of students going beyond the average duration of studies to complete their studies, and of the number of students having to attend supplementary years, by improving the overall quality of teaching;
  - d) removing obstacles to successful learning and to an active participation in the academic

learning processes.

5. Tutoring activities are carried in a synergic manner with the orientation activities on the basis of an annual plan drawn up by a specific tutoring and orientation service implemented by the University and approved by the Academic Council. The service is ensured by a special working group in accordance with the procedures referred to above in paragraph 2.
6. Each year, the Academic Council approves the plan of integrated educational tutoring and guidance activities, making sure that the professors are equally committed.
7. Supplementary orientation activities may be assigned only to the professors who accept undertaking additional commitments to those that are generally undertaken by professors.
8. Pursuant to art. 10 of the Statute of Autonomy of the University, the orientation and tutoring activities are governed by specific regulations and may be supported by the administrative staff.

## **Chapter V - TEACHING RESPONSIBILITIES**

### **Art. 19 - Designation of responsibilities**

1. The teaching, training and extra-curricular activities are planned, organised and managed by structures, bodies and subjects that are responsible for the effective implementation of the institutional aims of the University.
2. Such responsibilities are entrusted:
  - a) to the Academic Council, for the planning and coordination of educational initiatives;
  - b) to Departments, Schools, and Courses of study;
  - c) to professors for carrying out teaching activities within the limits of the provisions and programs of the competent teaching structures.

## **TITLE XI STUDENTS**

## **Chapter I - GENERAL TERMS**

### **Art. 20 - Student status**

1. Upon registration, the student commits to pay the fees, contributions and indemnities indicated in the Academic Regulations for the entire academic year, to attend lessons and teaching activities, to participate in the offered training and laboratory activities, to undertake additional required courses if required for an inadequate preparation for admission, to pass the final exams and achieve the number of credits stated in the annual subject plan. They student must also comply with the internal rules and regulations of the University.
2. Enrolment in the Bachelor and Master of Arts and in specialisation programs may made as a student.
3. The same principle applies to students enrolled in international exchange programs, students enrolled in Postdoctoral Research Programs, Professional Development and Specialization Study Programs.
4. Students referred to above in paragraph 3 are not be eligible to participate in elections for representatives to academic bodies.

5. It is not possible to enrol at the same time in several Degrees, Specialisation Programs and Postdoctoral Research Programs, nor is it possible to enrol at the same time in degrees that correspond to different study-cycles.
6. A student may be enrolled in a specific Bachelor and Master of Arts, Specialisation or Professional Development Program as a regular student or as a student who is attending supplementary years. A student is enrolled as a "regular student" in a given year if he/she has not exceed the number of years usually required to complete the study course. A student is considered to be "behind in his/her studies" when he/she has not attended all of the necessary courses, passes the final exams or acquired the necessary credits to obtain the degree within the ordinary duration of the study course.

#### **Article 21 - Matriculations**

1. The applications for matriculation in the Bachelor and Master of Arts, Specialisation Programs, Professional development courses and Professional Study Programs are addressed to the Director of the University and must contain the full details of the student as indicated the annual Academic Regulations.
2. The application for matriculation must be submitted within the deadlines set out annually by the Academic Council and published in the annual Academic Regulations. The Director may accept, for serious and justified reasons, late registration applications.

#### **Art. 21/1 - Enrolment and personal academic booklets**

1. During the academic years following the year of matriculation, students shall renew their enrolment in the course of study by submitting specific forms and by paying the corresponding fees within the deadline stated in the annual Academic Regulations.
2. Any renewal of registration after the expiry date referred to in the previous paragraph must be authorised by the Director of the University.
3. Students that have matriculated or enrolled in the academic years after the first year have no right, under any circumstances, to a refund of taxes, contributions and allowances paid, except in cases provided for by current legislation.
4. Matriculated students are given a personal academic booklet valid for the duration of their studies at the University, for the following purposes:
  - a) It is a document recognised within the University and for interactions with the structures and offices dealing with the right to study;
  - b) It contains the educational path of the student;
  - c) It is a document that proves that the student is enrolled in the University.
5. The personal academic booklet is not valid as a document that proves that the student has passed the exams.
6. A card or a magnetic card may be issued solely for the purpose of recognition or access to academic services.
7. Students that were not enrolled or matriculated in following academic years may not perform any act related to his/her academic career.
8. Acts related to the student's academic career that are carried out when the student not enrolled or matriculated are not valid.

### **Article 21/2 - Matriculation with a foreign qualification**

1. The University applies the general provisions regarding the admission of foreign citizens and Italian citizens in possession of degrees obtained abroad to academic courses, contained in the laws and regulations in force, as well as by the implementing provisions periodically issued by the MIUR [*Ministry of Education, University and Research*].
2. In compliance with the provisions indicated in the previous paragraph, the Academic Council:
  - a) determines the maximum number of foreign students eligible to be admitted into the first year of the course of study, for each academic year and for each course of study, based on the proposal of the teaching structures and services responsible for international exchanges;
  - b) approves, upon the proposal of the teaching structures, the admission tests procedures;
  - c) issues any other provision aimed at implementing European and national legislation in this area and at encouraging the inclusion and integration of foreign students into the academic structure.
3. The application for matriculation of a student who possess a foreign degree is accepted under the following conditions:
  - a) the documentation received and the declaration of value of the foreign qualification issued by the Italian diplomatic or consular representation competent for the country which proves that the qualification obtained grants access to the Universities in the country of origin, to courses of study that correspond to the one that the student has chosen to attend at the University; or, if such a course does not exist, to a course of study that is similar or that is related to a subject that is similar to that to which the chosen academic course belongs. In the latter case, the student may be assigned preparatory courses to be attended within the first year of enrolment;
  - b) the foreign qualification was obtained at the end of a period of schooling, the duration of which corresponds to the minimum period established by the ministerial provisions in force for admission to academic studies.
4. The Evaluation Committee, appointed by the Academic Council and composed of professors, shall annually verify the adequacy of foreign degrees and propose, having to deal with many different study plans, any preparatory courses needed to be admitted to the course of study offered by the University. The results are subject to the approval of the Academic Council.

### **Art. 21/3 - Enrolment of Graduates**

1. Graduates from the Bachelor and Master of Arts may apply to enrol in another Bachelor and Master of Arts. The Academic Council shall proceed to the recognition of credits and / or preparatory courses needed.
2. The application must be submitted in accordance with the deadlines laid out in the Academic Regulations for ordinary enrolments.
3. Enrolment in a course of study that grants a degree that has the same name, duration and specialised subject area than the one the student already possess is not permitted, even if the curriculum is different from the one attended by the student to achieve the academic degree he/she possessed.
4. Unless otherwise established by the competent teaching structure, graduates are not subject to the admission tests, except for the specialised subject areas.

**Art. 21/4 - Enrolment in single course units**

1. In case of special agreements with other academic institutions and/or international universities, a maximum of five enrolments per academic year in single course units is permitted. The application must be submitted by the interested parties by the deadlines established for ordinary enrolments.
2. Those enrolled in single course units may obtain a certificate of their studies that indicates the exams taken and the credits acquired.
3. Enrolment in single course units involves the payment of fees and contributions, as established by the Council of Directors.
4. It is possible to audit single course units. By paying a fee established by the Council of Directors, student may audit up to 5 single course units.

**Art. 21/5 - Curricula and individual study plans**

1. The program outlines of the study course may provide appropriate articulations of the educational program, that constitute the "curricula".
2. In order to pursue their personal learning objectives that are specifically described and motivated, students shall submit to the competent educational structure during the first year an application to have an individual study plan approved. The study plan must be compatible with the program outlines of the study course. The study plan is valid for the entire duration of the study course to which it refers.
3. Throughout their studies, students may change only the related or extra-curricular subjects indicated in their initial study plan. Changes cannot be made to more than three courses in the Bachelor of Arts and in two courses of the Master of Arts. The approval of the individual study plan is carried out by the competent teaching structure.
4. The deadlines to submit the application and to have it approved are established annually by the Academic Council and are published in the Academic Regulations.

**Chapter II - INCOMING AND OUTGOING STUDENT MOBILITY**

**Art. 22 - Transfer to other Universities**

1. Students may transfer to another University by submitting an application to the Director of Studies at the beginning of each academic year (by 30 September), provided that the application is accompanied, when requested by the host University, by a document proving the willingness of the host University to accept the application.
2. From the date in which the application is submitted to transfer to another University, students suspend their academic career at the Rome University of Fine Arts, unless they withdraw their application before submitting the transfer form.
3. The acceptance of the transfer to another University does not imply any reimbursement of taxes, contributions and allowances paid by the student.
4. The student transferred to another University also transfers his/her academic curriculum, indicating the exams taken and training credits acquired.

**Art. 22/1 - Transfers from other institutions**

1. The request to transfer from another institution of the same level, including foreign institutions, shall be addressed to the Director and must reach the Rome University of Fine Arts by September 30 of each academic year.
2. The application to transfer from another institution must be accompanied by the school

curriculum, with the corresponding exams taken and the acquired training credits. The governing body may also be required to attach a detailed program of each discipline to the application stating the number of hours.

3. The Academic Council, which has the power to appoint a special committee, decides whether the studies carried out at the Institution of origin may be recognized, and indicates:
  - a) any possible additional required courses or extracurricular or prerequisite activities when there are elements of inconsistency between the previous curricula of the student and the study plans at the Rome University of Fine Arts;
  - b) any training credits required when there are discrepancies between previous curricula and the study plans implemented at the Rome University of Fine Arts.
4. Students who request to transfer from other institutions must in any case possess the degree required to be admitted to the various courses.
5. The training credits acquired are adapted to the credits of the Rome University of Fine Arts.

#### **Art. 22/2 - Changing the course of study**

1. Students are allowed to move from one course of study to another of the same level, by submitting an application to the Director of the University within the terms indicated in the Academic Regulations.
2. The change from one subject area to another is only permitted horizontally. The acquired training credits shall be recognised only if they are also part of the new chosen program. The student is obliged to fulfil all of the basic and characteristic educational activities for the entire duration of the new course of study. The program regulations of the individual courses of study may establish, in specific cases, that students may transfer after passing an admission test. In this case the regulations shall indicate any specific amendments to this article.
3. The transfer mechanisms and admission tests shall be included in the Academic Regulations.

#### **Art. 23 - Recognition of prior studies**

1. The students that are allowed to submit a special request to have their previous studies recognized are those that are:
  - a) in possession of a university degree;
  - b) in possession of a university degree obtained abroad;
  - c) in possession of a degree that is equivalent to university or academic studies.
2. Such recognition must be made by:
  - a) Submitting the official certification of the degree achieved, indicating the exams sat;
  - b) Submitting the program outlines of each subject attended;
  - c) submitting an official certificate issued by the institution of origin.
3. Such recognition may imply:
  - a) the total or partial recognition of credits acquired in certain subjects or teaching-training activities that are equal to or similar to those contained in the study plans of the University, and the recognition of the grade awarded during the related exams;
  - b) the partial recognition of credits acquired in certain subjects or teaching-training activities, without recognizing the exam, and therefore obliging the student to complete the missing parts of the courses he/she attended and to take the related exams instead of having the grades he/she achieved recognized.

4. The exams sat and training credits obtained during Socrates/Erasmus activities and during international exchanges that are subject to agreements are fully recognised and are part of the student's academic curriculum.
5. Each recognition must be confirmed by the Academic Council (or by a structure delegated by it).

#### **Article 24 - Suspension and temporary interruption of studies**

1. Students may request the suspension of studies for one or more years to enrol and attend courses of study at foreign academies or in case of admission to another Specialisation Program or Postdoctoral Research program.
2. The student has also the right to suspend his/her studies for the entire academic year in the case of maternity, hospitalisation for more than four consecutive months or in the case of serious causes that may be documented and demonstrable. During the period of suspension of studies, the student is not required to pay taxes and academic contributions and cannot take any kind of exam.
3. In addition to the provisions of paragraphs 1 and 2, students have the right to interrupt the studies. If they intend to exercise the rights deriving from their status as a student at a later date, they must submit an application to the Director of the University and attach:
  - a) their academic curriculum vitae;
  - b) the proof of the payment of a fee, established by the Academic Council and the Council of Directors, for each year of in which he/she interrupted his/her studies;
  - c) the proof of the payment of the fees, contributions and charges due for the academic year in which the application is submitted (if the interruption of studies exceeds three years, the administration of the University may define a flat-rate return sum).

#### **Art. 24/1 - Withdrawal**

1. Students may renounce to their academic studies at any time and enrol *ex novo* in the same or in another course of studies.
2. The withdrawal is irrevocable and must be expressed through a formal communication in an explicit manner, without conditions or restrictive clauses.
3. Students withdrawing from their studies may obtain the certifications related to their academic career, with the formal specification of the ineffectiveness of their academic career following their withdrawal.

#### **Art. 24/2 - Expiry of the student status**

1. Students who have not renewed their enrolment in the course of study for a period five years shall lose their student status.
2. Students who have regularly renewed their enrolment in the course of study as students who are behind in their studies, but have not passed the final exams for the current year, shall also lose their student status.
3. Students that have lost their student status have the right to have certificates attesting their academic career issued. Such certifications must contain information on the status of the student.
4. Students that have lost their student status may enrol *ex novo* in a course of study after passing the admission tests, where applicable, and without the obligation of paying taxes and payments overdue.



5. Losing the student status does not apply to those who passed all their final exams and are due to complete their final graduation examination, case in which such student must regularise their position with the payment of taxes and payments overdue.

#### **Art. 24/3 - Termination of the student status**

1. The status of student enrolled in the University ceases with:
  - a) the achievement of the degree;
  - b) the transfer to another University;
  - c) withdrawal;
  - d) losing the student status.

### **Chapter III - ACADEMIC DEGREES**

#### **Art. 25 - Issuance of academic diplomas**

1. The diplomas of the degrees awarded by the Rome University of Fine Arts are issued by the Director.
2. The document representing the final degree is signed not only by the Director, but also by the Administrative Director. The authorities responsible for signing the diplomas are those in office on the date when the diplomas are issued.

#### **Art. 25/1 - Recognition of foreign academic degrees**

1. When the foreign degree for which recognition is requested is provided for by specific international agreements that establish the equivalence of degrees between the two countries, the University proceeds to the recognition through a simple preliminary investigation to ascertain the existence of the conditions provided for in the agreement, and through a decree of recognition (provided that the study plan does not differ for more than one third of the subjects). In this case, the admission will take place after identifying the subjects and additional credits to be acquired.
2. The equivalence request is limited to Bachelor of Arts courses.
3. In all of the cases where the situation referred to in paragraph 1 does not apply, the recognition shall be carried out by the University through discretionary assessment of the detailed programs of the teaching and training activities for which recognition is sought.
4. Applications for the recognition may be submitted to the Director at any time of the year.
5. The person interested in the recognition of a foreign degree is required to submit, in addition to the original copy of the foreign degree and its translation into Italian, additional documents such as:
  - a) certification of the final exams taken, indicating the grade obtained and the training credits acquired;
  - b) detailed programs of the lessons carried out and of any other teaching-training activity attended;
  - c) the high school diploma that allows him/her to enrol in the University.
6. The Evaluation Committee, appointed by the Academic Council, examines the applications and prepares the report on whether or not the degree is equivalent. The Academic Council approves this provision; the Director issues the decree of recognition of equivalence.
7. If the recognition of equivalence has not received a favourable opinion, the Academic Council may decide to apply a partial recognition of the academic curriculum.

#### **Article 25/2 - Issuance of double degrees**

1. The University, after receiving the ministerial authorisation, may issue joint degrees with other academies, universities or institutions of higher education in Italy or abroad.
2. The University, after consulting the MIUR, defines the didactic and organisational modalities and the administrative procedures for the mutual recognition of the lessons, of the teaching activities and of the corresponding credits with the other institutions as referred to in paragraph 1, to award a single degree that has the same value for the University as for the other institution involved, by drafting an agreements approved by the Council of Directors upon the favourable opinion of the Academic Council.
3. The degree is awarded by the affiliated universities, after receiving a ministerial authorisation, and is issued, jointly, by their respective Directors or academic top management.

#### **Art. 25/3 - Degree Certificates**

1. Upon graduation from a Bachelor of Arts, Master of Arts, Diploma of Specialisation Program, Postdoctoral Research program or Professional development course an original copy of the Diploma shall be issued to the interested party.

#### **Art. 25/4 - Other Certificates**

1. The Student Secretariat issues, in accordance with the current legislation, certificates, attestations, copies, extracts and other documents related to the student's academic career, without prejudice to the protection of personal data as provided for by current laws on certification and administrative transparency.
2. The University issues, as a supplement to the diploma of all of the courses of studies, a certificate drafted in two languages (in Italian and English) that contains the main information on the specific "curriculum" attended by the student to obtain the degree, as well as the evaluation in accordance with the ECTS (European Credit Transfer and Accumulation System).  
The template for a "Diploma Supplement" is the one developed by UNESCO/CEPES and the European Commission, implemented by the Italian legislation and by any subsequent amendments.

### **Chapter IV - DISCIPLINARY SANCTIONS APPLICABLE TO STUDENTS**

#### **Article 26 - Disciplinary sanctions**

1. The Director and the Academic Council are responsible for the disciplinary jurisdiction over students, which is also exercised for acts carried out by the students outside the University when they are recognised as damaging to the dignity and honour of the institution, without prejudice to any legal sanctions.
2. The sanctions that may be imposed in order to maintain discipline are:
  - a) admonition;
  - b) temporary ban to one or more courses;
  - c) suspension from one or more final exams for a certain period;
  - d) temporary expulsion from the University, up to a maximum of three years, with consequent loss of exam sessions;
  - e) expulsion from the University Register.
3. The sanctions referred to in letter a) of the previous paragraph are applied by the Director, after the student has been heard. The sanctions referred to in letters b), c), d) and e) are a

responsibility of the Academic Council, following a report of the Director.

4. In the cases referred to in letters b), c), d) and e), students must be informed of the disciplinary proceedings against them at least ten days before the date set for the meeting of the Academic Council, to which they may submit a written statement of defence or request a hearing.
5. The resolutions of the Academic Council are implemented by the Director through a decree.
6. Disciplinary sanctions are recorded in the student's academic career.
7. Expulsion from the University means that any charges must be communicated to other academic institutions.

## **TITLE XII RIGHT TO STUDY**

### **Art. 27 - Right to study**

1. The University pursues the objective of facilitating the access to academic studies and of facilitating the use of educational services for capable and deserving students through the organisation of additional educational services and through a number of interventions that are also economic in nature.
2. The University implements the rules on the right to study provided for by the legislation in force in collaboration with the Regional Body for the Right to University Study and with the bodies responsible for this matter.
3. The University shall regulate the procedures for granting the scholarships referred to in paragraph 1 of this article through:
  - a) calls for applications for part-time collaboration activities to support the functioning of the academic structures (lab technical assistance and service technical assistance);
  - b) calls for applications for the total or partial exemption from paying the attendance fees.
4. The rules referred to in the previous paragraph shall be approved by the Academic Council and sent to the Council of Directors within its competence. They are issued through a Directorial Decree.

### **Art. 28 – Students with disabilities**

1. The University guarantees the participation to the teaching-training activities of students with disabilities by putting in place all of the necessary measures to guarantee the right to study for this category of students.

## **TITLE XIII COMMUNICATION AND ADVERTISING**

### **Article 29 - Communication**

1. The University, after having consulted the teaching structures concerned, adopts appropriate methods of communication of its educational services as a tool for guiding and mentoring of students, user involvement and transparency of the acts and procedures.
2. The Academic Council, acting on the proposal of the tutoring and orientation service, adopts each

academic year an external and internal communication plan in order to facilitate obtaining information by current and potential users.

3. The information is provided through:
  - a) written communications from the University offices;
  - b) communications through publications edited by the tutoring and orientation service;
  - c) communications through mass media submitted by the Director and by the President of the University;
  - d) electronic communications submitted by the tutoring and orientation service.

#### **TITLE XIV**

#### **ENTRY INTO FORCE, AMENDMENTS AND ADDITIONS**

##### **Art. 30 - Entry into force, amendments and additions**

1. This Regulation was established by the Academic Council and approved by the Ministry of Education, University and Research, once the consistency of the educational systems with the requirements prescribed by the Ministerial Decrees was verified. Following the approval of the Ministry, this Regulation is adopted through the Decree of the Director and came into force with the publication in the Register of the University.
2. Upon the entry into force of this Regulation, all regulatory provisions that conflict with this Regulation shall be annulled.
3. For anything that is not provided for in these Regulations, the legislative provisions in force shall be applied.
4. Any amendments to these Program Regulations shall be deliberated by the Academic Council and issued through Decree of the Director in accordance with the procedures provided for by the laws in force.

Director  
arch. Fabio Mongelli

DEPARTMENT	SCHOOL	BACHELOR OF ARTS	MASTER OF ARTS
Department for Visual Arts	School of Painting	DAPL01 - Painting	DASL01 - Painting
	School of Sculpture	DAPL02 - Sculpture	DASL02 - Painting
	School of Graphics		DASL04 - Print Making
Department of Design and Applied Arts	School of Set Design	DAPL05 - Set Design	DASL05 - Set design
	School of Artistic Design for Business	DAPL06 - Design	DASL06 - Visual and Innovation Design
		DAPL06 - Graphic Design	
		DAPL06 - Photography	
	School of New Art Technologies	DAPL08 - Cinema	DASL08 - Film Arts
			DASL08 - Multimedia Arts and Design
			DASL08 - Computer Animation and Visual Effects

Table A