

**RU  
FA**

**Rome**  
University  
of Fine Arts

ACADEMY'S PROSPECTUS

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# **ACADEMY'S PROSPECTUS**

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**ACADEMIC YEAR  
2020/21**

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**Accademia di Belle Arti** legalmente riconosciuta dal  
Ministero dell'Istruzione, dell'Università e della Ricerca.  
Certified UNI EN ISO 9001:2015

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**ACADEMIC PROGRAMS**

RUFA, the Rome University of Fine Arts, is an Academy of Fine Arts legally recognised by MIUR (the Ministry of Education, University and Research) and is included in the list of AFAM (Higher Art and Music Education Institutions). It offers various Bachelor of Art and the Master of Art programs which are equivalent for public examinations to the Bachelor Degrees and Master Degrees issued by Universities.

**BACHELOR OF ARTS**

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

**MASTER OF ARTS**

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

## **ADMISSION REQUIREMENTS AND DURATION OF PROGRAMS**

### **BACHELOR OF ARTS ADMISSION REQUIREMENTS**

- To enrol in a Bachelor of Arts the student must hold a high school leaving certificate or another educational qualification obtained abroad that is recognised by RUFA as compliant with international agreements.
- The Bachelor of Arts Programs last three years. To complete a Bachelor of Arts students must acquire 180 ECTS credits, according to the procedures set out in the regulations for each Programme.

### **MASTER OF ARTS ADMISSION REQUIREMENTS**

- To enrol in a Master of Arts the student must hold either a Bachelor of Arts; a University degree that meets the Programme requirements; or another educational qualification obtained abroad that is recognised by RUFA as compliant with current legislation and international agreements.
- The Master of Arts Programs last two years. To complete the program the student must acquire 120 ECTS credits in addition to the 180 credits previously acquired through a Bachelor of Arts (recognised as appropriate to be admitted to the Master of Arts).

## **MATRICULATION TO THE BACHELOR OF ARTS PROGRAMS**

Enrollment to the first year of the study program is also known as "matriculation" since a matriculation number is given to the student. This number must be kept until the study cycle has been completed. Admission takes place as follows:

DIRECT MATRICULATION - the following applicants can matriculate directly to:

- **Painting and Visual Arts, Sculpture and Installations, Set Design:** applicants holding one of the following: an art high school leaving certificate (previous or current educational order) or a high school leaving certificate in Applied Arts;
- **Design:** applicants holding one of the following qualifications with a final result > 80/100: art high school leaving certificate (specialisation in Architecture/Environment/Design/Set Design/Technical leaving certificate for Surveyors in Construction/Environmental/Territory);
- **Graphic Design and Graphic Design (Comics and Illustration):** applicants holding one of the following qualifications with a final result > 80/100: art high school leaving certificate (specialisation in Graphics/Engraving techniques and art illustration/Animated Drawing and Comics, or a Technical Certificate (Graphics and Communication/Professional Graphics);
- **Cinema:** applicants holding one of the following qualifications with a final result > 80/100: Art high school leaving certificate (specialisation in Audiovisual and Multimedia studies/Cinema and Photography/Audiovisual Industry Technician/Photographic image technician);
- **Photography:** applicants holding one of the following qualifications with a final result > 80/100: arts high school leaving certificate (specialisation in Audiovisual and Multimedia studies /Audiovisual Industry Technician).

Documents required for matriculation:

- a pre-printed matriculation form (also online);
- the applicant's original educational qualification or a replacement certificate;
- two passport-size photographs;
- a photocopy of an identity document and tax code;
- receipt of the payment of the enrolment fee;
- receipt of the payment of the regional "right to university education" fee (LAZIODISCO).
- Language certificate (if required)

Foreign students must also submit the translation, legalization and Declaration of value of their qualification, as well as a copy of a suitable visa and of their residence permit (or the receipt of the request).

**ADMISSION AFTER ADMISSION EXAM:** applicants holding a high school leaving certificate (with no art specialisation or with a specialisation that is not appropriate for the chosen Programme) or who hold a high school leaving certificate with an appropriate specialisation but with a final result lower than 80/100, can enrol by passing an admission exam.

Documents required for taking the admission exam:

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

After passing the admission exam, the enrolment application must be submitted not later than the date indicated on the admission exam results notice, and the following documents must be attached:

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

### **MATRICULATION TO THE MASTER OF ARTS PROGRAMS**

**DIRECT MATRICULATION:** applicants holding a Bachelor of Arts (or a four-year Bachelor of Arts of the previous educational order) related to the Programme to which they wish to be admitted are admitted through direct matriculation.

**MATRICULATION THROUGH ADMISSION INTERVIEW:** applicants holding a Bachelor of Arts that is not related to the Programme to which they wish to be admitted are admitted after passing an interview.

These students may be admitted upon condition that they make up for any gaps they may have in their previous studies.

**CONDITIONAL MATRICULATION:** applicants who expect to obtain their Bachelor of Arts qualification during the Winter Session (February 2021) may enroll in Year 1 of the Master of Arts upon condition.

If they do not obtain the expected qualification and the condition is not met, their matriculation expires.

### **ENROLLMENT TO YEARS AFTER YEAR 1**

Enrollment to years after Year 1 is permitted until the 30<sup>th</sup> of September 2020.

Documents required for matriculation:

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

## **ENROLLMENT FOR INTERNATIONAL STUDENTS**

Through the note of the 21<sup>st</sup> of March 2005 prot. No. 658 and following changes and integrations, MIUR (the Ministry of Education, University and Research) issued matriculation regulations for non-EU citizens residing outside of Italy, non-EU citizens legally residing in Italy, EU citizens wherever resident, Italians holding foreign educational qualifications, who wish to Matriculate Italian universities (universities, university institutions, polytechnics) and public and private art higher education institutions (academies of fine arts, conservatories, and the ISIA Design School) that are authorised to issue qualifications that are legally valid, to attend the following Programs:

- Bachelor of Arts;
- Master of Arts.

According to Law of the 31<sup>st</sup> of May 1995, regarding reforming the Italian private international law system, art.19 paragraph 2, if the applicant holds dual citizenship, one of which is Italian, the Italian citizenship prevails.

Citizens of the following countries are treated like EU citizens:

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

Further information is provided on the MIUR (Ministry of Education, University and Research) website at:

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

## **ADMISSION FOR FOREIGN APPLICANTS COMING FROM NON-EU COUNTRIES AND RESIDING ABROAD**

Documentation that is necessary for admission to the Bachelor of Arts programs, that must be submitted to the Italian Consulates or Italian diplomatic representations in the country of origin of the student:

- pre-enrollment application;
- two photographs (one of which authenticated);
- final high school leaving certificate, obtained after at least 12 years of schooling.
- certificate stating the successful completion of any academic tests that may be required for admission to the University systems in the student's country of origin.

Documentation that is necessary for admission to the Master of Arts programs, that must be submitted to the Italian Consulates or Italian diplomatic representations in the country of origin of the student:

- pre-registration application;
- two photographs (one of which authenticated);
- qualification obtained from a university or post-secondary qualification obtained from a non-university higher education institute that allows the student to continue his/her studies at academic institutions at the next level;
- certificate issued by the University certifying the exams the student has passed, as well as the detailed program of each subject he/she attended to achieve the aforementioned qualifications.

The documentation must be duly legalized; qualifications must be accompanied by a legalized translation and a "Declaration of Value" (Dichiarazione di Valore in Loco).

This documentation must be sent by the Italian diplomatic authority to RUFA Rome University of Fine Arts, Via Benaco 2 Rome, or by e-mail to: [rufa@unirufa.it](mailto:rufa@unirufa.it).

### **ADMISSION FOR EU APPLICANTS, AND NON-EU APPLICANTS RESIDING IN ITALY**

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

Documents required for admission:

- pre-printed admission form (also online);
- educational qualification;
- two passport-size photographs;
- a photocopy of an identity document and tax code
- the receipt of the payment of the admission exam fee

This documentation must be duly legalised. The educational qualification must be accompanied by a legalised translation and a "Declaration of Value/Dichiarazione di Valore in Loco"

### **PLACES AVAILABLE FOR YEAR 1 OF BACHELOR OF ARTS AND MASTER OF ARTS PROGRAMS**

For the 2020/21 Academic Year the Administration Board of RUFA will accept the following numbers of enrollments in Year 1:

#### **BACHELOR OF ARTS**

- PAINTING AND VISUAL ARTS ita: 25 students
- PAINTING AND VISUAL ARTS eng: 25 students
- SCULPTURE AND INSTALLATIONS ita: 15 students
- SCULPTURE AND INSTALLATIONS eng: 15 students
- SET DESIGN ita: 25 students
- DESIGN ita: 45 students
- DESIGN eng: 25 students
- GRAPHIC DESIGN ita: 70 students
- GRAPHIC DESIGN (COMICS AND ILLUSTRATION) ita: 45 students
- PHOTOGRAPHY ita: 45 students
- CINEMA ita: 70 students

#### **MASTER OF ARTS**

- PAINTING eng: 15 studenti
- SCULPTURE eng: 15 studenti
- PRINTMAKING eng: 15 studenti
- SET DESIGN ita: 25 studenti
- FILM ARTS eng: 25 studenti
- COMPUTER ANIMATION AND VISUAL EFFECTS ita: 25 studenti
- VISUAL AND INNOVATION DESIGN ita: 25 studenti
- MULTIMEDIA ARTS AND DESIGN ita: 25 studenti

### **CHANGING STUDY PROGRAM**

Students can transfer from one Program to another of the same level by submitting their application to the Director of RUFA not later than the 30<sup>th</sup> of September 2020.

Transferring from one Program to another can only be done horizontally. Credits already acquired are only recognised for the new Program if they are envisioned in it. The student is obliged to pass all of the basic and distinctive educational activities for the full duration of the new Program. In particular cases, the regulations for individual Programs may require the transferring student to pass an admission test (and will specifically regulate any amendments to this present article). No transfer is permitted during the academic year.

### **TRANSFERS**

#### **TRANSFERS TO OTHER EDUCATIONAL INSTITUTIONS**

Students can transfer to another Academy by submitting an application to the Director of RUFA not later than the 30<sup>th</sup> of September 2020. If required by RUFA or the other Academy, the application may be accompanied by a document proving RUFA or the other Academy's willingness to accept the application.

Starting from the date in which the application to transfer to another Academy is made, the student's academic career at RUFA terminates unless he/she withdraws the application before sending the transfer form.

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

Students transferring to another Academy can take with them the academic curriculum they attended at RUFA, indicating the passed exams and ECTS credits acquired.

#### **TRANSFERS TO RUFA FROM OTHER INSTITUTIONS**

Applications to transfer from another Institution of the same level, including from outside of Italy, must be addressed to the Director and must be received by RUFA not later than the 1<sup>st</sup> of October 2020.

The curriculum the student previously attended, indicating the exams passed and the ECTS credits acquired, must be attached to the transfer application. The student may also be required to attach the detailed programme of each subject he/she attended and the number of hours. This document is provided by the management boards of the other Institution. The Academic Board, which has the power to nominate a specific committee, shall decide on whether to recognise the studies carried out by the student at the other Institution and shall indicate:

- a) any gaps that may be identified in terms of knowledge, and if there are inconsistencies between the curricula of the other Institution and the study plans at RUFA. Any possible requirement to attend supplementary or preparatory activities in order to make up for this;
- b) any credits if there is a surplus between the curricula at the other institution and the study plans implemented by RUFA.

In any case, students applying to transfer to RUFA from other Institutions must hold the qualification required for admission to the Programs at RUFA.

#### **SUSPENSION, TEMPORARY INTERRUPTION, AND WITHDRAWAL**

Suspension of studies: provided that a formal application is made, the student can apply to suspend his/her studies for one or more years without cancelling what he/she already achieved. An application for suspension of studies can be made for the following reasons: enrolment in a foreign Academy; acceptance by another specialisation or PhD Program; childbirth; hospital treatment lasting for more than four continuous months; any other serious, documented, and demonstrable reasons. During the period of suspension, the student is not required to pay the fees and contributions and cannot take exams of any kind.



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

- a) the academic curriculum they attended;
- b) the payment of a quota of the fees and contributions established by the Academic Board and the Administrative Council for each year during which the studies were interrupted;
- c) the payment of the fees, contributions, and charges for the academic year in which the application is made (if the student intends to interrupt his/her studies for more than three years, the Administration of RUFA may require the payment of a lump sum).

Withdrawal: the student can withdraw from the Program at any time and can later enrol and begin the same Program all over again or a different Program.

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

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

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

### **SUBMITTING OR MODIFYING THE PERSONAL STUDY PLAN**

The Personal Study Plan must be drafted during Year 1 and submitted to the Academic Secretariat not later than the 30<sup>th</sup> of November 2020. It can be varied in any of the subsequent years by the 30<sup>th</sup> of September. Requests for variations to the Personal Study Plan must be submitted on plain paper together with a copy of the previous version of the Plan. Only when the Study Plan has been formally approved students may attend the subjects indicated in it.

### **CREDITS AND EDUCATIONAL ACTIVITIES**

According to the Presidential Decree no. 212 of the 8<sup>th</sup> of July 2005 "1 credit corresponds to 25 hours of commitment of the student". Commitment indicates the hours of attendance (during classes, theoretical and practical activities, and workshops), individual personal learning (for personal studying and preparing the exams) or in study groups (taking part in exhibitions, projects, workshops, seminars, etc.).

The educational activities are held through theory lessons and theory/practical/workshop activities, divided into basic, distinctive and related educational activities.

Each Program includes mandatory activities that are specific for each programme, but students can personalise their Personal Study Plan by choosing other related subjects from a suggested list or, through prior approval, any of the other subject offered by RUFA. Credits can also be acquired through other activities that are chosen by the student and that are certified and recognised by RUFA.

The activities freely chosen by the student can be:

- elective exams;
- participating in seminars/talks/workshops/events of the art and professional scene;
- undergoing internships and placements organised and promoted by RUFA;
- participating in competitions and/or exhibitions.

**ATTENDANCE**

In order to obtain credits, attendance is mandatory for at least 80% of the total number of hours. Special attendance arrangements and alternative learning support may be provided for working students, students with disabilities and specific learning disabilities, or to students with specific documented conditions for which they have been granted the status of non-attending student.

**ANNUAL TAXES AND FEES**

> **ADMISSION EXAM FEES FOR BACHELOR OF ARTS:** bank transfer to the current account of RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose): Surname, First name of the student.

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Admission exam fee (direct matriculation students are exempted)	€ 180.00	Deadline: 5 <sup>th</sup> of September 2020 Deadline: 1 <sup>st</sup> of October 2020
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> **ENROLLMENT FEE/ANNUAL ENROLMENT FEE:** bank transfer to the current account of RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose): Surname, First name of the student.

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Direct matriculation (Year 1)	€ 520.00	Deadline: 1 <sup>st</sup> of October 2020
Matriculation through admission exam (Year 1)	€ 520.00	Within 1 week after passing the admission exam
Enrolment for years after Year 1	€ 520.00	Deadline: 30 <sup>th</sup> of September 2020

> **ANNUAL EXAMS FEE:** bank transfer to the current account of RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose): Surname, First name of the student.

Annual exams fee	€ 280.00	Deadline: 31 <sup>st</sup> of May 2021
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> **ANNUAL TEACHING/TUITION FEE for the following Programs:**

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

bank transfer to the current account of RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose): Surname, First name of the student.

**BACHELOR OF ARTS:**

Year 1	€ 6,000.00	Deadline: agreed upon enrollment
Year 2	€ 6,000.00	Deadline: agreed upon enrollment
Year 3	€ 6,000.00	Deadline: agreed upon enrollment

**MASTER OF ARTS:**

Year 1	€ 6,200.00	Deadline: agreed upon enrollment
Year 2	€ 6,200.00	Deadline: agreed upon enrollment

**> ANNUAL TEACHING/TUITION FEE for the following Programs:**

Painting, Sculpture, Print making, Design, Multimedia Arts and Design, in English

bank transfer to the current account of RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose):  
Surname, First name of the student.

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**BACHELOR OF ARTS:**

Year 1	€ 8,000.00	Deadline: agreed upon enrollment
Year 2	€ 8,000.00	Deadline: agreed upon enrollment
Year 3	€ 8,000.00	Deadline: agreed upon enrollment

**MASTER OF ARTS:**

Year 1	€ 8,500.00	Deadline: agreed upon enrollment
Year 2	€ 8,500.00	Deadline: agreed upon enrollment

**> ANNUAL TEACHING/TUITION FEE for the following Programs:**

Bachelor of Arts: Cinema. Master of Arts: Film Arts (in English)

bank transfer to the current account of RUFA SRL, IBAN IT27H0103003201000002065138. Causale (Purpose):  
Surname, First name of the student.

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**BACHELOR OF ARTS:**

Year 1	€ 6,500.00
Year 2	€ 6,500.00
Year 3	€ 6,500.00

**MASTER OF ARTS:**

Year 1	€ 9,000.00
Year 2	€ 9,000.00

**> ANNUAL REGIONAL TAX:** bank transfer to the current account of LAZIODISCO IBAN IT46 P056 9603 2110  
0005 1111X93. Causale (Purpose): T.R. 2020/21 RUFA - Surname, first name, + Tax Code

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Right to Study € 140.00 Deadline: upon enrollment

**> TAX:** postal current account no.1016. Bank transfer to: Ufficio del Registro tasse e CC.GG. - Pescara. Causale  
(Purpose): Tasse scolastiche

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Diploma Tax (final year students only)	€ 90.84	Deadline: 30 <sup>th</sup> of April 2021
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**> DEGREE CONTRIBUTION:** bank transfer to the current account of RUFA SRL, IBAN RUFA SRL, IBAN  
IT27H0103003201000002065138. Causale (Purpose): Surname, First name of the student.

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Diploma Fee (one-off fee, final year students only)	€ 400.00	Deadline: 30 <sup>th</sup> of April 2021
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## **SCHOLARSHIPS**

For the 2020/21 Academic Year the Administrative Board of RUFA has launched a call for application to award 25 scholarships to Year 1 Italian and foreign students studying Bachelor and Master of Arts Programs. Each scholarship is worth € 2,500.00 and is paid for each of the 2 or 3 legal duration years of the Program, if the student obtains the credits and the exams required after Year 1. Additionally, 2 scholarships are awarded that cover the full amount of the annual fees. These scholarships are:

15 scholarships of € 2,500.00 for students who have an ISEE (Equivalent Economic Situation Indicator) household income that does not exceed € 36,000.00 and that are attending the first year of a Bachelor of Arts in Painting and Visual Arts, Sculpture and Installations, Set Design, Design, Graphic Design, Graphic Design (Comics and Illustration), Photography, and Cinema;

5 scholarships of € 2,500.00 for Italian students who have an ISEE (Equivalent Economic Situation Indicator) household income that does not exceed € 36,000.00 for year 1 of the Master of Arts in Painting, Sculpture, Print making, Set Design, Multimedia Arts and Design, Visual and Innovation Design, Computer Animation and Visual Effects, and Film Arts;

5 scholarships of € 2,500.00, based on a portfolio presentation, for foreign students attending the first year of Bachelor of Arts or a Master of Arts;

2 scholarships that cover the full amount of the annual fees for Year 1 foreign students enrolled in a Bachelor of Arts or a Master of Arts program;

The call for applications regulations are available at the following links:

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

10 Student collaboration scholarships are also available, each of which is worth € 1,095.00. These are awarded to students through a special competition and enables them to collaborate with RUFA for up to 150 hours per year supporting various RUFA departments. Student collaboration scholarships support academic activities and are: 4 for university orientation, 2 for photographic documentation, 2 for library assistants, 1 for digital image archive work, and 1 for visual arts workshop assistance.

## **DEADLINES**

### **ADMISSION EXAM BOOKINGS**

11th of November – 22nd of January for the first session (only for foreign students)

3rd of February – 16th of April 2020 for the second session

3rd of February – 14th of May 2020 for the third session

3rd of February – 5<sup>th</sup> of June 2020 for the fourth session (only for foreign students)

3rd of February – 10<sup>th</sup> of September 2020 for the fifth session

3rd of February – 1st of October 2020 for the sixth session

First session:

Admission exam for Bachelor of Arts and Master of Arts: from the 27<sup>th</sup> to the 31<sup>st</sup> of January 2020

Second session:

Admission exam for Bachelor of Arts and Master of Arts: 18<sup>th</sup> of April 2020

Third session:

Admission exam for Bachelor of Arts and Master of Arts: 16<sup>th</sup> of May 2020

Fourth session

Admission exam for Bachelor of Arts and Master of Arts: from the 8<sup>th</sup> to the 12<sup>th</sup> of June 2020

Fifth session

Admission exam for Bachelor of Arts and Master of Arts: 14<sup>th</sup> and 15<sup>th</sup> of September 2020

Admission exam for Bachelor of Arts and Master of Arts: 15<sup>th</sup> of September 2020

Sixth session

Admission exam for Bachelor of Arts and Master of Arts: 5<sup>th</sup> and 6<sup>th</sup> of October 2020

Admission exam for Bachelor of Arts and Master of Arts: 6<sup>th</sup> of October 2020

### **DIRECT MATRICULATION DATES**

3<sup>rd</sup> of February – 1<sup>st</sup> of October 2020

### **APPLICATION DATES FOR MATRICULATION AFTER ADMISSION EXAM**

I session: by the 10<sup>th</sup> of September 2020

II session: by the 5<sup>th</sup> of May 2020

III session: by the 5<sup>th</sup> of June 2020

IV session: by the 10<sup>th</sup> of September 2020

V session: by the 24<sup>th</sup> of September 2020

VI session: by the 15<sup>th</sup> of October 2020

### **ENROLLMENT DATE FOR YEARS AFTER YEAR 1**

By the 30<sup>th</sup> of September 2020

### **SUBMITTING THE STUDY PLANS**

By the 30<sup>th</sup> of November 2020

### **CHOOSING THE ELECTIVE SUBJECTS**

By the 30<sup>th</sup> of November 2020

### **EXAM BOOKING DEADLINES**

By the 1<sup>st</sup> of June/ 1<sup>th</sup> of August/ 11<sup>th</sup> of January

### **DATES FOR SUBMITTING DISSERTATIONS TO THE SECRETARIAT**

The Thesis Confirmation Form must be submitted to the secretariat, signed by the supervisor, together with a copy of the thesis in a digital format.

Summer session: by the 1<sup>st</sup> of June

Autumn session: by the 5<sup>th</sup> of September

Winter session: by the 1<sup>st</sup> of February

## **HEALTH EMERGENCY AND EDUCATIONAL METHODOLOGY**

For the duration of the epidemiological emergency, the needs related to Covid-19 have changed the approach to teaching. Based on current regulations and as provided by the Ministry of University and Research, the so-called "phase 2" will end on the 31<sup>st</sup> of August. The so-called "phase 3" will then begin and it will be possible to return to the classrooms (with all due caution). Starting from the beginning of the new academic year, face-to-face activities will start again as planned, thanks to the use of an "alternation system" which each week will allow students to take turns and meet the other fellow students and lecturers in person, to exchange views and to learn. The meetings and lessons will be scheduled so as to allow everyone to feel part of a community that goes beyond learning. The accesses to the facilities will be organized so that students will be able to enjoy the Academy and to take advantage of the potential of the laboratories and of all of the practical activities. Since last May a quota system has already been implemented to allow students to access the laboratories, the library and the photography studios, as well as the use of the equipment of the Service cinema. To do so students make a booking so to avoid any gathering. Exams and internships will also adapt to "phase 3". Last but not least the graduation sessions, that will be held in a "live" version, with the participation of small groups of friends and family.

The more than positive experience of the remote learning mode will continue, so to accept the requests received from many students. RUFA has strengthened its facilities to help students who will be unable to be present in the classroom to attend the lessons. By doing so, students who reside abroad and who may have difficulty returning to Rome can continue their studies.

RUFA has already placed columns equipped with sanitizing material which, especially during the daily visits to the various locations, will be a very important service. The staff is at your complete disposal to show you how to access and use all of the spaces.

The recommendations remain those already known:

- do not enter the premises with a body temperature above 37.5 degrees Celsius or if you have other flu symptoms;
- do not enter the buildings if you have been in contact over the last 14 days with people who have tested positive for COVID-19;
- wash your hands before entering the classrooms, laboratories and offices and often during your stay;
- wear the mask inside the buildings;
- maintain an interpersonal distance of at least one meter;
- avoid personal contacts, such as handshakes, kisses and hugs;
- cover mouth and nose when sneezing or coughing;
- avoid the promiscuous use of bottles and glasses;
- possibly use only one workstation inside the buildings, which will be sanitized at the end of your stay.

## **ACADEMIC CALENDAR:**

### **CLASSES**

Term 1

From the 2<sup>nd</sup> of November 2020 to the 12<sup>th</sup> of February 2021

Term 2

From the 8<sup>th</sup> of March 2021 to the 11<sup>th</sup> of June 2021

## **EXAMS**

Winter session: from the 15<sup>th</sup> to the 26<sup>th</sup> of February 2021

Summer session: from the 5<sup>th</sup> to the 23<sup>rd</sup> of July 2021

Autumn session: from the 15<sup>th</sup> to the 30<sup>th</sup> of September 2021

## **THESIS**

Winter session: 25-26-27 February 2021

Summer session: 22-23 July 2021

Autumn session: 29-30 September 2021

## **WORKSHOPS**

Autumn session: from the 19<sup>th</sup> to the 24<sup>th</sup> of October 2020

Winter session: from the 1<sup>st</sup> to the 6<sup>th</sup> of March 2021

Summer session: from the 14<sup>th</sup> to the 19<sup>th</sup> of June 2021

## **HOLIDAYS**

Christmas holidays

From the 24<sup>th</sup> of December 2020 to the 6<sup>th</sup> of January 2021

Easter Holidays

From the 1<sup>st</sup> to the 5<sup>th</sup> of April 2021

Other holidays

- 1<sup>st</sup> of November
- 8<sup>th</sup> of December
- 25<sup>th</sup> of April
- 1<sup>st</sup> of May
- 2<sup>nd</sup> of June
- 29<sup>th</sup> of June

## **LOCATIONS AND ADDRESSES**

The Programs are held in the seven separate buildings of RUFA.

The Director's Office, the Academic Secretariat, and the Administration office are situated in the main building of RUFA at Via Benaco 2, Rome.

## **OFFICE HOURS**

The Academic Secretariat and the Administration Office are open to the public from 9am to 5pm on Mondays, Tuesdays, Wednesdays, Thursdays, and Fridays. For further information: tel. 06.85865917, email [segreteria@unirufa.it](mailto:segreteria@unirufa.it) / [amministrazione@unirufa.it](mailto:amministrazione@unirufa.it).

## **ANNUAL PLANNING: Academic Year 2020/21**

For the Academic Year 2020/21, activities will begin on Monday 2<sup>nd</sup> of November and will end on Friday the 11<sup>th</sup> of June with a week devoted to making up for any possible absences of the lecturers.

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

Term-long courses will be held in the first term (November - February) or the second term (March-June). The exams for the 1<sup>st</sup> term courses can already be taken during the Winter Session in February.

**ANNUAL PLANNING OF THE EDUCATIONAL ACTIVITIES**

1 <sup>st</sup> TERM	
<b>OCTOBER</b>	1 <sup>st</sup> week of Workshops from Monday the 19 <sup>th</sup> to Saturday the 24 <sup>th</sup>
<b>NOVEMBER</b>	1st week from Monday the 2 <sup>nd</sup> to Friday the 7 <sup>th</sup>
	2nd week from Monday the 9 <sup>th</sup> to Saturday the 14 <sup>th</sup>
	3rd week from Monday the 16 <sup>th</sup> to Saturday the 21 <sup>st</sup>
	4th week from Monday the 23 <sup>rd</sup> to Saturday the 28 <sup>th</sup>
	5th week from Monday the 30 <sup>th</sup> to Saturday the 5 <sup>th</sup> of December
<b>DECEMBER</b>	6th week from Wednesday the 9 <sup>th</sup> to Saturday the 12 <sup>th</sup>
	7th week from Monday the 14 <sup>th</sup> to Saturday the 19 <sup>th</sup>
	8th week from Monday the 21 <sup>st</sup> to Wednesday the 23 <sup>rd</sup>
	From Thursday the 24 <sup>th</sup> of December 2020 to Wednesday the 6 <sup>th</sup> of January 2021 educational activities will be suspended for the Christmas holidays
<b>JANUARY</b>	9th week from Thursday the 7 <sup>th</sup> to Saturday the 9 <sup>th</sup>
	10th week from Monday the 11 <sup>th</sup> to Saturday the 16 <sup>th</sup>
	11th week from Monday the 18 <sup>th</sup> to Saturday the 23 <sup>rd</sup>
	12th week from Monday the 25 <sup>th</sup> to Saturday the 30 <sup>th</sup>
<b>FEBRUARY</b>	13th week from Monday the 1 <sup>st</sup> to Saturday the 6 <sup>th</sup>
	(10-11 February will be devoted to making up for any cancelled classes due to possible absences of the lecturers - 1 <sup>st</sup> semester)
	Monday the 8 <sup>th</sup> to make up for Monday the 7 <sup>th</sup> of December
	Tuesday the 9 <sup>th</sup> to make up for Tuesday the 8 <sup>th</sup> of December
	Friday the 12 <sup>th</sup> to make up for Thursday the 24 <sup>th</sup> of December
	From the 15 <sup>th</sup> to the 27 <sup>th</sup> of February winter session exams, thesis, tests
	2 <sup>nd</sup> week of Workshop from Monday the 1 <sup>st</sup> of March to Saturday the 6 <sup>th</sup> of March

2 <sup>nd</sup> TERM	
<b>MARCH</b>	1 <sup>st</sup> week from Monday the 8 <sup>th</sup> to Saturday the 13 <sup>th</sup>
	2 <sup>nd</sup> week from Monday the 15 <sup>th</sup> to Saturday the 20 <sup>th</sup>
	3 <sup>rd</sup> week from Monday the 22 <sup>nd</sup> to Saturday the 27 <sup>th</sup>
	4 <sup>th</sup> week from Monday the 29 <sup>th</sup> to Wednesday the 31 <sup>st</sup>



<b>APRIL</b>	From Thursday the 1 <sup>st</sup> of April to Monday the 5 <sup>th</sup> of April educational activities will be suspended for the Easter holidays
	5 <sup>th</sup> week from Tuesday the 6 <sup>th</sup> to Thursday the 10 <sup>th</sup>
	6 <sup>th</sup> week from Monday the 12 <sup>th</sup> to Saturday the 17 <sup>th</sup>
	7 <sup>th</sup> week from Monday the 19 <sup>th</sup> to Friday the 24 <sup>th</sup>
	8 <sup>th</sup> week from Monday the 26 <sup>th</sup> to Saturday the 1 <sup>st</sup> of May
<b>MAY</b>	9 <sup>th</sup> week from Monday the 3 <sup>rd</sup> to Saturday the 8 <sup>th</sup>
	10 <sup>th</sup> week from Monday the 10 <sup>th</sup> to Saturday the 15 <sup>th</sup>
	11 <sup>th</sup> week from Monday the 17 <sup>th</sup> to Saturday the 22 <sup>nd</sup>
	12 <sup>th</sup> week from Monday the 24 <sup>th</sup> to Saturday the 29 <sup>th</sup>
<b>JUNE</b>	(1-9 June will be devoted to making up for any cancelled classes due to possible absences of the lecturers - 2nd semester)
	Monday the 31 <sup>st</sup> to make up for Monday the 5 <sup>th</sup> of April
	Thursday the 3 <sup>rd</sup> to make up for Thursday the 1 <sup>st</sup> April
	Friday the 4 <sup>th</sup> to make up for Friday the 2 <sup>nd</sup> of April
	Monday the 7 <sup>th</sup> to make up for Tuesday the 4 <sup>th</sup> of January
	Tuesday the 8 <sup>th</sup> to make up for Tuesday the 5 <sup>th</sup> of January
	Thursday the 10 <sup>th</sup> to make up for Thursday the 6 <sup>th</sup> of January
	Friday the 11 <sup>th</sup> to make up for Friday the 25 <sup>th</sup> of December
	3 <sup>rd</sup> week of Workshops from Monday the 14 <sup>th</sup> to Saturday the 19 <sup>th</sup>
<b>JULY</b>	From the 5 <sup>th</sup> of July the summer exam and thesis session begins