

# **ACADEMY'S PROSPECTUS**

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**ACADEMIC YEAR  
2021/22**

**Published on the 15/07/2021**

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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 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 AND AUDIOVISUAL 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 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, 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 and Audiovisual: 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 2022) 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 2021.

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 FOREIGN 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 art and music Institutions (Academies of fine arts, Conservatories, and the ISIA Design School) that are authorised to issue qualifications that are legally valid, to attended the following Programs:

- Bachelor of Arts;
- Master of Arts.

According to Law of the 31<sup>st</sup> of May 1995 n.218 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:

<https://www.studiare-in-italia.it/studentistranieri/>

### **Admission for foreign applicants residing abroad**

Foreign students are required to take the admission exam which can also be organized remotely, to meet their needs. When booking the exam, the student is required to attach:

- pre-printed application form (also online)
- copy of an identity document;
- copy of the payment of the admission fee.

During the admission phase, the student will be asked to indicate the study qualification he/she achieved.

To be admitted to Bachelor of Arts programs students must hold a secondary school qualification, obtained after attending at least 12 years of schooling, and (if applicable) a certificate certifying that they have passed the academic suitability tests that may be required to access University studies in their Country.

To be admitted to Master of Arts courses students must hold a degree from a University or an equivalent post-secondary qualification that allows them to continue their studies at the next level; a certificate issued by the Institution certifying the exams they passed, specifying the credits (ECTS) as well as the detailed programs for each subject.

For enrollment purposes, the documentation must be duly legalized; the qualifications must be accompanied by a legalized translation and the Declaration of Value. Students are also required to send an appropriate certification demonstrating that they possess the language skills that are necessary to attend the Course they have chosen.

#### **Admission for non-eu applicants residing abroad**

Starting from the 2021/22 academic year, foreign candidates from non-EU countries residing abroad will have to submit their visa application through the University portal. This procedure is mandatory to obtain a study visa at Italian consulates or Italian diplomatic representations in the student's Country.

#### Admission for eu 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 Course only), together with their residence permit (or receipt, if they have already submitted it) directly to the Academic Secretariat of RUFA no 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" (if applicable)

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

For the 2021/22 Academic Year the Administration Board of RUFA will accept the following numbers of enrollments in Year 1:

Bachelor of arts

PAINTING ita: 25 students

PAINTING 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 AND AUDIOVISUAL 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 2021.

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 2021. 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 2021.

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 2021. 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		
Admission exam fee (direct matriculation students are exempted)	€ 180	Deadline: 12 <sup>th</sup> of September/3 <sup>rd</sup> of October 2021
		Deadline: 1 <sup>st</sup> of October 2021

ENROLLMENT FEE/ANNUAL ENROLMENT FEE: bank transfer to the current account of RUFA SRL, IBAN IT27H0103003201000002065138 - Causale (Purpose): Surname, First name of the student.		
Direct matriculation (Year 1)	€ 520	Deadline: 1 <sup>st</sup> of October 2021
Matriculation through admission exam (Year 1)	€ 520	By the 10 <sup>th</sup> of September 2021 or within 1 week after passing the admission exam for the 4 <sup>th</sup> and the 5 <sup>th</sup> session (foreign students)
Enrolment for years after Year 1	€ 520	Deadline: 30 <sup>th</sup> of September 2021

ANNUAL EXAMS FEE: using the PagoPA slip available in the student's personal online area, in the "payment plan" section		
Annual exams fee	€ 280	Deadline: 31st of May 2022

**ANNUAL TEACHING/TUITION FEE for the following Programs:**  
 Painting, Sculpture and Installations, Set Design, Design, Graphic Design, Graphic Design (Comics and Illustration), Photography and Audivisual, Visual and Innovation Design, Computer Animation and Visual Effects, Multimedia Arts and Design, in Italian.

Payment in one installment or in installments using the PagoPA slip available in the student's personal online area, in the "payment plan" section.

**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, in English.

Payment in one installment or in installments using the PagoPA slips available in the student's personal online area, in the "payment plan" section.

**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)**

Payment in one installment or in installments using the PagoPA slips available in the student's personal online area, in the "payment plan" section.

**BACHELOR OF ARTS:**

Year 1	€ 6.500,00	Deadline: agreed upon enrollment
Year 2	€ 6.500,00	Deadline: agreed upon enrollment
Year 3	€ 6.500,00	Deadline: agreed upon enrollment

**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. 2021/22 RUFA - Surname, first name, + Tax Code**

Right to Study	€ 140	Deadline: upon enrollment
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**TAX: postal current account no.1016. Bank transfer to: Ufficio del Registro tasse e CC.GG. - Pescara. Causale (Purpose): Tasse scolastiche**

Diploma Tax (final year students only)	€ 90,84	Deadline: 30th of April 2022
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**DEGREE CONTRIBUTION: using the PagoPA slip available in the student's private online area, in the "payment plan" section.**

Diploma Fee (one-off fee, final year students only)	€ 400,00	Deadline: 30th of April 2022
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**SCHOLARSHIPS**

For the 2021/22 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:

- N. 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, Sculpture and Installations, Set Design, Design, Graphic Design, Graphic Design (Comics and Illustration), Photography and Audiovisual, and Cinema;

- N. 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;
- N. 3 scholarships, based on the portfolio and admission exam, 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/>

N. 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**

14<sup>th</sup> of December – 24<sup>th</sup> of January 2021 for the first session (only for foreign students)

14<sup>th</sup> of December – 18<sup>th</sup> of April 2021 for the second session

14<sup>th</sup> of December – 30<sup>th</sup> of May 2021 for the third session

14<sup>th</sup> of December – 12<sup>th</sup> of September 2021 for the fourth session

14<sup>th</sup> of December – 3<sup>rd</sup> of October 2021 for the fifth session

First session:

Admission exam for Bachelor of Arts and Master of Arts: from the 30<sup>th</sup> of January 2021

Second session:

Admission exam for Bachelor of Arts and Master of Arts: 24<sup>th</sup> of April 2021

Third session:

Admission exam for Bachelor of Arts and Master of Arts: 5<sup>th</sup> of June 2021

Fourth session:

Admission exam for Bachelor of Arts: 16<sup>th</sup> and 17<sup>th</sup> of September 2021

Admission exam for Master of Arts: 17<sup>th</sup> of September 2021

Fifth session:

Admission exam for Bachelor of Arts: 7<sup>th</sup> and 8<sup>th</sup> of October 2021

Admission exam for Master of Arts: 8<sup>th</sup> of October 2021

**DIRECT MATRICULATION DATES**

14<sup>th</sup> of December 2020 – 3<sup>rd</sup> of October 2021

**APPLICATION DATES FOR MATRICULATION AFTER ADMISSION EXAM**

I session: by the 10<sup>th</sup> of September 2021

II session: by the 6<sup>th</sup> of May 2021 for Italian students- by the 10<sup>th</sup> of September for foreign students

III session: by the 18<sup>th</sup> of June 2021 - by the 10<sup>th</sup> of September 2021 for foreign students

IV session: by the 28<sup>th</sup> of September 2021

V session: by the 17<sup>th</sup> of October 2021

**ENROLLMENT DATE FOR YEARS AFTER YEAR 1**

By the 30<sup>th</sup> of September 2021

**SUBMITTING THE STUDY PLANS**

By the 30<sup>th</sup> of November 2021

**CHOOSING THE ELECTIVE SUBJECTS**

By the 30<sup>th</sup> of November 2021

**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 THE THESIS 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**

At the date of publication of this Study Manifesto, in compliance with the note of the Ministry of University and Research prot. n. 8705 - of 23/06/2021, the new academic year should be held mainly in-person.

The guidelines and safety protocols referred to in annexes 18 and 22 of the Prime Ministerial Decree of 2 March 2021 remain in force and, in particular, art. 23, paragraph 2, of the Prime Ministerial Decree of 2 March 2021, which indicates the measures to safeguard teaching continuity for the benefit of students who are unable to participate in face-to-face classes or curricular activities, making sure that they can benefit from remote solutions or solutions to catch up.

The RUFA COVID-19 health emergency management guidelines and the related organizational plan remain in force.

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 25<sup>th</sup> of October 2021 to the 5<sup>th</sup> of February 2022

###### *Term 2*

From the 14<sup>th</sup> of March 2022 to the 13<sup>th</sup> of June 2022

##### **EXAMS**

Winter session: from the 14<sup>th</sup> of February to the 4<sup>th</sup> of March 2022

Summer session: from the 4<sup>th</sup> to the 26<sup>th</sup> of July 2022

Autumn session: from the 19<sup>th</sup> of September to the 4<sup>th</sup> of October 2022

##### **THESIS**

Winter session: from the 28<sup>th</sup> of February to the 4<sup>th</sup> of March 2022

Summer session: 21-22 and 26<sup>th</sup> of July 2022

Autumn session: 1, 3 and 4<sup>th</sup> of October 2022

##### WORKSHOPS

Autumn session: from the 11<sup>th</sup> to the 16<sup>th</sup> of October 2021

Winter session: from the 7<sup>th</sup> to the 12<sup>th</sup> of March 2022

Summer session: from the 20<sup>th</sup> to the 25<sup>th</sup> of June 2022

##### MASTERCLASSES FOR THE MASTER OF ARTS IN VISUAL ARTS AND COMPUTER ANIMATION AND VISUAL EFFECTS

1. 22 – 27 November 2021
2. 13 – 18 December 2021
3. 24 – 29 January 2022
4. 21 – 26 March 2022
5. 26 – 30 April 2022
6. 23 – 28 May 2022



## **HOLIDAYS**

Christmas holidays

From the 24<sup>th</sup> of December 2021 to the 8<sup>th</sup> of January 2022

Easter Holidays

From the 14<sup>th</sup> to the 18<sup>th</sup> of April 2022

Other holidays

- 1<sup>st</sup> of November
- 8<sup>th</sup> of December
- 25<sup>th</sup> of April
- 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 9 am to 5 pm 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 2021/22**

For the Academic Year 2020/21, activities will begin on Monday 25<sup>th</sup> of October 2021 and will end on Monday the 13<sup>th</sup> of June 2022 with a week devoted to making up for any possible class cancellations.

The Year-long courses will begin in October 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 (October - 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	
OCTOBER	1 <sup>st</sup> week of Workshops from Monday the 11 <sup>th</sup> to Saturday the 16 <sup>th</sup>
	1 <sup>st</sup> week from Monday the 25 <sup>th</sup> to Saturday the 30 <sup>th</sup>
NOVEMBER	2 <sup>nd</sup> week from Tuesday the 2 <sup>nd</sup> to Saturday the 6 <sup>th</sup>
	3 <sup>rd</sup> week from Monday the 8 <sup>th</sup> to Saturday the 13 <sup>th</sup>
	4 <sup>th</sup> week from Monday the 15 <sup>th</sup> to Saturday the 20 <sup>th</sup>
	5 <sup>th</sup> week from Monday the 22 <sup>nd</sup> to Saturday the 27 <sup>th</sup>
	6 <sup>th</sup> week from Monday the 29 <sup>th</sup> to Saturday the 4 <sup>th</sup> of December
DECEMBER	7 <sup>th</sup> week from Monday the 6 <sup>th</sup> to Saturday the 11 <sup>th</sup>
	8 <sup>th</sup> week from Monday the 13 <sup>th</sup> to Saturday the 18 <sup>th</sup>
	9 <sup>th</sup> week from Monday the 20 <sup>th</sup> to Thursday the 23 <sup>rd</sup>
	From Friday the 24 <sup>th</sup> of December 2021 to Saturday the 8 <sup>th</sup> of January 2022 educational activities will be suspended for the Christmas holidays
JANUARY	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>
	13 <sup>th</sup> week from Monday the 31 <sup>st</sup> to Saturday the 5 <sup>th</sup> of February
FEBRUARY	(8-10 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 7 <sup>th</sup> to make up for Monday the 1 <sup>st</sup> of November
	Wednesday the 9 <sup>th</sup> to make up for Wednesday the 8 <sup>th</sup> of December
	Friday the 11 <sup>th</sup> to make up for Friday the 24 <sup>th</sup> of December
	From the 14 <sup>th</sup> of February to the 4 <sup>th</sup> of March winter session exams, thesis, tests
	2 <sup>nd</sup> week of Workshop from Monday the 7 <sup>th</sup> of March to Saturday the 12 <sup>th</sup> of March

2 <sup>nd</sup> TERM	
MARCH	1 <sup>st</sup> week from Monday the 14 <sup>th</sup> to Saturday the 19 <sup>th</sup>
	2 <sup>nd</sup> week from Monday the 21 <sup>st</sup> to Saturday the 26 <sup>th</sup>
	3 <sup>rd</sup> week from Monday the 28 <sup>th</sup> to Saturday the 2 <sup>nd</sup> of April
APRIL	4 <sup>th</sup> week from Monday the 4 <sup>th</sup> to Saturday the 9 <sup>th</sup>
	5 <sup>th</sup> week from Monday the 11 <sup>th</sup> to Wednesday the 13 <sup>th</sup>
	From Thursday the 14 <sup>th</sup> of April to Monday the 18 <sup>th</sup> of April educational activities will be suspended for the Easter holidays
	6 <sup>th</sup> week from Tuesday the 19 <sup>th</sup> to Saturday the 23 <sup>rd</sup>
	7 <sup>th</sup> week from Tuesday the 26 <sup>th</sup> to Saturday the 30 <sup>th</sup>
MAY	8 <sup>th</sup> week from Monday the 2 <sup>nd</sup> to Saturday the 7 <sup>th</sup>
	9 <sup>th</sup> week from Monday the 9 <sup>th</sup> to Saturday the 14 <sup>th</sup>
	10 <sup>th</sup> week from Monday the 16 <sup>th</sup> to Saturday the 21 <sup>st</sup>
	11 <sup>th</sup> week from Monday the 23 <sup>rd</sup> to Saturday the 28 <sup>th</sup>
	12 <sup>th</sup> week from Monday the 30 <sup>th</sup> to Saturday the 4 <sup>th</sup>
JUNE	(14-15-16-17 June will be devoted to making up for any cancelled classes due to possible absences of the lecturers - 2 <sup>nd</sup> semester)
	Monday the 6 <sup>th</sup> to make up for Monday the 18 <sup>th</sup> of April
	Tuesday the 7 <sup>th</sup> to make up for Monday the 25 <sup>th</sup> of April
	Wednesday the 8 <sup>th</sup> to make up for Friday the 7 <sup>th</sup> of January
	Thursday the 9 <sup>th</sup> to make up for Thursday the 2 <sup>nd</sup> of June
	Friday the 10 <sup>th</sup> to make up for Friday the 15 <sup>th</sup> of April
	Monday the 13 <sup>th</sup> to make up for Thursday the 14 <sup>th</sup> of April
	3 <sup>rd</sup> week of Workshops from Monday the 20 <sup>th</sup> to Saturday the 25 <sup>th</sup>
JULY	From the 4 <sup>th</sup> to the 23 <sup>rd</sup> of July summer exam and thesis session

Autumn exam session 19/09-4/10/2022