

ACADEMY'S MANIFESTO

**ACADEMIC YEAR
2023/24**

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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/eng
- GRAPHIC DESIGN – COMICS AND ILLUSTRATION ita
- CINEMA ita/eng
- PHOTOGRAPHY AND AUDIOVISUAL ita
- SUSTAINABLE FASHION DESIGN Ita/eng
- MULTIMEDIA AND GAME ART Ita

MASTER OF ARTS

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

1st LEVEL ACADEMIC MASTERS

- Art Curating and Management
- Design Management
- Cinema and New Formats Production

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. All students who have finished their studies abroad must submit the declaration of value or the authenticity and comparability certificates of CIMEA that confirm that the student meets the requirements to access the course they have chosen. All students are also required to prove through appropriate documentation that they know the language in which the course they have chosen is taught.
- 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. All students who have finished their studies abroad must submit the declaration of value or the authenticity and comparability certificates of CIMEA that confirm that the student meets the requirements to access the course they have chosen. All students are also required to prove through appropriate documentation that they know the language in which the course they have chosen is taught.
- 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: students who have completed their studies in Italy 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**: 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).
- **Sustainable fashion design**: Art high school diploma with a specialisation in Set Design- Fashion Design - Textile Design - Fashion Design / Professional Institutes for Fashion / Technical Institutes for Fashion;
- **Multimedia and Game Art**: Art high school diploma with a specialisation in Graphics - Audio-Visual and Multimedia / Technical Diploma Graphics and Communication / Audiovisual Industry Technician/Graphics and Multimedia Professionals

Documents required to enroll:

- 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).
- ISEE 2023 statement (Equivalent financial situation indicator).
- Where applicable declaration of value, study visa and language certificate.

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).
- ISEE 2023 statement (Equivalent financial situation indicator)
- Where applicable declaration of value, study visa and language certificate.

MATRICULATION TO THE MASTER OF ARTS PROGRAMS

DIRECT MATRICULATION: students who have complete in Italy their 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 2024) 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

ENROLLMENT TO YEARS AFTER YEAR 1

Enrollment to years after Year 1 is permitted until the 30th of September 2023.

Documents required for enrollment:

- 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 21st 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 attended the following Programs:

- Bachelor of Arts;
- Master of Arts;

According to Law of the 31st 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:
<https://www.studiare-in-italia.it/studentistranieri/>

Ammissione of students who reside abroad

Students are required to take the admission exam which can also be organised online, to meet their needs. At the time of booking the exam the student is required to attach:

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

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

In order to be admitted to Bachelor of Art Programs, students must have a final high school diploma achieved after at least 12 years of schooling and a certificate demonstrating that the student passed the academic suitability test if required to be admitted to University in his/her Country. Students must have achieved results that enable them to enroll in the Italian University system.

In order to be admitted to the Master of Arts Programs, students must have a study qualification achieved at a University or an equivalent post-secondary qualification that allows them to continue their studies at the next level; a certificate stating the exams they passed that specifies the number of credits (ECTS) as well as the detailed programs of each subject.

For enrollment purposes, the documentation must be legalized; the educational qualifications must be accompanied by a legalized translation and by the declaration of value or by the authenticity and comparability certificates of CIMEA.

The student is also required to send an appropriate certification of their language skills in relation to the chosen study course.

Admission of non-EU foreign students residing abroad

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

Admission of students from EU countries and non-EU students residing in Italy

EU candidates residing anywhere and non-EU candidates residing in Italy - foreigners who hold a residence card for subordinate work or self-employment, for family reasons, for political asylum, for humanitarian asylum, or for religious reasons, or foreigners legally residing for at least one year who possess a higher education qualification obtained in Italy, as well as to foreigners, wherever resident, who hold final diplomas of Italian schools abroad or of foreign or international schools operating in Italy or abroad, subject to bilateral agreements or special regulations for the recognition of educational qualifications and which meet the general conditions required for access to studies - can access the Academy by presenting the application form (with the indication of only one academic course), accompanied by a residence permit (copy, if sending the application) directly to the academic secretariat of the Academy by September 30 of each year.

Documentation required for admission:

- pre-printed admission application (also online)

-copy of an identity document;

-copy of the payment of the admission fee

As for the qualification it will be requested at the time of enrollment, accompanied by all of the documentation necessary for completing the enrollment such as, for example, the declaration of value or language certification.

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

For the 2023/24 Academic Year the Administration Board of RUFA will accept the following numbers of enrollments in Year 1:

Bachelor of Arts

PAINTING ita: 25 students

PITTURA eng: 25 students

SCULPTURE AND INSTALLATIONS ita: 15 students

SCULTURA E INSTALLAZIONE eng: 15 students

SET DESIGN ita: 22 students

DESIGN ita: 44 students

DESIGN eng: 22 students

SUSTAINABLE FASHION DESIGN ita: 22 students

SUSTAINABLE FASHION DESIGN eng: 22 students

GRAPHIC DESIGN ita: 70 students

GRAPHIC DESIGN eng: 22 students

GRAPHIC DESIGN – COMICS AND ILLUSTRATION ita: 44 students

PHOTOGRAPHY AND AUDIOVISUAL ita: 45 students

CINEMA ita: 90 students

CINEMA eng: 22 students

MULTIMEDIA AND GAME ARTS ita: 44 students

Master of Arts

PAINTING eng: 25 students

SCULPTURE eng: 15 students

PRINTMAKING eng: 15 students

SET DESIGN ita: 22 students

FILM ARTS eng: 45 students

COMPUTER ANIMATION AND VISUAL EFFECTS ita: 42 students

VISUAL AND INNOVATION DESIGN ita: 42 students

VISUAL AND INNOVATION DESIGN eng: 22 students

MULTIMEDIA ARTS AND DESIGN ita: 22 students

CHANGING STUDY PROGRAM WITHIN THE ACADEMY

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 30th of September 2023.

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

Lo Students can transfer to another Academy by submitting an application to the Director of RUFA not later than the 30th of September 2023. 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.

TRASFERIMENTI TO OTHER EDUCATIONAL 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 25th of September 2023.

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, 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) their academic curriculum;
- 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 30th of November 2023. It can be varied in any of the subsequent years by the 30th 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 8th 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;

- participation in seminars – talks – workshops – art and professional events;
- 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 IT29D0306905048100000012207. Causale (Purpose): Surname, First name of the student.

Admission exam fee	€ 180,00	By the 10th of September, 4th of October 2023
(direct enrollment students are exempted)		By the 25th of September 2023

> **ENROLLMENT FEE/ANNUAL ENROLMENT FEE:** bank transfer to the current account of RUFA SRL, IBAN IT29D0306905048100000012207. Causale (Purpose): Surname, First name of the student.

Direct enrollment (1st year)	€ 800,00	By the 25th of September 2023
Enrollment after admission exam (1st year)	€ 800,00	Within 1 week after the admission exam results
Enrollment in year 3	€ 520,00	By the 30th of September 2023

> **EXAMS FEE (3rd year):** using the PagoPA bulletins available in the student's private area, in the "payment plan" section.

Exams fee (3rd year only):	€ 280,00	By the 31st of May 2024
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> **ACADEMIC/LABORATORY FEE. YEARLY TUITION FEE**

Bachelor of Arts: 1st and 2nd year

For the courses in Graphic Design, Graphic Design – Comics And Illustration , Multimedia and Game Art, Photography and audiovisual, Design, Set Design, Painting, Sculpture and installation

Payment in one or more installments using the PagoPA bulletins available in the student's private area, in the "payment plan" section.

INCOME	FEES
between 0 and 40	7.000,00
between 40 and 70	7.500,00
between 70 and 100	8.500,00
over 100	10.000,00

*The aforementioned fees already include the registration fee of€ 800.00.

Fees based on the ISEE are related to Italian and EU students only; for non-EU students the fee is the one corresponding to the maximum range, apart from Turkey and Israel.

For the course in Cinema

Payment in one or more installments using the PagoPA bulletins available in the student's private area, in the "payment plan" section.

INCOME	FEES
between 0 and 40	7.500,00
between 40 and 70	8.000,00
between 70 and 100	9.000,00
over 100	12.000,00

* The aforementioned fees already include the registration fee of€ 800.00.

Fees based on the ISEE are related to Italian and EU students only; for non-EU students the fee is the one corresponding to the maximum range, apart from Turkey and Israel.

For the Sustainable Fashion design

Payment in one or more installments using the PagoPA bulletins available in the student's private area, in the "payment plan" section.

INCOME	RETTE
between 0 and 40	7.000,00
between 40 and 70	8.000,00
between 70 and 100	9.000,00
over 100	12.000,00

* The aforementioned fees already include the registration fee of€ 800.00.

Fees based on the ISEE are related to Italian and EU students only; for non-EU students the fee is the one corresponding to the maximum range, apart from Turkey and Israel.

3rd year

For the Graphic Design, Graphic Design – Comics And Illustration , Design, Photography and audiovisual, Set Design, PAinting, Sculpture and installations, in Italian

Payment in one or more installments using the PagoPA bulletins available in the student's private area, in

the "payment plan" section.

3rd year	€ 6.000,00	According to the deadlines agreed upon enrollment
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For the courses in Painting, Sculpture and Installations, Design, in English.

Payment in one or more installments using the PagoPA bulletins available in the student's private area, in the "payment plan" section.

3rd year	€ 8.000,00	According to the deadlines agreed upon enrollment
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For the course in Cinema

Payment in one or more installments using the PagoPA bulletins available in the student's private area, in the "payment plan" section.

3rd year	€ 6.500,00	According to the deadlines agreed upon enrollment
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Tassa di Diploma (solo per gli iscritti all'ultimo anno del corso di studi)	€ 90,84	Entro il 30 aprile 2024
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> GRADUATION FEE

using the PagoPA bulletins available in the student's private area, in the "payment plan" section.

Graduation fee (only for those enrolled in their last year of studies, one-off payment)	€ 400,00	By the 30th of April 2024
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Master of Arts: 1st and 2nd year

For Visual and Innovation Design | Computer Animation and Visual Effects | Multimedia Arts and Design
| Set Design, in Italian

INCOME	FEE
between 0 and 40	7.500,00
between 40 and 70	8.000,00
between 70 and 100	9.000,00
over 100	12.000,00

Per i corsi Arte Cinematografica, Pittura, Scultura e Grafica d'Arte, in lingua inglese

INCOME	FEE
between 0 and 40	10.000,00
between 40 and 70	11.000,00
between 70 and 100	12.000,00
over 100	13.000,00

Payment in one or more installments using the PagoPA bulletins available in the student's private area, in the "payment plan" section.

Fees based on the ISEE are related to Italian and EU students only; for non-EU students the fee is the one corresponding to the maximum range, apart from Turkey and Israel.

> **REGIONAL ANNUAL TAX:** using the PagoPA bulletins available here: <http://www.laziodisco.it/pagopa/>

Right to study	€ 140,00	Upon enrollment
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> **STATE TAX:** c/c postale n.1016 a Ufficio del Registro tasse e CC.GG. - Roma -Tasse scolastiche

Diploma tax (only for those enrolled in the last year of their course)	€ 90,84	Entro il
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> **GRADUATION FEE**

using the PagoPA bulletins available in the student's private area, in the "payment plan" section.

Diploma tax (only for those enrolled in their last year of studies, one-off payment)	€ 400,00	Entro il
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SCHOLARSHIPS

The Board of Directors of the Rome University of Fine Arts has announced, for the A.Y. 2023/24, a competition for the award of no. 31 scholarships, to be given to Italian and foreign students, who enroll in the first year of Bachelor and Master of Arts courses. The value of each scholarship is fixed at Euro 2,500.00, awarded for each of the two or three years of the legal duration of the courses, upon achieving, in the years following the first, of the credits and passing the required exams; as well as two scholarships to fully cover the annual fees: No. 15 scholarships of € 2,500.00 for Italian and foreign first year students of Bachelor of Arts courses in Painting, Sculpture and installation, Set Design, Design, Graphic Design, Graphic Design - Comics and Illustration, Photography and audiovisual, cinema, sustainable fashion design, multimedia and game art, who have an ISEE family income that does not exceed € 40,000.00;

10 scholarships of € 2,500.00 for first year Italian and foreign students of Master of Arts courses in Painting, Sculpture, Print Making, Set Design, Multimedia Arts and Design, Visual and Innovation Design, Computer animation and visual effects, Film Arts, who have an ISEE family income that does not exceed € 40,000.00;

3 full scholarships for foreign students enrolled in the first year of a Bachelor and Master of Arts course at RUFA, with portfolio assessment and admission exam;

No. 2 partial scholarships, of a value equal to € 2,500.00 each, of contributions and annual tuition fees for

foreign students enrolled in the first year of a Bachelor and Master of Arts course at RUFA, with evaluation of the Portfolio and entrance exam;

Call for applications:

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

Also there are n. 17 scholarships for student collaboration, worth € 1,095.00 each, to be given to students who, through participation in a specific competition, collaborate with RUFA for a maximum of 150 hours of work per year, supporting various organizational areas within the of the Academy. Collaboration grants for academic activities are for university guidance, photographic documentation, library, digital image archive, laboratory assistant for visual arts, communication and events, peer tutors.

DEADLINES

ADMISSION EXAM BOOKING

16th of November 2022 – 23rd of January 2023 for the first session (only for foreign students)

16th of November 2022 – 7th of April 2023 for the second session

16th of November 2022 – 4th of June 2023 for the third session

16th of November 2022 – 19th of September 2023 for the fourth session

16th of November 2022 – 4th of October 2023 for the fifth session

First session:

Admission tests for the Bachelor and Master of Arts: from the 28th of January

Second session:

Admission tests for the Bachelor and Master of Arts: from the 15th of April

Third session:

Admission tests for the Bachelor and Master of Arts: from the 10th of June

Fourth session:

Admission tests for the Bachelor of Arts: 14th and 15th of September 2023

Admission tests for the Master of Arts: 15th of September 2023

Fifth session:

Admission tests for the Bachelor of Arts: 10th and 11th of October 2023

Admission tests for the Master of Arts: 11th of October 2023

DIRECT ENROLLMENT

18th of April – 25th of September 2023

ENROLLMENT AFTER THE ADMISSION TEST

1st session: by the 28th of February 2023

2nd session: by the 2nd of May 2023 for Italians – by the 16th of May 2023 for foreign students

3rd session: by the 27th of June 2023 – by the 11th of July 2023 for foreign students

4th session: by the 30th of September 2023

5th session: by the 20th of October 2023

ENROLLMENT IN YEARS FOLLOWING YEAR 1

By the 30th of September 2023

SUBMITTING THE STUDY PLAN

By the 30th of November 2023

ENROLLMENT IN THE ELECTIVE SUBJECTS

By the 30th of November 2023

ENROLLMENT IN THE EXAMS

By the 1st of June / 1st of August / 11th of January

SUBMITTING THE THESIS AT THE STUDENTS OFFICE

The Thesis Confirmation form must be delivered to the secretariat, with the specific signature of the supervisor, together with a copy of the thesis in digital format.

Summer session: by the 1st of June

Autumn session: by the 5th of September

Winter session: by the 1st of February.

HEALTH EMERGENCY AND EDUCATIONAL METHODOLOGY

The needs connected to the Covid-19 have changed the approach to teaching. On the basis of current regulations and as provided for by the Ministry of University and Research, starting from the start of the new academic year, activities will normally be in-person. Obviously adapting to legislative interventions that may affect the academic sector. The goal is to allow teachers and students to meet, discuss and train in compliance with the right to health, reflecting the concept of educational well-being that RUFA has been pursuing. The Academy has equipped itself with all the necessary tools to monitor the evolution of the pandemic scenario and to intervene practically in real time. In addition to the Covid contact person, who deals with the monitoring of infections and any tracing operations, the TASK FORCE RUFA COVID-19 has been established, which takes care of aligning government requests with the needs of students, teachers and staff. The more than positive experience of the remote mode will continue regardless, accepting the requests received from many students in this sense. RUFA has upgraded the systems to facilitate students who will be unable to be present in the classroom. In doing so, we are meeting those who reside abroad and who may have difficulty returning to Rome to continue their studies. RUFA also guarantees the presence of columns equipped with sanitizing material which, especially in the daily visits to the various offices, will guarantee a safety control of considerable importance. The staff is at your complete disposal to explain how to access and use all the spaces.

The recommendations remain those already known:

- do not enter the academy with a body temperature above 37.5 degrees or in the presence of other flu symptoms;
- wash your hands before entering the classrooms, laboratories and offices and often during your stay on site;
- wear the mask inside the offices, if required by current regulations;
- maintain interpersonal distance in social situations;
- cover your mouth and nose when sneezing or coughing;
- avoid the promiscuous use of bottles and glasses.

ACADEMIC CALENDAR:

LESSONS

1st semester

30th of October 2023 to the 16th of February 2024

2nd semester

11th of March 2024 to the 14th of June 2024

EXAMS

Autumn session: dal 18 settembre al 6 ottobre 2023

Winter session: from the 19° of February to the 2° of March 2024

Summer session: from the 1st to the 24° of July 2024

THESIS DISCUSSION

Winter session: 28th of February, 1st and 2nd of March 2024

Summer session: 22-24th of July 2024

Autumn session: 10th and 11th of October 2024

WORKSHOP

Autumn session: from the 16th to the 21st of October 2023

Winter session: from the 4th to the 9th of March 2024

Summer session: from the 17th to the 22nd of June 2024

CAREER DAY

11th of April 2024

MASTERCLASS FOR MASTER OF ARTS IN VISUAL ARTS:

- 1) 11-16th of December 2023
- 2) 11-16th of March 2024
- 3) 27-31st of May 2024

MASTERCLASS FOR MASTER OF ARTS IN VISUAL ARTS AND COMPUTER ANIMATION AND VISUAL EFFECTS:

- 1) 20-24th of November 2023

- 2) 11-15th of December 2023
- 3) 29th of January – 2nd of February 2024
- 4) 18-22nd of March 2024
- 5) 29th of April – 4th of May 2024
- 6) 27-31st of May 2024

FESTIVITY

Christmas holidays

From the 22nd of December 2023 to the 7th of January 2024

Easter holidays

From the 28th of March to the 2nd of April 2024

Other holidays

- 8th of December
- 25th of April
- 1st of May
- 2nd of June
- 29th of June

LOCATIONS AND ADDRESSES

The Programs are held in the eight 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.

Students 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 / amministrazione@unirufa.it.

ANNUAL PLANNING academic year 2023/24

For the Academic Year 2022/24, activities will begin on Monday 30th of October and will end on Friday the 14th of June with a week devoted to making up for any possible absences of the lecturers.

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 term courses can already be taken during the Winter Session in February.

ANNUAL PLANNING OF THE EDUCATIONAL ACTIVITIES

1st SEMESTER	
OCTOBER	1st week of Workshops from Monday the 16th to Saturday the 21st
	1 st week from Monday the 30 th to Saturday the 4 th of November
NOVEMBER	2 nd week from Monday the 6 th to Saturday the 11 th
	3 rd week from Monday the 13 th to Saturday the 18 th
	4 th week from Monday the 20 th to Saturday the 25 th
	5 th week from Monday the 27 th to Saturday the 2 nd of December
DECEMBER	6 th week from Monday the 4 th to Thursday the 7 th
	7 th week from Monday the 11 th to Saturday the 16 th
	8 th week from Monday the 18 th to Thursday the 21 th
	From Friday the 22nd of December 2023 to Saturday 6th of January 2024 suspension of teaching activities for the Christmas holidays
JANUARY	9 th week from Monday the 8 th to Saturday the 13 th
	10 th week from Monday the 15 th to Saturday the 20 th
	11 th week from Monday the 22 nd to Saturday the 27 th
	12 th week from Monday the 29 th to Saturday the 3 rd of February
FEBRUARY	13 th week from Monday the 5 th to Saturday the 10 th of February
	(February 12 – 13 to make up for any teacher absences - 1st semester)
	Wednesday the 14th to make up for Wednesday the 1st of November
	Thursday the 15th to make up for Friday the 22nd of December
	Friday the 16th to make up for Friday the 8th of December
	From the 19th of February to the 2nd of March winter session exams, thesis, exemptions
	2nd week of Workshops from Monday the 4th to Saturday the 9th of March

2° SEMESTRE	
MARCH	1 st week from Monday the 11 th to Saturday the 16 th
	2 nd week from Monday the 18 th to Saturday the 23 rd
	3 rd week from Monday the 25 th to Saturday the 27 th
	From Thursday the 28th of March to Tuesday the 2nd of April suspension of teaching activities for the Easter holidays
APRIL	4 th week from Wednesday the 3 rd to Saturday the 6 th
	5 th week from Monday the 8 th to Saturday the 13 th

	6 th week from Monday the 15 th to Saturday the 20 th
	7 th week from Monday the 22 nd to Wednesday the 24 th
	8 th week from Monday the 29 th to Saturday the 4 th of May
MAY	9 th week from Monday the 6 th to Saturday the 11 th
	10 th week from Monday the 13 th to Saturday the 18 th
	11 th week from Monday the 20 th to Saturday the 25 th
	12 th week from Monday the 27 th to Saturday the 1 st of June
JUNE	(10 – 11 to make up for any teacher absences – 2nd semester)
	Monday the 3 rd to make up for Monday the 1 st of April
	Tuesday the 4 th to make up for Tuesday the 2 nd of April
	Wednesday the 5 th to make up for Wednesday the 1 st of May
	Thursday the 6 th to make up for Thursday the 28 th of March
	Friday the 7 th to make up for Friday the 29 th of March
	Wednesday the 12 th to make up for Thursday the 11 th of April – CAREER DAY
	Thursday the 13 th to make up for Thursday the 25 th of April
	Friday the 14 th to make up for Friday the 26 th of April
	3 rd week of Workshops from Monday the 17 th to Saturday the 2 nd
JULY	From the 1 st to the 24 th of July summer session exams and thesis

Autumn session exams 23/09 – 11/10/2024