

## **AFAM<sup>1</sup> REGULATIONS OF THE “CLAUDIO ABBADO” MUNICIPAL SCHOOL OF MUSIC**

*Approved by the Board of Directors of the Fondazione Milano on 16 March 2016  
with Resolution 1/2016*

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<sup>1</sup> *Alta Formazione Artistica e Musicale* [Academy of the Arts, Music and Dance]

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## TITLE ONE – COMMON AND ORGANISATIONAL REGULATIONS

### CHAPTER 1 – INTRODUCTION AND DEFINITIONS

#### Art. 1 (Introduction)

1. Pursuant to the provisions of the law, this Regulation governs the ministerial provisions and the guidelines set forth in the Fondazione Milano (FM) Articles of Association, the course curricula as well as the criteria and procedures applicable to the courses offered at the Claudio Abbado Municipal School of Music (hereinafter the Abbado School)<sup>[1]</sup>.

#### Art. 2 (Definitions [\*])

1. Pursuant to these Regulations, the terms below will have the following meanings:

- a.) **subject areas:** all the subjects included in the sector of the arts as defined by the relative ministerial decrees;
- b.) **academic activities:** all the activities which aim to provide the students with cultural and professional training, as these regard the courses, seminars, workshops or laboratory work, final examinations, artistic production, research, group teaching activities, internships, theses, individual study and self directed learning;
- c.) **field:** the subject area of a specific artistic-academic sector that is taught;
- d.) **Institute:** a structure comprising related courses, subject areas and activities; the following AFAM academies comprise the Abbado School: Early, Classical , IRMus, Jazz. Each institute and subject area is headed by a specific coordinator;
- e.) **basic and preparatory music courses:** educational courses under any name which aim to impart the knowledge, skills and abilities required for admission to institutions of higher learning;
- f.) **study programmes:** first level, specialised, advanced or masters' degree course curricula;
- g.) **academic credit (CFA) or credit for short:** the measure of the volume of work, including individual study, required by the course curricula of the study programmes;
- h.) **curriculum:** the totality of the courses specified in the study programmes for fulfilment of the degree requirements;
- i.) **description:** the description of the subject area;
- j.) **educational objectives:** the knowledge, skills and abilities required to reach the artistic, cultural and professional level aspired to by the study programme;
- k.) **academic offer:** the courses, academic, production and research activities offered by the Abbado School;
- l.) **study programme curricula:** the disciplines and activities included in the study programme curricula and their governing regulations;
- m.) **study programme regulations:** regulations governing the features of the individual study programmes;

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- *Law 508 (1) of 21 December 1999 Reform of the law applicable to Academies of the arts, the National dance academy, the National theatre academy, higher Institutions of learning for the arts, Music Conservatories and similar music institutes.*
- *Presidential Decree 212 (1) 8 July 2000. - Regulation governing the definition of the course curricula for Institutions of higher learning in the areas of the arts, music and choreography, pursuant to article 2 of Law 508 of 21 December 1999.*

n.) **artistic subject areas:** groups of uniform disciplines that fall under the same description;  
o.) **degrees:** the academic degrees awarded upon completion of the study programmes as these are described under f).

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[\*] listed in alphabetical order

## **CHAPTER II – ACADEMIC STRUCTURES AND ORGANIZATION**

### **Art. 3 (Organisations in charge of the academic structures)**

1. Pursuant to its Articles of Association, the Abbado School is structured along specific academic areas and has implemented organizations which are in charge of their operation.

2. When appropriate, the Director may propose to the BoD the establishment of additional coordinating organisations for research and production purposes featuring different courses and work based on the homogeneity of the study, historical or interpretative areas.

### **Art. 4 (Procedures inherent in the assignment of educational duties)**

1. Having considered the opinions of the coordinators, the Director shall ensure compliance with specific competences and legislative restrictions, assign teaching duties to professors each year, including supplementary and introductory teaching and tutoring, in addition to arranging scheduling thereof.

2. In the presence of particular artistic, instructional or organisational requirements, these duties may also be assigned to adjunct/non-tenured professors, in compliance with the legal and administrative regulations and the FM's internal regulations for conclusion of autonomous collaboration agreements. This teaching staff shall participate in the activities of the academic structures for the duration specified in their contracts, pursuant to internal regulations.

### **Art. 5 (Examination Boards)**

1. Exams are taken before a board pursuant to the requirements of the applicable laws.

2. The examination boards shall be composed of at least three members appointed by the Director after the latter has considered the opinion of the institute coordinators. Experts who are not employed by the Institute may sit on the board.

### **Art. 6 (Final examination board)**

1. The board overseeing the final examination for each course of study will be composed of no less than five members.

2. The board will be chaired by the Director or by a person appointed by him or her and shall include the professor or professors that prepared the final examination and, where possible, at least one professor of the relevant discipline. The boards will be composed upon the appointment of the Director who shall duly consider the opinions of the Coordinators, ensuring that diverse academic areas are represented. Experts who are not employed by the Institute may be called upon to sit on the board.

### **Art. 7 (Scheduling)**

1. The duration of the academic year is from October to the 30<sup>th</sup> of September of the subsequent year.
2. Upon duly considering the opinions of the coordinators, the Director will schedule the relative academic activities for the courses offered. In particular, the required teaching and terms and conditions for provision thereof will be established according to criteria of functionality, competence and balanced distribution of duties, with due regard for the law, the articles of association and the regulation, the assignment of teaching and organizational duties to the professors, including supplementary and introductory activities and tutoring.

3. The duration of instruction is of one semester or one year. Differing time scales may apply depending on specific organizational requirements.
4. The periods during which instruction will take place and the course calendar are defined by the competent bodies, based on the requirements of the courses.
5. There are three exam sessions; each session may be subdivided into further sessions.
6. The Abbado School shall ensure that three sessions are held over the course of the academic year for obtaining the final degree. Final degree examinations are held each academic year, by the third session.
7. The academic calendar is compiled by the Director, usually by 30 September.

#### **Art. 8 (Validation and evaluation of the instruction)**

1. The Director, assisted by the coordinators, will periodically carry out an audit of the efficacy, functionality and quality of instruction.
2. The results of the audit will be shared with the teaching staff and where necessary with the student representatives.
3. The results of the audit will constitute a criterion for the planning of the instruction and shall be used also for the periodic review of the course activities.

#### **Art. 9 (Publication of documents)**

1. The Abbado School adopts forms and instruments for communicating the procedures and decisions made, in line with the laws applicable to the protection of personal data.
2. Each year, the Abbado School publishes:
  - a) the course schedules including the relative disciplines and any prerequisites required;
  - b) the admission requirements for each study programme;
  - c) any maximum number of students per course;
  - d) the admission testing procedures and calendar;
  - e) attendance regulations;
  - f) the terms and conditions and any other fulfilment required for registration;
  - g) the academic calendar;
  - h) the procedures for submitting individual studying plans;
  - i) any other necessary indication.
3. The Abbado School maintains and publicly discloses information about the contact persons for activities and procedures, where necessary.

#### **Art. 10 (Registrations – Simultaneous registration restriction)**

1. Students of the Abbado School are exclusively those persons who are regularly enrolled in the study programmes on the basis of a contract and the documents that are an integral part thereof, including the general terms and conditions, subject to administrative confirmation that any amounts, taxes and contributions payable have been settled. The contract is always for one academic year and enrolment has to be always renewed each subsequent year.
2. Registration applications and renewal of the enrolment take place at the times and according to the procedures and terms and conditions of payment established by FM.

3. Students attending the last year of the course who plan to take the final exam in the last session are conditionally allowed to register in another course of study offered by FM. Registration can be formalized, with any conditions lifted, only if the final exam is taken and passed in that session.

4. Simultaneous registration in different Universities and Institutions of higher learning, different Faculties or Schools of the same University or the same Institute and different degree or diploma programmes of the same Faculty or School is prohibited (art. 142 of Royal Decree no. 1592 of 31/08/1933).

5. Students who submit the necessary application are allowed to register simultaneously in the Abbado School and university study programmes, in the cases and according to the procedures established by Ministerial Decree 28 September 2011 <sup>(2)</sup> in implementation of art. 29, paragraph 21 of law 240 of 30/12/2010.

6. Simultaneous registration in two courses of Higher Artistic Learning in the field of Music in the same or different Institutions is not allowed.

#### **Art. 11 (Suspension and withdrawal from the programme)**

##### 1. Definitions:

- **SUSPENSION OF STUDIES:** if a student is unable to obtain approval to register simultaneously pursuant to the article above, studies may be suspended as permitted in the cases and according to the procedures set forth below, so that the student does not violate the simultaneous registration prohibition, requiring him or her to resume their studies upon completion of the suspension;
- **INTERRUPTION OF STUDIES:** temporary interruption of studies, allowed in serious cases and under the terms and conditions set forth below, allows students to resume their studies after the interruption while preserving all or part of their previous achievements;
- **WITHDRAWAL:** definitive withdrawal from studies interrupting a student's studies irrevocably.

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*(2) at the time of registration a student declaring the intention to enrol simultaneously at the above institutions shall submit the study plan as required by the respective rules.*

*The competent bodies of the academic structures in question shall verify the study plans submitted as well as their compatibility with the frequency and commitment required of the student for each year of course. Following the above verification, the study plans will be approved by both Institutions. Any changes to the study plan requested by the student will be approved according to the same terms and conditions. Until approval of the study plans, the student will be registered conditionally and granted admission to both institutions.*

*Each Institution is required to transmit to the other any information relative to the frequency, the progress, and the studies of the student.*

*The Universities and higher Institutions of musical studies and choreography, furthermore agree the procedures for verification of the following aspects and shall appoint a contact person for each institution to facilitate this endeavour:*

- a) academic activities undertaken by the student for each academic year in the two institutions and acquisition of the relative credits can nevertheless not exceed the overall comprehensive limit of 90 per year, notwithstanding those completed for the disciplines that are included in both regulations;*
- b) compliance with the study plan submitted by the students;*
- c) application of the benefits connected to the right to study, as provided by applicable laws, in consideration of the competent regional organizations;*
- d) the maximum duration of the registration allowed by the respective rules, the status of students currently not attending courses, as well as any repetitions or expulsion from particular courses.*

## 2. SUSPENSION OF STUDIES

Students who have regularly paid all the tuition fees due may request suspension of studies for one or more academic years in order to register and attend study programmes at institutions of an equivalent level in Italy or abroad. The suspension may not be requested for fractions of years. The suspension of studies must be requested prior to enrolment in the course for which the suspension request is being submitted. If the requirements for requesting suspension are not fulfilled, in order to avoid being included in the simultaneous enrolment prohibition, a student shall present proof of withdrawal from the course which constitutes the cause of the suspension or the suspended course.

Suspension may be granted by the Director, after he will have considered the opinions of the coordinators. Suspension may continue for a maximum of 8 academic years; by and no later than the aforementioned deadline and within the deadline set for enrolment, a student shall apply for resumption of studies in order to be registered in the same course of study for the year subsequent to the last year attended by that student, notwithstanding verifications of the credits acquired, actual availability of space in the course and verification that payment and other administrative obligations are in order. The School reserves the right to validate the student's level by testing. Reactivation of suspended studies may be requested only after the degree for which the suspension was requested has been obtained, or if there has been a formal waiver of enrolment in the course.

The suspension period does not count towards any university benefits (scholarships, etc.) and suspends the terms and conditions applicable to forfeiture of studies. The suspension may be requested only once during a university career and a student shall not:

- sit for exams and fulfil attendance requirements or apply for transfer to another course
- submit an application for transfer to another University, request partial or total refund of payments made and receive financial benefits
- be registered as a part time student

## 3. INTERRUPTION OF STUDIES

Studies may be interrupted for the following reasons:

- the birth of each child; an academic year can be interrupted beginning from the start of pregnancy up to 3 years after the child is born;
- an academic year can be interrupted pursuant to duly certified serious prolonged illness;
- other appropriately documented events that objectively preclude attending courses.

Notwithstanding compliance with the terms and conditions applicable to limitation periods, an interruption can be repeated for several periods during a student's university career.

Interruption of studies is required subsequently to the occurrence of the event that generated this requirement.

During the time that studies have been interrupted, a student is not allowed to pursue a career. The interruption period is not taken under consideration for evaluation of the merit of obtaining benefits to assist with university studies. The interruption period does not suspend or interrupt the limitation periods.

After the interruption, studies may be reactivated by the student after his or her readmission has been evaluated by a committee of professors.

**During the interruption or suspension period a student is not required to pay taxes or contributions except for secretarial expenses, if applicable. The amount payable upon resumption of studies is established by the Board of Directors.**

## 4. WITHDRAWAL FROM STUDIES

Notwithstanding that the academic year underway cannot be divided, a student may decide to no longer pursue his or her studies, expressly indicating this in writing at the beginning of each academic year, no later than 14 days from the registration date.



A withdrawal that takes place during an academic year that has already begun will enter into effect at the end of the academic year. Once effective, withdrawal from studies definitively and irrevocably interrupts a student's studies. The withdrawal does not preclude new registration, including in the same study programme, following an admission examination.

Failing to reactivate student status after suspension or interruption indicates tacit withdrawal from studies. Consequently to the withdrawal and upon request of the student, the Abbado School will issue certification of the studies completed and credits earned up to that time. In the event of a new registration, the competent academic structure may recognize earned credits after verifying that they have not become obsolete.

#### **Art. 12 (Orientation and tutoring)**

1. The Abbado School offers orientation services to assist students in joining the work force and the professions.
2. The Abbado School offers tutoring services for its students, providing information on study programmes, student services, administrative operations, the activities of the Abbado School and other issues of interest to students.
3. The Abbado School promotes internships and apprenticeships for educational and training purposes where applicable.

#### **Art. 13 (The right to study)**

1. The Abbado School offers organizational procedures that guarantee access of students to services and interventions as provided by the applicable laws governing university attendance.
2. The Abbado School offers organizational procedures that guarantee scholastic integration, assistance and the right of handicapped students to study, as provided by applicable laws.

### **TITLE TWO – INSTRUCTIONAL AUTONOMY**

#### **CHAPTER I - COMMON REGULATIONS**

#### **Art. 14 (Degrees and academic offer)**

1. The Abbado School offers the following degrees:
  - a) first level diploma, earned upon completion of a first level degree coursework;
  - b) specialization diploma, earned upon completion of the specialization coursework;
  - c) advanced degrees (first and second level master's degree), earned upon conclusion of the advanced coursework.
2. Specialized academic courses are offered in the following areas, among others: creative – performing arts, instruction – education, methodology – projects, new technologies and languages, enhancement and preservation of artistic heritage.
3. The advanced or master's degree courses are offered in relation to cultural requirements in specific sectors of study, refresher courses, professional qualification and ongoing education.
4. Based on the appropriate agreements, the Abbado School may grant the degrees indicated herein including jointly with other Italian and foreign institutions of a corresponding level, pursuant to applicable laws.

5. In addition to the study programmes indicated in the paragraphs above, the Abbado School may offer additional training activities as set forth in chapter II herein.

**Art. 15 (Study programme duration)**

1. A student must earn 180 credits in order to be granted the first level degree. To receive the advanced or master's degree, a student must earned at least 60 credits. For specialized degrees, the individual study programme course curricula specify the minimum number of required credits, which must nevertheless be no less than 120.

2. The normal duration of first level academic courses is three years.

**Art. 16 (Study programme rules)**

1. The study programmes are approved by the Director after he or she has duly considered the opinion of the Coordinators and they are adopted pursuant to a Decree issued by the Director after having received ministerial approval.

2. The study programmes offered at the Abbado School define:

- a) the names and academic objectives of the study programmes, indicating the Institutes offering such programmes;
- b) the general framework of the academic activities to be included in the curricula;
- c) the credits assigned to each academic activity (basic, core, similar or supplementary, additional) in one or more artistic subject areas;
- d) the characteristics of the final test required for the awarding of the degree;
- e) the types of academic activities in relation to Ministerial Decree 154 of 12 November 2009;
- f) classroom hours required;
- g) the grading applied for receiving the credits.

**Art. 17 (Internal regulations of the study programmes)**

1. The internal regulations of the study programmes constitute a "teaching project" pursuant to the Articles of Association of the Fondazione Milano, art. 21, chapter 4 and are formulated in compliance with the course curricula and the applicable laws; they are compiled by the department Director after he or she has considered the opinions of the coordinators and they are submitted to the Board of Directors.

2. These regulations must contain:

- a) the list of study programme courses including their subdivision into modules, as well as other academic activities;
- b) the specific academic objectives, credits and any prerequisites for each course and other academic activity;
- c) the curricula offered to students and regulations for presentation of the individual study plans, where applicable;
- d) the types of teaching, including remote, of the exams and of other testing required for passing the course as well as the characteristics of the final test required for the awarding of the degree;
- e) the attendance obligations;
- f) the activities that would offset the attendance obligation in the event of an exemption;
- g) any introduction of specific organizational procedures applicable to academic activities for part time students.

3. The internal regulations of the study programmes furthermore define the knowledge required for attendance and determine the procedures for verification thereof, including the completion of prerequisite courses, carried out in collaboration with secondary education establishment.

**Art. 18 (Maintenance and cancellation of courses)**

1. The Director shall assess whether the conditions that resulted in the implementation of a study programme continue to exist and shall propose maintenance or cancellation of such programme to the Board of Directors.

2. If a study programme is cancelled, the Abbado School will ensure that already registered students are able to conclude their studies and earn the relative degree; the decree ordering the cancellation shall include the procedures for transferring to other ongoing study programmes, with recognition of the credits earned until that time, for students wishing to do so. Cancellation involves suspension of enrolment and the gradual exhaustion of the study cycle. The resolution ordering the cancellation shall be forwarded to the competent Ministry.

**Art. 19 (Forms of teaching)**

1. Each academic activity may involve different ways for the students and the professors to interact with each other. In particular these can include individual, in person or collective lessons, exercises, laboratories, practical activities, remote activities and intensive activities, educational apprenticeships, seminars, projects, artistic productions, reports and production of texts in hypertexts including of the multimedia type, individual study activities whether guided or autonomous, tutoring, self assessment and others.

2. The internal regulations of the study programmes specify how each activity will be carried out, in compliance with the relative provisions of the ministry and the attendance obligations.

3. In formulating the calendar of teaching and training activities, if necessary the competent structures must provide for particular organizational procedures that allow for students admitted pursuant to article 12 paragraph 4 of Presidential Decree 212/2005 to simultaneously attend courses at a secondary education establishment.

4. The internal regulations of the study programme shall establish the substitute obligations to be fulfilled if exemptions are provided insofar as the attendance obligations for specific academic courses is concerned.

**Art. 20 (Prerequisites and exclusions)**

1. The study programmes may require prerequisites in certain disciplines or other academic activities.

2. For the disciplines that require several years, based on the academic regulations for individual study programmes, a student may be admitted to attend the years subsequent to the first year, in the academic years that follow, even if that student has not passed the exam or any other form of verification required for the previous years.

To take the final exam for the years that are subsequent to that first year it will nevertheless be necessary for that student to have passed the examinations for the preceding years.

3. Failure to fulfil any additional academic obligation (additional requirement) precludes the pursuit of the studies.

**Art. 21 (Exams and other forms of testing)**

1. The exams and any other type of testing requiring enrolment may be taken only subsequently to conclusion of the relative instruction, by a student who has completed any requirements for attendance and complied with the prerequisites as per the individual regulations; that student must also be current with payments of taxes and contributions.

2. The regulations applicable to the individual study programmes govern the procedures for testing and examination aimed at ascertaining that the students have been adequately prepared and can be granted the corresponding credit so as to continue their studies.

3. In particular cases which are governed by the study programme regulations, an exam or any other type of test for executive disciplines may be carried out in group form, notwithstanding the recognition and assessment of an individual's contribution to that group.
4. For an academic activity comprised of different forms or several modules, a single test may be given for each of the modules.
5. Depending on the study programme regulations, the tests usually provide grades, but they may also be of the pass/fail type.
6. The highest grade is thirty and the minimum passing grade is eighteen over thirty. When a candidate has achieved the highest grade, honours may be applied.
7. The study programme Regulation may also require other forms for granting credit than ordinary testing carried out by exam committees.
8. Exams may be executive, written and/or oral; there may also be composite forms of testing, possibly consisting of subsequent tests to be concluded with final grading taking place upon completion.
9. The exam minutes are valid if signed by the entire committee; a student is required to sign the minutes when signing in, to prove attendance at the examination site.
10. The exam is recorded in the students records, with the relative grade, only if it has been passed. A specific grade is not indicated in the event of a failure.
11. The examination committee marks the grade in the student's booklet affixing a signature thereto.
12. A student is entitled to withdraw from the examination before the minutes regarding the final grade are drawn up.
13. Exams which have received a passing grade cannot be re-taken for the purpose of earning a different grade.

**Art. 22 (Final examination and granting of the degree)**

1. The degree is granted upon passing the final examination. The purpose of the final test is to ascertain the skills acquired by the candidate during his or her study programme. A student is admitted to the final examination after having earned all the credits required by the study programme.
2. The final test may be executive/interpretative, composite, technical/scientific, depending on the characteristics of the study programme.
3. The procedures for the execution and assessment of the final exam are set forth in the study programme regulations.
4. The highest grade granted for the final examination is one hundred and ten, with honours if applicable. The final grade cannot be lower than the grade average based on the highest grade of 30, earned for all the course work converted into base one hundred and ten (30/30 equals 110/110; the conversion is  $30:3 \times 11 = 110$ ). The weighted average of the grades can be counted:

- as a bonus, based on the decision taken by the Director after he or she has duly considered the opinions of the interested departments (honours in addition to examination grades, time required for conclusion of the examinations, participation in international projects and/or other), up to 5/110, and  
- the final exam committee, up to 7/110. Any honours must be assigned upon the unanimous decision of the committee.

5. Based on its unanimous decision, the committee may also grant “honourable mention” or other forms of academic recognition.

6. Final degree examinations are carried out publicly, as well as the announcement of the final result.

7. In addition to the diploma, the Abbado School provides a certificate that contains the main information regarding the curriculum followed by the student in order to earn the degree itself, in a form that is compliant with the methods adopted in European countries.

#### **Art. 23 (Study programmes that require admission testing – Limited number of students)**

1. The maximum number of students admitted to a study programme is set by the Director, after he or she has duly considered the opinion of the competent departments. Any exceptions are decided upon by the Director.

2. The Director will determine the date on which the Abbado School will hold the admission testing, the contents of which are set by the relevant departments and indicated in the study programme Regulation, together with the requests for participation therein.

3. The admission tests are carried out by a specific committee, as defined in the relevant study programme Regulation, in compliance with applicable laws and the orders issued by the Director.

4. The rankings based on which interested students may request registration are compiled as quickly as possible, no later than eight days from the examinations date.

5. A candidate that is selected to participate in the limited admission programme is entitled to register only if he or she has been included in the previously announced number of students to be admitted.

6. For non-academic courses with non-limited admission, the competent departments shall indicate the curricular requirements for admission.

7. The exams above may be carried out upon conclusion of the required academic activities, carried out in collaboration with secondary education establishments, organisations and institutions, also of private nature.

#### **Art. 24 (Admission to study programmes)**

1. Admission to first level academic programmes offered by the Abbado School is restricted to students that possess a high school diploma or other accredited degree earned abroad or to students with special skills and aptitudes who may be allowed to attend while earning the high school diploma.

2. Admission to academic courses is subject to passing an admission exam to confirm possession of the necessary musical and cultural skills. The admission requirements are defined in each study programme regulation.

Testing of possession of the necessary requirements is carried out jointly with the admission testing for limited admission courses.

3. A first or second level university degree or a specialized degree is required for admission to a specialization course; alternatively another degree earned abroad which is considered to be equivalent may be accepted.
4. A second level university, master's or other equivalent degree earned abroad is required for admission to a research programme.
5. For admission to an advanced or master's degree programme, a first level university degree or a Conservatory degree is required in addition to a high school degree. If a minimum grade is required for the second level or master's degree, this will be indicated in the study programme regulation.
6. The requirements and procedures for admission to advanced, research and master's courses as well as to permanent or ongoing educational courses and to other courses provided by the Abbado School are indicated in the relative regulations, pursuant to the law.
7. Recognition of equivalence of foreign degrees for admission to courses is decided upon by the Director and the coordinators of the institute in compliance with the directives of the European Union and the applicable international agreements.

**Art. 25 (Additional requirements and conditional admission)**

1. If an admission examination unveiled shortcomings in the student's preparation, the competent departments will indicate the specific additional obligations to be satisfied according to the conditions set by the Director, which can be fulfilled by attending specific academic or work activities with academic merit.
2. The criteria for setting additional requirements are decided upon by the Director.

**Art. 26 (Course rules and individual study plans)**

1. The academic programmes contain the curriculum for each study programme, indicating the mandatory subjects, any teaching modules and additional academic activities.
2. The study plan of each student includes the mandatory activities set forth under paragraph 1 above and any optional activities and activities selected autonomously in compliance with the restrictions set by the course curricula.
3. The study plan is approved by the competent department, based on the criteria defined by the Director.
4. A student may request to attend courses that are additional to the requirements, provided that this does not require the Abbado School to incur any expenses. Passing the subjects above based on an examination or test will nevertheless result in assignment of no more than 30% of the credits based on the study programme the student is enrolled in.
5. Submission by students of their respective course schedules takes place within the deadlines set by the Director.

6. A student may nevertheless modify a course schedule at the beginning of each academic year, provided this is compatible with the requirements of the individual courses.

**Art. 27 (Repetition of attendance- Repeat students)**

1. Unless expressly and specifically provided by the study programme, failure to pass an exam does not preclude admission to the courses the subsequent year. A student that has not passed the exam in one subject may always sit for the exam during another session without having to fulfil the attendance requirements again. A student may not take the second year exam for the same subject without having passed the exam for the first year.

Upon the request of a student, repetition of attendance in a subject may be granted only once throughout the programme. The aforementioned provision applies in the event of failure to fulfil the attendance requirements as well.

2. A student who has completed the years required but has not earned sufficient credits to be admitted for the final examination may enrol for additional academic years within the limits set by paragraph 3 below, to complete the requirements as a “repeat student”.

3. A student who fails to conclude the study programme within twice the curricular duration of his or her study programme will automatically forfeit the right to enrol again in the academic year following the study programme.

**Art. 28 (Academic credits)**

1. The Abbado School honours the E.C.T.S. - European Credit Transfer System. Pursuant to the law, the academic activities included in the study programmes offered by the Abbado School offer the possibility of earning credits.

2. One credit usually corresponds to twenty five hours of work by a student, including classroom attendance, laboratories, seminars, practices and other academic activities, study time and the personal commitment required to complete the training in order to pass the exam or other forms of testing and to pursue other artistic or academic activities.

3. Based on ministerial decrees, the study programme course curricula define the credits that correspond to the various activities required for earning the degree. The following types are envisaged: individual; group; theoretical or practical collective; laboratories.

4. Pursuant to the regulations, full time student activity corresponds with sixty credits per year.

**Art. 29 (Earning and recognition of credits)**

1. The credits corresponding to each academic activity are acquired by the student by:

a) passing examinations or other forms of testing upon completion of the various academic activities included in the course curricula, notwithstanding, where applicable, quantification of the scores as provided by the study programmes;

b) participation in work and research activities under the auspices of the Institute;

c) pursuit of educational, artistic, research and professional internship activities at the choice of the students, even if these take place outside the Abbado School, provided they are validated by the Institution.

d) passing the final examination.

2. Students who have already completed the academic activities included in the curriculum of the study programme they have selected may obtain recognition of the corresponding credits upon presentation of the specific documentation.

3. In the event of transfer to another course offered by the Abbado School or by another equivalent Institute, the competent departments may fully or partially recognize those credits earned by the student based on the following criteria:

- a) recognition of credits earned in the original programme until reaching the total number of credits for this same subject area as provided by the curriculum of the destination study programme, for each type of academic activities;
- b) based on academic similarity and content, recognition of those academic activities which do not correspond to instruction provided by the Institute and for which there is no common reference in the artistic – subject area;
- c) the Abbado School may grant credit for knowledge and professional skills in specific areas.

4. Upon registration, a student may request recognition of professional or academic activities already completed outside the Abbado School, as certified by the appropriate documentation.

5. Based on recognition of credits corresponding to academic or professional activities that have been completed, the Abbado School will evaluate at its discretion the possibility of shortening the normal duration of the study programme, potentially allowing enrolment in years subsequent to the first one.

#### **Art. 30 (European community language and knowledge of the Italian language)**

1. The Abbado School organizes specific courses for mandatory learning of a European Union language with account taken of the knowledge level of the students. These courses may be outsourced.

2. Prior to concluding his or her studies, a student must initially earn a minimum level corresponding to level B1 of the Common European Framework of Reference for Languages (CEF) or have been tested in an EU foreign language at the university or equivalent level, upon presentation of the documentation issued by the institution.

3. Upon admission, foreign students are tested to ensure that their knowledge of Italian is at an adequate level. If shortcomings are found, an academic obligation will be considered to exist, as this is prescribed by the study programme, which shall be fulfilled by taking the appropriate exam within the second year of studies, according to the terms and procedures established by the Director, after he or she has considered the opinions of the interested departments.

#### **Art. 31 (Courses attended at equivalent accredited institutes)**

The Abbado School may stipulate specific agreements with other equivalent institutions in order to allow its students to receive instruction therein.

#### **Art. 32 (Additional academic activities for which credit can be earned)**

Assessment of student activities takes place at the end of each year and covers all the relevant activities (internships, seminars, apprenticeships and artistic activities) that are appropriately documented. The procedures and deadlines for submission of the documentation, and the relative valuation criteria for credit assignment will be established by the Director after he or she has duly considered the opinions of the relevant departments.

#### **Art. 33 (Transfers)**

1. Students from another Institute may apply to the Director for enrolment in the Abbado School, usually by 31 July. Transfers will be accepted on the basis of available space and are nevertheless subject to successful completion of an admission test.



The rules prohibiting the simultaneous enrolment in differing institutions or the approval for simultaneous enrolment, where applicable, continue to apply.

2. For students transferring from another Institute when such transfers are allowed or students who are simultaneously enrolled in two institutions, if this is permitted, the relevant department will determine the subsequent actions to take in terms of studies, by validating the exams taken, partially or totally recognizing previously earned credits and indicating any additional obligations that are applicable.

3. Applications for transfer by students whose only remaining obligation is to sit for the final examinations in order to obtain a degree or who have only taken the admission exam are not accepted.

**Art. 34 (Transfers between study programmes and continuation of studies)**

1. In any year of a study programme, a student may apply to the Director for transfer to another study programme of a level corresponding to the level offered by the Abbado School, with total or partial recognition of any credits earned for the relative study programme.

2. Within 30 days from the receipt of the application, the department in charge of the study programme the student wishes to transfer to shall decide whether to recognize credits considered to be valid for the new curriculum and shall indicate the year which the student will be admitted to.

3. Transfers to other study programmes are subject to passing the relative admission tests.

4. The deadline for submission of applications for transfer between study programmes are evaluated every year by the Director, after he or she has duly considered the opinions of the relevant departments.

**Art. 35 (Periods of study at another Italian or foreign Institution)**

1. The Abbado School promotes exchanges of students with equivalent Italian or foreign institutions with which an agreement based on international mobility programs or other agreements are in place.

2. A student wishing to spend time studying abroad is required to indicate the academic activities that he or she intends to pursue at the accredited institution. This proposal must be approved by the relevant department based on documentation proving the characteristics of the planned activities (credits, lecture or practice times, training content, etc.).

3. The periods of study at accredited institutions are recognized based on:

- a) the credits earned pursuant to a test taken at the accredited institution;
- b) attendance at the accredited institution, accepted for internal validation purposes and any additional requirements where necessary;
- c) the time required for preparation for the final examinations for the granting of the degree;
- d) apprenticeships and other academic activities.

4. Conversion of the grades to the Italian system is carried out based on the equivalences approved by the Director.

5. The relevant department will decide whether to recognize the academic activities pursued upon completion of the time abroad, based on the certification submitted.

6. A student may request recognition of academic activities pursued abroad at the time of enrolment with the Abbado School.

7. The relevant departments will determine the subsequent actions to take in terms of studies, by validating the exams taken, partially or totally recognizing previously earned credits and indicating any additional obligations required.

**Art. 36 (Recognition of degrees earned abroad)**

1. Degrees earned abroad may be recognized for the purposes of pursuing further studies based on the applicable laws and in compliance with the directives of the European Union and international agreements.
2. Recognition is decided upon by the Director after he or she has duly considered the opinions of the relevant departments.

**Art. 37 (National and international relations and issuing of joint degrees)**

1. The Abbado School can issue degrees jointly with other equivalent Italian or foreign institutions based on specific agreements signed with the institutions themselves.
2. These agreements stipulate:
  - a) the procedures with which the academic activities are conducted;
  - b) the criteria for validation of the knowledge gained and recognition of the credits earned;
  - c) agreements with foreign countries, the language in which any written thesis is compiled and presented for the final examinations;
  - d) the composition of the committee for admission to the courses and the granting of the degree;
  - e) the procedures in place for examinations.
3. The agreement may provide for the granting of a single degree, with the indication of the institutions attended.

**Art. 38 (Enrolment in individual courses)**

1. Citizens of European Union member states who possess a high school diploma or non EU citizens who possess an equivalent degree who are not enrolled in any programme of study at institutions of Higher musical Learning may request enrolment in individual courses as well as sit for the relative examinations so as to receive certification of the earned credits. Such applications, which must be accompanied by the indication of the degree held, shall be submitted within the terms and under the conditions established by the Director who will decide after duly obtaining the opinion of the coordinators and eventually the professors involved, provided space is available in the classes.
2. The enrolment fees and contributions for attending one or more courses pursuant to this article will be decided by the Board of Directors. The deadline for submitting applications and the attendance obligations will be established by the Director.

**Art. 39 (Multimedia and remote instruction)**

For specific subject areas, the Abbado School may offer multimedia and remote instruction including in collaboration with public and private entities and individuals.

**CHAPTER II – OTHER ACADEMIC ACTIVITIES**

**Art. 40 (Basic and preparatory music courses)**

1. The Abbado School offers basic and preparatory music courses for enrolment in first level academic courses, specifically targeted to acquiring the skills and abilities required for admission pursuant to the regulations of each study programme.
2. The basic and preparatory music courses are offered at several levels that cover training in the various subject areas.

3. The study programmes above are defined in a specific Regulation which is approved and issued by the Director.

4. Upon completion of each level, following successful completion of the assessment tests, the Abbado School issues certification of the skills and abilities acquired and the grade received.

5. Regardless of their specific titles, basic and preparatory music courses are structured so as to allow for attendance by primary school students as well as middle and high school students pursuant to art. 2, paragraph 8 d) of Law 508/1999 and may also be offered through accredited secondary school institutions or other entities, associations and institutions, including private institutions.

6. The individual institutions are responsible for the preparatory academic activities provided.

**Art. 41 (Permanent or ongoing courses )**

1. The Abbado School offers courses for permanent or ongoing education for adults or children, including in collaboration with other entities and public and private concerns, in order to:

- a) promote cultural knowledge and musical abilities and skills;
- b) promote cultural development of adults;
- c) contribute to the education and musical training of children;
- d) contribute to disseminating musical culture and the conscious enjoyment of music.

2. Upon completion of the courses above, the Abbado School issues certification of the skills acquired and attendance.

3. The course offerings above are approved by the Director and by the Board of Directors to the extent of its competence.

**TITLE THREE-FINAL RULES**

**CHAPTER I – FINAL RULES**

**Art. 42 (Regulatory references concerning the Regulation)**

This Regulation has been compiled in compliance with the laws, the regulations and the decrees in force and with the Articles of Association of the Abbado School.

**Art. 43 (Entry into force)**

1. This Regulation will enter into force upon publication in the Institute register.

2. Any dispute arising from application of this Regulation shall initially be addressed to the Director.

**Art. 44 (Academic programmes – Annexed tables)**

The study programmes offered by the Abbado School are defined in the tables that are annexed and constitute an integral part of this Regulation, with indication of the relevant schools and departments. Any new courses will be offered following ministerial authorization and insertion into this Regulation.

**Art. 45 – (Amendment to the Regulation)**

1. Any amendments may be decided upon by the Director on the latter's initiative or upon proposal of the relevant departments or student representatives and they will be submitted to the competent Ministry for approval.

2. Unless urgent cases, amendments will enter into effect in the subsequent academic year.
3. In compliance with the procedures that have been established, the addition of new study programmes is reflected in the Regulation, upon the resolution of the Director and the Board of Directors based on the congruity of the human, financial and material resources available for the operation of the courses in question.