

# Course and information booklet

## a.y. 2020-2021

Approved by deliberation of the Academic Council of June 14<sup>th</sup> 2019

Course and information booklet,

it contains a description of the educational offer of all courses held during the Academic Year 20/21, of all administrative procedures for foreign and EU students registering and enrolling in our courses, of all requirements and registration conditions, tax amounts and various deadlines.

All instructions in this document are referred both to people of male gender and female gender.

For the academic year 2020/2021 the Accademia di Belle Arti activated the following first level three-year diploma courses:

### **GRAPHIC DESIGN FOR INDUSTRY**

***Pertaining to the School of Artistic Design for Industry.***

The coordinating structure for didactic activities, for research and artistic production of the school of Artistic Design for Industry is the Department of Design and Applied Arts.

**Years activated: Ist – IInd - IIIrd**

In 2019 ABA UD, submitted a request for activation of a second level two-year course (Master's Course)

Normal duration of the first level course is three years; to obtain a first level academic diploma students must acquire 180 educational credits (ECTS) in accordance with the teaching regulations of the course.

Number of places available for registration for the first year for the academic year 2020/21 is 50: 45 for EU students and 5 for foreign students residing abroad. Should places for foreign students residing abroad not be filled, they may be reassigned to EU students.

### **INTERIOR ARCHITECTURE AND DESIGN**

***Pertaining to the School of Artistic Design for Industry.***

The coordinating structure for didactic activities, for research and artistic production of the school of Artistic Design for Industry is the Department of Design and Applied Arts.

**Years activated: Ist**

Normal duration of the first level course is three years; to obtain a first level academic diploma students must acquire 180 educational credits (ECTS) in accordance with the teaching regulations of the course.

Number of places available for registration for the first year for the academic year 2020/21 is 50: 45 for EU students and 5 for foreign students residing abroad. Should places for foreign students residing abroad not be filled, they may be reassigned to EU students

## PAINTING

### ***Pertaining to the School of Painting.***

The coordinating structure for didactic activities for research and artistic production of the school of Painting is the Department of Visual Arts.

### **Years activated: 1st**

Normal duration of the first level course is three years; to obtain a first level academic diploma students must acquire 180 educational credits (ECTS) in accordance with the teaching regulations of the course.

Number of places available for registration for the first year for the academic year 2020/21 is 50: 30 for EU students and 20 for foreign students residing abroad. Should places for foreign students residing abroad not be filled, they may be reassigned to EU students

## FOUNDATION COURSE

As stipulated by art. 6 subparagraph 1 of MD 270/2004 for the Academic Sector and by art. 7 paragraph 2 of DPR 212/2005 for the AFAM sector, institutions of higher education may organise preparatory training activities to access Laurea degree programs, offering foundation courses, also lasting less than one year, in order to fulfill admission regulations requirements to access Italian higher education courses, in line with what has been established by the MIUR Ministerial Circular " Procedures for students requiring a visa, for entry, residence and registration to Foundation Courses in Italy for the academic year 2020/21 held at Higher Education Institutions ".

For such students (and in particular for the Marco Polo-Turandot Program students without proper admission requirements) 30 places will be reserved upon activation of the Foundation Course that calls for some specific teaching modules oriented towards learning of the Italian language (level B2), acquisition of expressions and linguistic tools concerning Art and the world of Design, supported by linguistic mediators during classes and help during test preparation.

## REGISTRATION FOR FIRST LEVEL ACADEMIC DEGREE

### **General information for the three ABA UD courses**

In accordance with the provisions in force, candidates who possess a suitable and recognized Higher Secondary School Diploma or any other degree obtained abroad, may enroll in a First Level Academic Degree course.

Students that have passed the entrance examination may also enroll, except for students who can have direct access.

### **Direct access to the Graphic Design for Industry course**

Candidates with an Artistic Maturity Diploma, Diploma of Applied Art, Degree from an Art Institute, or from an Experimental Artistic High School may access **directly without an admission test**.

### **Access with admission test**

In accordance with the provisions in force, candidates who possess a Higher Secondary School Diploma (not majoring in Fine Arts) or any other suitable and recognized degree obtained abroad, shall take an admission test.

### **Procedures for the Admission Test**

The admission test consists of a written test and of an aptitude interview where candidates may submit their curriculum of studies together with a portfolio of their work (if available). Students may get allocation of educational credits or educational debts regarding their study programs that satisfy requirements of the first year of the course. The written test consists of a specific graphic test, indicated by the Commission, in order to detect formal quality and technical-artistic skills. The Aptitude interview wishes to match expectations of the candidate with the teaching and training programs offered by the course of study.

### **Admission evaluation:**

An Examining Board appointed by the Director will evaluate the Admission Test.

### **Timetable for admission test:**

The admission test will generally take place on the first week of September, according to the timetable published in the Notice section and it will consist of two days:

- 1) Written test
- 2) Aptitude Interview

The application for participation to the admission test can be submitted from March 30th to September 15th, anyhow not after the beginning of the classes of the a.y. 2020/2021.

## **ADMISSION TEST TO 1ST LEVEL COURSES**

### **Interior Architecture and Design**

1) The written test consists of a specific graphic test indicated by the Commission in order to detect formal quality and project related technical-competence. Tools needed for the test (pencils, straightedge and ruler, crayons etc.) shall be borne by the candidate and the time allowed is 3 hours.

2) The interview shall cover topics related to project choices covered by the previous written and in general to topics regarding design and projects.

The candidate may submit a personal portfolio depicting personal artistic activity.

### **Graphic Design for Industry**

1) The written test consists of a specific graphic test indicated by the Commission in order to detect formal quality and project related technical-competence. Tools needed for the test (pencils, straightedge and ruler, crayons etc.) shall be borne by the candidate and the time allowed is 4 hours.

2) The Aptitude interview wishes to match expectations of the candidate with the teaching and training programs offered by the course of study.

### **Painting**

1) Test of "representation of figure from life" from a living model, must be done with one or more drawings, with technique to be chosen by the candidate, on 50x70 cm paper format, supplied by the Academy. Tools needed for the test (pencils, sanguine, crayons, water colours etc.) shall be borne by the candidate.

2) Test of "creative elaboration" where the candidate is free to show his artistic expression with the most complete technical-expressive freedom, with one or more works on 50x70 cm paper format. All needed tools, except for the paper, shall be borne by the candidate.

3) During the aptitude interview the candidate shall illustrate his work, his cultural motivations also submitting a portfolio or a book certifying his own artistic activity.

**Admission evaluation:**

Evaluation of the admission test shall be undertaken by a Commission appointed by the Director.

**REGISTRATION**

The application for registration has to be sent to the Didactic Secretariat, together with all requested documents, with the following procedures:

- Direct delivery to the Didactic Secretariat,
- Sending an email to: [segreteria@accademiatiepolo.it](mailto:segreteria@accademiatiepolo.it).

The application for registration, for those who do not have to take an admission test, is confirmed upon registration with the Academy.

Candidates who need to take an admission test shall have their certification confirmed by the Secretariat after the final ranking with the results of the admission test, by the end of September, more or less.

**Documents needed for Registration:**

- Printed registration application form
- Original Diploma or a replacement certificate of Diploma
- Two passport photos
- Photocopy of identity card
- Receipt for payment of registration tax

Students that have taken an admission test must confirm the registration no later than 7 days from test results publication date.

**Derogation to teaching regulations for the a.y. 2020/21**

For the 2020/21 a.y., and due to the Covid-19 health emergency, ABA UD decided not to have a selection test.

For this year, as a derogation to teaching regulations for the course of studies, registrations will be accepted in chronological order. Tests for initial skills, shall take place according to rules to be defined by December 2020. After testing, students already registered, showing educational debts, shall recover them before the first test session.

Please Note: if at the end of the procedure should there still be vacancies, further requests for registration could be taken into account following the chronological order of submission of the application itself

### ENROLLMENT AFTER THE FIRST YEAR

After the first year, registration for the following years is open from July 13<sup>th</sup> 2020 to October 5<sup>th</sup> 2020. In order to comply with registration rules the student must submit, within that time limit, receipt of payment of the first instalment of registration taxes including the Regional fee for the right to study in the following way:

- Submitting it directly to the Didactic Secretariat
- Sending an e mail to: [segreteria@accademiatiempolo.it](mailto:segreteria@accademiatiempolo.it).

**The student that fails to comply with payments has no right to follow the courses, to take exams, request certificates, discuss a thesis and/or request to be transferred to another Institute.**

**Enrolment to Accademia courses is not compatible with enrolment to any other diploma course or academic course.**

### ACCESS OF FOREIGN STUDENTS

The M.I.U.R. (Ministero dell'Istruzione, dell'Università e della Ricerca) has made the following provisions regarding enrollment for the categories of students listed below:

- Non EU citizens residing abroad
- Non EU citizens legally residing in Italy
- EU citizens residing anywhere
- Italian citizens with a foreign degree

**English language exam to access the entrance examination: *waiting for a Ministerial Circular***

For further information it is advisable to consult this site: **STUDIARE IN ITALIA** at the following link: <http://www.studiare-in-italia.it/studentistranieri/index.html> or contact the International Office at the Accademia di belle Arti di Udine ([info@accademiatiempolo.it](mailto:info@accademiatiempolo.it)).

### COMMON RULES

#### Individual study plan

Study plan must be submitted by November 30<sup>th</sup> 2020; without study plan submission the student cannot register for the examination session for the courses planned in the curriculum.

#### Change of the study plan

The individual study plan may be modified with a written request indicating the reasons for said request and its appropriateness according to the educational path chosen by the student.

The written request, with all listed modifications, must be addressed to the Director or to his representative. The student will be allowed to follow the subjects that were modified in his study plan only after he receives a formal approval.

### **Attendance**

Attendance for theoretical lessons is not mandatory. For practical and lab lessons, 70% compulsory attendance is required. Students must sign the attendance sheet and the professor shall promptly notify the student of the exceeding number of absentees to allow him either to recuperate those lessons or proceed otherwise (such as self-independent practical studying).

The Academic Council may deliberate a percentage of mandatory attendance for working students after their status has been verified.

Special attendance regulations together with special training material may be granted to working students or students with disabilities or for specific situations where the non-attending student status has been granted.

### **Incoming transfers**

Application for transfer from another Academy, must be addressed to the Director and must be received by the Accademia Tiepolo within 30<sup>th</sup> *September* of each academic year.

Together with the application for incoming transfer from another Institution at the same level, the applicant must attach its academic curriculum with all exams taken and ECTS obtained, and, if deemed necessary by the Director, the programs for each single course attended by the student.

The Director, advised by the Academic Council, shall recognize the studies carried out at the previous Academy, based on:

- any integrations and/or educational debits in case study plans do not match the ABA UD curricula
- any ECTS in excess between the ABA UD curriculum and the previous study plans.

Students transferring from another institution must, anyway, possess the diploma or degree required to access single courses.

### **Outgoing transfers**

The student may transfer to another institution submitting a transfer application within September 30th of each academic year.

Should the Academy of destination request it, a document showing acceptance of the transfer application by the Academy itself shall be also attached. As from the date of the transfer application to another Academy, the student shall interrupt its academic career with Accademia Tiepolo, unless the request has been withdrawn before the outgoing transfer request has been submitted.

Acceptance of transfer to another Academy does not imply any tax refund, or refund of any other contribution or fee paid by the student. The student transferring to another Academy shall take his curriculum with, indicating all exams taken with the pertaining ECTS acquired, and the academic program already covered.

### **Course transfers**

The student is allowed to transfer from one course of study to another of the same level, submitting a request to the Director of the Accademia by 15th December for students enrolled in the 1st academic year and by 15th September for students enrolled in years following the first.

Acquired ECTS are recognized only if they are provided for in the study plan of the Accademia they have transferred to. The student must also fulfill all basic and specific teachings, for the full duration of the new course of study.

### **Suspension, interruption, withdrawal from studies**

#### **a) Suspension of studies**

The student may request a suspension of studies for one or more years without forfeiture of the studies obtained, provided that the student formally requests it. Suspension of studies may be requested in order to enroll and attend courses with foreign Academies or for admission to another Specialization course or to a PhD programme, in the event of maternity, hospitalisation for more than four months in a row or in case of provable and well documented serious difficulties. Students do not have to pay academic fees and taxes and cannot take any exams during the whole suspension period.

#### **b) Temporary interruption of studies**

Except for the above mentioned situations, that call for submission of a written request, the student may, anyhow, interrupt his studies, as, for instance, when a student has failed to enroll and has not paid the fees and due taxes. In this case, if in the future he wishes to exercise his rights as a student, and asks for enrollment, he must then submit an application to the Director to obtain status recognition.



**c) Withdrawal from studies**

The student may, at any time, withdraw from academic studies and ex novo enrol in the same course or in another course. Withdrawal from studies is irrevocable and must be communicated in writing. The student withdrawing from studies may obtain the pertaining academy career certifications underlining that due to the withdrawal, the career itself is ineffective. The student that decides to withdraw from studies during didactic activity, shall not be entitled to reimbursement of fees already paid and must pay the share of fixed taxes provided by the contract.

**FEES AND TUITION/ENROLMENT FEES**

For taxes and enrolment fees please check the Circular of the Director of the Accademia published in: Students in Statute, Rules and Regulations section.

Udine, 14/06/2020

The DIRECTOR

