

DIDACTIC REGULATIONS

SECOND LEVEL ACADEMIC DIPLOMA COURSES

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ILEM Srl Accademia di Belle Arti Aldo Galli (hereinafter Accademia di Como) issues qualifications of Second Level Academic Diploma (hereinafter also Courses) recognised by the Ministry of Universities and Research (MUR) in the sector of Higher Education in Art, Music and Dance (AFAM).

These Academic Regulations govern the norms and aspects related to the organization of academic activities common to all programs (Didactic Set of rules). The administrative aspects related to admissions, enrolment, and the academic career of the students are governed by the admission and enrolment procedures and by the General Regulations governing Second Level Academic Diploma Courses (hereinafter General Regulations) and by the Administrative Appendix to the General Regulations governing Second Level Academic Diploma (hereinafter Administrative Appendix).

Accademia di Como reserves the right to change, update and alter this document and all the mentioned regulations, giving proper notice thereof to the students.

I. Academic Year

Art. 1 ACADEMIC CALENDAR

- 1.1 The academic year is divided into two terms, each one of which comprises one teaching session and sessions of learning assessment to verify the learning.
- 1.2 Each term's teaching session consists of lessons, exercises, and workshop activities, which, at the end of the term, are followed by a period dedicated to the assessment of the students' level of learning. Classes are held from October to September.
- 1.3 Lecture time conventionally lasts 60 minutes and may include time for organizational set up.
- 1.4 The academic calendar is provided to students at the beginning of the course. Changes can be made to the schedule during the academic year based on specific educational needs

Art. 2 CLASSES ALLOCATION PLAN

- 2.1 The timetable and classes allocation plan defines the availability of rooms to be used for educational and study purposes, as well as the respective timetable.

- 2.2 For each activated course, the plan states the name of the discipline, the name of the lecturer, the timetable, and the day on which it starts and finishes.
- 2.3 Based on the teaching objectives and to ensure the most effective organization of activities Accademia di Como reserves the right to make any variations to the days' activities and to the lesson schedule, according to its own indisputable judgment, be it temporary or permanent variations, provided timely notice is given to the students thereof.
- 2.4 For organizational purposes and to improve the services offered, courses may be held at a location/buildings other than that originally planned. Exams and thesis defense will always take place at the legal headquarters of the institution.

Art 3. THE STUDENT'S CERTIFICATIONS AND RECORD BOOK

- 3.1 The student offices issue the following certificates by competence:
 - certificate of registration and academic transcripts with or without the examination taken and credits;
 - certificate of attendance;
 - diploma certificate;
 - diploma supplement
- 3.2 Certificates are issued on condition that the student's administrative position is regular.
- 3.3 Registered students are given a personal academic record book valid for the entire duration of the course available at the platform IED Campus.
- 3.4 The marks obtained in each exam sat are recorded in the book: this information must coincide with the results as per the exam report. In the event that, for any reason, Accademia di Como discovers a lack of correspondence between the record book and the exam report, reference shall be made to the exam marks shown in the latter. The record book therefore is not valid as a document attesting to the exams taken.

- 3.5 For the sole purpose of personal identification or access to academic services, an identification card or a magnetic card could be issued.

II. Didactic set of rules of the Course

Art 4. THE CREDITS SYSTEM

- 4.1 Accademia di Como's syllabuses of the courses and the educational activities are based on credits, which measure the students' commitment and the results to learning.
- 4.2 With reference to the study programs recognized by the Ministry of Universities and Research (hereafter also MUR), Accademia di Como is authorized to issue Second Level Academic Diplomas to students who shall be qualified to enrol in the aforementioned study course. By attending the study programs and passing the relative exams, the student eligible for enrolment can obtain Academic Formative Credits (hereafter also "CFA").
- 4.3 The Academic Formative Credits (CFA), issued by Accademia di Como as an institution recognized by MUR, are regulated by the Presidential Decree of July 8th 2005, n. 212 and further modifications and additions.
- 4.4 The credit measures the students' workload for the completion of a course, including workshop activities and individual study required by the students to gain knowledge and ability in the educational activities provided for by the syllabus.
- 4.5 The students acquire the credits for each educational activity by passing the exams or any other form of testing.
- 4.6 One credit corresponds to twenty-five hours of activity, including theory lessons, workshops, projects and individual study.
- 4.7 The average quantity of learning work undertaken by a student involved in full-time academic study is conventionally set at 60 credits per year corresponding from 1,200 to 1,500 total hours, therefore consists of 120 credits over two academic years.
- 4.8 The fraction of total hourly commitment that must be dedicated to personal study, workshop activities or other individual educational activities, normally assigns, in respect of each credit, 30% for theory

lessons, 50% for technical and theoretical activities and 100% for workshop activities.

- 4.9 The academic regulations establish a periodic verification of the credits acquired in order to evaluate the current level of suitability and adequacy of the educational contents and the related minimum number of credits to be acquired by the students at specific times.

Art 5. STUDY PLAN

- 5.1 The Study Plan is the educational path that includes all educational activities (lectures, exams, workshops and other activities) the student has to undertake to obtain the Second Level Academic Diploma. Educational activities of the study plan approved by the didactic set of rules can take any form allowed by the existing legislation, which also include the ones dispensed off-site and in e-learning, which is using internet and multimedia technologies.
- 5.2 Educational activities of the study plan can be carried out, either in part or in full in a foreign language and in different time.
- 5.3 The organisation of the study plan complies the sequence between the courses according to the progression for the years indicated in the didactic set of rules and in the course program.
- 5.4 The course programme may establish a series of teaching priorities defined as preparatory, on the basis of which, in order to be admitted to the examination session of some courses, is compulsory to have passed previous ones as they are considered introductory to them. These prerequisites define a restriction of the progression of the studies which guarantees the goals expected in the academic years.
- 5.5 Learnings may last one full academic year or have semi-annual duration and can be organised in modules corresponding to clearly identifiable topics within the teaching program.
- 5.6 Attendance at the courses is compulsory at a rate equal to 80% of the total number of hours for each singular learning included in syllabus, with the exclusion of individual studies.
The Student enrolled as a Worker having demonstrated engagement in work activities through an indefinite or fixed-term contract with a

minimum duration of 3 months for 18 hours per week between October 15 and June 15, or as a self-employed individual (partita iva), is partially exempt from attending classes up to 80% for theoretical sessions and up to 50% for theoretical-practical sessions.

- 5.7 In case of a significant event or under serious circumstances not attributed to the student, the student himself that has exceeded the margin of absences allowed as at art. 5.6 may submit a request for assessment aimed to justify the extraordinary absence by filling the form available at the student's office within seven days. The Academic Director, once the motivations presented have been verified, may, at his sole discretion, accept or reject the request to justify the absence.
- 5.8 Learnings are given in the form of lectures, laboratory workshops, seminars and other didactic forms, respecting the constraints defined by the didactic set of rules.
- 5.9 The lecture is aimed at transferring general or specialist theoretical knowledge related to a specific subject or topic. It may have an introductory, methodological, technical or contextual character. Laboratory workshops consist of activities by which examples, applications of principles and methods are developed and presented with the aim of clarifying the contents of the lessons. Laboratory workshops are strictly connected to the discipline of reference, carried out by the student under the direct supervision of the lecturer or the teaching tutor. The seminar consists of meetings where subjects covered by the teachings are presented, discussed and analyzed thoroughly.

Art 6. EDUCATIONAL ACTIVITIES

- 6.1 The educational activities are divided as follows:
- a. basic educational activities provide basic knowledge, information, methodological and analytical instruments of a general nature in the various subjects.
 - b. specific educational activities provide knowledge, which is indispensable for the definition of cultural and technical contents as well as the abilities and specialist skills of a professional working in the field.
 - c. educational activities in one or more subject areas related or integrated to the basic and specific ones, including cultural context and interdisciplinary educational.

- d. educational activities aimed at preparation for the final examination to obtain the academic qualification (for at least 9 CFA)
- e. further educational activities, if provided for by the Study Plan of the Course of study, aimed at acquiring knowledge of languages, IT and interpersonal skills for the labour market, as well as educational activities aimed at facilitating career choices through direct knowledge of the working sector including:
 - workshops/company projects: intensive project activities lasting one or more weeks in collaboration with companies on topics inspired by the companies themselves;
 - seminars providing professional educational aimed at the acquisition of interpersonal and organizational skills and knowledge of the legal and economic rules regulating the profession.
- f. elective educational activities, chosen autonomously by the student as part of the same course or a related course, for at least 6 CFA. Accademia di Como annually proposes a list of elective subjects from which the student may indicate options reflecting his priority interests. In order to allow an equal distribution of students, the number of students that can attend the elective courses is limited on an annual basis. Subject to these limitations, the acceptance of the options expressed by the students is established on the basis of a merit based ranking, determined by the performance of the student in the examinations sat and within the September session.
- g. internships: it is possible to activate curricular internships, if provided for the Study Plan of the Course of study, aimed at creating alternance between study and work, as well as refining the learning and training process. The curricular internships are educational activities corresponding to CFA included in the Study Plan. The Internship Regulations describe how to activate internships program.

6.2 The contents of the educational activities are set out in the Course programme. The workload required is commensurate with the number of credits provided for them by the curriculum.

III. Admissions

Art 7. ADMISSION REQUIREMENTS

- 7.1 In order to be admitted to a Second Level Academic Diploma Courses it is necessary hold either a First Level Academic Diploma or a University Degree or any other equivalent, even if obtained abroad, provided it has been valued as eligible for enrolment. In this regard, for admissions to Second Level Academic Diploma courses, reference is to be made to the ministerial provisions contained in the document: Procedures for entry, stay and registration of foreign / international students in higher education courses in Italy, available on the site <https://www.studiare-in-italia.it/studentistranieri/> and in particular to annexes 1 and 2.
- 7.2 First level Academic Diploma or University graduating students, that is students still to obtain the first level Academic Diploma or University Diploma or any other equivalent valid qualification for enrolment to the course, can also be admitted (so-called “registration on condition” or “sub condizione”) provided that the documentation certifying the obtainment of the qualification necessary for enrolment to the course is submitted to Accademia di Como by the deadlines provided by the General Regulations governing Second Level Academic Diploma Courses.
- 7.3 The admission is completed only after the requested documentation has been handed in and checked.

Art 8. ADMISSION BASED ON FOREIGN QUALIFICATIONS

- 8.1 As regards admission to academic courses by foreign and Italian nationals holding qualifications obtained abroad, Accademia di Como applies the general provisions contained in the laws and the regulations currently in force as well as the applicable provisions periodically issued by MUR.
- 8.2 In compliance with the provisions set out at the art. 9.1 above, Accademia di Como may:
- determine the maximum number of international students that may be admitted to the first year for every diploma course at the suggestion of the competent academic body and the services in charge of international exchanges. The number of students registered to Second Level academic diplomas Courses will be communicated to the MUR;

- approve, at the proposal of the competent academic body, any means by which entrance exams will be held;
- issue any other provision aimed at implementing European and national provisions on the subject as well as to favour the insertion and integration of international students in the academic structure.

Art 9. TESTING INITIAL KNOWLEDGE FOR ADMISSION PURPOSES

- 9.1 The maximum number of students admitted to the courses is planned on the basis of the numerical ratio of students and lecturers, as well as the structures and infrastructures appropriate to the specific educational activities.
- 9.2 The courses may contemplate a limited number of students, contingent upon qualifications and/or entrance tests or free access and subject to the evaluation of the level of initial knowledge.
- 9.3 If the test result is not positive, the competent academic body may indicate specific additional educational obligations to the student to be met within the first year of the course. The competent academic body can suggest preparatory educational activities for achieving an adequate initial knowledge. Such activities are not included in the course fee of each year. The amount is based on an hourly rate as indicated in the administrative appendix.
- 9.4 The student must hold an adequate initial knowledge of the course language. The linguistic knowledge required must correspond to level B2 of the Common European Framework of reference for languages - CEFR - comprising:
- A1 Breakthrough: introductory level
 - A2 Way stage: survival level
 - B1 Threshold: intermediate level
 - B2 Vantage: upper intermediate level
 - C1 Effective Proficiency: advanced level
 - C2 Mastery: mastery of the language.

The Student may demonstrate his/her level of knowledge of the language by means of submitting a valid recognised certificate, or it may be ascertained by Accademia di Como through assessment tests during the admission phase to the course.

In case of presentation of a valid recognized certification, Accademia di Como may request, at its sole discretion, a further verification of the level by subjecting the Student to a test.

IV. Registration

Art 10. ENROLMENT

10.1 Students are considered enrolled when registered for the first time in an Accademia di Como study program.

10.2 Registration can only be completed after Accademia di Como has verified the documentation provided during the registration process. Accademia di Como reserves the right to verify the qualification provided, whether Italian or foreign, as specified by the General Regulations.

10.3 Students are considered as registered upon acceptance of the registration application and the actual receipt by Accademia di Como for the related registration fee and the DSU Regional tax for the Right to Education.

10.4 Registrations to the academic year are open from November of the year before the Course begins until 30th September. Accademia di Como reserves the right to assess any late applications for enrolment.

10.5 All taxes and contributions concerning admission, enrolment in and registration to courses are shown in the information material published on a yearly basis.

Art 11. REGISTRATION OF EU AND NON-EU STUDENTS HOLDING ACADEMIC QUALIFICATION FROM ABROAD

11.1 Applications from students holding academic qualification from abroad will be accepted under the following conditions:

- The documentation received and/or the declaration of value of the foreign academic qualification produced by the Italian diplomatic representation competent for the territory - must show that the academic qualification gained abroad allows access to the course that the student has chosen to attend at Accademia di Como. In the event that the course chosen is linked or belongs to a subject area different from that of the chosen one, the student may be assigned preparatory credits to be recovered within the first year of registration;
- The international academic qualification has been obtained following a period of schooling, the duration of which corresponds to the minimum provided for by the ministerial regulations in force for the purposes of admissions to academic studies;
- The language level of the student in the language in which the course is held corresponds to the minimum level required.

For the suitability of international qualification and related procedures please refer to the ministerial provisions on the website <https://www.studiare-in-italia.it/studentistranieri/> and in particular Attachments 1 and 2.

11.2 Following the submission of the original records, Accademia di Como will verify the foreign qualification.

Art. 12 COURSE REGISTRATION

12.1 By registering, students commit to paying the enrolment fee, the right to study fee (DSU), the tuition fee and any amount owed under the current Regulations provided for the entire academic year, to attending lessons and participating in the educational activities and workshop activities required, to obtaining any missing formative credits, and to passing the examinations planned in the annual syllabus.

12.2 Students also undertakes to comply with Accademia di Como's internal norms and regulations. Students on Erasmus or international exchange programs also have status as Accademia di Como students. Accademia di Como students registered in a Second Level Academic Diploma course can have one of the following statuses:

- **On-Condition:** those who at the time of registration do not hold all the required documentation, which must be provided to

Accademia di Como within the deadlines communicated by the latter

- **Subject to:** those who renew registration in second year of the course, even if they have not yet achieved the minimum number of formative credits necessary for the continuation of their studies. In this case the registration will be confirmed only upon reaching the necessary requirements for registration to the next year by the ordinary Autumn session, or before the beginning of the academic year.
- **Repeating:** those who have not obtained the credits and completed with the academic requirements for admittance to the following year.
- **Students who have not passed all the exams within the prescribed period:** those who have not acquired the credits necessary for obtaining the qualification within the ordinary duration of the course (two years).
- **Graduating:** those who only have to obtain the credits relating to the final examination and must discuss it

Art.13 REGISTRATION FOR THE SECOND YEAR

13.1 The student renews the enrolment in the second year of the course in the forms and manners and according to the terms set out in the General Regulations governing Second Level Academic Courses. The renewal of the registration after the established deadline must be authorized by Accademia di Como.

13.2 In order to access the second year, the student must obtain a minimum number of credits as provided for by the syllabus and in the following art. 22.1.

V. Assessment of Students' knowledge

Art. 14 ADMISSION TO EXAMS

14.1 In order to be admitted for the final exams related to the subjects in his/her syllabus, the student must:

- a. have met all course registration requirements through the payment of the amounts owed by registration fee, DSU fee and tuition fee, as required by the current Regulations;

- b. if international, be in compliance with the residence permit, with effect from the second ordinary examination session of the academic year of registration;
- c. must have met the attendance requirements provided for every individual subject (80% or the attendance required as per art. 5.6 in case of Student Worker, for all the educational activities, excluding individual studies).

14.2 Students not admitted to the profit exam for any of the reasons mentioned in art. 17.1 above are considered as “not suitable students” because in lack of attendance. They must regularize their position according to the modalities established by Accademia di Como, which may consist of the following:

- a. individual study;
- b. preparatory courses and/or tutoring;
- c. re-attendance of the entire subject.

14.3 It is expressly established that in the case of preparatory courses, as referred to in paragraph 17.2.b above, attendance to the course itself will be, in any case, preparatory for the whole course in order to be admitted to the examination. In addition, the preparatory course implies the payment of an amount calculated on the basis of the hours of attendance to be recovered, as indicated in the administrative appendix.

Art 15. FINAL EXAMINATIONS

15.1 During the academic year, the student may sit all the final examinations relating to the courses in his/ her syllabus, in compliance with the subjects’ priorities and with the requirements established by the competent academic body and specified in the programme.

15.2 The student cannot sit the final exams relating to the subjects that are not activated in that academic year, unless they are examinations to be recovered falling within the scope of his/her syllabus. In that case, the student is entitled to the appointment of a special examination panel.

15.3 Profits exams, which are linked to each other by propaedeutic constraint, must be carried out in accordance with the sequence provided for in the study plan, as specified in art. 20.3.

15.4 Ascertainment of a student's individual progress is expressed with a mark out of thirty or an assessment of suitability. The final exams for each subject organised so as to ascertain the candidate's preparation in the relative subject. The assessment may be made by taking into account the results of any interim evaluation tests.

15.5 Interim evaluation tests are taken as the course progresses and are planned and included within the timetable for lessons, practice and laboratory work according to a calendar and following procedures defined by the lecturer, in line with the relevant didactic structure. The interim evaluation is not officially recorded in a student's academic career, but is only recorded internally by the lecturer and then may contribute to the final evaluation.

15.6 Evaluation tests can take the following forms:

15.6.1 written test:

15.6.1.1 written research/report/documentation: research on a specific argument to be produced and submitted for examination.

15.6.1.2 written evaluation with open and/or closed questions.

15.6.2 oral test:

15.6.2.1 oral: interrogation carried out by the lecturer.

15.6.3 practical test:

15.6.3.1 final project or paper: carried out on a specific argument to be produced and submitted for examination.

15.6.3.2 interim project or paper (practical test in the classroom/laboratory).

15.7 The lecturer is obliged to communicate to the students before the beginning of the course:

- the course program, including the reference bibliography;
- the calendar of the interim evaluation tests where they are provided for;
- the procedures for assessing learning.

15.8 In the event of justified absence at the exam of profit the student must take the exam in the following first session. In this case, the student must submit to Accademia di Como a written justification request including the documentation / certification proving the reasons for the absence. The documentation must be written and delivered in the same language of the course and must be provided to Accademia di Como within 7 (seven) calendar days, following the date of the missed exam. Accademia di Como reserves the right, at its sole discretion, to accept the justification request.

- 15.9 The final exams for every subject are held before an evaluation panel composed by at least three members, including the lecturer of the subject.
- 15.10 During the examination it should always be possible to identify the learning path of each individual student who must present and discuss his/her work with the evaluation panel, even in case of complex project topics faced in the preparatory stage by means of group work.
- 15.11 The final examination is passed when the student achieves a minimum mark of 18 out of 30 or obtains a positive suitability judgment. Where the highest possible mark is achieved, and in the case the Student's excellence is absolutely and unanimously recognized, a mark of 30 "cum laude" (with honour) (31/30).
- 15.12 It is possible to refuse a mark in the final examination.
- 15.13 Students who:
- have achieved a negative exam mark;
 - have refused the exam mark;
 - are unjustified absent in the exam;
 - did not complete the exam;
 - did not notify - and/or did not timely notify - about their withdrawal from the exam are considered rejected and must, therefore, repeat the exam of profit in a following appeal session, according to the program and schedule communicated by Accademia di Como.
- 15.14 It is not possible to re-sit a final examination in which a passing mark has already been registered.

Art.16 EVALUATION PARAMETERS

- 16.1 The parameters for evaluating Students are based on the "Dublin Descriptors" (Bologna Process, European Qualifications Framework, 2004), which provide a description of the qualifications in a national and European framework.

16.2 Such parameters form an organic whole and should be read in relation to each other and consist of the following elements:

- knowledge and understanding
- applying knowledge and understanding
- making judgements
- communication skills
- learning skills.

Consequently, the final qualification is awarded to students that:

- a. have demonstrated knowledge and understanding that is founded upon and extends and/or enhances that typically associated with the first cycle, and that provides a basis or opportunity for originality in developing and/or applying ideas, often within a research context;
- b. can apply their knowledge and understanding, and problem solving abilities in new or unfamiliar
- c. environments within broader (or multidisciplinary) contexts related to their field of study;
- d. have the ability to integrate knowledge and handle complexity, and formulate judgments with incomplete or limited information, but that include reflecting on social and ethical responsibilities linked to the application of their knowledge and judgments;
- e. can communicate their conclusions, and the knowledge and rationale underpinning these, to specialist and non-specialist audiences clearly and unambiguously;
- f. have the learning skills to allow them to continue to study in a manner that may be largely self-directed or autonomous.

16.3 Each syllabus defines such parameters according to the educational objective of the courses and subjects.

Art 17. EXAMINATION SESSIONS

17.1 Evaluation is carried out on the basis of an examination plan that provides for ordinary and extraordinary sessions, divided up and distributed over the academic year in accordance with indications of the responsible academic body and subject to approval from the academic council.

17.2 The sessions must indicate the date of the start and conclusion of examinations and are communicated officially at least thirty days prior to their being held.

17.3 The student is required to sit the examination for each course in the first exam session following the conclusion of the course, as scheduled in the annual academic calendar.

17.4 The ordinary examination sessions are:

- Winter session;
- Summer session;
- Autumn session.

17.5 The extraordinary examination sessions is a winter session. Exceptionally, subject to approval from the academic council, it could be held an extraordinary spring session.

17.6 In case of several examinations pertaining to the same subject and taking place within one session there must be an interval of at least 15 days between one examination and the next.

Art 18. RE-SIT EXAMINATIONS

18.1 The student who has failed, as defined in the previous art. 15.13, must recover the exam in the call scheduled by Accademia di Como

18.2 The recovery exams can take place in ordinary and extraordinary sessions.

Once agreed the date for the recovery of the failed exam, students who want to withdraw from the exam Must inform the students' office 10 calendar days before the agreed exam date.

18.3 The fees due to Accademia di Como for the execution of the recovery exams, with effect from the second recovery session onwards, are ruled by the Administrative Appendix. Nothing will be due by the student for the access to the first recovery session, with the exclusion of cases of unjustified absence to the recovery exam and / or untimely and / or missed withdrawal from the exam, for which the fee of the recovery exam will be due starting from the first recovery session.

18.4 In the event of non-admission to exams, due to non-compliance with the attendance obligations, the recovery exams can be preceded by a preparatory course, whose attendance is mandatory for the further admission to the exam. The course includes the payment of an amount calculated, based on the hours of attendance to be recovered, as indicated in the administrative appendix.

Art 19. PROGRESSION OF STUDIES

19.1 In order to continue into the second-year students must obtain the minimum number of credits (40 credits) on the basis of the specific study plan.

19.2 In case the student has achieved the minimum credits as per article 19.1, but has not acquired the total credits of the previous course year, he has to recover the contents according to the procedures established by the school (as per article 16.2) and take recovery tests accordingly. Exams of the first year must necessarily be recovered by the last useful session before the dissertation.

19.3 Students who have obtained the credits necessary for the admission to the following year, but are in default of the credits related to preparatory learnings included in the programme, are anyway allowed to continue their studies and enroll in the following year. Once the exams subject to a priority tie are passed, it will be possible to take the exams connected to them without increasing costs. The preparatory exams of the 1st year must necessarily be recovered within the ordinary winter session of the 2nd year.

19.4 Students who have not gained the credits required to access the next course year, has to register in the same year as a repeating student, re-attending the lectures where he failed and take again the related exams, including any intermediate exam. The registration as a repeating student entails the payment of taxes and contributions according to the parameters indicated in the administrative appendix.

19.5 At the end of the second year the student must have obtained all the credits required by the programme, otherwise the student has to register as student who has not passed all his exams within the prescribed period of time. The enrolment as such status involves the payment of taxes and contributions accordingly to the parameters indicated in the Administrative Appendix.

19.6 The registration to the extraordinary diploma session for the student only in debt of the educational credits related to the final exam, is subordinated to obtaining the suitability of the thesis project (nulla osta as indicated in the following article 20.6 point b) and of the foreign language.

19.7 Registration for the extraordinary sessions for the recovery of the final exam involves the payment of taxes and contributions, according to the parameters indicated in the administrative appendix.

19.8 The Student who fails to obtain the eligibility of the Final Exam and to enroll in the last useful Diploma session, must enroll in the following year as a Graduating Student by paying the amounts indicated in the Administrative Appendix.

VI. Attainment of the Diploma

Art 20. FINAL EXAMINATION

20.1 In order to be admitted to the diploma session the student must have acquired all the credits in the manner set out in the syllabus, except those relating to the final thesis that will be discussed during the pertaining Diploma session.

Art 21. PROJECT/FINAL THESIS

21.1 For the final examination, the course coordinator/ Academic Director, will present the students with one or more topics on which to base his/her thesis. The thesis topic should be assigned at the beginning of the last academic year.

21.2 The thesis corresponds to a project type educational activity of the second year included in the syllabus regulated by the course programme.

21.3 The final examination consists in the submission of the thesis to the evaluation panel, accompanied by detailed and analytical documentation, as well as by the physical and/or virtual model, where required.

21.4 The submitted work is individual. Even in the case of complex projects, dealt with and prepared in groups in the development phase, it must always be

possible to identify the contribution of the individual student, who must present and discuss his/her work with the panel.

21.5 Working groups cannot have more than two members. More members can be admitted in a group in the event that the thesis project follows a multi-disciplinary approach or a particularly complex topic or methodology.

21.6 The thesis project is divided into two stages:

a. thesis Lab = development of the Project/Thesis

The thesis lab coincides with a project of the second year and lasts one term. At the start of the second academic year, the student agrees with the course coordinator on the subject matter of the thesis. During the first term, the student develops the topic assigned by deepening the theoretical and technical methodological and research aspects upon which he/she will base the project.

Accademia di Como will provide assistance during the development of the project (lessons, workshops, reviews, seminars etc.) and will guide the student in the structuring of the work. The school staff will specify the learning methods and activities, the planning of the activities and the duration of the thesis lab, including the sessions/date within which the students must sit the exam. The student must take the examination of the thesis lab at the end of the first term (Winter session or in any case within the extraordinary Spring session). The mark obtained contributes to the calculation of the final average with which the student will be presented at the discussion of the thesis.

b. Thesis project = finalization and production of the project

The credits of the thesis project will be achieved with the finalization and production of the concept/project developed during the thesis lab. During this phase, the student develops the project under the supervision of the staff school and of the supervisor-lecturer. The latter plans for every student or working group a number of hours of assistance on the thesis on the basis of the needs of each student or group for the purpose of ensuring the attainment of the level of suitability required to be allowed to present and discuss his/her the thesis project. This phase occurs in the second term and ends with an evaluation of the suitability of the thesis (nulla osta) by the staff school and the lecturer supervisor. The judgment of suitability concerns exclusively the thesis project. Once achieved the suitability of the thesis project, the student may register to the ordinary diploma session (July).

Students that do not obtain the suitability required must overcome the shortcomings in the manner agreed with the staff school/ supervisor-lecturer and resubmit his/her application to discuss the thesis at the extraordinary sessions.

21.7 The final thesis must demonstrate the maturity of the student about the method applied as well as the acquisition of the technical and cultural instruments in question.

Art 22. EVALUATION PANEL

22.1 The evaluation panel must be composed by at minimum of 4 and a maximum of 7 voting members. The evaluation panel is appointed by the school management and is comprised as follows:

- Evaluation panel chairman (dean, academic coordinator, course coordinator if not lecturer supervisor);
- Course coordinator;
- From 1 to 3 internal members, appointed due to their specific skills in relation to the topic of the thesis and selected among: lecturers and staff of the diploma course in question; school directors, coordinators, lecturers and ACCADEMIA DI COMO staff of other school or other sites of the IED Network;
- From 1 to 2 external members, to be chosen among: representative of the company promoting the thesis project; renowned experts in the field in question.

22.2 The chairman of the evaluation panel may invite other non-voting external members, for further non-binding evaluations.

Art 23. EVALUATION SYSTEM

23.1 The final evaluation will consider the student's entire academic career as well as the result of the final examination. It is based on the weighted average of the marks given in the exams converted into one hundred and tenths with a possible variation defined by the Evaluation Panel within a range of 0 and + 5 as follow:

- EXCELLENT (5 marks)
- GOOD (3-4 marks)
- FAIR (1 – 2 marks)
- SUFFICIENT (0 no marks).

23.2 The average of the course grades will be calculated on the basis of the credits obtained for all the exams of the first and second year, excluding the exams relating to the further educational activities (if provided for the Didactic

System of the Course of study) and the final examination which will confer suitability judgment and not a mark.

23.3 The evaluation of the thesis is expressed in one hundred and tenths. The lowest mark for passing the final examination is 66/110; the highest mark is 110/110. The final grading proposal is sent to the evaluation panel by the thesis lecturer. If the sum of the starting mark (weighted average of marks converted into one hundred and tenths) and evaluation of the thesis exceeds the score of 110, the final mark is 110/110.

Art. 24 DIPLOMA SESSION

24.1 Two sessions are provided for the final diploma examination:

- ordinary: Summer session (July);
- extraordinary (scheduled by Accademia di Como): Winter session and Spring session.

24.2 Participation in the extraordinary sessions entails payment of fees and dues as set in the Administrative Appendix.

Art 25. QUALIFICATIONS

25.1 Accademia di Como awards Second Level Academic Diplomas only and exclusively for those study programs expressly validated by MUR.

VII. Student Mobility

Art 26. MOBILITY PROGRAMS

26.1 Accademia di Como promotes national and international mobility programs for students, offering the opportunity to spend part of their studies at the different schools of the IED network abroad at partner universities (Erasmus+ or Exchange Study Program). Participation in the Erasmus+ program is regulated by the specific regulation published every year.

26.2 Formative Credits gained by joining student mobility programs, which are ruled by inter-institutional agreements, can be recognized and can become part of the student's academic curriculum.

VIII. Course changes and transfers

Art 27. COURSE CHANGES AND TRANSFERS

27.1A Student in good administrative standing has the right to request a change to a different Course at Accademia di Como or another site of the IED Network from 15 July to 15 October.

27.2 The student coming from another academic or university institution can obtain recognition for up to a maximum of 50% of the CFAs provided for in the educational system of the chosen course, except as provided for in Article 3, paragraph 4 of Decree 14/2018. Any derogations may be provided for by specific inter-university academic agreements.

27.3 Once the change has been approved, the Student must pay the fees, contributions and allowances in the amount established thereby.

27.4 A student in good administrative standing also has the option to request a transfer to another Academy/University by submitting an application to the Academic Director by 31 December of each academic year. In all cases of a notified transfer request, and the terms assigned by Accademia di Como for this purpose have elapsed, the Student must pay the enrolment fee and the tuition for the entire amount, and as a result does not have the right to a refund of what may have already been paid. With regard to the procedures for the refunding of any amounts paid, reference should be made to art. 17 below.

27.5 A Student enrolled in other Academies / Universities has the right to request a transfer to Accademia di Como, subject to payment of a fee for an assessment of their previous studies, the amount of which is set out in the DASL Administrative Appendix.

27.6 In all cases of a change of Course and/or transfer for which it is considered necessary, Students must attend supplementary lessons or sit supplementary exams, subject to the payment of the amounts provided for in the DASL Administrative Appendix.

27.7 A change to a different Course, or to another site of the IED Network, as well as the transfer to Accademia di Como from other Academies / Universities are, in addition to what is set out above, governed by the Academic Rules in the DASL Administrative Appendix.

IX. Suspension of studies

Art 28. SUSPENSION OF STUDIES (“FREEZING”)

28.1 Students have the option of suspending their studies for the academic year (“freezing”). “Freezing” one’s studies is the suspension of the administrative and academic position of a Student for the academic year in progress.

28.2A Student forced to interrupt the academic year has the possibility of freezing the amounts paid for the enrolment fee and for the tuition, with the exclusion of the Regional tax for the Right to Higher Education, and to reuse them, subject to payment of any balance, exclusively in the following academic year, paying any difference due to increases in the annual Fees for Courses

28.3A Student enrolled in the first year who requests freezing by the deadline established for payment of the tuition (31 October) will be granted the freezing of the amounts paid up until that moment (Enrolment fee and Tuition). In such cases any commercial benefits granted will be revoked. If the student requests freezing after the deadline of 31 October, they must pay any balance that is still due (the entire tuition) by the deadlines set out in these Rules.

28.4 A Student enrolled in the second year who requests freezing in the period between the last deadline established for Course enrolment renewal (31 July) and the deadline for payment of tuition (30 September) will be granted the freezing of the amounts paid up until that moment (enrolment fee or enrolment fee and tuition). In such cases any commercial benefits granted will be revoked. If a student enrolled in the second-year requests freezing after the deadline of 30 September, they must pay whatever is still due (tuition).

28.5 Amounts already paid and frozen may not be returned if a Student fails to return to their studies in the academic year following the one for which freezing was granted. If the student resumes their studies after that, they must pay the full tuition for the second year, excluding the revoked commercial benefits.

28.6 Freezing can be requested only in cases of proven just if Accademia di Como reasons, such as:

- pregnancy/maternity; in case of suspension due to pregnancy, it is necessary to attach the certificate of the specialist doctor indicating the expected date of birth;

- duly documented serious family or personal health reasons;
- delay in obtaining visa not due to the student.

28.7 The application for “freezing” must be submitted to the students’ office with an attached copy of the documentation attesting its grounds. The Accademia di Como management will assess the request based on the documentation submitted.

28.8 Freezing may be requested only if the student’s administrative position is up to date.

28.9 Freezing can be requested only if at the date of the application the student has not been absent for more than 20% of the total activities of the syllabus provided until that moment and if he/she has not exceeded 50% of the total hours scheduled by the syllabus. Applications for freezing received after six consecutive weeks of absence will not be accepted.

The academic coordinator, after consulting the student, will agree when and how the student will resume attending the lessons.

Art 29. INTERRUPTION OF STUDIES

29.1 Students may apply for interruption of studies, obtaining an exemption from the payment of taxes, subject to the provisions set forth under the General Regulations governing Second Level Academic Diploma Courses. During the period of interruption, it is not possible to attend courses or exams.
The maximum duration of the interruption shall not exceed three academic years.

29.2 A request for interruption must be submitted to Accademia di Como by and no later than 31 July, deadline prescribed for re-enrolment in courses after the first year.

29.3 A request for interruption submitted after the deadline of 31 July by a Student already enrolled in the subsequent year will be evaluated by the Academic Director. If accepted, the Student will be considered as “Frozen”, according to the procedures as per the previous article

29.4 Those who have already renewed enrolment for the subsequent year may not interrupt their studies.

In the event of acceptance of a promotion for payment in advance, Accademia di Como shall refund what has already been paid to a student who communicates

their intention to interrupt their studies before the deadline for submission of such request.

29.5 To resume interrupted studies, the student must submit an application to the school management.

29.6 Upon resumption of studies, students are required to pay the taxes due in the academic year in which he resumes his studies.

29.7 The academic coordinator, after consulting the student, will agree when and how the student will resume classes and indicates any eventual subjects to be recovered.

29.8 Students who have not provided the Accademia di Como management with written notice of their intention to interrupt their studies are required to submit request of recognition of the previous academic career.

29.9 At the time of registration, the student must also proceed with the payment of the registration fee due for each year of interruption, in addition to the attendance fee in force in the academic year in which they resume their studies.

X. Withdrawal from studies

Art 30. WITHDRAWAL FROM STUDIES

30.1 The withdrawal from studies is irrevocable and implies the forfeiture of the status as Student as well being barred from access to the spaces and services dedicated to academic activities. It must be manifested formally in an explicit manner without conditions or limitation clauses.

30.2 Students are entitled to withdraw from their studies and thus from registration in the course and the relative attendance, by submitting an appropriate written withdrawal application to the students' office. Following verification of the regularity of the applicant's administrative position, the student's office issues the receipt for acceptance.

30.3 Students, who withdrew from studies, may obtain the certifications relating to their academic career.
Certifications will formally state that the academic career is ineffective because of the withdrawal.

30.4 The withdrawal from studies entails the loss of the student's status and forbids the student access to spaces and services dedicated to teaching activities.

30.5 Students who wish to resume their studies are required to enrol again and submit their request for previous career assessment, if any.

Art 31. LOSS OF STUDENT STATUS

31.1 Students who have not renewed their registration in the course of academic study for three years will lose their student status.

31.2 Students who lose such status are in any case entitled to receive certificates attesting the activities carried out during their academic career. These certificates must state the date on which student status was lost. Students can enrol ex novo to courses, subject to passing the admission tests, where provided for, and without the obligation to pay fees and contributions in arrears, requesting that their university career be shortened, that is, requesting recognition of credits deriving from activities carried out during their previous educational career. The relevant didactic structure shall decide if the registration shall be valid for the first year or the second year. Students must pay the fees and contributions established annually in the administrative appendix.

31.3 Loss of student status does not apply to students who, despite not having renewed their registration for three years, have all the credits necessary for obtaining their qualification including approval of the final exam and who only need to discuss their thesis; in this case, students must regularise their position with the payment of the fees and contributions established annually in the Administrative appendix.

Art 31. TERMINATION OF STUDENT STATUS

32.1 The status of student registered at Accademia di Como, with all the rights and services related to it, ceases upon:

- attainment of the academic title;
- transfer to another academy/university;
- withdrawal from studies;
- loss of the student status;
- expulsion.

32.2 Termination of studies is an irrevocable act of the Student and implies the forfeiture of the status as Student as well as being barred from access to the spaces and services dedicated to academic activities.

XI. Documentation and ownership of projects

Art 33. DOCUMENTATION AND OWNERSHIP OF PROJECTS

33.1 In order to protect students and all their rights in relations with third parties, Accademia di Como – unless expressly agreed otherwise – will exclusively hold all rights of ownership regarding papers, dissertations and any other work and/or project completed or conceived of by the student, either individually or jointly with other students, while attending the courses and/or during the extra-curricular activities. Therefore, the student gives Accademia di Como, free of charges and without limitation of space or time, all the rights of his/her works, thesis and any other work and / or project created or designed by him/her, individually or together with other students, during the attendance of the courses and / or during the extra- curricular activities. Accademia di Como will evaluate the possibility of reinstating the rights on a case-by-case basis in response to the specific request of the student. In any case, the student will have the right to be recognized as author of all the works realized during the attendance to the courses and / or during the extra- curricular activities.

33.2 The rights of students to the work they conceive of and/or create, including therein the possibility of transferring all rights of use and exploitation to third parties, will be governed by specific agreements.

33.3 Students expressly authorize Accademia di Como to use freely and without charge, for promotional and educational purposes and in compliance with the laws in force, designs, dissertations and any other work and/or project they complete or conceive of.

33.4 Save where Accademia di Como and any other parties involved provide express authorisation, students undertake not to disclose to third parties or publish in the mass media (by way of non-limiting example, by means of websites or the internet in general, publications or magazines) any papers, dissertations and/or projects created and/or conceived of by the student, by other students or by Accademia di Como lecturers and/or staff during the courses and/or during the extra- curricular activities.

33.5 Students wishing to proceed independently with the development of such projects must submit a written request to the Accademia di Como.

XII. REDUCTIONS AND BENEFITS

Art 34. ACCADEMIA DI COMO SCHOLARSHIPS AND FINANCIAL AID

34.1 Every year Accademia di Como holds a competition for scholarships for the registration in the first year of the course. The competition is open to all students who want to register to Second Level Academic Diploma courses. For the renewal of the scholarship for the second year, the student is required to meet the requirements set out in the competition rules.

34.2 Students registered in the second year can request a reduction in the attendance fee. The Accademia di Como Director could evaluate the request on the basis of merit and financial needs allowing to grant the reduction.

34.3 Students must submit a written application to the students' office within the deadlines, set out in the competition regulations.

34.4 Accademia di Como reserves the right to revoke the scholarships and financial aids for both disciplinary as well as academic reasons. Such decisions taken by the school management are final and cannot be challenged.

34.5 In case of revocation of the scholarships or reductions students are required to pay the entire amount of the course fee of the year in progress.

34.6 Reductions and benefits referred to in this article cannot be added to those provided for in the articles below, nor is in any case allowed any accumulation of the reductions, benefits and scholarships contemplated in this Title XIII.

Art 35. RIGHT TO EDUCATION – SECOND LEVEL

35.1 Accademia di Como coordinates, organizes and performs activities and service aimed at implementing financial aids and study grants (DSU – Diritto allo Studio

Universitario) as set out by the regional law, Region of Lombardy no. 33 of December 13, 2004.

35.2 Accademia di Como also develops activities and offers services aimed at facilitating the students' participation to courses and at improving the living and studying conditions of the Students.

Such measures concern the following benefits and services:

- scholarships DSU – Diritto allo Studio Universitario (L.R. 33/2004)
- measures to facilitate international mobility and international exchanges
- library service - newspaper and magazines
- cultural events and socialization
- internships and careers guidance service.

35.3 DSU study grants, pursuant to art. 37.2 here above, are assigned by means of specific competition, the notice of call of which is published by September of each year for the following academic year.

35.4 Students duly registered in Second Level Academic Diplomas may participate provided they meet the requirements as regards to their financial position and academic merits set out in the regulations of the competition.

35.5 The criterion for the awarding of DSU scholarships is based on the evaluation on the student's financial position (ISEE Universitario and ISPEU) and the specific requirements as regards academic merits for every year of the course. The value of the scholarship awarded depends on the type of student (resident in the city in which the school is located, not resident in the city in which the school is located, commuter) the income bracket (ISEE Universitario) of the student's nuclear family.

35.6 For further details, relating to the DSU scholarship reference must be made to the specific regulations of the competition.

XIII. Student representations

Art 36. STUDENTS' ASSEMBLY AND STUDENTS' COUNCIL

36.1 Students' representations include the students' council and the students' assembly.

36.2 Student representations have a proactive and advisory function, address requests and formulate proposals to the academic council regarding educational programs and student services.

36.3 The student assembly is composed of student elected representatives from each academic year.

36.4 The student assembly elects internal members to the students' council. The students' council is composed of a variable number of members depending on the number of enrolled students of the seat, as set out by the law.

36.5 All matters relating to the elections, activities and organization of the students' representative council are governed by the specific regulations.

XIV. Rights and obligations of students

Art 37. RIGHTS OF THE STUDENT

37.1 Attend and participate in academic and extra-curricular activities and fully respect diversity, without prejudice and discrimination, being treated with dignity and respect, without threats and bullying, harassment or intimidation.

37.2 Learn in the manner defined by the specific course programme and receive notification of any changes.

37.3 Obtain quality teaching and professional evaluation.

37.4 Demand that Accademia di Como asserts its authority adequately and fairly in order to ensure compliance with the rules and regulations.

37.5 Have the possibility to share views with Accademia di Como on the conduct of courses, academic activities and services in the event that these falls below the standard reasonably provided for by Accademia di Como.

Art 38. DUTIES AND RESPONSIBILITIES OF THE STUDENT

- 38.1 Respect the Accademia di Como Regulations and policies relating to the treatment of other students and Accademia di Como personnel.
- 38.2 Obtain, read, know and comply with assessment parameters on discipline and the course, accept the authority of Accademia di Como in all academic and disciplinary questions.
- 38.3 Submit works, paperwork and / or projects within the established term and take examinations as required.
- 38.4 Respect the copyright and intellectual property laws.
- 38.5 Respect the laws on non-infringement of intellectual and industrial property rights of third parties and on plagiarism and / or counterfeiting, by refraining from declaring as they were in his/her name works, paperwork and / or projects made by third parties.
- 38.6 Provide written communication within the deadlines set to the student's office about any intention to withdraw from the course. Failure to provide notice of the withdrawal will be considered absence from an examination.

Art 39. RULES OF CONDUCT AND DISCIPLINARY MEASURES

- 39.1 Students are required to behave in a well-mannered and polite manner, and to comply with the basic rules of tolerance, respect and collaboration, preventing educational and administrative activities on the premises of Accademia di Como from being disturbed in any manner. Students must not engage in conduct that in any way places their own or others' safety in danger and must ensure that the areas and assets and any other object are kept clean and decorous, be they the property of Accademia di Como or private property.
- 39.2 Students that breach the rules of conduct are subject to disciplinary measures as set out in the disciplinary regulations.

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