



ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E
NUOVE TECNOLOGIE



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TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

Approved by resolution of the Board on 17/7/2016

PART ONE

GENERAL PROVISIONS

Art. 1 - Definitions

Art. 2 - Purpose

TITLE I

TEACHING OFFER

Art. 3 - Departments, schools and study courses opened

Art. 4 - Degrees issued by the Institution

Art. 5 - Admission to degree courses

Art. 6 - Bachelor's Degree courses

TITLE II

TEACHING AND RESEARCH FACILITIES

Art. 7 - Teaching and/or research facilities

Art. 8 - Departments

Art. 9 - Schools

Art. 10 - Bachelor's Degree

TITLE III

COMPLETION OF DEGREE

Art. 11 - Completion of the bachelor's degree program

Art. 12 - Final exams and graduation requirements

Art. 13 - Evaluation

TITLE IV

INTEGRATIVE TEACHING SERVICES

Art. 14 - Orientation courses

Art. 15 - Integrative activities

Art. 16 - Educational activities self-managed by students



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

Art. 17 - Training courses, seasonal activities and seminars

Art. 18 - CFA credits

Art. 19 - Syllabi of the courses of study

Art. 20 - Teaching regulations for courses

PART TWO

TEACHING ORGANIZATION

TITLE I

PROGRAMMING, COORDINATION AND GRADING

Art. 21 - Establishment, activation and deactivation of educational facilities and courses

Art. 22 - Educational programming

Art. 23 - Annual personal study plan

Art. 24 - Use of space and timetables plan

Art. 25 - Annual syllabus

Art. 26 - Educational activities coordination

Art. 27 - Verification training activities results

TITLE II

PRESENTATION OF TEACHING TASKS

Art. 28 - Educational forms

Art. 29 - Teaching courses

Art. 30 - Cultural activities

Art. 31 - Internships

TITLE III

ASSESSMENT OF STUDENT PREPARATION

Art. 32 - Assessment of student preparation

Art. 33 - Exams eligibility

Art. 34 - Exam committee

Art. 35 - Courses of study eligibility

Art. 36 - Verification of initial preparation

Art. 37 - Final exams



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

TITLE IV

TEACHING QUALITY

Art. 38 - Guidance and mentoring initiatives

TITLE V

ACADEMIC QUALIFICATIONS

Art. 39 - Awarding of degrees

Art. 40 - Release of joint degrees

Art. 41 - Certification of academic qualifications

TITLE VI

STUDENTS

CHAPTER 1

GENERAL RULES

Art. 42 - Educational Relationship

Art. 43 - Matriculation

Art. 44 - Registration and transcripts

Art. 45 - Matriculation with foreign qualifications

Art. 46 - Graduate enrollment

Art. 47 - Single course registration

Art. 48 - Curricula and individual study plans

Art. 49 - Course attendance and alternatives

Art. 50 - Study abroad periods

Art. 51 - Disciplinary measures

CHAPTER 2

INTERNAL AND EXTERNAL STUDENT MOBILITY

Art. 52 - Transfer to other academies/institutions

Art. 53 - Transfers from other institutions

Art. 54 - How to change course

Art. 55 - Recognition of previous studies



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

Art. 56 - Suspension and temporary interruption of studies

Art. 57 - Withdrawal from studies

Art. 58 - Forfeiture of student qualifying status

Art. 59 - End of student's qualifying status

TITLE VII

RIGHT TO EDUCATION

Art. 60 - Right to education

Art. 61 - Disabled students

TITLE VIII

COMMUNICATION AND PUBLICITY

Art. 62 - Communication

TITLE IX

FINAL AND TRANSITIONAL RULES

Art. 63 - Final and transitional rules



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

PART ONE

GENERAL PROVISIONS

ARTICLE 1 - DEFINITIONS

For the purposes of this Regulation the following definitions are valid:

- 1 For Minister or Ministry or MIUR, the Ministry of Education, Universities and Research;
- 2 For the Institution or Academy, the legally recognized Institute of Culture;
- 3 For CNAM, the Italian National Council for Higher Artistic and Musical Education;
- 4 For the Agency, the National Agency for the Evaluation of the University and Research Systems;
- 5 For C.A., the Academic Board (AB) of the Academy;
- 6 For C.di A., the Academy's Board of Directors;
- 7 For CDP, the Association of Professors of the Academy;
- 8 For system, the system of higher education and artistic and musical specialization;
- 9 For law, the law passed on December 21, 1999, n. 508, amended and supplemented by the law passed on November 22, 2002, n. 268;
- 10 For Ministerial Decrees, Ministerial Decree No. 89 from 03/07/2009 and No. 123 from 30/09/2009 issued pursuant to and in accordance with the procedures referred to in Article 10 of the Presidential Decree n ° 212 dated the 08/07/2005.
- 11 For teaching regulations, the regulations adopted by the Academy, drawn up in compliance with Presidential Decree No. 212 from 08/07/2005, which regulates the regulations for individual courses of study.
- 12 For educational order of a course of study, the set of rules that regulates the syllabus a course of study, i.e., study cycles, study plans, modules, credits, exams, internships, training and other training activities, study abroad, thesis, evaluations, entrance exams, students and commissions;
- 13 For discipline sectors, groupings of disciplines according to the Ministerial Decree No. 89 of 03-07-2009;
- 14 For field of study, the set of culturally and professionally related discipline sectors, defined by ministerial decrees;
- 15 For academic qualifications, the diplomas that can be obtained from the Academy as defined below (bachelor's degree as identified in Article 3 of Presidential Decree dated the July 8, 2005 n.212);
- 16 For department, the coordination structure of the teaching, research and artistic productions of the schools belonging to it;
- 17 For school, all the courses of study, no matter the name they are referred to as, grouped by similar subjects;
- 18 For courses of study, the courses active within the school, i.e., bachelor's degree courses as per Ministerial Decree No. 123 dated 30/09/2009;
- 19 For academic credit, hereinafter CFA or CFA credits, the measure of the volume of academic work, including individual study, required for a student with an adequate initial preparation for the acquisition of knowledge and skills in the expectations required by the syllabus of the courses of study;
- 20 For educational objectives, knowledge and skills that characterize the cultural and professional profile which the course sets;



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- 21 For curriculum, the set of academic and extra-curricular training activities, specified in the Teaching Regulations of the course of study for the purpose of obtaining the relevant title;
- 22 For educational debt, the lack of specific cultural requisites determined by the teaching regulations of the individual courses of study;
- 23 For formative activity, any activity organized or planned by the Academy in order to ensure the students' cultural and professional development, including, among other things, teaching courses, seminars, conventions and conferences, practical or laboratory exercises also organized externally, group teaching activities, tutoring and orientation, internships, projects, theses, exhibitions and shows, as well as individual study and self-directed learning activities;
- 24 For the course syllabus, the annual document containing the educational offerings of the institutes and available courses of study;
- 25 For reference bodies, the appointed and elected bodies set up according to relevant legislation;
- 26 For Course, BD and Bachelor's, the Bachelor's Degree course;
- 27 For Accademia, Duofin Art srl - the Academy of Art and New Technologies

ART. 2 PURPOSE

- This teaching regulation, as required by the relevant legislation and the Statute of Autonomy of the Academy:
- regulates the study structure of the courses held by the Academy for the attainment of academic qualifications having legal value as per art. 2 paragraph 5 of Law 508/1999;
 - defines the syllabus of the diploma courses held by the Academy as per art. 3 of Presidential Decree 212/2005;
 - dictates the general principles and provides the directives of the courses of study carried out by the Academy as an implementation of art. 3 of the Presidential Decree 212/2005;
 - regulates the academic career of students.

TITLE I

TEACHING OFFER

ART. 3 DEPARTMENTS, SCHOOLS AND COURSES OF STUDY

- The available courses of study of the Academy are defined in the attached tables which form an integral part of this regulation;
- Any new courses will be activated subject to Ministerial approval and inserted in the following Regulations;
- The Academy organizes and can organize according to art. 3 of Presidential Decree 212/2005, the following courses aimed at obtaining a qualification with legal value:
 - a. Bachelor's Degree (CDA);
- The Academy organizes and can also organize, pursuant to art. 3 of Presidential Decree 212/2005, the following courses that do not involve the issue of a legal title, but only a certificate of attendance or participation:
 - a. professional or advanced training courses;



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- b. any other course or activity aimed at improving the preparation of students and professional figures in the visual arts, design and applied arts sectors;
 - c. internships, seminars and workshops, also in collaboration and exchange with other academic institutions, artistic-cultural centers and universities at the national and international level;
 - d. courses and workshops for lifelong learning, also in collaboration and exchange with other academic, artistic-cultural institutions and public and private universities at the national and international level;
 - e. summer courses also open to non-Italian university students;
 - f. intensive courses and orientation for students;
 - g. open courses;
- The Academy can also organize other types of courses that do not conflict with current legislation, with particular reference to advanced and continuous vocational training.
 - The educational initiatives referred to in the previous paragraphs are set up, activated and managed according to procedures established by the Statute, by these Regulations and by the laws and regulations in force.
 - Educational initiatives are set up and activated on the proposal of the competent structures with an AB resolution; they are also “deliberated” by the BoD, to the extent of their competency.

ART. 4 DEGREES ISSUED BY THE INSTITUTION

- The Academy, at the end of the respective courses of study, issues the corresponding titles.
- The degrees issued by the Academy at the end of courses of study belonging to the same School are equivalent under all legal aspects. In addition to the major, each will be indicated with special classifications that coincide with that of the corresponding course of study.
- The completion of a degree, in compliance with the Laws and the Ministerial Decrees in force, takes place according to the modalities governed by these Regulations.
- On the basis of special agreements, the Academy may also issue degrees referred to in this article jointly with other Italian and foreign institutions. In the case of agreements with foreign institutions, the duration of the courses may vary, also with exceptions from the provisions of this Regulation.

ART. 5 - ADMISSION TO DEGREE COURSES

- The admission requirements for the various study courses, their teaching focus, the forms of periodic exams and finals for the acquired credits are fixed according to respective regulations, save for indications referred to in the following articles.

ART. 6 BACHELOR'S DEGREE COURSES

- The course aims to provide students with an adequate command of technical and artistic-cultural methods and knowledge and of general scientific content, as well as the acquisition of specific disciplinary and professional skills, and guarantees access to MD courses as dictated by specific regulations and school regulations and approved by the AB.
- The syllabus of each course is proposed by the appointed department facilities and approved by the AB.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- To be admitted to any of the courses, students must have a secondary school diploma or other qualification obtained abroad and recognized as suitable according to the laws in force and in compliance with international agreements.
- To obtain the Bachelor's Degree, the student must have acquired 180 credits. The regular duration of the course is three years.
- Where a limited acceptance rate is expected, admission is subject to a test defined by the Course Regulations and acknowledged in the Syllabus.
- Individual courses regulations may require other educational and cultural requirements for access and arrangements can be made for the student to be able to obtain adequate initial preparation.
- The regulation of the Course may also provide for participation in preparatory training activities, conducted also in collaboration with secondary schools, on the basis of special agreements, in view of acceptance into the first year.
- The exam on the educational and cultural requirements required for the fulfillment of the educational expectations can also take place once specific training activities have finished.
- If the test on the educational expectations, in the forms provided by the regulation of the diploma program is not passed, the Coordinator of the School and/or Course, after hearing the School Council to which it refers, indicates the specific training obligations to be met within the first year of the course; that is, it can set a curricular duration of the studies that differs from the standard.

TITLE II

TEACHING AND RESEARCH FACILITIES

ART. 7 TEACHING AND RESEARCH FACILITIES

- There are teaching and/or research facilities within the Academy:
 - a. the Departments established by the Presidential Decree n° 212 on July 8, 2005, on which the Schools merged;
 - b. the Schools and their Bachelor's Degree courses.
- The bodies, functions and responsibilities of these structures are defined by this Regulation and by their internal regulations.
- Each course/course group is represented by a Coordinator appointed by directorial decree, after consulting with the AB.
- Through the adoption of specific Regulations, issued with the decree of the Director after consulting the AB on the functions of the teaching and/or research facilities, subsequently, the institution may be provided, even if not covered by the Statute of the Academy of restricted bodies within each structure, to delegate some functions or to delegate the performance of particular activities.
- The courses of study set up at the schools are those referred to in the attached syllabi.
The functioning of the Schools is governed by relative regulations.
- Changes to the regulations of the teaching and/or research facilities are deliberated, in compliance



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

with the regulations in force and the Statute, by the AB, after consultation with the Coordinators of the relevant teaching structures.

ART. 8 DEPARTMENTS

- A department is the organizational structure for the coordination of teaching, research and artistic production in the schools that belong to it; the professors of the Academy converge in departments.
- Each department has internal regulations governing research training courses.
Departmental regulations are an integral part of the Academy's general regulations.
- It is possible to open departmental and interdepartmental institutes among AFAM institutions and universities in the area.
- Without prejudice to the curricular and research autonomy of the individual professors, the department shall perform the following functions:
 - a. Promoting and coordinating teaching and research activities in its schools, drafting the relevant annual and multi-annual plans;
 - b. Contributing to the teaching activities and educational offer plans in the arts and culture sectors within its scope, in accordance with the guidelines provided by the Schools and AB, and based on the resources available;
 - c. Coordinating teaching planning activities and interdisciplinary and multidisciplinary research in the areas of expertise;
 - d. Making proposals for new courses (specialization courses, training courses for artistic research and advanced learning and master's degrees), organizing the activities and teaching facilities;
 - e. Submitting requests to the AB and BoD for new facilities, teaching supplies and equipment, and financial resources, to design and implement research plans;
 - f. Planning all extra-curricular activities supporting and supplementing teaching and research activities, presenting a detailed report on the cultural, organizational and financial aspects of such activities to the AB which shall decide on the matter.
- All new Departments shall be established by decree of the Director of the Academy upon resolution of the AB and with the consent of the BoD.
- Professors shall choose their department of reference based on their subject field. Professors failing to indicate a choice of department shall be assigned to one with an executive decision of the AB. Every three years, professors may request to be transferred to a different department, on grounds of that department's objectives being in line with the professor's research plan.
- The Department comprises the following bodies:
 - a. Department Co-ordinator, who represents the department and chairs the Department Council.
The Coordinator is elected by the Department Council among the professors belonging to that department and is appointed with a departmental decree. The Coordinator remains in office for 3 years



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

and may be re-elected. The Coordinator may appoint, among the 11 members of the board, a vice-coordinator to assist and deputize for him/her in case of absence or impediment.

- b. The Department Council is the governing body on matters regarding the planning and coordination of research activities. It is composed of all the Department's professors and 2 student representatives chosen by the Students' Committee.

ART. 9 SCHOOLS

- The School Council coincides with the Department Council if there is only one School, even if it has more than one course.
- Each School is in charge of the curricula and regular operations of their Bachelor's Degree programs. The School Council coincides with the Department Council if there is only one School, even if it has more than one course. Within each school, there might be more than one Degree Course with different curricula.
- They are governed by a School Council composed of all the professors working in that School and 1 student representative enrolled in any of the degree courses offered by the School and chosen by the Students' Committee.
- The School Councils are chaired by a Coordinator, elected among the professors with a renewable term of 3 years.
- If the School offers more than one Degree Program, a Course Manager shall be chosen, elected by the Course Council, composed of all the professors teaching in that course, and appointed by the Director.

ART. 10 BACHELOR'S DEGREE COURSES

- The Degree Council coincides with the School Council, if the School offers only one Degree Program, even if with multiple curricula.
- If multiple Diploma Programs are available at the same School, a Degree Council shall be established and entrusted with the organization, coordination and monitoring of all teaching and training activities relevant to that Degree Program. Its tasks shall include:
 - a. Coordinating and monitoring the outcome of training activities;
 - b. Elaborating the syllabi for individual courses and training activities and coordinating such activities, organizing initiatives of cultural, artistic and scientific interest;
 - c. Submitting proposals on the use of resources to the AB;
 - d. Defining and amending the teaching regulations for the diploma program;
- The Degree Council is composed of:
 - a. All the professors teaching a course and 1 student enrolled in the course, chosen by the Students' Committee.
 - b. The Course Coordinator, elected among the professors seating on the Course Council for a renewable 3-year term.
 - c. The Degree Council coincides with the School Council, if the School offers only one Degree Program, even if with multiple curricula.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

TITLE III

COMPLETION OF DEGREE

ART. 11 COMPLETION OF BACHELOR'S DEGREE COURSE

- To obtain the Bachelor's Degree, the student must acquire 180 CFA credits, calculated as the sum of courses, other training activities and final exam, as per this Regulation. To be admitted to the final exam, students must prove their basic knowledge of the English language and computer skills by passing a qualifying exam valid for the number of CFAs and structured in the manner laid down in the syllabus.

ART. 12 - FINAL EXAMS AND GRADUATION REQUIREMENTS

- The Diploma is awarded after passing a final exam. The teaching regulations of the individual study programs lay out the rules for the exams, which may include an oral dissertation before an exam committee, and the rules for the final evaluation, which will take into account the student's career, grades and final exam and when and how the credits were acquired, as well as any other relevant factor.
- To access the final exam the student must have acquired the necessary credits as per the Course Regulation.
- The final exam sessions are always public.
- Please refer to the thesis guidelines for attaining the Diploma.
- Per teaching regulations, the Director nominates at least five teachers to the final exam selection committee in order to grant the qualification.
- The committee Chairman is the Director or its delegate who is chosen among the professors of the School issuing the degree. The selection committee may also include professors from schools other than where the candidates are registered.
- Per the criteria defined by the relevant Regulations, the final exam selection committee must include professors from the various Schools participating in the inter-school courses of study.
- The final exam evaluation is given a mark out of 110. The selection committee evaluates the final exam based on an overall score up to a 10-point maximum. This figure is then added to the admission score provided by the average exam score. Only candidates with an average of no less than 100 can obtain a final grade of 110. Based on the selection committee's unanimous decision, a candidate can be awarded honors (magna cum laude) if he/she achieves a score of 110. The minimum score for passing the test is 70/110.
- The final exam calendar must include at least three sessions scheduled accordingly throughout the Academic Year. This is without prejudice to the particular cases specifically provided for by the teaching regulations.
- Joint degrees release is ruled by the same agreements that established them.

ART. 13 EVALUATION

- The Evaluation Commission assesses the quality and results of the teaching activities for each diploma course through:
 - a. anonymous collection of student reviews for each lesson and professors' teaching performance:



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- b. analysis of students' achieved results in terms of credits earned annually;
- c. overall grades assessment in terms of passed exams and issued certificates;
- These assessments are outlined in the annual Evaluation Commission report and will be examined by each course Council and the AB.

TITLE IV

INTEGRATIVE TEACHING SERVICES

ART. 14 ORIENTATION SERVICES

- The Academy, together with local and regional scholastic structures, has the authority to organize pre-academic orientation courses for students registered in his/her final year of high school. Such organization depends upon formats and methods determined by a specific collaboration agreement.
- The teaching facilities, through lesson cycles, introductory exercises, or other educational and cultural initiatives, organize orientation courses in collaboration with the Academy's mentoring and guidance service. Such courses provide students with sufficient information for making choices during the course of the studies.
- The Academy can also organize short orientation courses for graduates on topics of interest regarding post-diploma course registration.

ART. 15 INTEGRATIVE ACTIVITIES

Through its bodies the Academy can annually plan supplemental preparatory activities conducted by professors in order to fill educational gaps. This follows a decision by the AB.

Where necessary, the Academy can organize preparatory courses to be carried out in collaboration with high schools, as per Art. 7 of the Italian Presidential Decree 212.

When intended to eventually obtain course and level prerequisites for registration, preparatory courses can then replace admission exams.

These activities are enacted via departmental decree.

ART. 16 STUDENT-LED EDUCATIONAL ACTIVITIES

In implementing the students' right to undertake self-led educational activities, the AB and BoD, within their scope: authorize the Students' Committee and the officially recognized student associations to use designated Academy spaces for the aforementioned activities upon submission of detailed projects.

Such projects are to be compatible and compliant with safety standards and must strive for a more beneficial student participation in academic life or offer opportunities for their cultural and professional enrichment.

Students should submit a project of their self-led educational activities to the AB and, within its scope, to the BoD for the necessary approval at the beginning of each Academic Year.

In any case, students' self-led educational activities cannot replace the Academy's institutional tasks.

Within the educational planning and in accordance with institutional tasks, the Academy's teaching facilities



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

can make use of the students' collaborative efforts as individuals, committees, or recognized associations in order to conduct their educational activities.

Self-led student activities conducted on the Academy's premises without authorization are prohibited.

The student's independently chosen activity must be granted a number of credits between 5 and 15 percent.

This figure will be defined by the syllabi.

ART. 17 TRAINING COURSES, INTERNSHIPS, AND SEMINARS

The Academy is also entitled to organize internships, workshops, and seminars in collaboration and in exchange with other academic and university institutions. This includes artistic and cultural institutions, both nationally and internationally.

The Academy, even "on behalf of third parties," can organize educational courses, seasonal activities, and seminars upon request or authorization by bodies and institutions.

The AB decides and activates via departmental decree the fulfillment of the activities referred to in the preceding paragraphs.

ART. 18 ACADEMIC EDUCATIONAL CREDITS (CFA)

The courses' syllabi and the Academy's educational activities are organized based on CFA credits.

The credits measure the student's learning commitment according to the current legislation.

The CFA credits refer to the measure of expected coursework, including the student's laboratory activities and individual study. The latter should have adequate initial preparation for acquiring knowledge and skills in the training activities required by the syllabi of the courses of study.

The student earns CFA credits from each course by attending the scheduled educational and laboratory activities, as well as by passing the exam or other performance tests. This is according to the procedures stipulated by Art. 10, paragraph 4, letter d of the Italian Presidential Decree 212/2005.

1 CFA credit corresponds to 25 hours of student work, as established by current legislation.

Any increase or decrease in the aforementioned hours for each school, within 20 percent, are therefore possible with a specific departmental decree upon request by the Schools and as decided upon by the AB.

The average amount of educational work of a full-time student engaged in academic studies is conventionally set at 60 CFA credits per year.

Teaching facilities may periodically require forms of verification of the earned CFA credits, pursuant to Art. 6 of the Italian Presidential Decree 212/2005. This is to evaluate the topicality of the related cognitive content, as well as the minimum number of CFA credits that the student must earn during specific timeframes. The latter shall be different for full-time and working students.

The AB decided to assign a compulsory 30% hands-on practice to theoretical lessons, 50% to theoretical and laboratory activities, and 100% to laboratory activities.

The Academy can recognize the professional knowledge and skills previously achieved in a specific discipline as credits. The criteria are set in the teaching regulations of Departments, Schools, or Courses.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

The activity chosen independently by the student must be granted a number of credits between 5 and 15 percent. This amount is defined by the Academy according to Art. 9 paragraph 4 of the Italian Presidential Decree 212.

ART. 19 SYLLABI OF THE COURSES OF STUDY

The syllabi of the courses of study, defined pursuant to Art. 5 of the Italian Presidential Decree 212/2005, determine the educational offer of the Academy. This offer is defined in the study plans of the Bachelor's Degrees programs, thus establishing their connection to the departments. In particular, they specify:

the name of the course of study;

the affiliated department;

the specific educational objectives of the course of study;

the course's curricular design;

the rules for presenting personal study plans;

the credits assigned to each educational activity or each subject field related to baseline training, characterizing activities, and similar and integrative activities, as well as activities autonomously chosen by the students;

the final exam features for attaining the degree;

students' initial preparation requirements;

where necessary, the procedures for verifying the initial preparation of students and, in case of failure, specifications for any additional training obligations.

The syllabi of the 1° level courses are identified in Annex A of this Regulation and refers to Schools and Departments, as per table A of the Italian Presidential Decree 212. Any changes and additions will be made with subsequent ministerial regulations following the Italian National Council for Higher Artistic and Musical Innovation (CNAM). This also refers to the educational innovations of the new courses of study identified during the planning and development of the system.

Courses are activated exclusively on an experimental basis until the regulation of general criteria for establishing and activating courses is adopted. This follows the institutions' proposal where the Ministerial Decree, having consulted the Italian National Council for Higher Artistic and Musical Innovation (CNAM), assesses the educational objectives and adequacy of the human, financial, and instrumental resources.

ART. 20 TEACHING REGULATIONS FOR COURSES

The teaching regulations of the courses of study govern and specify the organizational aspects of the Bachelor's Degree courses.

The teaching regulations of the course are proposed in a deliberation by the collegial body of the responsible teaching facility. It is approved by the AB after consulting the Student Council and, to the extent of its responsibility, by the BoD according to the Statutes.

The teaching regulation of the course of study determines, with regard to the academic freedom and the rights and obligations of teachers and students, the following elements:

the list of courses and other educational activities with the following details for each course or training activity;



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

the subject field where the teaching belongs;
the amount of allocated educational credits;
the specific educational objectives;
any joint modules;
the preconditions to access and any preliminary prerequisites;
the type of educational forms;
the type of student exam assessments;
the title and structure of the curricula offered to the students;
the rules regarding attendance obligations.

PART TWO TEACHING ORGANIZATION

TITLE I PLANNING, COORDINATION, AND ASSESSMENT

ART. 21 ESTABLISHMENT, ACTIVATION, AND DEACTIVATION OF THE TEACHING FACILITIES OF THE COURSE OF STUDY

The Academy activates, deactivates, or modifies courses of study with autonomous resolutions. These resolutions are in line with the procedures established by the Statutes, this regulation, and the existing laws and regulations.

The courses will be activated prior to ministerial approval and included in the educational offer tables attached to this Regulation.

The establishment of a new school is decided by the AB.

TEACHING REGULATIONS

AANT - Accademia delle Arti e Nuove Tecnologie

The establishment of a new Bachelor's Degree program takes place upon a proposal by a School and is deliberated by the AB.

The establishment of a new Bachelor's Degree program currently takes place upon the deliberation of the AB and the BoD, as well as upon the opinion of the Italian National Council for Higher Artistic and Musical Innovation (CNAM), per the Ministerial Decree.

The proposing body must draft the project and the related syllabus where the following shall be specifically defined:

The title of the course of study, its duration, specific educational objectives, and professional profile in which the training is finalized, as well as the class in which it belongs and the affiliated School or Department;
The list of the educational training activities aimed at the acquisition of credits that constitute the "curricula" provided for by the Course, specifying the activated subjects, the discipline sectors, and the credits for disciplines,



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

as well as other educational activities included in the Ministerial Decrees and the allocation of related credits;

The type of final exam and pass requirements;

Access procedures (if any) and the maximum or minimum number of expected registrants;

The registration fees;

Number of prospective students;

Course location;

Required and available professors;

The required and available staff, technical, building, and economic resources;

The financial viability plan, i.e. the direct and indirect costs analysis, as well as the expected income.

The proposal to activate or modify a course of study, drafted according to this regulation, shall be approved as final by the AB and the BoD within their respective areas of responsibility, and take effect with a departmental decree from the beginning of the following Academic Year unless otherwise deliberated by the AB.

List of prerequisites for course feasibility evaluation:

compliance with justified scientific and socio-economic needs, also from a territorial point of view;

existence of adequate teaching resources (with particular reference to the baseline teaching and course of study features), technical staff, classrooms, equipment, and laboratories, all of which are assessed in relation to the number of expected students and take the procedures envisaged for carrying out the training activities into account.

The courses of study can also be activated by means of agreements between different Schools of the Institution (inter-school courses of study) or agreements between other Academies or Universities (inter-university courses of study). The regulations of the inter-school and inter-university courses of study determine specific organizational rules that regulate the functioning of the teaching plan and delegate student registration to a partner institution. This includes issuance of the degree and administrative responsibility for the course, unless otherwise provided by agreements or conventions.

The AB, following the opinion of the course coordinator and of the Evaluation Commission, assesses the actual achievement of the qualifying objectives of each course and the feedback on the educational offer.

Therefore, this decision provides for the modification, activation, or deactivation of courses.

The following conditions imply the deactivation of a course of study:

the reasons referred to in the previous paragraph no longer exist;

a significant and persistent drop in matriculation;

incompatibility with the preservation of educational quality and the organization of the Academy's current courses of study.

If a course of study is deactivated, the Academy guarantees qualification by recognizing the obtained credits and the transition to another course of study. Therefore, the AB is responsible for deciding the related academic paths.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

ART. 22 EDUCATIONAL PROGRAMMING

According to the Statutes, the AB is in charge of the three-year development plan for the educational and cultural activities, the annual educational planning, and the annual approval of the Academy's Syllabus.

The Academic Year is scheduled from November 1 to October 31. This does not conflict with the possibility of moving the educational activities ahead in the academic schedule.

The AB collaborates with the collegial teaching facilities on the annual educational planning and the Syllabus. In any case, this is done within the necessary timeframe for starting the activities and formulating reasoned proposals regarding the following planning tools:

- a. additions and changes to the annual personal study plan;
- b. course coverage plan;
- c. use of spaces, educational laboratories, and their related timetable plan;
- d. instrumental equipment and educational materials plan for conducting educational activities;
- e. entrance tests, examinations, and final exams plan.

For unforeseen circumstances, the AB can update the annual educational planning tools throughout the year.

ART. 23 ANNUAL PERSONAL STUDY PLAN

The annual personal study plan determines the organizational approaches to the course of study.

This specifically regards course allocation and training activities for each regular term of the course itself.

It indicates the weight in terms of CFA credits, lesson hours, laboratory, and exercises as well as educational performance periods. The personal study plan is defined annually according to the syllabus that is included in this Regulation.

ART. 24 USE OF SPACES AND TIMETABLES PLAN

The use of spaces and timetables plan sets the room scheduling for educational and study activities.

For each active course, this plan identifies the designated discipline, the professor's name, the class time and room, and the start and end dates of the lessons. The office hours and the institutional email address will be indicated for each professor.

Once approved by the AB, the plan is then published both in the Academy register and electronically at least 10 days prior to the start of each educational term. Thereafter, it is immediately an executive and definitive administrative order.

ART. 25 ANNUAL SYLLABUS

The AB and, to the extent of its responsibility, the Board of Directors, approve the Annual Syllabus by July 30 of each year. This includes:

- a) the annual plan for each course of study;
- b) the students' entrance criteria;
- c) the matriculation and registration methods;



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- d) the registration terms for admission tests, if needed;
- e) the terms and methods of the initial preparation assessment, if needed;
- f) the amount of tuition, fees, and any taxes owed by students.

The Regulations of the teaching facilities establish how and when the proposals for a), b), d), and e) of this article should be presented. This is to be submitted to the AB for necessary decisions by July 15 of each Academic Year. The Annual Syllabus is published in both the Academy register and online. It is distributed to both the teaching facilities and the guidance and mentoring service for the students who request it. All of this needs to be done by September 10 of each Academic Year.

ART. 26 EDUCATIONAL ACTIVITIES COORDINATION

Granted that the teaching freedom is guaranteed by the Statutes, the educational activities are coordinated in terms of teaching programs, establishment of educational courses, use of resources, and activity scheduling. The coordination of the course of study activities is handled by the bodies of the course itself. For this purpose, the collegiate body of the course convenes to define the proposals concerning the educational planning and their related plans by May 30 of each Academic Year. The collegial body also meets prior to the start of the Academic Year to verify if the educational programs proposed by the professors are adequate and coherent with the purpose of the course of study. The collegial body of the teaching facility is responsible for the coordination of activities among its current courses of study.

The AB is responsible for and coordinates the activities of the courses of study activated by the various teaching facilities. For this purpose, the AB can involve the heads of various teaching facilities as advisors during the meetings organized to define the three-year development plans, the annual planning, and the Syllabus.

ART. 27 VERIFICATION OF ACTIVITIES RESULTS

The Academy aims to guarantee the achievement of the qualification, both within the regular term provided for by the current legislation and by these Regulations, as well as minimize dropouts.

Achievement of this objective is verified by monitoring and supervising the students' work programs.

This is meant to highlight pathological issues with regard to the students' learning processes and organizational shortcomings. These may include: inadequately distributed course loads throughout the educational calendar; unsatisfactory correspondence between course CFA credits and the programs actually carried out; qualitative differences in the professors' educational performance or discrepancies in the professors' assessment approaches regarding student progress.

The Academic and/or Course of Study Committee present an annual report in order to evaluate the results of the educational activities. This is done by the professors in charge of the teaching facilities who should identify any distortive elements and suggest possible solutions based on the appropriate analysis of the students' educational paths, exam success rates, and the students' reviews on course effectiveness.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

TITLE II

EDUCATIONAL TASKS ASSIGNMENT

ART. 28 EDUCATIONAL FORMS

The educational activities carried out by the Academy can take on any form allowed by the current legislation, as well as the experimental forms deemed appropriate by an individual professor while implementing the planned educational experimentation.

In any case, the teachings must be given in the form of theoretical or laboratory lessons, courses, modules, and other forms of teaching in compliance with the constraints set by the educational systems and the educational Regulations of the courses of study.

ART. 29 COURSES

The baseline training activities, which are characteristic, similar, and complementary, are organized by the related teaching facilities in compliance with the criteria and requirements established by both the Italian Presidential Decree 212/05 and the current legislation.

Duration of courses can be one or more years. Multi-annual disciplines involve different programs for each year.

The disciplines can be divided into modules corresponding to subjects that can be clearly identified within the teaching program. The modules can form integrated courses.

Laboratory activities are educational activities that are closely connected to and integrated with the key discipline. They are carried out by the student under the direct supervision of the professor, the laboratory technician, or another person in charge.

The practical lessons and educational workshops have autonomous value and are necessary educational spaces for students considering the hands-on characteristic of the artistic teachings.

ART. 30 CULTURAL ACTIVITIES

Seminars, meetings, conferences, workshops, installations, visits to museums and galleries, and any activity organized by the Academy are recognized as significant training activities based on student participation as they share, deepen, and practice the topics being taught.

ART. 31 INTERNSHIPS

Internships, both before and after graduation, entail the student's functional introduction to a research, production, or professional project structure outside the Academy's teaching facility. Its purpose is to learn how to apply principles and contents acquired from the teaching.

The internship can only be carried out after an agreement between the Academy and the proposed structure. Further, the student will be followed during his/her period of activity within the host structure.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

The internship's length is proportional to the learning requirements of a particular subject matter from the program or to the educational aims of the course of study.

The internship activities at external facilities require the stipulation of a specific agreement.

This needs to specify the following: the objectives, timing, and procedures of the internship; the responsibilities of the host organization, and the burdens of the promoter.

TITLE III

ASSESSMENT OF STUDENT PREPARATION

ART. 32 ASSESSMENT OF STUDENT PREPARATION

- The assessment of students' baseline preparation takes place using the following tools:
 - a. admission tests to the courses of study;
 - b. initial preparation assessment tests;
 - c. performance tests, divided into midterms (revisions), and exams;
 - d. thesis/final tests.
- Each of the tests referred to in paragraph 1 corresponds to an assessment procedure.
- In particular, the number, characteristics, and methods of conducting the midterm evaluation tests are established by the related professors and are in line with the instructions contained in the regulations of the teaching facilities. Even if the professor has to record the midterm evaluation tests (revisions), internally and not officially in the student's academic career, professors are still required to inform the students about the possible midterm evaluation tests (revisions) at the beginning of each course.
- The student's individual performance undergoes appropriate assessment and is expressed through a score out of thirty. Each course's final exams are meant to ascertain the candidate's preparation in the discipline covered by the exam. The assessment is carried out by evaluating the final exam's performance along with the results of any foreseen midterm evaluation tests (revisions).
- The final exams of each discipline are to be taken before an assessment committee of at least three professors, including the professor responsible for the discipline as chairman and appointed by the Director of the Academy.
- The performance assessment is carried out on the basis of a test plan for the 1° level courses that include at least three exam sessions during the Academic Year as approved by the AB. The exam sessions usually include:
 - a. a summer term (at least one session, June-July);
 - b. autumn (one session, September-October)
 - c. winter (one session, February), which must end by April 30 of the following Academic Year.Extra sessions may be authorized from time to time by the AB following a reasoned proposal of the teaching facilities.

Within the same term, there must be a minimum of 10 days between one session and the next.

- The date of an exam session cannot be anticipated and can be postponed only for a serious and justified reason. In any case, it must be communicated to the Director and, after his/her approval, to the secretary's



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

office and the student council and must be posted on the bulletin board and online. This should occur at least one week before the scheduled exams start date except in cases of force majeure.

- In the case of a written test, candidates will be informed of the test date and its duration at least 7 days in advance. Students have the right to see firsthand the result of their written test and to discuss it with the chairman of the committee.
- The final exam must take place within each session but cannot overlap with the classes of the related course.
- The final exams term normally begins at least 7 days after the end of classes or at least 3 days after recess (between the end of instruction and the beginning of exams), unless otherwise decided by the AB.
- For courses with a high number of registered students, the AB can authorize pre-sessions upon the reasoned request of the head of the teaching facility. In any event, the pre-sessions must fall within the term of the exams that can then be anticipated.
- Final exams are public and the final score will be published.
- Pass grade for all exams (including finals) is 18/30. Honors can be granted when the maximum score is achieved.

ART. 33 EXAMS ELIGIBILITY

In order to take the final exams the student must:

be in good standing with the course of study registration by paying its tuition and fees;

be in good standing with the attendance obligations for each course.

Retaking a final exam is not allowed if a positive result has already been attained (score is above pass).

The student can take all final exams related to the classes of his/her curriculum and the personal study plan during the Academic Year. This is to be done in compliance with any preparatory requirements and any constraints defined by the responsible teaching facility.

The student cannot take final exams related to non-activated courses in the Academic Year unless the exams are included in his/her curriculum or personal study plan and he/she had previously missed them. In such a case, following the right of the student, a special exam commission must be appointed.

Failed exams or refused scores must not be recorded. The student is allowed to take the exam again during the next session. Negative scores (<18) will be displayed or registered as not passed. It can be annotated through a recorded judgment (according to the cases: withdrawn or failed). The score is not recorded in the student's curriculum, therefore it does not affect the average of the final score.

Prerequisite rules must be respected in multi-annual exams.

ART. 34 EXAM COMMITTEE

- The final exams of each discipline are taken before an assessment committee of at least three professors, including the professor responsible for the discipline as chairman and appointed by the Director of the Academy. The committee's work takes place under the responsibility of the chairman. The chairman also establishes whether or not members should work jointly or operate individually.

The exam result is recorded and signed by the chairman of the committee. The student acknowledges it by undersigning it as well.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

The final exam evaluation is transcribed on the student's record and transcript (libretto). It is then validated exclusively by the committee chairman.

ART. 35 COURSES OF STUDY ELIGIBILITY

- Some Academy courses of study have controlled access while others are open access. Nonetheless, the latter need to match prerequisites that must be assessed through admission criteria.
- Controlled-access courses allow for a limited number of students. Admission to controlled-access courses of study is granted by the Academy upon an interview assessing attitude and motivation.
- The number of registered students shall be balanced with the number of available positions in terms of space allocation, equipment, and teaching and non-teaching staff for the sake of the quality of the studies and the improvement of the educational offer. Thus, the AB decides the maximum number of registrations for each course annually after consulting the Board of Directors. This is done on the basis of technical reports from the related teaching facilities. The latter highlights the following elements:
 - a. availability of professors;
 - b. monitoring of matriculation over recent years;
 - c. monitoring of matriculation over recent years;
 - d. monitoring of issued diplomas over recent years.
- The admission test procedures to the courses of study that foresee a maximum number of available spots are regulated by the related teaching facilities. These procedures are published in the Syllabus.
- The relevant teaching facilities may establish quotas of candidates exempt from the possible entrance exam based on certain requirements.
- The admission results are published in the Academy's Register. This publication functions as formal communication of the admission results to the interested parties.
- Open-access courses are, however, subject to prerequisites that must be assessed upon interview.
- Entrance tests include three possible assessments: admitted, not admitted, and admitted with condition. In the case of conditional admission, the commission will specify the hold agreement methods through a compulsory preparatory course within the 1st Academic Year.
- The admission results are published in the Academy's bulletin board. This publication functions as formal communication of the admission results to the interested parties.

ART. 36 VERIFICATION OF INITIAL PREPARATION

The educational Regulations of each course of study establish admission requirements, i.e. knowledge and skills that the students must possess in order to achieve a standard path of study. Further, they identify the school qualifications that require specific assessment tests about initial preparation that may lead to educational obligations.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

ART. 37 FINAL EXAMS

- For attaining the Bachelor's Degree (1° Level Academic Diploma), please refer to the thesis regulation, as approved by the AB.
- The artistic and cultural content and features of the 1° level diploma/Bachelor's degree final exams are defined by the regulation of the teaching facilities and approved by the AB.
- In any event, the final exam must consist of either a theoretically well-grounded work that proves the students' production and research or a historical, theoretical, or methodological research essay according to the connotations, content, and purpose of the specific disciplines. In either case, these need to be consistent with artistic capacity.
- Three sessions are available for all the final diploma exams, i.e. one for each exam term. They must be completed by April 30 of the following Academic Year.
- In order to be accepted to the final exam, the student must:
 - a. have attended the respective course of study;
 - b. have passed all the required final exams by obtaining the corresponding number of credits;
 - c. have fulfilled all the training activities and CFA credits foreseen by the course of study syllabus;
 - d. be in good standing with registration tuition and fees.
- To be admitted to the final exam session, the student must submit an application to the Director within the deadline set by the AB, as well as pay the graduate exam fees determined by the Board of Directors. For serious and justified reasons, the Director may accept applications submitted after the deadline and at least 10 days before the thesis defense date.
- The final exam usually takes place as a thesis defense before a special committee. Duplicate copies of the thesis, complete with the supervisor's signature, must be delivered to the secretary's office at the Academy by the Director's deadline.
- The final exam supervisor must be or have been a professor of the Academy at the time of the thesis assignment.
- The supervising professor is responsible for motivating and guaranteeing the artistic and/or scientific and/or historical-critical and/or methodological nature of the research carried out by the student. These elements are to be taken into account when defending the thesis so that the selection committee can express an objective assessment.
- The regulation of the teaching facilities can provide for the possibility that a thesis dealing with certain disciplines can be defended only if the student has followed a biannual course on that discipline;
- For the 1° level diploma/Bachelor's Degree final exam, the thesis topic must be assigned by the supervisor at least three months before the final exam.
- For the 1° level diploma/Bachelor's Degree final exam, the supervising professor is entitled to present the candidate with a list of topics on which the thesis is to be based. However, under no circumstances can the supervisor accept thesis arguments that are considered irrelevant to the discipline's cultural purpose.
- In carrying out the thesis topic, the student must strictly follow the defined methodological-cultural structure, as well as the work plan that has been established with the supervisor and any co-supervisor.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

This process is to be included in the planned revisions and updates. Failure to comply with this authorizes the supervisor and/or co-supervisor to withdraw the thesis topic and to reject the student's work by writing a formal letter to the head of the pertaining educational body.

- The final exam evaluation goes from 70 to 110. The final exam is evaluated by the selection committee with an overall score up to a maximum of 10 points. This is then added to the admission score given by the average exam score. Only candidates with an average of no less than 100 can obtain a final grade of 110. For admission scores exceeding 100, the points available to the selection committees are equal to the difference between 110 and the admission score. The supervisor suggests the final score to the selection committee. If the candidate achieves a score of 110, and the selection committee agrees unanimously, then the score can be awarded "with honors" (cum laude). In cases of absolute and unanimously recognized excellence, "publication recommended" may be stated and recorded on the thesis minutes to then be forwarded to the Academic Board for honors awards.
- The selection committees are composed of at least five professors, including the supervisor and eventual co-supervisor, and are appointed by the Director.
- The President of the selection committees for the final exam is the Director or his/her own delegate.
- Experts and external researchers may be invited to participate in the committee's work as co-supervisors without voting rights.
- The final exam is always individual. The supervisor can propose collective thesis work on the same theme or topic by asking the heads of the pertaining educational bodies for authorization. In any case, the individual student must clearly indicate the specific parts of the research that he/she developed. The student will still obtain individual evaluation.
- The student needs to pass the final exam with a minimum score of 70/110. Should the candidate fail the exam, the selection committee sets the minimum period that must elapse before the candidate can take it again.

TITLE IV

TEACHING METHODS STANDARD

ART. 38 GUIDANCE AND MENTORING INITIATIVES

- The Academy organizes synergistic orienting and coaching initiatives through the Guidance and Mentoring Office.
- Guidance is granted upon registration in order to guarantee incoming students a reasoned and conscious choice about the course of study fitting their interest and vocation. This process further serves outbound graduates so as to provide them, wherever possible, with employment/internship opportunities in local companies/offices.
- The guidance initiative follows the annual orientation plan prepared by a specific guidance and mentoring service. The latter is active in the Academy due to prior Academic Board (AB) approval, is carried out



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

by a specific working group, and is coordinated by a person appointed by the Director. The plan is implemented upon entrance in collaboration with high schools and based on conventions and agreements.

For outbound students, this plan is put into practice through training and internships at institutions and companies related to the Academy's fields of interest and prior agreement.

- The fulfillment of integrative educational initiatives for orientation falls within the institutional duties of the professors.
- The Academy also organizes mentoring initiatives designed to:
 - a) contribute to the guidance of students during their studies;
 - b) improve the quality of study and learning conditions;
 - c) promote the decrease in dropouts, average study duration, and delays in the completion of studies by altogether improving the quality of teaching;
 - d) remove obstacles to productive study activities and active participation in academic training processes.
- The mentoring initiative is carried out synergistically with the guidance initiative. This follows the annual plan prepared by the specific guidance and mentoring service activated by the Academy and approved by the Academic Board.
- Every year, the Academic Board approves the individual plan of integrative educational initiatives for guidance and mentoring, thus ensuring that the undertakings are equally distributed among professors.
- Guidance and mentoring activities are governed by specific regulations and can be supported by technical-administrative staff and students.

TITLE V

ACADEMIC QUALIFICATIONS

ART. 39 AWARDING OF DEGREES

Qualifications have legal validity and are conferred by the Academy are awarded by the Director.

Degree certificates are signed by the Director and the Administrative Director. The authorities responsible or signing the diplomas are those in office when diplomas are awarded.

ART. 40 RELEASE OF JOINT DEGREES

- The Academy, subject to ministerial authorization, may award joint degrees with other Italian or foreign academic, university, or higher education institutions of art and music.
- Upon approval from MIUR (Italian Ministry of Education, Universities and Research), the Academy has defined the educational and organizational methods, as well as the administrative procedures for the mutual recognition of lessons, training activities, and related CFA credits with the other institutions referred to in paragraph 1. The purpose is to confer a qualification that has the same value for the Academy and other institutions. Specific agreements approved by the Board of Directors, following the favorable opinion of the Academic Board, are needed for joint degrees release.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- The qualification is conferred by the affiliated Academies, prior ministerial authorization, and is awarded jointly by the respective Directors or academic heads.

ART. 41 CERTIFICATION OF ACADEMIC QUALIFICATIONS

- Upon graduation, the original copy of the 1° level academic/Bachelor's Degree diploma shall be given to the candidate. As a diploma supplement, the Academy issues a certificate (additional diploma) that shows, according to European standards, the main indications relating to the specific syllabus of the student.

TITLE VI STUDENTS

CHAPTER 1 GENERAL RULES

ART. 42 EDUCATIONAL RELATIONSHIP

- Through the registration of the student and acceptance by the Academy, an educational relationship is established whose rules are outlined in the Annual Study Manifesto.
- By registering, the student commits to: paying tuition, fees, and taxes as stated in the Annual Study Manifesto for the entire academic year; attending classes; participating in educational and laboratory activities; filling in possible gaps in the required entry-level education, and passing all the exams required to reach the annual amount of credits needed.
- The student also commits to observing the internal rules and regulations of the Academy.
- It is only possible to register for the 1° level diploma/Bachelor's Degree courses as a student.
- Students of equivalent status referred to in the aforementioned paragraph 4 cannot be elected as representatives of academic bodies.
- Simultaneous registration in more than one diploma course is not allowed nor is it allowed to be simultaneously registered in diploma courses of different levels.
- The student may be registered in a specific 1° level diploma/Bachelor's Degree program as a regular attendee or a supplementary-year student. The student is registered as a regular attendee in a program's given year when the academic career years do not exceed the ordinary duration of the program. The student is a supplementary-year student when he/she has attended some courses or passed some exams, or when he/she has not acquired the credits needed to achieve the degree within the established time.

ART. 43 MATRICULATION

- Matriculation applications for the 1° level diploma/Bachelor's Degree courses shall be addressed to the Director of the Academy. They must show all personal data according to the requirements of the Annual Study Manifesto.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- The matriculation application must also be submitted by electronic means within the terms established annually by the Academic Board and published in the Annual Syllabus. The Director can accept, for serious and justified reasons, late matriculation applications.

ART. 44 REGISTRATION AND TRANSCRIPT (LIBRETTO)

- In the academic years following the year of matriculation, the student shall renew his/her registration in the course of study by submitting a specific form and paying the fees within the required deadline. The deadline is established by the Academic Board and published in the Annual Syllabus.
- Registration renewal after the aforementioned deadline needs to be authorized by the Director of the Academy.
- The student who matriculated or registered for the first time or to other academic years is not entitled to a refund of paid tuition, fees, and allowances, except in the cases provided for by the current legislation.
- The enrolled student is issued with a personal "Libretto" valid for the entire duration of his/her Academy life as a student. It is valid as:
 - a. an identity card within the Academy and its offices;
 - b. documentation of the student's educational plan;
 - c. documentation of registration at the Academy.
- The personal transcript is not valid documentation in demonstrating exams taken.
- A badge or a magnetic card may be issued for the sole purposes of recognition or access to academic services.
- Students who did not obtain matriculation in the first or any other academic year cannot take any further step in his/her academic career.
- Academic career actions performed without any matriculation or registration shall be null and void.

ART. 45 MATRICULATION WITH FOREIGN QUALIFICATION

- The Academy enforces general provisions on admission to academic courses of foreign and Italian citizens holding a foreign teaching qualification. This is given by the actual laws and regulations, as well as the implementing measures periodically issued by MIUR (Italian Ministry of Education, Universities and Research).
- In compliance with the provisions of paragraph 1 and upon proposal by the educational bodies and offices in charge of the international exchanges, the Academy:
 - a. determines the maximum number of foreign students that can be allowed in the 1st year of the course for each academic year and for each course of study, following proposal by the educational bodies;
 - b. approves, upon proposal by the educational bodies the modalities of the entrance exam;
 - c. issues any other provision to implement the European and national requirements on the subject, as well as to facilitate the inclusion and the integration of foreign students into the academic body.
- The matriculation application is accepted if the documentation received and the valid declaration of the foreign educational qualification provided by the Italian diplomatic or consular mission responsible for the area proves that:
 - a. entrance to the Academies of the country of origin is allowed in the course of study corresponding to that chosen at the Academy;



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- b. in the case such course had no equivalent, it allows access to a related course of study or one belonging to a disciplinary area analogous to that in which the chosen academic course belongs. In the latter case, the student may be granted conditional admission with tasks/exams to be completed within the first year of registration;
- c. foreign qualification is achieved at the end of an academic period whose duration corresponds to the minimum required by the current ministerial provisions for admission to academic studies.
- A special evaluation committee will gather annually to verify the adequacy of foreign qualifications for admission to the Academy's courses.

ART. 46 GRADUATE ENROLLMENT

- 1st level graduates can apply for another 1° level diploma/Bachelor's Degree course. The Board responsible for the related teaching body shall assess the previous credits to be passed and/or gaps to be filled.
- The application for registration must be submitted by the required deadline as stipulated in the Syllabus or Academic Schedule.
- Registration to another course identical in name, duration, and major identical to the one already held is prohibited even if the curriculum differs.
- Unless otherwise provided by the competent teaching body, graduates are not subject to the admission tests, except for those related to the major's disciplines.

ART. 47 SINGLE COURSE REGISTRATION

- Students registered in other Italian and foreign Academies, Faculty of Arts or corresponding courses, may be admitted to specific training activities, take related exams, and receive regular certification after due payment for regular attendee registration in the current academic year of each attested activity. Such fees will be determined by the Board of Directors, except in the case of students from Academies or equivalent institutions with which specific agreements have been signed, or if the student is in mobility.
- Italian and foreign citizens may be admitted in order to follow individual educational activities, take related exams, and receive regular certification for cultural and professional purposes after due payments are made. Such fee will be established by the Board of Directors.

ART. 48 CURRICULA AND INDIVIDUAL STUDY PLANS

- The syllabus of the course of study may be articulated in specific paths called "curricula."
- The student shall apply an individual study plan for approval to the responsible educational body according to his/her personal educational objectives, which he/she needs to describe and motivate in detail. Such a personal study plan must be compatible with the course of study. The personal study plan is valid for the entire course of study.
- If the student wants to justifiably modify the original plan during the course of study, then he/she needs to redraft a new study plan application. The relevant educational body will approve the personal study plans.
- The terms for submitting the application and its approval are established annually by the Academic Board upon



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

proposal of the relevant educational bodies, which are published in the Annual Syllabus.

ART. 49 COURSE ATTENDANCE AND ALTERNATIVES

- Attendance is compulsory if dictated by the course of study, which also determines the minimum attendance required. Each course of study may offer specific ways for awarding CFA credits to working, disabled, or otherwise attendance-exempt students.
- The possibility of assessing the non-attending status of students who do not work nor are disabled depends upon the Schools and depends on the availability of distance learning systems.
- Students with representative duties are exempt from attending educational activities when such activities overlap with the collegial body sessions in which they are members. The official records shall ascertain session attendance.
- The registered student is deemed a "supplementary-year student" when, having attended the educational activities established by his/her curriculum, has not passed the required exams and other tests or does not have the number of credits required for the course.
- A supplementary-year student who has not already obtained a certificate of attendance must attend the class and pass the exams missing in his/her academic career.
- The student can interrupt his/her course of study at any time within his/her educational career and matriculate again in the same or in another course of study. The Course of Study Regulation explains how to have educational credits recognized and how to re-register/enroll (taking into account attendance, acquired credits, and student's overall career).
- Simultaneous registration in more than one course of study is prohibited. In case of simultaneous registration, the student shall be withdrawn from the second course of study in which he/she has registered/enrolled.
- The student can acquire additional credits besides those required by his/her own curriculum by taking part to the educational activities at the Academy or other institutions, and in compliance with the provisions of the following Article. These credits can be considered valid for achieving the number of credits necessary for qualification only if the student has passed the exams related to the compulsory educational activities required by his/her personal study plan.

ART. 50 STUDY ABROAD PROGRAMS

- Students can spend part of their studies at foreign Academies or similar universities and institutes within the framework of European programs and/or bilateral agreements that may also include the achievement of qualifications recognized by both parties.
- The Academy promotes student mobility both ways: it makes its educational resources available to incoming students, and provides organizational and logistical support.
- The student who intends to spend part of his/her studies at foreign institutions must submit a specific application and indicate the lessons that he/she intends to follow. The mobility study plan shall be approved by the Director.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- The recognition of studies carried out abroad shall be approved by the Director on the basis of adequate documentation certifying the curriculum and its methods, the achieved final assessment, and all other elements that the student deems appropriate to present.
- Such recognition is unnecessary when a specific agreement applies or if the Academic Board has approved, in the context of other exchange programs, equivalence tables with courses and workshops held at the Academy or partner institute.
- The recognition of attendance, exams, and internship stages carried out abroad must consider, when possible, equivalence with the educational activities of the official study plan or the individual student plan.
- Recognized exams are awarded a score out of 30 on the basis of previously established conversion tables.
- If recognition is required in the context of a program that has adopted a credit transfer system, then the recognition shall also take into account the credits attributed to the courses taken abroad.
- Training activities taken abroad in which no correspondence can be identified may also be considered by the commission when assessing the final exam.

ART. 51 DISCIPLINARY MEASURES

- Disciplinary jurisdiction shall be taken by the Director on students for misconduct. Such jurisdiction also applies off Academy grounds whenever students harm the dignity and honor of the institution.
- The disciplinary measures that can be enforced in order to maintain order are:
 - a. warning;
 - b. temporary ban from one or more courses;
 - c. suspension from one or more exams for a given period;
 - d. temporary ban from the Academy, up to a maximum of 3 years with the consequent loss of exam sessions;
 - e. expulsion from the Academy.
- The disciplinary measures are enforced by the Director upon hearing the student.
- In the cases referred to in letters b), c), d), and e) the student must be informed of the disciplinary proceedings against him/her at least 10 days prior to the hearing. He/she may present a written defensive statement or request a hearing.
- Disciplinary measures are recorded in the student's academic career.
- Expulsion from the Academy involves communicating the charge to other state academic institutions.

CHAPTER 2

EXTERNAL AND INTERNAL STUDENT MOBILITY

ART. 52 TRANSFER TO OTHER ACADEMIES/INSTITUTIONS

- The student may transfer to another Academy/Institution by submitting an application to the Director by August 30th of each Academic Year. The application must be accompanied, when requested by the Academy/Institute of destination, by a document proving the availability of the host Academy/Institute to accept the request.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- Starting from the date of the submitted transfer application, the student interrupts his/her career at the Academy unless he/she has withdrawn the application before forwarding the transfer application form.
- Acceptance of the transfer by another Academy/Institute does not entitle to any refund of tuition, fees, or other paid allowances.
- The transfer student will provide his/her completed academic curriculum with related exams and earned CFA credits.

ART. 53 TRANSFERS FROM OTHER INSTITUTIONS

- The transfer request from another same-level Institution (even a foreign one) must be addressed to the Director. The Academy must receive it by December 31st of each academic year.
- Students need to attach their curricular accomplishments inclusive of exams and earned CFA credits to the transfer request. The directive bodies may also require the provision of a detailed program of each subject studied along with the total amount of teaching hours.
- The Council of the responsible teaching structure validates the studies carried out at the Institution of origin, indicating:
 - a. any specific lack and supplementary or preparatory courses, and if elements of the previous academic curricula are found to be incongruent with the Academy's current study plans;
 - b. any surplus credits, if the Academy's previous curriculum has an excess compared to the current study plans.
- Students requesting a transfer from other institutions must hold a degree that is adequate to access the various majors.

ART. 54 HOW TO CHANGE COURSE

- The student can switch to a same-level major sending formal request to the Director of the Academy within the deadline stated in the Syllabus.
- The transition from one major to another is allowed only at the end of the academic year (only same-year horizontal transitions are allowed). Previously earned CFA credits are validated for the newly chosen major only if applicable, provided that the student must take all the major-specific teachings.
- Students entitled to directly access the Academy may request to switch to any other major, following the procedure specified in paragraph 2. The teaching facilities will define the transition pathways from one major to another, as well as any admission test for students who have passed the entry tests. Special tests, transfer processes, and entry tests will be outlined in the Syllabus.

ART. 55 RECOGNITION OF PREVIOUS STUDIES

- A specific petition for recognition of previous studies can be submitted by students who meet one of the following conditions:
 - a. hold an academic or university degree;
 - b. hold a foreign academic or university degree;



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- c. hold qualifications that are equivalent to university or academic studies.
- 2. Any recognition must take place by:
 - a) submitting the official certification of the qualification held, inclusive of passed exams;
 - b) presenting the educational programs of each discipline subject to exams;
 - c) presenting the official certification of the equivalent institution of origin.
- The recognition can be made by:
 - a) total or partial validation of the credits earned in certain disciplines or educational and training activities equal or similar to those provided for by the Academy's study plans, with recognition of the scores reported in the related proficiency exams;
 - b) the partial validation of credits earned in certain disciplines or educational and training activities.
This is without obtaining exam validation and with the obligation to take the missing classes and their exams, which are to replace the previously obtained scores.
- Exams and training credits earned during agreed upon Erasmus activities and international exchanges are fully recognized and become part of the student's academic curriculum.
- During the first application, the recognition will be instructed by the teaching commission and approved by the AB.

ART. 56 SUSPENSION OF STUDIES AND TEMPORARY INTERRUPTION OF THE STUDIES

- The student may request suspension of the studies for one or more years in order to register in and attend courses of study at other Italian or foreign Academies.
- The student also has the right to suspend studies for the entire academic year due to maternity, hospitalization lasting over 4 continuous months, and compliance with obligations and services, as well as serious documented and demonstrable causes. During the suspension of the studies, the student has no obligation to pay academic tuition fees and taxes and cannot take any type of exam.
- In addition to the requirements of paragraphs 1 and 2, the student always has the right to interrupt his/her studies. Should the student intend to exercise his/her status rights and re-register to finalize the course, he/she must submit an application to the Director of the Academy enclosing:
 - a. record of academic achievements;
 - b. payment of tuition and fees for each year of academic recess;
 - c. payment of tuition, fees, and allowances due for the academic year in which the application is submitted.If the academic recess exceeds three years, then the Academy's Administration can determine a re-entry lump sum.

ART. 57 WITHDRAWAL FROM THE UNIVERSITY

- At any time, the student can waive the academic studies that he/she undertook and matriculate anew in the same or another course, following payment of outstanding tuition and fees.
- Withdrawal from the university is irrevocable and must be stated explicitly and formally without conditions or restrictive clauses.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- The student who chooses to withdraw from his/her studies can receive certifications of his/her academic career, which shall be formally declared void because of the withdrawal.

ART. 58 FORFEITURE OF STUDENT'S QUALIFYING STATUS

- The student's qualifying status lapses for:
 - a. those who have not renewed the course of study's registration for double the years of the regular duration of the course;
 - b. those who, despite having regularly renewed the course of study's registration as a supplementary-year student, did not pass any exams for the aforementioned number of years.
- The lapsed student is in any case entitled to the issuance of certificates that attest for the achieved part of the academic career. These certifications must contain information about the student's lapse.
- The lapsed student can matriculate anew in the academic courses after passing the admission tests, where provided. In this case, he/she does not need to pay any outstanding tuition and fees.
- The lapse does not apply to students who have already passed all exams and only need to take the final diploma exam. In this case, he/she must rectify his/her position by paying outstanding tuition fees and taxes.

ART. 59 END OF STUDENT'S QUALIFYING STATUS

An Academy student's qualifying status terminates because of:

- a. achievement of the qualification;
- b. transfer to another Academy;
- c. withdrawal from the university;
- d. forfeit.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

TITLE VII

RIGHT TO EDUCATION

ART. 60 RIGHT TO EDUCATION

- The Academy pursues the goal of promoting access to academic studies and supplementary educational services.
- The Academy implements the right to education, according to current legislation and in collaboration with the Regional Body for the University's Right to Education, as well as other responsible bodies.
- The Academy regulates the procedure for granting scholarships, as referred to in paragraph 1 of this article, through competition notices for:
 - a. students' part-time jobs in support of the academic structures, such as aides to laboratory and service technicians, as well as collaborators in the Academy's production activities, internships, and workshops;
 - b. total or partial exemption from paying attendance fees.
- The regulations referred to in this paragraph are approved by the AB after consulting the relevant teaching facilities' Councils. It is then sent to the BoD, within its scope. It is then issued by departmental decree.

ART. 61 DISABLED STUDENTS

The Academy guarantees participation in educational and training activities for disabled students by putting all necessary measures in place for the full exercise of these students' right to education.

TITLE VIII

COMMUNICATION AND ADVERTISING

ART. 62 COMMUNICATION

- The Academy, after consulting the relevant teaching facilities, engages in properly informing students about its educational services for the purpose of mentoring and guiding students, involving users, and making documents and procedures transparent.
- The AB, at the suggestion of the mentoring and guidance service, adopts an external and internal communication plan every academic year. This is to make information more accessible to the actual and potential users.
- Information is provided through:
 - a. written communication by the Academy offices;
 - b. communication via publications edited by the mentoring and guidance service;
 - c. communication via mass media edited by the Directorate and the President;
 - d. electronic communications edited by the mentoring and guidance service, the Secretary's office, and the departments.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

TITLE IX

FINAL AND TRANSITIONAL RULES

ART. 63 FINAL AND TRANSITIONAL RULES

The current courses of study are defined in the attached tables, which are an integral part of this Regulation. An indication of the schools and their referent department are listed. Any new courses will be activated following ministerial approval and included in this Regulation. This Regulation will take effect as soon as published in the Academy's bulletin board.



ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE

**TEACHING REGULATIONS
OF THE BACHELOR'S
DEGREE COURSE IN
GRAPHIC DESIGN**

AANT - ACCADEMIA DELLE ARTI
E NUOVE TECNOLOGIE



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

**TEACHING REGULATIONS OF THE BACHELOR'S DEGREE
COURSE IN GRAPHIC DESIGN**

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

TABLE OF CONTENTS

- Art. 1 - Name of the Course
- Art. 2 - School
- Art. 3 - Department
- Art. 4 - Educational objectives
- Art. 5 - Employment prospects
- Art. 6 - Admission criteria
- Art. 7 - Curricula
- Art. 8 - Dispositions on attendance
- Art. 9 - How to submit personal study plans
- Art. 10 - Thesis
- Art. 11 - Entry into force and validity of regulations

ART. 1 - NAME OF THE COURSE

1. The Bachelor's Degree course in Graphic Design is established at the Accademia delle Arti e Nuove Tecnologie in Rome.

ART. 2 - SCHOOL

1. The course belongs to the School of Artistic Design for the enterprise.

ART. 3 - DEPARTMENT

1. The overarching structure of the teaching, research, and artistic production activities of the School of Artistic Design for the enterprise is the Department of Design and Applied Arts.

ART. 4 - EDUCATIONAL OBJECTIVES

1. The courses of study for attaining the Bachelor's Degree (First Level Academic Diploma) from the School of Artistic Design for the enterprise aim to provide all the necessary skills to create, design, and communicate through images. For this purpose, it is essential to base the teaching on the transmission of an ideal design methodology that is able to combine aesthetics and functionality. In this sense, aesthetics is about acquiring a specific graphic and visual culture, creativity development, and critical reading of the image, while functionality is about managing key software and learning print, web, and video production techniques.
2. Graduates of the School Bachelor's Degree courses must:
 - a) have adequate technical and operational training about methods and content related to the fields of Graphic Design and Advertising Communications.
 - b) possess methodological and critical tools suitable for acquiring expressive language competency, techniques, and the most advanced technologies;



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

**TEACHING REGULATIONS OF THE BACHELOR'S DEGREE
COURSE IN GRAPHIC DESIGN**

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- c) be skillful in one EU language, in addition to the student's mother tongue, in order to undertake exchanges in both general information and the specific domains of expertise;
- d) possess the knowledge of IT tools and electronic communication in the specific domains of expertise.

ART. 5 - EMPLOYMENT PROSPECTS

1. Graduates of the Graphic Design course will undertake professional activities within the various public and private spheres of design. These activities are oriented towards professional opportunities that involve new settings and high flexibility in advertising agencies, publishing houses, graphic design studios, web design, and in-house graphic design companies. Solid and in-depth knowledge of the most innovative information and multimedia technologies is essential in supporting students' activity. Emerging professional roles include: Art Director, Web Designer, Graphic Designer, UX Designer, Motion Designer, and Video Maker. Professional roles meet the needs of all productive sectors of visual communication, advertising, and multimedia. This is due to an interdisciplinary educational approach that provides specialized technical skills for the use of the most innovative technologies, together with a broad critical vision on cultural, economic, and legal issues related to graphic and multimedia production.
2. Together with public and private entities, the Academy will organize the most appropriate internships and apprenticeships in order for students to acquire specific professional skills. The Academy will further develop specific training models for each course of study.

ART. 6 - ADMISSION CRITERIA

1. Admission requirements:

In order to be admitted to the Bachelor's Degree in Graphic Design, students must possess a high school diploma or other qualification obtained abroad that is recognized as adequate. The selection of students admitted to the course is based on an interview assessing attitude and motivation. The purpose of the interview assessing attitude and motivation is to evaluate if the candidate's creative potential, regardless of previous studies, successfully meets the Academy's studies. During the interview, the candidate will provide useful details in order to determine competency in the desired areas with the ability to meet academic expectations. The lack of specific preparation in an artistic field will not negatively impact the outcome of the interview, provided that the candidate's performance reveals his/her potential. The purpose of the access test is to evaluate the candidate's motivation and aptitude.

Students who hold arts-oriented, 5-year diplomas, such as qualifications from Artistic High Schools, the Institute of Advanced Studies (ISA), and Graphic Design and TV Cinematography professional schools, are exempt from the aptitude portion.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

**TEACHING REGULATIONS OF THE BACHELOR'S DEGREE
COURSE IN GRAPHIC DESIGN**

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

ART. 7 - CURRICULA

1. Curricula offered to students:

The Bachelor's Degree in Graphic Design is articulated as a single curriculum.

2. This includes a general framework of training activities offered; a list of courses taught; the types of educational forms, exams, and other assessments based on the student's profile, as well as training credits. In order to meet the educational objectives set by the guidelines, the course of study involves teachings with fixed credits:

3. Articulation in modules:

In accordance with the exam registration procedures set by the Academy, a course may use material from classes belonging to different subjects on the final exam of merged courses (called "integrated courses" or "laboratories" according to the final exam structure). Merging such an exam must respect the prerequisites provided by the Academy's Syllabus.

4. Prerequisites:

a) The Academy's Syllabus will indicate each year's current classes and their subdivision among several years of courses, identifying the title of the disciplines within each artistic division.

b) For each academic year, any class prerequisites are specified in the Academy's Syllabus.

5. Extracurricular/Elective activities:

For the purposes of these regulations, further training activities include those activities organized or planned by the Academy in order to further linguistic knowledge, as well as technological and communicative skills, interpersonal skills, or in any case useful skills for entering the workforce, as well as training activities aimed at facilitating professional choices, through direct knowledge of the field the qualification specializes in, including, in particular, the training and internships referred to in the Ministry of Labor Decree dated March 25, 1998, n° 142.

ART. 8 - ATTENDANCE REQUIREMENTS

1. Attending classes and courses of the Academy is mandatory.

2. To be permitted to take exams, the student must have attended at least 80% of all the educational activities held each academic year, individual study excluded.

3. The professor of each course will keep track of student's attendance.

ART. 9 - HOW TO SUBMIT PERSONAL STUDY PLANS

1. The student is required to submit a personal study plan which includes compulsory and elective courses, as well as and those already picked.

2. The student presents his/her personal study plan for each academic year to the appropriate teaching faculty. The personal study plan can be resubmitted the following year by making changes to the previous one.

3. The most recently approved personal study plan is binding.

4. The personal study plan is automatically approved if it corresponds to the official course study plan. Otherwise,



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

**TEACHING REGULATIONS OF THE BACHELOR'S DEGREE
COURSE IN GRAPHIC DESIGN**

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

when suggested by the Study Plan Committee, the Academic Board will make a decision.

ART. 10 - THESIS

1. To be admitted to discussing the thesis examination, a student must have acquired 170 CFA credits.

With the help of a supervisor, the final test consists of a defense before a commission of a thesis of theoretical or theoretical/practical research in a subject that has been studied. In addition to the thesis, the final grade will also take into account the entire academic career of the student, the timing and methods used to reach the required CFA credits, as well as any other component deemed relevant. The final exam/thesis is worth 10 CFA credits.

ART. 11 - ENTRY INTO FORCE AND VALIDITY

1. These Regulations will enter into effect with the 2016/2017 Academic Year and are valid for three years.
2. With a frequency not exceeding three years, the Academic Board revises the Teaching Regulations of the Bachelor's Degree Course.



ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE

**TEACHING REGULATIONS
OF THE BACHELOR'S
DEGREE COURSE IN DESIGN**

AANT - ACCADEMIA DELLE ARTI
E NUOVE TECNOLOGIE



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

**TEACHING REGULATIONS OF THE BACHELOR'S
DEGREE COURSE IN DESIGN**

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

TABLE OF CONTENTS

- Art. 1 - Name of the Course
- Art. 2 - School
- Art. 3 - Department
- Art. 4 - Educational objectives
- Art. 5 - Employment prospects
- Art. 6 - Admission criteria
- Art. 7 - Curricula
- Art. 8 - Dispositions on attendance
- Art. 9 - How to submit personal study plans
- Art. 10 - Thesis
- Art. 11 - Entry into force and validity of regulations

ART. 1 - NAME OF THE COURSE

1. The First Level Academic Degree in Design is legally recognized and established at the Accademia della Arti e Nuove Tecnologie in Rome.

ART. 2 - SCHOOL

1. The course belongs to the School of Artistic Design for the enterprise.

ART. 3 - DEPARTMENT

1. The overarching structure of the teaching, research, and artistic production activities of the School of Artistic Design for the enterprise is the Department of Design and Applied Arts.

ART. 4 - EDUCATIONAL OBJECTIVES

1. The courses of study for attaining the Bachelor's Degree at our school aim to ensure adequate mastery of artistic methods and techniques, as well as to obtain specific disciplinary and professional skills to provide learners with knowledge and design methodologies, as well as the expressive use of representation tools and artistic practices. In particular, such mastery relates to design, communication, industrial design, and fashion. The purpose of the Schools' courses is to develop the design skills and the practice of expressive, traditional, and contemporary technological tools on how to use and manage the space and the principles of communication and representation.
2. Graduates of the School Bachelor's Degree courses must:
 - a) possess adequate technical and operational training, methods, and content in relation to the sectors of design, interior design, exhibitions, and product design.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

TEACHING REGULATIONS OF THE BACHELOR'S DEGREE COURSE IN DESIGN

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

- b) possess methodological and critical tools suitable for acquiring expressive language competency, techniques, and the most advanced technologies;
- c) be skillful in one EU language, in addition to the student's mother tongue, in order to undertake exchanges in both general information and the specific domains of expertise;
- d) possess the knowledge of IT tools and electronic communication in the specific domains of expertise.

ART. 5 - EMPLOYMENT PROSPECTS

1. Graduates of the Bachelor's Degree in Design Course will be in a position to work primarily in the field of product design and interior design. They will work for various types of clients such as freelancers, public entities, SMEs, and large companies. With great professionalism and the ability to interact between the artisanal and the industrial sectors, graduates will be able to design large-scale projects, interior spaces, and exhibition spaces. This way, graduates will be able to tackle numerous issues that are generally linked to the articulated landscape of business communication.
2. Together with public and private entities, the Academy will organize the most appropriate internships and apprenticeships in order for students to acquire specific professional skills. The Academy will further develop specific training models for each course of study.

ART. 6 - ADMISSION CRITERIA

1. Access requirements:

In order to be admitted to the Bachelor's Degree (First Level Academic Degree) course in Design, students must possess a recognized high school diploma or other foreign qualification. The selection of students admitted to the course is based on an interview assessing attitude and motivation. The purpose of the interview assessing attitude and motivation is to evaluate the candidate's creative potential, regardless of previous studies. Such a process is necessary for the student to succeed in his/her academic career. During the interview, candidates will be able to provide useful information to demonstrate competency in desired areas and the ability to meet academic expectations. The lack of specific preparation in an artistic field will not negatively influence the outcome of the interview, provided that the candidates' performance reveals their potential. The purpose of the entrance exam is to evaluate the aptitude and motivation of the candidates. Students who hold five-year diplomas focused on the arts, such as certificates from or in Artistic High Schools, Professional Graphic Design, and Cinematography and TV, are exempt from the aptitude section.

ART. 7 - CURRICULA

1. Curricula offered to students:

The Bachelor's Degree course in Design is articulated in a single curriculum.

2. This includes: a general framework of training activities; list of courses taught; types of teaching methods, exams and other graded assignments; training credits. To meet the educational objectives set by the guidelines, the course of study opens classes with fixed credits.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

**TEACHING REGULATIONS OF THE BACHELOR'S
DEGREE COURSE IN DESIGN**

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

3. Modules in detail: In accordance with the procedures for the creation of exams set by the Academy, a course may use material from classes belonging to different subjects on the final exam of merged courses (called "integrated courses" or "laboratories" according to the final exam structure). Such an exam must respect the prerequisites provided by the syllabus.

4. Prerequisites:

a) Each year, the syllabus will indicate open classes and how they are divided over several years of coursework, identifying the name of the subject within each artistic-discipline.

b) For each academic year, any class's prerequisites are detailed in the Academy's syllabus.

5. Further training activities: For the purposes of these regulation, further training activities include those activities organized or planned by the Academy in order to further linguistic knowledge, as well as technological and communicative skills, interpersonal skills, or in any case useful skills for entering the workforce, as well as training activities aimed at facilitating professional choices, through direct knowledge of the field the qualification specializes in, including, in particular, the training and internships referred to in the Ministry of Labor's decree dated March 25th, 1998, n ° 142.

ART. 8 - ATTENDANCE REQUIREMENTS

1. Attending classes and courses of the Academy is mandatory.

2. To be permitted to take exams, the student must have attended at least 80% of all the educational activities held each academic year, individual study excluded.

3. The professor of each course will keep track of student's attendance.

ART. 9 - HOW TO SUBMIT PERSONAL STUDY PLANS

1. The student is required to submit a personal study plan which includes compulsory and elective courses, as well as and those already picked.

2. The student presents his/her personal study plan for each academic year to the appropriate teaching faculty. The personal study plan can be resubmitted the following year with changes to the previous one.

3. The most recently approved personal study plan is binding.

4. The personal study plan is automatically approved if it corresponds to the official course study plan. Otherwise, when suggested by the Study Plan Committee, the Academic Board will make a decision.

ART. 10 - THESIS

1. To be admitted to discussing the thesis examination, a student must have acquired 170 CFA credits.

With the help of a supervisor, the final test consists of a defense before a commission of a thesis of theoretical or theoretical/practical research in a subject that has been studied. In addition to the thesis, the final grade will also take into account the entire academic career of the student, the timing and methods used to reach the required CFA credits, as well as any other component deemed relevant.

The final exam/thesis is worth 10 CFA credits.



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

**TEACHING REGULATIONS OF THE BACHELOR'S
DEGREE COURSE IN DESIGN**

AANT - ACCADEMIA DELLE ARTI E NUOVE TECNOLOGIE

ART. 11 - ENTRY INTO FORCE AND VALIDITY

1. These Regulations will enter into effect with the 2016/2017 Academic Year and are valid for three years.
2. With a frequency not exceeding three years, the Academic Board revises the Teaching Regulations of the Diploma Course.