ACADEMIC REGULATIONS FOR DIPLOMA ACCADEMICO DI SECONDO LIVELLO (DASL) PROGRAMS

Istituto Europeo di Design S.B.p.A (hereinafter IED) awards Diploma Accademico di Secondo Livello qualifications (hereinafter also referred to as DASL Programs) recognised by the Ministry of University and Research (MUR) in the sector of Higher Education in Art, Music and Dance (AFAM).

These Academic Regulations govern the academic frameworks and aspects relating to the organisation of educational activities common to the Study Programs. The administrative aspects relating to admissions, matriculation and Students' academic careers are governed by the Admission and Enrolment procedures, the General Regulations Governing Diploma Accademico di Secondo Livello Programs (hereinafter also referred to as the DASL General Regulations) and the Administrative Appendix to the General Regulations Governing Diploma Accademico di Secondo Livello Programs (hereinafter also referred to as the DASL Administrative Appendix).

IED reserves the right to make changes, updates and variations to this document and to all the Regulations referred to, giving appropriate notice to Students.

These Regulations annul and supersede any previous version of the same.

I. ACADEMIC YEAR

Art.1 ACADEMIC CALENDAR

1.1 The academic year is divided into two semesters, each comprising a teaching period and examination sessions for the assessment of learning.

1.2 The teaching period of each semester consists of lessons, exercises and laboratory activities, followed, at the end of the semester, by a period devoted to the assessment of learning. Ordinary educational activities run from October to September.

1.3 Lessons may be scheduled during the daytime and evening from Monday to Saturday.

1.4 Lesson time is conventionally fixed at 60 minutes and may include the technical time required for organisational purposes.

1.5 The academic calendar is provided to Students at the beginning of the Program.

ART. 2 ROOM ALLOCATION PLAN

2.1 The room allocation plan defines the availability of areas for educational and study activities and their respective hours of use.

2.2 For each course unit offered, the plan specifies the exact name of the subject, the lecturer's name, the timetable and the dates on which lessons begin and end.

2.3 In relation to educational objectives and the most effective organisation of activities, IED reserves the right, at its sole discretion, to make temporary or permanent changes to the days and times of lessons, giving appropriate notice to Students.

2.4 For organisational purposes and to improve the services offered, Programs may take place in spaces / buildings other than those originally envisaged.

ART. 3 CERTIFICATES, SUBSTITUTE DECLARATIONS OF CERTIFICATION (SELF-CERTIFICATIONS), STUDENT IDENTIFICATION CARD AND DIGITAL ACADEMIC RECORD

3.1 The relevant Offices issue the following certificates upon a specific request by the Student:

- A Certificate of Enrolment, issued after verifying that all documentation required for enrolment in the Study Programs has been submitted and that the Student's administrative position is in order.
- Certificates of attendance and subsequent certificates relating to the Student's academic career (examinations taken and Formative Credits acquired).

3.2 Alternatively, the Student may independently print pre-filled forms for self-certification of data relating to their academic career at IED by using the credentials provided by IED upon matriculation to access the "Segreteria" area

of the Student Information System (hereinafter also referred to as the SIS) called IED Campus (**www.campus.ied.it**).

3.3 In the "Carriera" area of the IED Campus SIS, the Student may monitor the progress of their academic career in the Program in which they are enrolled. The academic record shows the grades obtained in each examination taken: these entries must correspond to those recorded in the examination reports. If, for any reason, IED identifies a discrepancy in the recorded information, the data and examination grade recorded in the relevant examination report shall prevail.

3.4 An identification card is issued for personal identification and access to academic services.

II. ACADEMIC FRAMEWORKS OF THE STUDY PROGRAMS

ART. 4 THE FORMATIVE CREDIT SYSTEM

4.1 The academic frameworks of the Study Programs and educational activities are organised on the basis of Formative Credits as a measure of the Student's workload and learning outcomes.

4.2 For Study Programs recognised by the Ministry of University and Research (hereinafter also referred to as MUR), IED is authorised to award Diplomi Accademici di Secondo Livello (hereinafter also referred to as DASL) to Students who meet the requirements for enrolment in those Study Programs. By attending these Study Programs and passing the relevant examinations, a Student who meets the enrolment requirements acquires Academic Formative Credits (hereinafter also referred to as CFA).

4.3 Academic Formative Credits (CFA) awarded by IED, as an institution authorised to award Higher Education in Art, Music and Dance (AFAM) qualifications for Study Programs recognised by MUR, are governed by Presidential Decree No. 212 of 8 July 2005, as subsequently amended and supplemented.

4.4 A CFA measures the learning workload, including laboratory activities and individual study, required of the Student to acquire knowledge and skills through the educational activities provided for in the academic frameworks of the Study Programs.

4.5 The CFA corresponding to each activity are acquired by the Student upon passing the examination or another form of assessment.

4.6 As a rule, 1 CFA corresponds to 25 hours of activities, including theoretical lessons, laboratory and project activities and individual study, unless otherwise specified in the academic frameworks of the Study Programs.

4.7 The average learning workload of a Student engaged in full-time academic studies is conventionally fixed at 60 CFA per year, corresponding to a total of 1500 hours, for a total of 120 CFA over the two years, unless otherwise specified in the academic frameworks of the Study Programs.

4.8 The proportion of the overall hourly workload to be reserved for personal study, laboratory activities or other individual educational activities normally allocates, in relation to the workload of each credit, 30% to theoretical lessons, 50% to theoretical and practical activities and 100% to laboratory activities.

4.9 The Academic Regulations provide for periodic checks on the Formative Credits acquired in order to assess whether the associated knowledge remains current and the minimum number of Formative Credits to be acquired by the Student within specified periods.

ART. 5 STUDY PLAN

5.1 The Study Plan is the educational path comprising all educational activities that the Student must complete to obtain the Diploma Accademico di Secondo Livello. The educational activities in the Study Plan established by the Program's academic framework may take any form permitted by current legislation, including activities delivered off-site and through e-learning, namely through multimedia technologies and the Internet.

5.2 The educational activities in the Study Plan may be carried out wholly or partly in a foreign language and according to a different sequence over time.

5.3 The preparation of the Study Plan respects the sequence of course units according to the progression through the years of the Program indicated in the academic framework and the Program Handbook.

5.4 Educational activities may last for a full academic year or a semester.

5.5 The Study Plan establishes a sequence of course units defined as prerequisites, whereby admission to the examination session for certain course units requires the successful completion of others regarded as prerequisites. Prerequisites impose a requirement on study progression that ensures achievement of the educational objectives for the relevant year of the Study Program.

5.6 Course units may be divided into modules corresponding to clearly identifiable topics within their syllabuses.

5.7 Attendance at the Study Programs is mandatory for 80% of the total hours scheduled for each course unit in the Study Plan, excluding individual study.

5.8 In the event of a significant occurrence or serious circumstances beyond the Student's control, a Student who exceeds the permitted absence allowance referred to in Article 5.7 above may submit a request for assessment to justify the exceptional absence by completing the form available from the Academic Offices. After verifying the reasons submitted, the Campus Academic Coordinator reserves the right, at their sole discretion, to accept or reject the request to justify the absence.

5.9 Educational activities are delivered through lessons, laboratory exercises, seminars and other teaching methods, in compliance with the requirements laid down in the academic frameworks.

5.10 A lecture aims to convey general or specialist theoretical knowledge relating to a discipline or a specific topic. It may be introductory, methodological, technical or contextual. Laboratory exercises consist of activities that develop examples and applications of principles and methods, presented to clarify the content of lessons. Laboratory activities are educational activities closely connected and integrated with the relevant discipline, carried out by the Student under the direct supervision of the lecturer or academic tutor. A seminar consists of meetings at which topics covered by the course units are presented, discussed and explored in depth.

ART. 6 EDUCATIONAL ACTIVITIES

6.1 Educational activities are divided into the following types:

- **a.** Basic educational activities: these provide preparatory knowledge, information and general methodological and analytical tools in the various subject areas.
- **b.** Core educational activities: these provide the knowledge essential to defining cultural and technical content, together with the specialist skills and competencies that characterise the relevant professional profiles.
- **c.** Educational activities in one or more subject areas related or supplementary to the basic and core areas, including contextual cultural studies and interdisciplinary education.
- **d.** Educational activities aimed at preparing for the Final Examination for the award of the qualification and assessing knowledge of a foreign language.
- **e.** Additional educational activities, where provided for in the Study Program's academic framework, aimed at acquiring language, computer, digital and interpersonal skills, or other skills useful for entering employment, together with educational activities aimed at facilitating career choices through direct knowledge of the employment sector, including:
  - Workshops / Company Projects: intensive project activities lasting one or more weeks, carried out in collaboration with companies on topics inspired by those companies;
  - Professional seminars: aimed at acquiring interpersonal and organisational skills and learning the legal and economic rules of professional practice.
- **f.** Educational activities independently chosen by the Student. Each year IED offers a list of elective course units from which the Student indicates their preferences according to their interests. Elective course units have limited places: applications are accepted in the order in which they are submitted and, where applications exceed available places, Students are reassigned;
- **g.** Internships: an internship consists of a period of practical professional experience through the development of individual or group projects in collaboration with institutions or companies. IED may organise internships in compliance with the relevant national and regional legislation and subject to a specific agreement with the partner organisations (bodies, companies, research centres and professional practices). The Student may undertake such project and research activities after obtaining the Diploma.

6.2 The content of educational activities is indicated in the Program's annual Study Plan. The workload required is commensurate with the number of Formative Credits allocated to those activities in the Study Plan.

ART. 7 INDIVIDUAL STUDY PLAN

7.1 The Student may personalise their Individual Study Plan by indicating their preferences among the elective educational activities scheduled annually by IED and the specialisations, where offered. IED shall communicate its approval or rejection of the Individual Study Plan by the beginning of the academic year. IED's decision is final.

7.2 IED reserves the right not to activate specialisations. Where a specialisation is not activated, IED shall promptly notify the Students concerned, who must revise their Study Plan by choosing from the educational paths offered for the relevant academic year.

7.3 A Student enrolled in the first year shall submit to IED an application for approval of their Individual Study Plan for the following year by the deadlines established by IED communicated to Students.

7.4 By 31 May of the first year of the Program, the Student may amend their initial Study Plan, solely for the year following the one currently attended, by submitting a specific application. IED shall communicate its approval or rejection of the requested amendments by the beginning of the academic year. IED's decision is final.

7.5 The Student may also define their Individual Study Plan by choosing from the additional activities scheduled by IED each year, in accordance with the procedures specified during each academic year.

III. ADMISSIONS

ART. 8 ADMISSION REQUIREMENTS

8.1 Admission to DASL Programs requires a Diploma Accademico di Primo Livello, a university degree or another equivalent qualification, including a qualification obtained abroad and deemed suitable for matriculation. For admission to DASL Programs, reference shall be made to the ministerial provisions contained in the document: Procedures for the entry, residence and matriculation of foreign / international Students in higher education programs in Italy, available on the website Universitaly (https://www.universitaly.it/it/studenti-stranieri).

8.2 Students who are about to graduate may also be admitted (so-called "conditional matriculation"), namely those expected to obtain the academic diploma / university degree or another equivalent qualification valid for matriculation in the Program, provided that the qualification is obtained by the applicable deadline under Article 4.4 of the DASL General Regulations and the required documentation is submitted by the deadline under Article 4.5 of those Regulations.

8.3 Without prejudice to the cases of conditional matriculation provided for in Article 8.2 above and Articles 4.9 and 4.12 of the DASL General Regulations, admission may be accepted only after all required documentation has been submitted and verified.

ART. 9 ADMISSION BASED ON FOREIGN EDUCATIONAL QUALIFICATIONS

9.1 Admission to the Study Programs of foreign and Italian citizens holding an educational qualification obtained abroad is governed by the general provisions of current laws and regulations and by the implementing provisions periodically issued by MUR.

In compliance with Article 9.1 above, IED may:

a. determine the maximum number of foreign Students who may be admitted to the first year of each Study Program, on the proposal of the academic bodies and the services responsible for international exchanges. The number of Students enrolled in Diploma Accademico di Secondo Livello Programs is communicated to MUR;

b. approve, on the proposal of the academic bodies, any procedures for conducting entrance tests;

c. issue any other provision aimed at implementing the relevant European and national provisions and facilitating the inclusion and integration of foreign Students into the academic institution.

ART. 10 ASSESSMENT OF INITIAL PREPARATION FOR ADMISSION

10.1 The maximum number of Students admitted to the Study Programs is planned according to the ratio between Students and lecturers and the provision of facilities and infrastructure appropriate to the specific educational activities.

10.2 Study Programs may have limited admission, subject to admission procedures based on qualifications and/or examinations, or open admission, subject to an assessment of the applicant's level. For admission to open-admission Programs and Programs with restricted admission, the Student must have adequate initial preparation as defined in the Program's academic framework approved by Ministerial Decree.

10.3 IED defines the assessment criteria and methods for verifying initial preparation for admission to the Programs.

10.4 If the assessment of initial preparation for admission to the Programs is negative, the Campus Academic Coordinator, in agreement with the Head of School, may specify additional educational requirements.

10.5 The Campus Academic Coordinator, in agreement with the Head of School, may propose preparatory educational activities aimed at achieving adequate initial preparation for admission to the Program, including in collaboration with upper secondary schools and other educational institutions.

10.6 The Student must have adequate initial preparation in the language of instruction of the Program. The required language proficiency must correspond to level B2 of the Common European Framework of Reference for Languages (CEFR), structured as follows:

- A1 Breakthrough: introductory level;
- A2 Waystage: survival level;
- B1 Threshold: intermediate level;
- B2 Vantage: upper-intermediate level;
- C1 Effective Proficiency: advanced level;
- C2 Mastery: mastery level.

The Student may demonstrate proficiency in the language of instruction of the Program by submitting valid recognised certification, or IED may assess it through a proficiency test during admission to the Study Program.

10.7 For Programs with restricted admission, admission is conditional on passing a test or is governed by another assessment method defined in the Program's academic framework approved by Ministerial Decree.

IV. ENROLMENT

ART. 11 MATRICULATION

11.1 A Student is considered matriculated when enrolled for the first time in an IED Study Program.

11.2 Matriculation may be completed only after IED has verified the required documentation, as detailed in the admission procedures published annually on the official IED website and submitted during matriculation. IED reserves the right to verify the suitability of the educational qualifications submitted, whether Italian or foreign, as specified in the General Regulations Governing Diploma Accademico di Secondo Livello Programs.

11.3 Students are considered enrolled when the enrolment application has been accepted and IED has actually received payment of the enrolment fee and the Regional Fee for the Right to Education.

11.4 Matriculation for the academic year opens according to the deadlines established by Article 4.1 of the DASL General Regulations, applicable according to whether a study visa is required. Any late applications shall be assessed in accordance with those Regulations.

11.5 For the legislation (Law No. 33 of 12.04.2022 and Ministerial Decree No. 933/2022) governing the possibility of simultaneous enrolment in two different Diploma Accademico di Primo Livello or Diploma Accademico di Secondo Livello Programs, advanced study Programs or Master's Programs at Universities and AFAM institutions, reference shall be made to the DASL General Regulations.

11.6 All fees and contributions relating to admission, matriculation and enrolment in the Study Programs are set out in the information material published annually.

ART. 12 MATRICULATION OF EU AND NON-EU STUDENTS HOLDING AN EDUCATIONAL QUALIFICATION OBTAINED ABROAD

12.1 The matriculation application submitted by a Student holding a foreign educational qualification shall be accepted subject to the following conditions:

a. the documentation received and/or the Declaration of Value of the foreign educational qualification issued by the Italian diplomatic or consular representation with territorial competence must show that the qualification obtained allows admission to the Study Program that the Student has chosen to attend at IED. Any additional and preparatory educational activities required for admission are governed by Article 10 of these Regulations and Articles 3.5 and 6.14 of the DASL General Regulations, in compliance with the curricular requirements and methods for assessing initial preparation;

b. the foreign educational qualification must have been obtained after a period of schooling whose duration corresponds to the minimum required by the ministerial provisions in force for admission to academic studies;

c. the assessed proficiency in the language of instruction of the Program must correspond to the minimum level required.

12.2 For the suitability of foreign qualifications and the relevant procedures, reference shall be made to the ministerial provisions available on the website Universitaly (https://www.universitaly.it/it/studenti-stranieri).

12.3 Following submission of the original educational documentation, IED shall verify the suitability of the foreign qualification required for admission to the DASL Program.

ART. 13 ENROLMENT IN THE PROGRAM

13.1 Enrolment means registration for an academic year of the Study Program. By enrolling , the Student undertakes to pay the enrolment fee, the DSU fee, the tuition fee and any other amounts due under the Regulations in force for the entire academic year, to attend lessons and course units, to participate in the scheduled educational and laboratory activities, to make up any outstanding Formative Credits and to pass the assessments for the number of Formative Credits specified in the Study Plan. The Student also undertakes to comply with the Regulations and provisions issued by IED.

13.2 Visiting Students participating in international exchange programs have the same status as duly enrolled Students.

13.3 A Student with an active academic career who is enrolled in an IED Program may have one of the following statuses:

- **Conditionally Matriculated Student**: a Student who, at the time of matriculation, has not yet obtained the admission qualification or completed the prescribed documentation, in the cases permitted by Articles 4.9 and 4.12 of the DASL General Regulations, and who must obtain the qualification and submit the documentation by the respective deadlines under Articles 4.4 and 4.5 of those Regulations.
- **Provisionally Enrolled Student**: a Student who renews enrolment for academic years after the first without yet having acquired the minimum number of Formative Credits required to continue their studies. In this case, enrolment shall be confirmed only upon fulfilment of the requirements for enrolment in the following year by the ordinary autumn session or, in any event, before the beginning of the academic year.
- **Repeating Student**: a Student who has not acquired the Formative Credits and met the academic

requirements for progression to the following year.

- **Out-of-Course Student**: a Student who has not acquired the Formative Credits required for the qualification within the standard duration of the Study Program (two years).
- **Graduating Student:** a Student who has yet to acquire only the Formative Credits relating to the Final Examination.
- Thesis Student: a Student who has acquired all the Formative Credits in the Study Plan and only needs to discuss the thesis project before a specially appointed Assessment Committee.
- Auditor: a Student interested in exploring specific topics included in the Study Plans of Programs offered by IED by attending up to three individual course units. An Auditor receives a certificate of attendance without recognition of CFA.

ART. 14 ENROLMENT IN THE SECOND YEAR OF THE PROGRAM

14.1 The Student shall renew enrolment in the second year of the Program in the forms, manner and within the deadlines specified in the General Regulations Governing Diploma Accademico di Secondo Livello Programs. Renewal of enrolment after the deadline must be authorised by IED.

14.2 To progress to the second year, the Student must acquire the minimum number of Formative Credits specified in the Study Plan and Article 22.1 below.

ART. 15 ENROLMENT WITH RECOGNITION OF PRIOR STUDIES

15.1 Graduates holding Academic Diplomas, university degrees or equivalent foreign qualifications deemed suitable, or Students holding Formative Credits acquired in previous academic careers, who meet the admission requirements for the Programs may apply for matriculation in a diploma Program with recognition of their previous academic career, resulting in an abbreviation of their academic career.

15.2 For enrolment in Diploma Accademico di Secondo Livello Programs, prior studies may be recognised and the relevant Formative Credits validated where acquired at institutions or on Programs officially recognised within the relevant education system.

15.3 The application for recognition of the previous academic career must be submitted within the deadlines for ordinary enrolment, together with the following documentation:

- The educational qualification required for admission to Diploma Accademico di Secondo Livello Programs.
- Certification from the institution of origin of the termination of the previous studies (transfer document, withdrawal from studies or academic qualification obtained).
- Official certification of the qualification obtained, showing the examinations taken and Formative Credits acquired.
- Certification from the institution of origin of the examinations taken and Formative Credits acquired during the official academic career at the equivalent institution of origin.
- The syllabus of each subject in which an examination has been taken.

15.4 The competent academic body of the IED Campus shall assess the academic career and, after consulting the Academic Council, validate the Formative Credits compatible with the Study Plan.

15.5 Validated course units shall be entered in the academic record with a grade or a pass assessment, using the date of enrolment in the Study Program as the examination date.

15.6 Upon receipt of confirmation of acceptance, the Student shall be enrolled with the recognised Formative Credits and shall pay the annual enrolment fee, the Regional Fee for the Right to Education and the tuition fee calculated according to the Formative Credits acquired, as specified annually in the DASL Administrative Appendix.

15.7 Applications for recognition of Formative Credits acquired before matriculation in the IED Study Program shall not be accepted if submitted after matriculation. This restriction does not apply to recognition of examinations and Formative Credits obtained during the IED Study Program under Student mobility programs covered by an agreement. These are recognised in full and become part of the Student's academic record, in accordance with Article 29.2 of these Regulations.

ART. 16 ENROLMENT IN INDIVIDUAL COURSE UNITS

16.1 Students enrolled at academic and/or university institutions with which IED has entered into specific agreements, excluding Erasmus+ or Exchange Study Program agreements, may be admitted to individual course units by submitting a specific application within the ordinary enrolment deadlines. The individual agreements govern the number of course units to which Students may be admitted, the relevant Formative Credits and the admission conditions. At the end of the course, Students receive a certificate showing the examinations taken and Formative Credits acquired.

16.2 In the absence of specific agreements with other academic and/or university institutions, a person interested in attending individual course units to explore specific topics, who meets the admission requirements for the relevant Program or course unit, may enrol as an Auditor as defined

in Article 13.3 above. Enrolment in individual course units entails payment of specific fees, as specified in the DASL Administrative Appendix.

V. ASSESSMENT OF STUDENTS' PREPARATION

ART. 17 ADMISSION TO COURSE UNIT EXAMINATIONS

17.1 To be admitted to the final course unit examinations relating to the course units in their Study Plan, the Student must:

- **a.** be duly enrolled in the Study Program through payment of the amounts due for the enrolment fee, the DSU fee and the tuition fee in accordance with the Regulations in force;
- **b.** comply, where required, with the rules on entry into and residence in Italy, as provided for in Articles 4.15, 4.16 and 11.4 of the DASL General Regulations;
- **c.** comply with the attendance requirements for each individual course unit;
- **d.** comply with the obligations and deadlines for submission of the documentation required to confirm matriculation, in accordance with Articles 4.5 and 4.10 of the DASL General Regulations;
- **e.** meet the language requirement referred to in Article 10.6 of these Regulations and comply with the prerequisites and other applicable academic requirements referred to in Articles 5.5 and 18.3.

17.2 A Student who does not meet the requirements of Article 17.1 above shall not be admitted to the examination until their position has been regularised. Non-admission does not constitute a negative assessment of academic performance. Where the attendance requirement has not been fulfilled, IED may, at its sole discretion, require the Student to make up the content missed in accordance with methods established by IED, which may consist of the following:

- **a.** Individual study according to the syllabus specified by the lecturer;
- **b.** Remedial courses and/or tutoring;
- **c.** Attendance of the entire course unit.

17.3 It is expressly established that, in the case of personalised courses as provided for in point 17.2. b) above, attendance of the entire course shall in any event be mandatory for admission to the examination. The personalised course also requires payment of an amount calculated according to the attendance hours to be made up, as specified in the DASL Administrative Appendix.

ART. 18 FINAL COURSE UNIT EXAMINATIONS

18.1 During the academic year, the Student must take the final examinations for the course units in their Study Plan, in compliance with any prerequisites and any requirements defined by the competent academic body and specified in the Program Handbook.

18.2 The Student may not take final examinations for course units that are not offered in the relevant academic year, unless these are examinations included in their Study Plan for which they have an outstanding Academic Formative Credit to acquire. In this case, the Student is entitled to the appointment of a specific Examination Committee.

18.3 Examinations linked by prerequisites must be taken in the sequence set out in the Study Plan, as specified in Article 22.3 below.

18.4 Assessment of the Student's individual academic performance is expressed as a grade out of thirty or a pass assessment. The final examinations for each course unit are organised to assess the candidate's preparation in the relevant discipline. The assessment may also take account of the results of any interim assessments.

18.5 An interim assessment takes place as the course unit progresses and is scheduled and included within the timetable of lessons, exercises and laboratories, according to a calendar and procedures defined by the lecturer in agreement with the competent academic body.
An interim assessment is not officially recorded in the Student's academic record, but is recorded internally by the lecturer and may contribute to the final assessment.

18.6 Examinations may use different methods, including a combination of methods, according to the course unit's educational objectives, the nature of its educational activities and the competencies being assessed. By way of example, assessment methods may include:

- **a.** Written assessments, such as papers, reports, research, written documentation and tests with open and/or closed questions.
- **b.** Oral assessments, such as interviews, discussions, presentations or oral examinations aimed at assessing the Student's knowledge of the content, reasoning skills and critical awareness.
- **c.** Practical or project assessments, such as projects, final assignments, exercises, impromptu tests and classroom or laboratory activities, which may also include presentation and discussion.

Assessment methods may relate to individual and/or group activities, provided that the final assessment allows the Student's individual work and contribution to be assessed.

18.7 By the beginning of the course, the lecturer must communicate the following to Students:

- the course syllabus, including the reference bibliography;
- the schedule of any interim assessments;
- the methods for assessing learning.

18.8 The final examinations for each course unit are conducted under the responsibility of the lecturer in charge of the subject area. Assessment may also be undertaken by an Assessment Committee chaired by that lecturer and including, where provided for, only one additional internal or external member.

18.9 During the examination, it must always be possible to assess each Student's individual contribution, including where the work presented was developed in a group. To this end, each Student must present and discuss the work they have completed and the project decisions attributable to them.

18.10 A final course unit examination is passed when the Student obtains a grade of at least 18/30 or, for educational activities using this form of assessment, a positive pass assessment. The maximum grade is 30/30. Where the examination demonstrates exceptional excellence, honours may be awarded, with an official grade of 30/30 with honours. Where assessment is undertaken by a Committee, honours require the unanimous agreement of its members.

18.11 The Student may refuse the grade awarded in a final course unit examination. A final course unit examination that has already been officially recorded with a positive outcome may not be retaken.

18.12 For the purposes of recording the outcomes of examination sittings and any resit examination, the following situations are distinguished:

- Non-admission: the Student may not take the examination because the requirements of Article 17.1 have not been met, in accordance with Article 17.2.
- Non-attendance: a Student who has duly registered and meets the admission requirements fails to attend the examination without having previously cancelled the registration in accordance with the procedures and deadlines communicated by IED.
- Withdrawal from the examination: after starting the examination, the Student expresses the intention to discontinue it before the assessment is completed. Withdrawal from the examination is distinct from cancellation of registration for the examination sitting.
- Negative outcome: the examination has been taken and assessed with a grade below 18/30 or a negative pass/fail assessment. The designation "Failed" applies to examinations graded out of thirty; the designation "Not passed" applies to examinations assessed on a pass/fail basis.
- Refusal of the grade: after receiving a positive assessment expressed as a grade out of thirty, the Student declares that they do not accept it, as provided for in Article 18.11.

Failure to complete an examination does not automatically result in a negative outcome. The event is classified according to the circumstances of the interruption and any assessment expressed by the lecturer. None of the situations listed above results in acquisition of the Formative Credits relating to the examination. To retake the examination at a subsequent sitting, the Student must meet the applicable admission requirements, in accordance with the schedule communicated by IED. The rules for counting available examination sittings and for resit examinations under Article 11.7 of the DASL General Regulations, Article 20 of these Regulations and Articles 3.1 and 3.2 of the DASL Administrative Appendix remain applicable.

ART. 19 ASSESSMENT CRITERIA

19.1 The criteria for assessing the Student are based on the "Dublin Descriptors" (Bologna Process, European Qualifications Framework, 2004), which contribute to the description of qualifications within a national and European framework.

19.2 They form a coherent whole, must be read in relation to one another and are based on the following elements:

- Knowledge and understanding;
- Applying knowledge and understanding;
- Making judgements;
- Communication skills;
- Learning skills.

Accordingly, second-cycle final qualifications may be awarded to Students who:

- have demonstrated knowledge and understanding that extend and/or reinforce those typically associated with the first cycle and provide a basis for developing and/or applying original ideas, often within a research context;
- can apply their knowledge, understanding and problem-solving skills to new or unfamiliar issues within broader or interdisciplinary contexts relating to their field of study;
- can integrate knowledge and handle complexity, and formulate judgements on the basis of limited or incomplete information, including reflection on the social and ethical responsibilities linked to the application of their knowledge and judgements;
- can communicate their conclusions, together with the knowledge and reasoning underlying them, clearly and unambiguously to specialist and non-specialist audiences;
- have developed the learning skills that enable them to continue studying largely in a self-directed or independent manner.

19.3 Each Program's academic framework applies these criteria according to the educational objectives of the Study Program and its course unit s.

ART. 20 EXAMINATION SESSIONS

20.1 Academic performance is assessed on the basis of an examination schedule comprising ordinary and extraordinary sessions, organised into examination sittings and distributed throughout the academic year, according to the instructions of the competent academic body and subject to approval by the Academic Council. The number of available examination sittings following the completion of each course unit and the way they are counted are governed by Article 11.7 of the DASL General Regulations and Article 3.1 of the DASL Administrative Appendix.

20.2 The sessions must specify the opening and closing dates of the examination sittings and are officially announced at least thirty days before they take place.

20.3 Examination sessions are classified as follows:

Ordinary

- Winter session
- Summer session
- Autumn session.

Extraordinary

- Winter session.
- Spring session (reserved for Students in the 2nd year of the Program)

20.4 Where there is more than one sitting for the same course unit within a single session, an interval of at least 15 days must elapse between sittings.

ART. 21 RESIT EXAMINATIONS

21.1 A Student who has not acquired the Formative Credits relating to a course unit, including in the situations referred to in Article 18.12 above, must take the resit examination at the sittings scheduled by IED, after fulfilling any outstanding admission requirements.

21.2 Resit examinations may take place during ordinary and extraordinary sessions.

21.3 The amounts payable to IED for resit examinations are governed by Article 11.8 of the DASL General Regulations and Articles 3.1 and 3.2 of the DASL Administrative Appendix.

21.4 Where the Student is not admitted to examinations because the attendance requirements have not been met, examinations may be preceded by a personalised course, attendance of which is mandatory for admission to the examination.
The course requires payment of an amount calculated according to the attendance hours to be made up, as specified in the DASL Administrative Appendix.

ART. 22 STUDY PROGRESSION

22.1 To progress to the year following the first, the Student must acquire the minimum number of Formative Credits (40 CFA) specified in the Study Plan.

22.2 Where the Student has acquired the minimum credits referred to in Article 22.1 but has not acquired all the credits for the previous year of the Program, the Student must make up the content according to the procedures established by the School (as provided for in Article 17.2) and take the relevant examinations. First-year examinations must be passed by the last available session before discussion of the thesis project.

22.3 A Student who has acquired the credits required to progress to the following year but still has outstanding Formative Credits relating to prerequisite course units in the Study Plan may continue their studies and enrol in the following year. The Student may attend course units subject to prerequisites but may not take their examinations. Once the prerequisite examinations have been passed, the related subsequent examinations may be taken, without prejudice to the provisions of the DASL Administrative Appendix concerning paid resit examination sittings.

22.4 A Student who has not acquired the Formative Credits required to progress to the following year of the Program must renew enrolment in the same year as a Repeating Student. The Student must attend again only those course units for which the attendance requirement has not been fulfilled; for course units for which that requirement has already been fulfilled, the Student must take the outstanding examinations. Renewal entails payment of fees and contributions according to the parameters specified in the DASL Administrative Appendix.

22.5 By the end of the second year of the Program, the Student must have acquired all the Formative Credits specified in the Study Plan. If the Student does not complete the Program by the last extraordinary Diploma session relating to the academic year of enrolment, the Student must renew enrolment for the following academic year with the status corresponding to their academic career: Out-of-Course Student, if Formative Credits other than those relating to the Final Examination remain to be acquired; Graduating Student, if only the Formative Credits relating to the Final Examination remain to be acquired; Thesis Student, if all Formative Credits have been acquired and only discussion of the Thesis Project remains. The amounts payable are governed by the DASL Administrative Appendix. Renewal shall be completed within the deadlines and according to the procedures set out in the DASL General Regulations.

22.6 The amounts payable in relation to extraordinary resit sessions for the Final Examination are governed by Articles 11.11 and 11.12 of the DASL General Regulatio n s and Articles 11.3, 11.5 and 11.6 of the DASL Administrative Appendix.

22.7 A Student who, in the cases referred to in Article 22.5 above, is required to renew enrolment as a Graduating Student must do so within the deadline and in accordance with the procedures specified in Article 4.24 of the DASL General Regulations, paying the amounts specified in the DASL Administrative Appendix.

22.8 A Student who, in the cases referred to in Article 22.5 above, is required to renew enrolment as a Thesis Student must do so within the deadline and in accordance with the procedures specified in Article 4.24 of the DASL General Regulations, paying the amounts specified in the DASL Administrative Appendix.

VI. AWARD OF THE DIPLOMA

ART. 23 ADMISSION TO THE DIPLOMA SESSION

23.1 To be admitted to the Diploma session, the Student must have acquired 120 CFA in accordance with the procedures defined in the Program Curricula.

23.2 To be admitted to the Diploma session, Students must have acquired the Formative Credits specified in the Study Program's academic framework within the category of educational activities relating to foreign language proficiency.

23.3 For Study Programs whose previous academic frameworks do not identify a specific course unit or artistic and disciplinary subject area for this activity, the foreign language requirement is fulfilled through specific arrangements according to the language of instruction of the Program. By the second year and, in any event, before registration for the Diploma session, Students enrolled in Study Prog r a m s taught:

- in Italian must demonstrate proficiency in a second European Union language (preferably English);
- in English must demonstrate proficiency in a second European Union language (preferably Italian), unless otherwise specified.

The required language proficiency corresponds to level B2 of the Common European Framewor k of Reference for Languages.

Students holding valid certification shall be awarded the Formative Credits relating to foreign language proficiency required for admission to the Diploma session.

23.4 For Study Programs in which the "Foreign Language" category of educational activities corresponds to subject area ABLIN/71 – English, the relevant Formative Credits are acquired by attending the educational activity and passing the English language proficiency assessment, regardless of the language of instruction of the Study Program.

ART. 24 THESIS PROJECT / SUBMISSION

24.1 Thesis work is a concluding educational activity of the second year, aimed at developing, presenting and discussing a project consistent with the educational objectives of the Study Program. This activity is included in the Study Plan and governed by the applicable academic framework.

24.2 The final examination consists of presenting the thesis project to an Assessment Committee, supported by graphic and analytical documentation and a physical and/or virtual model, where required.

24.3 The work presented is individual. Even in the case of group projects, it must always be possible to identify each Student's individual work, which the Student must present and discuss with the Assessment Committee.

24.4 Working groups may comprise no more than six Students. Projects involving Students from different Study Programs or projects of particular complexity may be organised into several thesis groups, each complying with the maximum of six Students.

24.5 The thesis project is developed in two phases:

a. Thesis project planning
The planning phase takes place as part of a second-year educational activity and aims to define the topic, preliminary research, working method and project concept. This phase concludes with an examination graded out of thirty. Passing the examination is a prerequisite for access to the thesis project development phase.

b. Thesis project development
The development phase consists of producing and finalising the project planned in the previous phase and relates to the Formative Credits for the Final Examination.
The project is developed by the Student or working group under the supervision of the thesis supervisor. The supervisor guides the process, checks progress and may direct the Student or working group to the available support activities.
This phase concludes with an assessment by the supervisor, conducted through a thesis project eligibility

assessment in accordance with the academic framework applicable to the Study Program. This assessment establishes whether the project has reached a sufficient stage of development to allow an informed assessment during the final discussion.
A positive assessment, together with acquisition of all the Formative Credits specified in the Study Plan and fulfilment of the applicable administrative and academic requirements, enables the Student to register for the Diploma session.
In the event of a negative outcome, the Student must supplement or rework the project according to the supervisor's instructions and may attend a subsequent Diploma session, in accordance with the applicable academic calendar.

ART. 25 ASSESSMENT COMMITTEE

25.1 The Assessment Committee, comprising a minimum of 5 and a maximum of 9 voting members, is appointed by the Campus Management and consists of:

- The Chair of the Assessment Committee (chosen from the Academic Director, Campus Director, School Director or Program Coordinator, provided that the latter is not the thesis supervisor).
- The thesis supervisor.
- Internal members (chosen according to their expertise from IED lecturers, Academic Managers and Academic Coordinators).
- Up to two external members, selected for their relevance to the Program's topic and objectives, proven expertise in the sector and experience in assessing projects (chosen from lecturers at other IED Campuses, lecturers or researchers at other AFAM institutions, Universities or Research Bodies, and professionals and experts in the sector).

25.2 The Chair of the Assessment Committee may invite other external members, without voting rights, to provide further insights and non-binding opinions.

ART. 26 ASSESSMENT SYSTEM

26.1 The final assessment takes account of both the Student's entire academic career and the outcome of the Thesis Project discussion. It is based on the weighted average of examination grades out of thirty, converted to a scale out of one hundred and ten, with a possible adjustment determined by the Assessment Committee ranging from 0 to + 5, as specified below:

- EXCELLENT (5 points)
- GOOD (3–4 points)
- SATISFACTORY (1–2 points)
- SUFFICIENT (0 points).

26.2 The average of the grades recorded in the academic career is calculated using the Formative Credits corresponding to all first- and second-year examinations, excluding activities assessed on a pass/fail basis rather than graded out of thirty. Solely for the purpose of calculating the weighted average, examinations passed with 30/30 with honours are conventionally assigned a value of 31. The official examination grade remains 30/30 with honours.

26.3 The final Diploma grade is expressed out of one hundred and ten and is determined by adding to the weighted average of grades referred to in Article 26.2 above, converted to a scale out of one hundred and ten, the score awarded by the Assessment Committee for the Thesis Project discussion, within the limits set out in Article 26.1 above. The minimum passing grade for the final examination is 66/110; the maximum grade is 110/110. The proposed final grade is submitted to the Assessment Committee by the thesis supervisor. If the total exceeds 110, the final grade is 110/110.
Where a grade of 110/110 is reached, honours may be awarded on the proposal and with the unanimous agreement of the Committee.

26.4 The award of honours is always at the discretion of the Assessment Committee, including where the average of the grades recorded in the academic career (referred to in Article 26.2 above) exceeds 110/110.

ART. 27 DIPLOMA SESSIONS

27.1 The following sessions are provided for final Diploma examinations:

- Ordinary: summer session (June–July);
- Extraordinary (scheduled by IED and agreed with the Student): winter session and spring session.

27.2 The amounts payable in relation to registration for Diploma sessions are governed by Articles 11.11 and 11.12 of the DASL General Regulations and Articles 11.3, 11.5 and 11.6 of the DASL Administrative Appendix.

ART. 28 QUALIFICATIONS AWARDED

28.1 IED awards Diploma Accademico di Secondo Livello qualifications exclusively for Study Prog r a m s

expressly recognised by MUR.

VII. STUDENT MOBILITY

ART. 29 EXCHANGE PROGRAMS

29.1 IED promotes participation in national and international Student exchange programs, offering the opportunity to undertake a period of study at Campuses within its network (Interchange Study Program) or abroad at partner Universities (Erasmus+ / Exchange Study Program). Participation in Erasmus+ is governed by the specific call for applications published annually.

29.2 Formative Credits acquired through Student mobility programs covered by an agreement are recognised in full and become part of the Student's academic record, in accordance with the procedures set out in the agreement and the Student Mobility Regulations.

29.3 All exchange programs are governed by the Student Mobility Regulations.

VIII. TRANSFERS

ART. 30 TRANSFER TO OTHER ACADEMIES / UNIVERSITIES

30.1 A Student whose administrative position is in order may transfer to another Academy / University by submitting an application to the Campus Director by 31 December of each academic year.

30.2 The Campus Management must notify the Student of acceptance of the application within 15 calendar days of submission of the transfer application.

30.3 From the date on which the application for transfer to another Academy / University is accepted, the Student's academic career at IED is suspended.

30.4 A Student who has transferred to another Academy / University may request documentation of their academic record showing the examinations taken and Formative Credits acquired.

ART. 31 TRANSFER FROM OTHER ACADEMIES / UNIVERSITIES

31.1 An application for transfer from another Academy / University, including a foreign institution, addressed to the Campus Director, must be received before the start of educational activities for the destination year of the Program and, in any event, by 1 September immediately preceding the start of those activities.

31.2 The application for transfer from another Academy / University must include the academic record with a detailed syllabus of the courses attended, the examinations taken, grades and Formative Credits acquired or, for applications from Academies / Universities that do not use the ECTS (European Credit Transfer System), the total hours of each course unit attended.

31.3 For the purpose of obtaining the DASL qualification, only CFA acquired at institutions recognised within the education system of their country may be recognised.

31.4 Transfer applications may be accepted following careful assessment of the admission requirements (educational qualification and proficiency in the language of instruction of the Program) and the Student's previous academic career, including their portfolio and academic results.

31.5 The relevant Schools, in collaboration with Academic Coordination and after consulting the Academic Council, shall decide on acceptance of the transfer application and the consequent recognition of studies completed at the Academy / University of origin by 30 September for admission to the first or second year of the Program, after the application deadline under Article 31.1 above, specifying:

- **a.** any outstanding Formative Credits and supplementary study requirements or prerequisites, where discrepancies are identified between previous curricula and Study Plans offered by IED;
- **b.** any Formative Credits, where surplus credits are identified in previous curricula compared with the Study Plans offered by IED.

31.6 The Academic Council shall assess the suitability of the application and, where necessary, require the Student to attend a motivational interview with the Program Coordinator.

31.7 A Student coming from another Academy / University may obtain recognition of up to a maximum of 50% of the Academic Formative Credits specified in the academic framework of the chosen IED Program, except as provided for in Article 3, paragraph 4, of Ministerial Decree 14/2018. Exceptions may be approved by the Academic Council or provided for in specific inter-university academic agreements, in compliance with the legislation in force.

31.8 Assessment of a Student's previous academic career requires payment of a fee established annually in the DASL Administrative Appendix. If the Student, having received a positive assessment from the Academic Council, decides to proceed with enrolment, the assessment fee shall be considered included in and offset against the enrolment fee.

31.9 Upon receipt of confirmation that the transfer application has been accepted, the Student shall be enrolled with the

validated Formative Credits and shall pay the annual enrolment fee, the Regional Fee for the Right to Education and the tuition fee calculated according to the Formative Credits acquired, as specified annually in the DASL Administrative Appendix.

31.10 The admitted Student must submit to IED an application for approval of an Individual Study Plan, as referred to in Article 7 above.

31.11 The Study Plan must show the Formative Credits already acquired (including any Formative Credits relating to the academic year to which the Student has been admitted) and any outstanding Formative Credits to be acquired.

31.12 The Campus Management, after consulting the Academic Council, reserves the right to assess transfer applications submitted after the specified deadlines.

IX. PROGRAM CHANGES

ART. 32 PROGRAM CHANGES

32.1 An IED Student may request a change from one IED Study Program to another at the same level at the same Campus, provided that the Student meets the admission requirements for the chosen Program and subject to compatibility with the structure and timing of the educational path.
IED shall verify the compatibility of the Study Plans and the availability of places and assess the Student's previous academic career for any abbreviation of their academic career. IED reserves the right to accept or reject the request, including on the grounds of any incompatibility between academic calendars and the timing of the educational paths.

32.2 If the request is accepted, IED shall assess the previous academic career and recognise any Formative Credit s acquired in the previous Study Program where they correspond to the Study Plan of the chosen Program. The competent academic bodies shall define the procedures for changing Study Programs, any entrance tests and the educational path that the Student must attend.

32.3 An IED Student enrolled in a Diploma Accademico di Secondo Livello Program may request a change to the same or another Program at another IED Campus subject to the following conditions:

- the Student meets the admission requirements, including proficiency requirements for the language of instruction of the Program;
- the Student has taken and passed all examinations in the Study Plan agreed between the Campuses up to the scheduled date of the Program change;
- the Student's educational path is compatible with that of the destination Program, including in terms of academic structure and timing;
- places are available at the chosen Campus and the Program has been activated for the relevant academic year;
- the Student's administrative position is in order.

IED shall assess the Program change request taking account of the compatibility of academic calendars and the organisation of the educational paths, reserving the right to accept or reject it, including where there are timing incompatibilities between the Programs.

32.4 Without prejudice to the above conditions, a Student enrolled in a study path leading to a Diploma Accademico di Secondo Livello qualification (recognised by MUR) may obtain the Diploma Accademico di Secondo Livello only if transferred to another IED Campus authorised to award Diploma Accademico di Secondo Livello qualifications.

32.5 An application for a Program change to another IED Campus in Italy, addressed to the Campus Director, must be submitted between 15 July and 15 October, as provided for in Article 10.1 of the DASL General Regulations.

32.6 Enrolment may be accepted following careful assessment of the admission requirements and the Student's previous academic career, including their portfolio and academic results. The competent academic body shall assess the suitability of the application and specify the Formative Credits to be acquired and the year and semester of entry. If the Student is admitted to a particular year of the Program with outstanding Formative Credits relating to the academic year preceding the year of entry and must attend supplementary lessons, the Student shall pay an amount calculated according to the number of teaching hours, as specified in the DASL Administrative Appendix. If the Student must take supplementary examinations, the Student shall pay the amount due for each examination.

32.7 The Campus of origin shall forward to the destination Campus the Student's academic record, showing the examinations taken, grades and Formative Credits acquired. From the time of acceptance, the Student shall pay the fees, contributions and charges specified by the destination Campus.

32.8 Acceptance of a Program change is always subject to assessment by the Campus Academic Council, the availability of places at the destination Campus and, where the change is to a Program taught in another language, fulfilment of the language requirements.
A Student who has requested a Program change must also submit a portfolio of the projects completed during their studies. Assessment of the portfolio does not affect acceptance by the destination Campus, but enables IED to analyse the Student's knowledge and skills.

X. SUSPENSION OF STUDIES

ART. 33 SUSPENSION OF STUDIES

33.1 The Student may temporarily suspend their studies and thus suspend their administrative and academic position for the current Academic Year ("Freezing").

33.2 Temporary suspension or Freezing allows the Student to freeze the amounts paid in accordance with Article 14 of the DASL General Regulations.

33.3 Freezing may be requested only if:

- the Student's administrative position is in order;
- at the date of the request, the Student's absences do not exceed 20% of the activities in the Study Plan delivered up to that date and, in any event, the Student has not been absent for more than 6 consecutive weeks;
- at the date of submission of the request, no more than 50% of the total hours of educational activities specified in the Study Plan for the year of the Program covered by the Freezing request have been delivered. The percentage is calculated using the hours actually delivered by IED, irrespective of the Student's attendance, according to the educational schedule for the relevant year of the Program.

33.4 Freezing may be granted exclusively for documented reasons such as:

- Serious health problems affecting the Student;
- Serious family problems;
- Maternity;
- Study (opportunities for other educational experiences).

33.5 The request for Freezing must be submitted to the Academic Office with a copy of the documentation supporting the reason. The Campus Management shall assess the request on the basis of the documentation submitted. Requests for Freezing received after 6 consecutive weeks of absence shall not be accepted.

33.6 During suspension of studies, the Student may not attend course units or take examinations. Payment obligations and the treatment of amounts paid remain governed by Article 14 of the DASL General Regulations.

33.7 After consulting the Student, the Academic Coordinator shall decide when and how a Student who has been granted Freezing shall resume attendance at lessons.

ART. 34 INTERRUPTION OF STUDIES

34.1 Students who do not intend to attend Programs for one or more academic years may request an interruption of studies, obtaining exemption from payment of fees subject to the provisions of the General Regulations Governing Diploma Accademico di Secondo Livello Programs. During the interruption, Students may not attend Programs or take examinations.

34.2 Interruption of studies may last for a maximum of five consecutive academic years. The years of interruption count towards the period of non-renewal of enrolment provided for in Article 36.1. The Student may resume studies in the academic year immediately following the fifth year of interruption by submitting an application and completing renewal of enrolment in accordance with Article 34.5 below.

34.3 The request for interruption must be submitted to IED no later than 31 July, as provided for in Article 15.2 of the DASL General Regulations.

34.4 Enrolment is renewed by making the payment required by the DASL General Regulations and does not require submission of a new enrolment application. A Student who has already renewed enrolment may not interrupt their studies, except where the Student has taken advantage of an advance-payment promotion. In that case, if the request for interruption is submitted no later than 31 July, IED shall refund the amounts already paid for the advance renewal, in accordance with Article 15.3 of the DASL General Regulations.
From 1 August, a Student who has already renewed enrolment may request annual Freezing only. The request shall be assessed by the Campus Management in accordance with the procedures and conditions set out in Article 33 of these Regulations and Article 14 of the DASL General Regulations.

34.5 To resume interrupted studies, the Student shall submit a specific written application addressed to the Campus Management by 31 July preceding the academic year in which the Student intends to resume studies and complete renewal of enrolment according to the procedures and deadlines set out in the DASL General Regulations. Where interruption has lasted for the maximum permitted period, the application shall be submitted by 31 July of the fifth academic year of interruption. Any late renewals authorised by IED remain unaffected.

34.6 Upon resuming studies, the Student shall pay the fees in force for the academic year in which studies are resumed.

34.7 After consulting the Student, the Academic Coordinator shall decide when and how attendance at lessons is to resume and specify any course units to be made up.

34.8 A Student who has not notified IED in writing of their intention to interrupt their studies must submit an application for assessment of their previous academic career.

34.9 Upon any subsequent enrolment, a Student who has not given written notice of interruption of studies in accordance with Article 34.8 above must pay the enrolment fee due for

each year of interruption for which no notice was given, in addition to the tuition fee in force for the academic year in which studies are resumed.

XI. WITHDRAWAL FROM STUDIES

Art. 35 WITHDRAWAL FROM STUDIES

35.1 Withdrawal from studies is irrevocable and must be formally and explicitly expressed, without conditions or restrictive clauses.

35.2 The Student may withdraw from continuing their studies and thus from enrolment in and attendance at the Study Program by submitting a specific written withdrawal application to the relevant Office. After verifying that the applicant's administrative position is in order, the Office shall issue a receipt confirming acceptance.

35.3 A Student who has withdrawn from studies may obtain certificates relating to their previous academic career, formally specifying that the academic career ceased to have effect following withdrawal.

35.4 Withdrawal from studies entails loss of Student status and prohibits access to spaces dedicated to educational activities.

35.5 A Student who wishes to resume studies must matriculate again and, where appropriate, submit an application for assessment of their previous academic career.

ART. 36 FORFEITURE OF STUDENT STATUS

36.1 A Student who has not renewed enrolment in the Study Program for five consecutive academic years, including the years of interruption referred to in Article 34, shall forfeit Student status if renewal of enrolment for the academic year immediately following the fifth year is not completed within the deadlines specified in the DASL General Regulations. Any late renewals authorised by IED under these Regulations and the exception provided for Thesis Students in Article 36.4 remain unaffected.

36.2 A Student who, despite having duly renewed enrolment in the Study Program, has not passed any examinations for five academic years shall also forfeit Student status. Years of interruption of studies duly requested under Article 34 are excluded from this calculation.

36.3 A Student who forfeits Student status remains entitled to certificates documenting the activities completed during their academic career. These certificates must specifically indicate the date on which Student status was forfeited. The Student may matriculate anew in the Study Programs, subject to passing any required admission tests and without being required to pay fees or contributions in arrears, requesting an abbreviation of their academic career, namely recognition of Formative Credits relating to activities completed during the previous academic career. The competent academic body shall decide whether enrolment shall be valid for the first or second year. The Student shall pay the fees and contributions established annually in the DASL Administrative Appendix.

36.4 Forfeiture does not apply to a "Thesis Student" who, despite not having renewed enrolment for five years, has acquired all the Formative Credits required for the qualification and only needs to discuss the Thesis Project; in this case, the Student must regularise their position by paying the fees and contributions established annually in the DASL Administrative Appendix.

ART. 37 CESSATION OF STUDENT STATUS

37.1 The status of a Student enrolled at IED and the related rights / services cease upon:

- Award of the qualification;
- Transfer to another academic or university Program;
- Withdrawal from studies;
- Forfeiture of Student status;
- Expulsion.

XII. DOCUMENTATION AND OWNERSHIP OF PROJECTS

ART. 38 DOCUMENTATION AND OWNERSHIP OF PROJECTS

38.1 In order to guarantee and safeguard the Student and all their rights in dealings with third parties, unless otherwise agreed, IED shall have exclusive ownership of all rights to working papers, theses and any other work and/or project created or conceived by the Student, individually or together with other Students, while attending the Study Programs and/or during extracurricular activities. Accordingly, the Student hereby transfers to IED, free of charge and without limitation of space or time, all rights to working papers, theses and any other work and/or project created or conceived by the Student, individually or together with other Students, while attending the Study
Programs and/or during extracurricular activities. IED shall assess the possibility of restoring such rights on a case-

by-case basis upon a specific request from the Student. In any event, the Student shall have the right to be recognised as the Author of what they have created while attending the Study Programs and/or during extracurricular activities.

38.2 The Student's rights in relation to what they have conceived and/or created, including the possibility of transferring to third parties all rights of use and exploitation, are governed by specific agreements.

38.3 The Student expressly authorises IED to use freely and free of charge, for promotional and dissemination purposes and in compliance with current legal provisions, working papers, theses and any other work and/or project created or conceived by the Student.

38.4 Unless specifically authorised in writing by IED and any other parties involved, the Student undertakes not to disclose to third parties or publish through communication channels or mass media (including, by way of non-exhaustive example, websites or the Internet in general, publications or magazines) working papers, theses, works and/or projects created and/or conceived by the Student, other Students, IED lecturers and/or collaborators during the Programs and/or during extracurricular activities.

38.5 A Student who wishes to develop such projects independently must submit a written request to IED.

XIII. REDUCTIONS AND CONCESSIONS

ART. 39 IED SCHOLARSHIPS AND FINANCIAL CONCESSIONS

39.1 Each year IED issues calls for Scholarship applications for enrolment in the first year of the Program. The call is open to all Students wishing to enrol in DASL Programs. To renew the Scholarship for the following year, the Student must meet the requirements laid down in the rules of the call for applications.

39.2 IED reserves the right to revoke Scholarships and financial concessions on disciplinary or academic grounds. Such decisions by the Campus Management are irrevocable and final.

39.3 If a Scholarship or financial concession is revoked, the Student must pay the full tuition fee for the current year.

39.4 The reductions and concessions provided for in this Article may not be combined with those provided for in the following Articles. In any event, the reductions, concessions and Scholarships covered by this section on reductions and concessions may not be combined.

ART. 40 RIGHT TO EDUCATION – DIPLOMA ACCADEMICO DI SECONDO LIVELLO QUALIFICATIONS

40.1 IED coordinates and organises measures and services aimed at implementing the Right to Education as provided for in Lombardy Regional Law No. 33 of 13 December 2004.

40.2 IED also develops measures and offers services aimed at facilitating participation in the Study Programs and improving Students' living and study conditions. These measures concern the following benefits and services:

- DSU Scholarship (Right to University Education, Regional Law 33/2004);
- Support for international mobility and international exchanges;
- Library, periodicals and video library services and free book loans;
- Cultural and social activities;
- Academic tutors;
- Career guidance / internship service.

40.3 The DSU Scholarships referred to in Article 40.2 above are awarded through a specific competition, the call for which is published by July of each year for the following academic year.

40.4 The deadlines for submitting Scholarship applications and publishing the ranking are specified in the call for applications. All Students duly enrolled in Diploma Accademico di Secondo Livello Programs who meet the financial and merit requirements specified in the call may apply.

40.5 The criteria for awarding DSU Scholarships are based on assessment of financial and asset circumstances and merit requirements specific to each year of the Program. The value of Scholarships awarded varies according to the type of Student (local, living away from home or commuting) and the financial bracket of their household.

40.6 For any further details on DSU Scholarships, reference shall be made to the relevant call for applications.

ART 41. CONCESSIONS FOR ENROLMENT IN OTHER PROGRAMS

41.1 IED reserves the right to grant Students duly enrolled in Diploma Accademico di Secondo Livello Programs a concession on the tuition fee for enrolment in other IED Programs, excludin g Diploma Accademico di Secondo Livello Programs.

XIV. STUDENT REPRESENTATION

ART. 42 STUDENT ASSEMBLY AND STUDENT COUNCIL

42.1 The Student Council and the Student Assembly are the collective bodies representing duly enrolled Students.

42.2 The Student representative bodies perform advisory and proposal-making functions, conveying requests and submitting proposals to the Academic Council regarding the organisation of educational activities and services for Students.

42.3 The Student Assembly consists of year representatives chosen from the section representatives elected by Students. The Assembly elects from among its members the members of the Student Council, whose number varies in proportion to enrolment at the relevant Campus, as provided for in current legislation.

42.4 All matters relating to the election, activities and organisation of the Student Representative Bodies are governed by specific Regulations.

XV. STUDENT RIGHTS AND DUTIES

ART. 43 STUDENT RIGHTS

43.1 To attend and participate in academic and extracurricular activities with full respect for diversity, without prejudice or discrimination; to be treated with dignity and respect, without threats of bullying, harassment or intimidation.

43.2 To learn in accordance with the methods published in the specific Program syllabus and to be notified of any changes.

43.3 To receive quality and professionalism in content, teaching and assessment.

43.4 To require IED to exercise its authority appropriately and without discrimination in enforcing rules and regulations.

43.5 To have the opportunity to discuss with IED the delivery of a Program, academic activities and services provided where these fall below the standard reasonably expected by IED.

ART. 44 STUDENT DUTIES AND RESPONSIBILITIES

44.1 To comply with IED Regulations and policies on the treatment of other Students and IED staff.

44.2 To obtain, read, understand and comply with subject and Program assessment criteria and accept IED's authority in all academic and disciplinary matters.

44.3 To submit works, papers and/or projects by the prescribed deadline and take examinations as required.

44.4 To comply with copyright and intellectual property rights legislation.

44.5 To comply with the rules on infringement of third-party intellectual and industrial property rights and on plagiarism and/or counterfeiting, refraining from presenting works, papers and/or projects created by third parties under their own name.

44.6 To notify the relevant Office in writing, within the specified deadlines, of the intention to withdraw from the Program. Failure to notify withdrawal shall be recorded as absence from examinations.

ART. 45 RULES OF CONDUCT AND DISCIPLINARY MEASURES

45.1 Students must behave civilly and politely and observe the fundamental principles of tolerance, respect and cooperation, avoiding any disturbance to the orderly conduct of educational and administrative activities on the Institute's premises. Students must not, through their conduct, endanger their own safety or that of others and must respect the decorum, cleanliness and integrity of the spaces, assets and all other objects on the premises, whether owned by IED or privately owned.

45.2 Students who breach the rules of conduct may be subject to the disciplinary sanctions provided for in the Disciplinary Regulations.

LIST OF REGULATIONS

The Regulations that the Student must know and comply with are listed below:

- General Regulations for Diploma Accademico di Secondo Livello Programs
- Administrative Appendix to the General Regulations for Diploma Accademico di Secondo Livello Programs
- Disciplinary Regulations
- Regulations for the Activation and Management of Alias Identities / Academic Records
- Code of Conduct for the Prevention of and Response to Harassment;
- Regulations Governing Student Representative Bodies
- Student Mobility Regulations
- Laboratory / Safety Regulations
- IED Safety Guide