ADMINISTRATIVE APPENDIX TO THE GENERAL REGULATIONS GOVERNING DIPLOMA ACCADEMICO DI PRIMO LIVELLO (DAPL) AND IED DIPLOMA PROGRAMS

*All the information relating to the provisions regulating admissions and enrolments for the Programs is specified on the IED website (**www.ied.it**). This Administrative Appendix to the General Regulations Governing Diploma Accademico di Primo Livello (DAPL) and IED Diploma Programs (hereinafter also referred to as the "DAPL Administrative Appendix") has periodic validity and contains amounts subject to periodic updates and revisions.*
IED reserves the right to make changes, updates and variations to this document and to all the Regulations referred to, giving appropriate information to the Students.
By signing the matriculation application, the Student acknowledges and accepts in full the terms and conditions contained in this Administrative Appendix to the General Regulations for Diploma Accademico di Primo Livello (DAPL) and IED Diploma Programs as well as the conditions contained in all other regulations applied and applicable by IED.

This DAPL Administrative Appendix cancels and replaces any previous version of the same.

The following information is provided in order to supplement and clarify the General Regulations Governing Diploma Accademico di Primo Livello (DAPL) and IED Diploma Programs (hereinafter DAPL General Regulations).

I. ADMISSION TO THE PROGRAMS (REF. ART. 3 OF DAPL GENERAL REGULATIONS)

ART.1 ADMISSION TO THE PROGRAMS

1.1 IED reserves the right to assess and accept admission to the Program after requiring the Student to attend a motivational interview / preliminary aptitude test and take a test to verify knowledge of the language in which the Program is delivered. In the event that the motivational interview / aptitude test reveals shortfalls in preparation, other than those relating to language, the competent teaching structures may propose additional training and
preparation activities for reaching a sufficient initial level of preparation. The amount for attending said activities is not included in the Program fee and is calculated at an hourly rate of € 20.00.

1.2 Students holding Academic Diplomas or university degrees, or equivalent foreign qualifications deemed suitable, as well as Students who have acquired Formative Credits in previous academic careers, provided that they meet the admission requirements, may apply for matriculation with recognition of prior studies and a consequent abbreviation of their academic career, in accordance with Article 16 of the DAPL Academic Regulations. The application must be submitted within the ordinary enrolment deadlines, in compliance with Articles 16.3 and 16.6 of those Regulations. The assessment of the previous academic career of a Student provides for the payment of the relative fee for the value of € 150.00, to be paid in advance.
In the event that the Student, having received a positive assessment from IED, decides to proceed with enrolment, the cost of the assessment fee will be considered as included and adjusted in the enrolment fee. An admitted Student is enrolled with the Formative Credits (CF) or Academic Formative Credits (CFA) acquired and is obliged to pay the annual enrolment fee, any regional tax for the Right to Higher Education and the tuition fee calculated according to the following parameters:

- From 1 to 15 formative credits acquired: 12% reduction in the tuition fee;
- From 16 to 30 formative credits acquired: 25% reduction in the tuition fee;
- Over 30 formative credits acquired: 40% reduction in the tuition fee.

The percentage reduction on the tuition fee will be applied in full at the time of enrollment and first registration, regardless of the reference academic year for recognized educational credits. For transfers from other Academies or Universities, the procedure and deadlines set out in Article 33 of the DAPL Academic Regulations and the provisions of Article 10 of this Appendix shall apply.

1.3 In the event that the Student is admitted to a certain Program year with credits to be acquired and needs to attend supplementary lessons, they must pay, in addition to the amounts set out in art. 1.2 above, an amount calculated on the basis of the number of teaching hours at an hourly rate of € 20.00. In the event that the Student has to sit supplementary exams, they must pay € 300.00 for every single exam.

II. MATRICULATION, ASSESSMENT OF EDUCATIONAL QUALIFICATIONS AND ENROLMENT RENEWALS (REF. ART. 4 DAPL GENERAL REGULATIONS)

ART. 2 CERTIFICATIONS AND RECOGNITION DOCUMENTS

2.1 Without prejudice to any mandatory by law legal or tax provision, certifications are issued by IED without other additional costs with the exception of the Certificate with apostille. The apostille is a certification that validates, with full legal effect, the authenticity of any public deed at an international level. The cost of each apostille is € 300.00 plus current VAT, to be paid in advance.

2.2 For the sole purpose of recognition or access to IED's services, a badge or magnetic card is issued. The request for a duplicate of the badge or the magnetic card implies the payment of € 10.00, plus current VAT, to be paid in advance.

ART. 3 EXAMINATIONS AND RECOVERY PROGRAMS, REPEATING STUDENTS, GRADUATING STUDENTS AND THESIS STUDENTS

3.1 Upon completion of each course unit, a Student who is in compliance with the attendance requirements may sit the examination at the first three available examination sittings following the end of the course unit. For course units relating to the first year of the **second intake** only, the examination may be taken at the first two available examination sittings following the end of the course unit.
Each available examination sitting shall be counted for the purposes of the overall calculation, irrespective of whether the Student registers for or attends the examination.

3.2 A Student who has not acquired the Formative Credits relating to the course unit within the examination sittings referred to in Article 3.1 shall be required to sit the examination at the subsequent resit examination sittings made available by IED. The paid resit examination sitting shall be assigned by the Academic Office and communicated to the Student in writing sufficiently in advance to allow compliance with the payment deadline set out in this Article.
A fee of **€ 300.00** shall be payable for each examination sitting assigned and communicated in this manner, no later than 7 (seven) calendar days prior to the date of the examination sitting.
In the absence of payment, the Student shall not be permitted to sit the examination.
Failure to attend the examination or cancellation of the registration at the Student's request shall not prevent the examination sitting from being counted or remove the obligation to pay the relevant fee.

3.3 Where IED considers it necessary to make access to a resit examination conditional upon attendance of a remedial course, the Student shall be required to pay an hourly fee of **€20.00**, calculated on the basis of the number of teaching hours provided for the course.

3.4 A Student who has not acquired the minimum number of Formative Credits required to progress to the following year of the Program shall renew enrolment in the same year of the Program as a **Repeating Student**. The fulfilment of the language requirement, the relevant deadlines and the consequences of failure to meet them, including where the required level is attained after the deadline, are governed by Article 11.7 of the DAPL Academic Regulations. The attendance and examination requirements applicable to Repeating Students are governed by Article 23.4 of the DAPL Academic Regulations. A Repeating Student shall pay the annual amounts applicable to this status, subject to the reductions set out in Article 3.5 below and in compliance with the deadlines referred to in Article 7 below.

3.5 A Repeating Student is enrolled with the Academic Formative Credits (CFA) or Formative Credits (CF) acquired, and is obliged to pay the annual enrolment fee, any regional tax for the Right to Higher Education and the tuition fee according to the following parameters:

- from 1 to 15 formative credits acquired: 12% reduction in the tuition fee;
- from 16 to 30 formative credits acquired: 25% reduction in the tuition fee;
- over 30 formative credits acquired: 40% reduction in the tuition fee.

3.6 Renewal of enrolment as a Graduating Student shall require payment of the enrolment fee for the following academic year and any Regional Fee for the Right to Education (DSU). Registration for the Diploma session shall also require, where applicable, payment of the Government Fee referred to in Article 11.3 and the Thesis fee in accordance with Articles 11.5 and 11.6 of this Appendix.

3.7 Renewal of enrolment as a **Thesis Student** shall require payment of any Regional Fee for the Right to Education (DSU). Registration for the Diploma session shall also require, where applicable, payment of the **Government Fee** referred to in Article 11.3 and the **Thesis fee** in accordance with Articles 11.5 and 11.6 of this Appendix. For a Thesis Student resuming studies after at least five consecutive academic years without renewing enrolment, the provisions of Article 12.4 shall also apply.

ART. 4 OUT-OF-COURSE STUDENTS (FUORI CORSO)

4.1 The recovery of missing formative credits for the Student that has not completed attendance of the Program and, as a consequence, has not acquired the credits necessary for obtaining the qualification within the ordinary three-year period of the Program, implies the payment of the enrolment fee, any regional tax for the Right to Higher Education and the tuition fee calculated according to the following parameters:

- from 1 to 15 missing formative credits: 80% reduction in the tuition fee;
- from 16 to 40 missing formative credits: 40% reduction in the tuition fee;
- over 40 missing formative credits: no reduction in the tuition fee.

4.2 An Out-of-Course Student (Fuori Corso) who has completed attendance but has not acquired the Formative Credits required to obtain the qualification within the ordinary three-year duration of the Study Program must pay the annual enrolment fee and any regional tax for the Right to Higher Education. The calculation of available examination sittings is governed by Article 3.1 of this Appendix. Once those sittings have been exhausted, the fee provided for in Article 3.2 of this Appendix shall be payable for each resit examination sitting assigned by the Academic Office and communicated to the Student in writing, according to the amounts, deadlines and procedures set out therein.

III. WAITING LIST (REF. ART. 7 DAPL GENERAL REGULATIONS)

ART. 5 WAITING LIST

5.1 IED may draw up a waiting list exclusively for 1st-intake Programs, in the cases and under the conditions provided for in Article 7.1 of the DAPL General Regulations.

5.2 In order to request inclusion on the waiting list, the applicant must meet the admission requirements, sign the matriculation and enrolment application for the Program, attach the documentation requested therein, and pay the amount of € 300.00 as a non-interest-bearing security deposit. If IED confirms the applicant's admission to the Study Program, the security deposit shall be retained as an advance payment on the enrolment fee.

5.3 IED shall have the right to retain the amount of € 300.00 as reimbursement of administrative, teaching and ancillary costs, as well as consideration for services rendered and as a penalty, if, following confirmation of admission to the Study Program, the Student refuses such admission for any reason.

IV. OBLIGATIONS RELATING TO MATRICULATION, ENROLMENT, ENROLMENT RENEWALS AND PAYMENT TERMS (REF. ART. 6 DAPL GENERAL REGULATIONS)

ART. 6 MATRICULATION AND ENROLMENT FOR THE FIRST YEAR OF THE PROGRAM: TERMS AND DEADLINES

6.1 The terms and deadlines relating to matriculation, enrolment and payments are governed by the DAPL General Regulations, to which reference is hereby made.

6.2 The Student shall comply with such deadlines according to the specific intake of the relevant Study Program.

6.3 The Student shall pay the enrolment fee and, where applicable, the Regional Fee for the Right to Education (DSU) at the time of submitting the matriculation and enrolment application, in accordance with the procedures and deadlines established by the DAPL General Regulations.

6.4 The tuition fee shall be paid in accordance with the procedures and deadlines set out in the DAPL General Regulations and shall be deemed to include the insurance coverage provided for the relevant academic year.

ART. 7 ENROLMENT FOR YEARS AFTER THE FIRST YEAR: TERMS AND DEADLINES, PAYMENTS AND PENALTIES

7.1 For renewal of enrolment in years subsequent to the first, the deadline for payment of the enrolment fee and any regional tax for the Right to Higher Education is 31 July. For renewal as an Out-of-Course Student, limited to the situation governed by Article 4.22 of the DAPL General Regulations, the deadline of 31 July is replaced by the specific deadline set out in that Article. For renewals as a Thesis Student or Graduating Student, the deadline of 31 July is replaced by the specific deadline set out in Article 4.23 of the DAPL General Regulations.

7.2 The tuition fee must be paid by 30 September each year after the first year. Without prejudice to IED's right to receive expenses, interest payable, interest in arrears, legal duties and anything else due in the event of late payment, failure to comply with the deadline of 30 September for the payment of the tuition fee implies the payment of a penalty of € 300.00.

V. STUDENT MOBILITY AND ENROLMENT TO INDIVIDUAL LESSONS (REF. ART. 8 DAPL GENERAL REGULATIONS)

ART. 8 STUDENTS ON MOBILITY PROGRAMS/AUDITOR STUDENTS

8.1 Students participating in Erasmus+ or Exchange Study Programs, coming from other Institutions or from another IED campus, are only required to pay for any necessary recovery exam sessions, as referred to in Article 11 below,

as well as for any applicable tax or legal charges related to the issuance of certificates.
For further details, please refer to the specific Regulations and the relevant Official Programs Notice for Applications.

8.2 Auditor Students may enroll in up to three individual course units and are required to pay an enrolment fee of € 1,500.00 as well as € 300.00 for each examination to be taken. They are also responsible for any applicable tax or legal charges related to the issuance of certificates.

VI. PROGRAM CHANGES AND TRANSFERS (REF. ART. 10 DAPL GENERAL REGULATIONS)

ART. 9 PROGRAM CHANGES

9.1 Without prejudice to the terms, requirements and conditions set out in Article 10 of the DAPL General Regulations, a Student whose administrative position is in order may request a change to the same Study Program at another IED Campus, or to a different Study Program at the same Campus or at another IED Campus. IED, having assessed the availability of places and the compatibility of the Study Plans, shall inform the Student of the new Study Plan and any Academic Formative Credits (CFA) or Formative Credits (CF) to be recovered. Where the Student is admitted to the Study Program with credits to be acquired and is required to attend supplementary lessons, the Student shall pay an amount calculated on the basis of the number of teaching hours at an hourly rate of € 20.00. Where the Student is required to sit supplementary examinations, the Student shall also pay, for each examination, the amount specified in Article 1.3 of this Appendix.

Art. 10 INCOMING TRANSFERS

10.1 A Student coming from another Italian or foreign Academy/University must submit a transfer application to the Site Director. The transfer application must be received within the deadlines set out in Article 33.1 of the DAPL Academic Regulations.

10.2 Admissions may be accepted after a careful evaluation of the admission requirements and the Student's previous academic career, including the educational portfolio and results.

10.3 The assessment of the previous academic career of a Student implies the payment of the relative fee of € 150.00, to be paid in advance.

10.4 In the event that the Student, having received a positive assessment, decides to proceed with enrolment, the cost of the assessment fee will be considered as included and adjusted in the enrolment fee.

10.5 An admitted Student is enrolled with the formative credits (CF) or Academic Formative Credits (CFA) acquired and is obliged to pay the annual enrolment fee, any regional tax for the Right to Higher Education and the tuition fee calculated according to the following parameters:

- from 1 to 15 formative credits acquired: 12% reduction in the tuition fee;
- from 16 to 30 formative credits acquired: 25% reduction in the tuition fee;
- over 30 formative credits acquired: 40% reduction in the tuition fee.

The percentage reduction on the tuition fee will be applied in full at the time of enrollment and first registration, regardless of the reference academic year for recognized educational credits.

10.6 In the event that the Student is admitted to a certain Program year with credits to be acquired and needs to attend supplementary lessons, they must pay, in addition to the amounts set out in art. 10.5 above, an amount calculated on the basis of the number of teaching hours at an hourly rate of € 20.00. In the event that the Student has to sit supplementary exams, they must pay € 300.00 for every single exam.

VII. PROGRAM AND EXAM ATTENDANCE (REF. ART. 11 DAPL GENERAL REGULATIONS)

ART. 11 RECOVERY EXAMS, FINAL EXAM AND DIPLOMA SESSION

11.1 A Student who does not obtain the minimum grade of 18/30, does not obtain a pass assessment, withdraws or refuses the grade shall take the examination again at the immediately following examination sitting for prerequisite examinations and at the examination sittings scheduled by IED for all other examinations.

11.2 The calculation of available examination sittings and the fees payable for resit examinations are governed by Article 3 of this Appendix. Once the available examination sittings referred to in Article 3.1 have been exhausted, paid resit examination sittings shall be assigned by the Academic Office and communicated to the Student in writing, as provided for in Article 3.2, which also governs payment deadlines and the consequences of failure to attend the examination sitting or cancellation of the registration at the Student' s request.

11.3 Upon enrolment to the Diploma session, Students enrolled for the Diploma Accademico di Primo Livello (DAPL) Programs must submit the receipt of payment of the Government tax of € 90.84 (postal account no. 1016 made out to Agenzia delle Entrate - Centro Operativo di Pescara – Causale: tassa di Diploma). The MUR diploma certificate will be issued by the Site awarding the Diploma once the printed forms have been received from the Poligrafico dello Stato.

11.4 In the event that, by the deadline prescribed for registration for the ordinary summer session, a Student is

missing only the Academic Formative Credits (CFA) or Formative Credits (CF) relating to the Final Exam, the Student shall discuss the Thesis Project during the extraordinary Diploma sessions scheduled by IED as indicated in the DAPL Academic Regulations, subject to acquisition of the missing Academic Formative Credits (CFA) or Formative Credits (CF).

11.5 Registration for the ordinary Thesis session and for the first extraordinary session, both relating to the Student's final year of the Program, shall not require payment of the Thesis fee referred to in Article 11.6 below.

11.6 Registration for the second extraordinary Diploma session relating to the Student's final year of the Program and for subsequent sessions, including those held in subsequent academic years, shall require payment of the Thesis fee of € 750.00.

11.7 A Student who has yet to acquire only the Formative Credits relating to the Final Examination and fails to acquire them in time to register for the last extraordinary Diploma session relating to the academic year of enrolment must renew enrolment for the following academic year as a Graduating Student. Renewal must be completed according to the deadlines and procedures set out in the DAPL General Regulations, paying the amounts specified in Article 3.6 of this Appendix.

11.8 A Student who has acquired all the Academic Formative Credits (CFA) or Formative Credits (CF) specified in the Study Plan and only needs to discuss the thesis, but does not obtain the qualification by the last extraordinary Diploma session relating to the academic year of enrolment, shall renew enrolment for the following academic year as a Thesis Student, in accordance with the DAPL General Regulations, paying the amounts specified in Article 3.7 of this Appendix.

VIII. FORFEITURE OF STUDENT STATUS (REF. ART. 38 DAPL ACADEMIC REGULATIONS)

ART. 12 FORFEITURE OF STUDENT STATUS

12.1 Forfeiture of Student status is governed by Articles 38.1 and 38.2 of the DAPL Academic Regulations, without prejudice to Article 38.4 concerning Thesis Students.
A Student that loses this status has the right to matriculate from scratch for Programs, subject to passing the admission tests, where provided for, and without the obligation to pay fees and contributions in arrears.

12.2 The Student can request an abbreviation of their academic career, that is, recognition of credits deriving from studies in the previous academic career. The competent teaching structure shall decide whether the enrolment is valid for the first year or for years after the first one. The assessment of the previous academic career provides for payment by the Student of the relative fee for € 150.00, to be paid in advance.

12.3 In the event that the Student decides to proceed with enrolment, they must pay the enrolment fee, the regional tax for the Right to Higher Education, if provided for, and the tuition fee calculated according to the following parameters:

- from 1 to 15 formative credits acquired: 12% reduction in the tuition fee;
- from 16 to 30 formative credits acquired: 25% reduction in the tuition fee;
- over 30 formative credits acquired: 40% reduction in the tuition fee.

The percentage reduction on the tuition fee will be applied in full at the time of enrollment and first registration, regardless of the reference academic year for recognized educational credits.
The cost of the previous academic career assessment fee will be considered as included and adjusted in the enrolment fee for the new academic year.

12.4 Forfeiture does not apply to a Thesis Student in the cases provided for in Article 38.4 of the DAPL Academic Regulations. A Thesis Student who has not renewed enrolment for at least five consecutive academic years and wishes to complete their studies shall request an assessment of their previous academic career, paying the relevant assessment fee in advance in the amount specified in Article 12.2 of this Appendix.
To regularise their position, the Student shall also pay the enrolment fee for the academic year in which studies are resumed and the amounts specified in Article 3.7 of this Appendix.