ACADEMIC REGULATIONS GOVERNING DIPLOMA ACCADEMICO DI PRIMO LIVELLO (DAPL) AND IED DIPLOMA PROGRAMS

IED awards Diplomi Accademici di Primo Livello recognised by the Ministry of University and Research (MUR) within the Higher Education in Art, Music and Dance (AFAM) sector, as well as private qualifications. These Academic Regulations govern the curricula and the organisation of teaching activities common to the Study Programs. Administrative matters relating to admissions, initial enrolment and Students' academic careers are governed by the Admission and Enrolment Procedures, the General Regulations for Diploma Accademico di Primo Livello and IED Diploma Programs (hereinafter also referred to as the "DAPL General Regulations") and the Administrative Appendix to the General Regulations for Diploma Accademico di Primo Livello and IED Diploma Programs (hereinafter referred to as the "DAPL Administrative Appendix"). Specific Program Regulations are adopted for each Diploma Accademico di Primo Livello Program and apply to Students enrolled in that Study Program. These Regulations set out in detail the organisation and structure of the program of study, including the Study Plan, learning activities, any attendance requirements, assessment methods and any further provisions concerning Students' academic careers, in accordance with these Academic Regulations and applicable legislation. The specific provisions concerning the structure and organisation of each Study Program are contained in the relevant Program Regulations. These form an integral part of the rules governing the Student's program of study, and enrolled Students are required to refer to them.

IED reserves the right to amend, update and revise this document and all the Regulations referred to herein, duly informing Students of any such changes.

These Regulations supersede and replace all previous versions.

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 comprises lectures, practical exercises and laboratory activities, followed, at the end of the semester, by an assessment period. For the first year of the Program, ordinary teaching activities run from October to September for Students matriculated in the 1st intake and from January to September for Students matriculated in the 2nd intake. From the second year of the Program onwards, all Students follow the academic calendar and examination sessions applicable to the 1st intake, as provided for in Article 2.5. Teaching activities, examination sessions and related deadlines are scheduled according to the academic calendar applicable to the year of the Program attended and, for the first year only, to the specific intake of matriculation. Unless otherwise specified, any reference in these Regulations to sessions, calendars and academic timelines shall be interpreted according to this criterion.

1.3 Lessons can be scheduled during the day and in the evening from Monday to Saturday.

1.4 A teaching hour is conventionally set at 60 minutes and may include time required for organisational purposes.

1.5 The academic calendar is provided to students at the beginning of the program.

Art. 2 PROGRAM INTAKES

2.1 Study Programs may have one or more start dates within the same academic year (hereinafter referred to as "intakes").

2.2 IED determines annually which intakes will be offered, together with the corresponding academic calendars and academic deadlines, and publishes this information on its official website and in the Student's personal area.

2.3 Study Programs may, in particular, commence according to the following schedule:

- **1st intake**: starting in October of the academic year of initial enrolment;
- **2nd intake**: starting in January of the academic year of initial enrolment.

2.4 The academic calendar, the scheduling of learning activities and the duration of the first year of study are determined according to the specific intake in which the Student is enrolled. For Students enrolled in the 2nd intake, teaching activities in the first year may follow a different schedule. In all cases, to enrol in the second year of study, Students enrolled in the 2nd intake must have earned the minimum number of Formative Credits required under Article 23.1.

2.5 Offering multiple intakes does not entail duplicating the entire three-year program. From enrolment in the second year onwards, Students follow the same academic pathway and are subject, in all respects, to the academic calendar, examination sessions and other provisions applicable to Students in the 1st intake.

Art. 3 ROOM ALLOCATION PLAN

3.1 The space utilisation plan sets out the availability of areas for teaching and study activities, as well as their respective hours of use.

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

3.3 To meet educational objectives and organise activities more effectively, IED reserves the right, at its sole discretion, to make temporary or permanent changes to the days and times of classes, duly informing Students of such changes.

3.4 For organisational reasons and to improve the services offered, Programs may be held in spaces or buildings other than those originally planned.

Art. 4 CERTIFICATES, SUBSTITUTE DECLARATIONS OF CERTIFICATION (SELF-CERTIFICATIONS), STUDENT IDENTIFICATION CARD AND DIGITAL ACADEMIC RECORD

4.1 The student offices issue the following certificates upon specific request by the student:

- Certificate of registration issued once the presence of all documentation required for registration to the programs has been verified, as well as the student's good administrative standing.
- Certificate of attendance and subsequent certificates related to exams taken and credits earned.

4.2 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**).

4.3 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.

4.4 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.

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

II. ACADEMIC FRAMEWORKS OF THE STUDY PROGRAMS

Art. 5 THE FORMATIVE CREDIT SYSTEM

5.1 The Program curricula and the academic activities are based on credits, which measure the students' commitment and learning results.

5.2 With regard to the study programs recognised by the Ministry of University and Research (hereafter also MUR), IED is authorised to issue Diploma Accademico di Primo Livello (DAPL) qualifications (hereafter also "DAPL") to students who shall be qualified to enrol in the aforementioned study program. By attending the study programs and passing the relative exams, the student eligible for enrolment can obtain Academic Formative Credits (hereafter also "CFA").

5.3 With reference to the study programs not recognised by MUR, as well as for students who do not meet the minimum requirements for enrolment in a DAPL program, IED issues Diplomas having an exclusive private nature. By attending these study programs and passing the relative exams, the student can receive only private Formative Credits (hereinafter also "CF") that do not correspond to the CFAs referred to in the previous paragraph.

5.4 The Academic Formative Credits (CFA) issued by IED as an institution authorised to issue Higher Education in Art, Music and Dance (AFAM) certified Diplomas, under study programs recognised by MUR, are governed by Presidential Decree no. 212 of 8 July 2005 as amended.

5.5 The Formative Credits (CF) issued by IED in the context of the Diploma having a mere private nature (not recognised by the MUR) only have value as a measurement of the learning and training received within these programs and are not comparable to CFAs.

5.6 CFA and CF measure the Student's learning workload, including workshop activities and individual study required of the students to gain knowledge and ability in the educational activities provided for by the Program curricula.

5.7 The students acquire the credits for each educational activity by passing the exams or any other form of testing.

5.8 Normally, 1 CFA or CF corresponds to 25 hours of completed activities, including theoretical classes, workshops,

project work, and individual study, unless otherwise specified in the study programs' rules.

5.9 The average quantity of learning work undertaken by a student involved in full-time academic study is conventionally set at 60 CFA or CF per year corresponding to 1,500 total hours, therefore consists of 180 CFA or CF over three academic years, unless otherwise specified in the study programs' rules.

5.10 The fraction of total hourly commitment that must be dedicated to personal study, workshop activities or other individual educational activities, normally assigns, in respect of each credit, 30% for theory lessons, 50% theoretical-practical activities and 100% for workshop activities.

5.11 The Academic Regulations establish a periodic verification of the credits acquired in order to evaluate the current level of suitability and adequacy of the educational content and the related minimum number of credits to be acquired by the students at specific times.

Art. 6 STUDY PLAN

6.1 The Study Plan is the educational path that includes all educational activities that the student has to undertake to earn the Diploma Accademico di Primo Livello. Educational activities of the Study Plan approved by the academic framework can take any form allowed by current law, which also include activities dispensed off-site and in e-learning, which uses internet and multimedia technologies.

6.2 Educational activities in the Study Plan can be provided either in part or in full in a foreign language and at different times.

6.3 The organisation of the Study Plan follows the sequence according to the progression for the years indicated in the academic framework, in the program handbook and in the Program Regulations.

6.4 The educational activities can last for one year or a semester.

6.5 The Study Plan establishes a series of course prerequisites, on the basis of which, in order to be admitted to the examination session of some courses, it is compulsory to have passed other courses as they are considered prerequisites for them. These prerequisites define a restriction of the progression of the studies which guarantees the goals expected in the academic years.

6.6 Courses may be organised in modules corresponding to clearly identifiable topics within the course syllabuses.

6.7 Attendance in classes is compulsory at a rate equal to 80% of the total number of hours for each individual course included in the Study Plan, with the exclusion of individual studies.

6.8 In the case of a significant event or under serious circumstances not attributable to the student, a student who has exceeded the margin of absences allowed as per art. 6.7 may submit a request for assessment aimed at justifying the extraordinary absence by completing the form available at the student's office. The academic coordinator of the campus, once the motivations presented have been verified, may, at their sole discretion, accept or reject the request to justify the absence.

6.9 Academic activities take the form of lectures, laboratory workshops, seminars and other didactic forms, respecting the constraints defined by the academic framework.

6.10 The lecture is aimed at transferring general or specialised theoretical knowledge related to a specific subject or topic. It may have an introductory, methodological, technical or contextual character. Laboratory workshops consist of activities by which examples, applications of principles and methods are developed and presented with the aim of clarifying the contents of the lessons. Laboratory workshops are strictly connected to the discipline of reference, carried out by the student under the direct supervision of the lecturer or the teaching tutor. The seminar consists of meetings where subjects covered by the teachings are presented, discussed and analysed thoroughly.

Art. 7 EDUCATIONAL ACTIVITIES

7.1 The educational activities are divided as follows:

a. Basic educational activities provide basic knowledge, information, methodological and analytical instruments of a general nature in various subjects.

b. Specific educational activities provide knowledge, which is indispensable for the definition of cultural and technical content as well as the abilities and specialised skills of a professional working in the field.

c. Educational activities in one or more subject areas related to or integrated with basic and specific areas, including cultural context and interdisciplinary education.

d. Educational activities aimed at preparation for the final examination to obtain the academic qualification and the testing of knowledge of foreign languages.

e. Further educational activities aimed at acquiring knowledge of languages, IT and interpersonal skills for the labour market, as well as educational activities aimed at facilitating career choices through direct knowledge of the working sector, including:

- Workshops/company projects: intensive projects lasting one or more weeks in collaboration with companies on topics inspired by the companies themselves.
- Seminars providing professional education aimed at the acquisition of interpersonal and organisational skills and knowledge of the legal and economic rules governing the profession.
- Elective educational activities, chosen autonomously by the student: Each year, IED offers a

selection of elective courses, from which the Student indicates their preferences based on their interests. Places on elective courses are limited: applications are accepted in the order in which they are submitted and, if the number of applications exceeds the places available, Students are reassigned.

f. Curricular internships: these are aimed at refining the learning and training process through work-based learning. Curricular internships are educational activities included in the Study Plans and are allocated a number of Academic Formative Credits (CFA) or Formative Credits (CF), according to the type of Program, as defined in the respective academic frameworks. The content of the curricular educational activities referred to in the preceding points is indicated in the Program's annual Study Plan. The workload required is commensurate with the number of Formative Credits allocated to each activity in the Study Plan.

g. Extracurricular internships: these consist of a period of practical professional experience through the development of training projects in collaboration with institutions or companies, 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). These activities may be undertaken after obtaining the qualification and do not award CFA or CF relating to the completed program of study.

Art. 8 INDIVIDUAL STUDY PLAN

8.1 The Student may customise their Individual Study Plan by indicating their preferences among the elective learning activities scheduled annually by IED and the specialisations, where offered. IED shall notify the Student of the approval or rejection of their Individual Study Plan by the start of the academic year. IED's decision is final.

8.2 IED reserves the right not to offer specialisations. If a specialisation is not offered, IED shall promptly inform the Students concerned, who must revise their Study Plan by choosing from the study pathways offered for the relevant academic year.

8.3 The Student enrolled in the first year must submit to IED an application for approval of their Individual Study Plan for the following year, within the deadlines set by IED for the Student's specific intake of initial enrolment and communicated to Students.

8.4 By 31 May of the second year of study, the Student may submit an application to amend their original Study Plan, solely in respect of the following year of study. IED shall notify the Student of the approval or rejection of the requested amendments by the start of the academic year. IED's decision is final.

8.5 Moreover, students can define their individual Study Plan by choosing each year from IED's additional activities program, according to the procedures specified during the academic year.

III. ADMISSIONS

Art. 9 ADMISSION REQUIREMENTS

9.1 To be admitted to Diploma Accademico di Primo Livello Programs and private IED Diploma Programs, applicants must hold an upper secondary school diploma or a foreign qualification deemed suitable by IED, without prejudice to the cases of conditional matriculation provided for in these Regulations and the specific provisions for private study pathways under Article 4.12 of the DAPL General Regulations. For admission to Diploma Accademico di Primo Livello Programs, the suitability of foreign educational qualifications is assessed in accordance with the ministerial provisions in force for the relevant academic year, including the procedures for international students and the applicable annexes, available on the Universitaly portal (https://www.universitaly.it/it/studenti-stranieri). IED reserves the right to assess and accept the admission of Students under the age of eighteen in accordance with Article 3.2 of the General Regulations, including with regard to the signing of the matriculation and first enrolment application by persons exercising parental responsibility. In the cases provided for in Article 4.12 of the DAPL General Regulations, IED may consider admitting the Student to an exclusively private IED Diploma pathway. This pathway allows the acquisition of private Formative Credits (CF) and the award of the IED Diploma, without awarding Academic Formative Credits (CFA) or the Diploma Accademico di Primo Livello.

9.2 IED may allow conditional matriculation of a Student who has yet to obtain the qualification required for admission to the Program or who, having already obtained it, has yet to complete submission of the required documentation, in accordance with Article 4.10 of the DAPL General Regulations. The qualification must be obtained by the deadline set out in Article 4.5 of the DAPL General Regulations and the documentation must be submitted by the deadlines set out in Article 4.6 of those Regulations.

9.3 Admission to the Study Programs is subject to submission of the required documentation and verification by IED that the prescribed requirements are met, without prejudice to the cases of conditional matriculation governed by Article 9.2 above.

Art. 10 ADMISSION BASED ON FOREIGN EDUCATIONAL QUALIFICATIONS

10.1 As regards admission to academic programs by foreign and Italian nationals holding qualifications obtained abroad, IED applies the general provisions contained in current laws and regulations as well as the applicable provisions periodically issued by MUR.

10.2 In compliance with the provisions set out in art. 9.1 above, IED may:

a. Determine the maximum number of international students that may be admitted to the first year for every diploma program at the suggestion of the competent academic body and the services in charge of international exchanges. The number of students registered for Diploma Accademico di Primo Livello (DAPL) Programs will be communicated to the MUR.

b. On the proposal of the competent academic body, approve any means by which entrance exams will be held.

c. Issue any other provision aimed at implementing European and national provisions on the subject as well as to favour the addition and integration of international students in the academic structure.

Art. 11 ASSESSMENT OF INITIAL PREPARATION FOR ADMISSION

11.1 The maximum number of students admitted to the programs is planned on the basis of the numerical ratio of students and lecturers, as well as the facilities and infrastructure appropriate to the specific educational activities.

11.2 The programs may contemplate a limited number of students, contingent upon qualifications and/or entrance tests or free access and subject to the evaluation of the level of initial knowledge.

11.3 If the test result is not positive, the competent academic body may indicate specific additional educational obligations to the student to be met within the first year of the program. The competent academic body can suggest preparatory educational activities for achieving an adequate initial knowledge. Such activities are not included in the tuition fee for each year. The amount is based on an hourly rate as indicated in the DAPL Administrative Appendix.

11.4 The student must have an adequate initial knowledge of the program language. The linguistic knowledge required must correspond to level B2 of the Common European Framework of reference for languages (CEFR) comprising:

- A1 Breakthrough: introductory level;
- A2 Way stage: survival level;
- B1 Threshold: intermediate level;
- B2 Vantage: upper intermediate level;
- C1 Effective Proficiency: advanced level;
- C2 Mastery: mastery of the language.

The Student may demonstrate their level of knowledge of the language by submitting a valid recognised certificate, or it may be ascertained by IED through assessment tests during admission to the program.

11.5 Where the assessed level of language proficiency is below B2, IED may authorise admission subject to fulfilment of the language requirement, exclusively in cases permitted by the legislation in force. The authorisation and the arrangements for fulfilling the requirement are communicated to the Student during admission. Level B2 must be attained and demonstrated by the deadlines set out in Article 11.7 below. To this end, the Student may attain the required level by attending language preparation courses organised by other institutions or by IED, if and where offered. Attendance of a language preparation course at IED is compulsory for 80% of the total course hours, failing which the Student shall be excluded from the final examination. Information on the Prerequisite Language Course syllabus and related costs is specified in the information materials, the admission application and the annual tuition fee schedule published on the IED website (www.ied.it).

11.6 The level of knowledge of the language can also be demonstrated by students through the submission of a valid recognised certification. In this case IED can request, at its own unquestionable discretion, a further assessment of the student's attainment of the level, by requiring the Student to take an additional test.

11.7 A Student admitted subject to fulfilment of the language requirement must attain and demonstrate level B2 by 31 May of the first year of the Program if matriculated in the 1st intake, or by 30 June of the first year if matriculated in the 2nd intake. If the required level is not attained by the applicable deadline, the Student shall not be admitted to course unit examinations held after that deadline in the current academic year and must renew enrolment in the first year as a Repeating Student, by the deadlines set out in the applicable Regulations. The Student may still take language assessments aimed at fulfilling the requirement. Attainment of level B2 after the prescribed deadline does not remove the obligation to renew enrolment as a Repeating Student.

IV. REGISTRATION

Art. 12 MATRICULATION

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

12.2 Matriculation becomes final after IED has verified that the prescribed requirements are met and that the documentation submitted is complete and suitable. In cases of conditional matriculation, IED verifies that the

admission qualification has been obtained and that the required documentation has been submitted by the respective deadlines set out in Articles 4.5 and 4.6 of the DAPL General Regulations. A positive outcome of these checks results in the condition being lifted and matriculation becoming final.

12.3 Students are considered enrolled upon acceptance of the enrolment application and actual receipt by IED of payment of the enrolment fee and, only for Students enrolling in Diploma Accademico di Primo Livello Programs, the Regional Fee for the Right to Education, where applicable.

12.4 Matriculation opens according to the timelines set out in the DAPL General Regulations for the relevant intake.

12.5 Regarding the legislation (Law No. 33 of 12.04.2022 and Ministerial Decree No. 933/2022) that governs the possibility of simultaneous enrolment in two different Diploma Accademico di Primo Livello or Diploma Accademico di Secondo Livello programs, or diploma for specialisation programs or master's at universities and at AFAM institutions, please refer to the General Regulations.

12.6 All fees and contributions concerning admission, matriculation and enrolment in the Study Programs are shown in the informative materials published on a yearly basis.

Art. 13 MATRICULATION OF EU AND NON-EU STUDENTS HOLDING AN EDUCATIONAL QUALIFICATION OBTAINED ABROAD

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

a. That the documentation received and/or the Declaration of Value of the foreign academic qualification, issued by the Italian diplomatic or consular mission with territorial jurisdiction, demonstrate that the qualification obtained allows access to the Study Program the Student has chosen to attend at IED. Where the program of study leading to the foreign qualification is related to the Study Program chosen at IED or belongs to a disciplinary area different from that of the latter, the Student may be assigned preparatory Formative Credits to be earned within the first year of enrolment.

b. The international academic qualification was received following a period of schooling, the duration of which corresponds to the minimum provided for by the ministerial regulations in force for the purposes of admissions to academic studies.

c. the Student must demonstrate proficiency in the language of instruction of the Program at a level of at least B2 of the CEFR, in accordance with the methods set out in Article 11, or must have been expressly authorised by IED to fulfil the language requirement in accordance with Articles 11.5 and 11.7, exclusively in cases permitted by the legislation in force. The language checks and deadlines required by the ministerial provisions applicable to admission and visa issuance remain unaffected.

13.2 For the suitability of international qualifications and related procedures, see the ministerial provisions on the website Universitaly (https://www.universitaly.it/it/studenti-stranieri).

13.3 Following the submission of the original school records, IED will verify the suitability of the foreign upper-secondary school qualification.

Art. 14 ENROLMENT IN THE PROGRAM

14.1 By registering, students commit to pay the enrolment fee, the right to study fee (DSU) where required, the tuition and any amount owed under the current Rules provided for the entire academic year, to attend lessons and participate in the educational activities and workshops required, to earn any missing formative credits, and to pass the examinations planned in the annual Study Plan. Students also agree to comply with IED's internal norms and rules.

14.2 Students participating in international exchange programs also have the status of IED students.

14.3 A student with an active academic career enrolled in an IED Program may fall under one of the following conditions:

- **Conditionally Matriculated Student:** a Student whose matriculation application has been provisionally accepted by IED, pending attainment of the admission qualification or completion of the required documentation by the respective deadlines set out in Articles 4.5 and 4.6 of the DAPL General Regulations. The condition is lifted following a positive outcome of the checks performed by IED.
- **Provisionally enrolled:** those who renew registration in the academic years following the first, even if they have
not yet achieved the minimum number of formative credits necessary for the continuation of their studies. In this case the registration will be confirmed only upon reaching the necessary requirements for registration to the next year by the ordinary fall session, or 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 (Fuori Corso):** a Student who has not acquired the Formative Credits required for the qualification within the standard duration of the Study Program (three years).
- **Graduating Student:** a Student who has yet to acquire only the Formative Credits relating to the Final Examination.

- **Thesis Student:** a Student who only needs to discuss the thesis, having already acquired all 180 CFA or CF.
- **Auditor:** someone who is interested in learning more about specific subjects included in the study plan of the programs offered by IED by attending individual courses, up to a maximum of three. An auditor is issued a certificate of attendance without the recognition of CFA or CF credits.

Art. 15 ENROLMENT IN YEARS AFTER THE FIRST

15.1 In the academic years after the first year of registration, the student renews the registration to the program using the forms and methods and according to the terms set out in the General Regulations. The renewal of registration after the established deadline must be authorised by IED.

15.2 In order to access the years following the first, the student must earn a minimum number of credits as provided for by the Study Plan and in art. 23.1 below.

Art. 16 ENROLMENT WITH RECOGNITION OF PRIOR STUDIES

16.1 Graduates having academic diplomas or degrees or other suitable equivalent international qualifications, or students having valid credits earned during previous academic study and meeting the requirements for admission to the programs may request registration in a Program with recognition of prior academic studies, obtaining a consequent shortening of the period of study.

16.2 For registration in Diploma Accademico di Primo Livello (DAPL) Programs, previous studies may be recognised and related formative credits earned from institutions or programs officially recognised in the education system of reference may be validated.

16.3 A request for recognition of prior academic studies must be submitted in the time frames provided for ordinary registrations, submitting the following documentation:

- Upper-secondary school diploma.
- Official certification from the institution of origin stating the interruption of previous studies (either transfer certificate or withdrawal from studies or academic qualification).
- Official certification of the qualification received, with indication of the examinations taken and credits earned.
- Official certification by the institution where the examinations were taken and the credits earned were awarded in the official program of studies of the equivalently valid institution.
- Course syllabuses for each subject examined.

16.4 The relevant academic facility of the IED campus assesses the Student's academic record, and after having heard from the Academic Council, validates the credits that are compatible with the Study Plan. The validated formative components are recorded through the attribution of a mark or a pass/fail assessment, establishing the date of registration in the program as the date of the exam.

16.5 Having received confirmation of acceptance, students are registered with recognised credits and are obliged to pay the annual enrolment fee, the DSU regional tax for the Right to Higher Education, where required, and the tuition calculated according to the credits acquired, as indicated each year in the DAPL Administrative Appendix.

16.6 Requests 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 acquired during the IED Study Program through student mobility programs covered by an agreement. These shall be recognised in full and shall form part of the Student's academic curriculum, in accordance with Article 31.2 of these Regulations.

Art. 17 ENROLMENT IN INDIVIDUAL COURSE UNITS

17.1 Students registered at other academic institutions and/or universities with which IED has entered into specific agreements, except for Erasmus+ and Exchange Study Program agreements, can be admitted to individual subjects by applying within the term provided for ordinary registrations. The individual agreements govern the number of subjects the students can be admitted to and the related credits and admission requirements. At the end of the course, students will receive a certificate attesting to the examinations taken and the credits earned.

17.2 Without specific agreements with other academic institutions and/or universities, individuals interested in attending individual courses to learn more about specific subjects, and who meet the admission requirements for those specific Programs or courses, may enrol as an Auditor as defined in article 14.3 above. Enrolling in individual courses requires payment of specific fees, as detailed in the DAPL Administrative Appendix.

V. ASSESSMENT OF STUDENTS' KNOWLEDGE

Art. 18 ADMISSION TO COURSE UNIT EXAMINATIONS

18.1 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 where applicable, and the tuition fee in accordance with the Regulations in force;

b. where subject to the obligations under the legislation on entry into and residence in Italy, comply with those provisions and have submitted to IED documentation confirming lawful residence, in accordance with Article 11.4 of the DAPL General Regulations;

c. comply with the attendance requirements for each individual course unit;

d. where the deadlines set out in Article 4.6 of the DAPL General Regulations have expired, have submitted the documentation required to confirm matriculation, in accordance with Article 4.11 of those Regulations;

e. comply with the examination admission conditions relating to the language requirement, in accordance with Article 11.7 of these Regulations;

f. have passed any prerequisite examinations required for the course unit concerned, in accordance with their Study Plan and Article 19.3 of these Regulations.

18.2 A Student who does not meet the requirements set out in Article 18.1 shall not be admitted to the course unit examination. Non-admission relates solely to verification of the requirements for access to the examination and does not constitute a negative assessment of the Student's preparation.

18.3 Where the attendance requirement has not been fulfilled, IED may require the Student to make up the content of the teaching activities not attended, by the following methods:

a. Individual study according to the syllabus specified by the lecturer;

b. Remedial courses and/or tutoring;

c. Repeated attendance of the entire subject.

Admission to a subsequent examination sitting is subject to fulfilment of the outstanding requirements and any prescribed remedial obligations.

18.4 It is expressly established that in the case of personalised courses, as referred to in Article 18.3, point b, above, attendance is compulsory for the entire course in order to be admitted to the examination. Furthermore, the personalised course implies the payment of an amount calculated based on the hours of attendance to be recovered, as indicated in the DAPL Administrative Appendix.

Art. 19 FINAL COURSE UNIT EXAMINATIONS

19.1 During the academic year, the student must sit all the final examinations relating to the courses in their Study Plan, in compliance with any course prerequisites and with the requirements established by the competent academic body and specified in the program handbook and in the Program Regulations.

19.2 The Student may not sit final examinations for courses that are not offered in the relevant academic year, except where the examinations are included in their Study Plan and the corresponding CFA or CF credits have yet to be earned. In such cases, the Student is entitled to the appointment of a dedicated examination committee.

19.3 Examinations that are related to each other by sequential order must be taken in the order envisaged in the study plan, as specified in art. 23.3.

19.4 Ascertainment of a student's individual progress is expressed with a mark out of thirty or a pass/fail assessment. The final exams for each subject are organised to ascertain the candidate's preparation in the related subject. The assessment may be made by taking into account the results of any interim tests.

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

19.6 Examinations may take different forms, which may also be combined, depending on the learning objectives of the course, the nature of the teaching activities and the competencies being assessed. By way of example, assessment methods may include:

a. Written assessments, such as written assignments, reports, research papers, written documentation and tests with open-ended and/or closed-ended questions.

b. Oral assessments, such as interviews, discussions, presentations or oral examinations designed to assess the Student's knowledge of the subject matter, ability to develop and support arguments, and critical awareness.

c. Practical or project-based assessments, such as projects, final assignments, practical exercises, on-the-spot tasks, and classroom or laboratory activities, which may also be accompanied by a presentation and discussion.

Assessment methods may involve individual and/or group activities, provided that the final assessment allows the Student's individual learning progress and contribution to be evaluated.

19.7 Before the beginning of the course the lecturer must inform students of the following:

- The course syllabus, including the bibliography of reference.
- The calendar of interim evaluation tests, where envisaged.
- The methods for assessing learning.

19.8 Final examinations for each course are conducted under the responsibility of the lecturer in charge of the relevant subject area. Assessment may also be carried out by an Assessment Committee, chaired by the

lecturer in charge and including, where provided for, one additional internal or external member.

19.9 During the examination, it must always be possible to assess each Student's individual contribution, even where the work presented has been developed in a group. To this end, each Student must present and discuss the part of the work they have completed and the design choices they have made.

19.10 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.

19.11 It is possible to refuse a mark in the final examination. It is not permitted to retake a final examination that has already been recorded with a passing grade.

19.12 For the purposes of these Regulations, the outcomes and circumstances relating to the Student's participation in an examination are distinguished as follows:

- Non-admission: the Student may not take the examination because the requirements of Article 18.1 have not been met, in accordance with Article 18.2.
- 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 19.11.

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. The counting of available examination sittings and any amounts payable are governed by the DAPL General Regulations and the DAPL Administrative Appendix.

Art. 20 ASSESSMENT CRITERIA

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

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

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

Consequently, the final qualification is awarded to students who:

- Have demonstrated knowledge and understanding in a field at a post-secondary school level and have reached a level that also includes knowledge of advanced topics in their field of study.
- Are able to apply their knowledge and understanding in a manner that demonstrates a professional approach to their work and possess skills that can raise and defend arguments in order to solve problems in their field of study.
- Have the ability to gather and interpret data (normally in their field of study) deemed useful for reaching autonomous judgements, including reflection on social, scientific and ethical matters related to them.
- Know how to communicate information, ideas, problems and solutions to specialists and non-specialists.
- Have developed learning abilities required to undertake further studies with a high degree of independence.

20.3 Each Program's academic framework sets out these criteria according to the educational objectives of the Study Program and its course units.

Art. 21 EXAMINATION SESSIONS

21.1 Evaluations are carried out based on an examination plan that provides for ordinary and extraordinary sessions divided into examination sittings and distributed over the academic year in accordance with indications of the

responsible academic body and subject to approval by the academic council.

21.2 Examination sessions are organised in accordance with the academic calendar established for the specific intake in which the Student is enrolled.

21.3 For each examination session, the start and end dates of the examination sittings must be specified, and the session must be officially announced at least thirty days in advance.

21.4 Examination sessions for the 1st intake are classified as follows:

Ordinary

- Winter session
- Summer session
- Autumn session.

Extraordinary

- Winter session
- Spring session (reserved for Students in the third year of study).

21.5 Examination sessions for the first year of the 2nd intake are classified as follows:

Ordinary

- Spring session
- Summer session
- Autumn session.

Extraordinary

- Winter session

21.6 Where more than one examination sitting for the same course is scheduled within a session, there must be an interval of at least 15 days between one sitting and the next.

21.7 The sessions indicated in the preceding paragraphs identify the periods of the academic calendar during which examination sittings take place. For each course unit, the number of available examination sittings following its completion is governed by Article 11.7 of the DAPL General Regulations and Article 3.1 of the DAPL Administrative Appendix: three available examination sittings for each course unit, except for course units relating to the first year of the second intake, for which two available examination sittings are provided. The identification of available examination sittings takes account of the date on which the course unit ends and the relevant examination calendar. The presence of three ordinary sessions in the calendar for the first year of the second intake therefore does not mean that three examination sittings are available for each course unit. Available examination sittings are counted in accordance with Article 3.1 of the DAPL Administrative Appendix.

Art .22 RESIT EXAMINATIONS

22.1 A Student who has not acquired the Formative Credits relating to the course unit, as defined in Article 19.12 above, must take the resit examination at the examination sitting scheduled by IED.

22.2 The resit exams can take place in ordinary and extraordinary sessions.

22.3 The application of resit examination fees is governed by Article 11.8 of the DAPL General Regulations and Articles 3.1 and 3.2 of the DAPL Administrative Appendix, according to whether the number of available examination sittings provided for each course unit and the relevant intake has been exhausted. The amounts and payment deadlines and procedures are set out in the DAPL Administrative Appendix.

22.4 In the event of non-admission to exams due to non-compliance with attendance obligations, the exams can be preceded by a personalised course, attendance at which is mandatory for admission to the exam. The course includes the payment of an amount based on the hours of attendance to be recovered, as indicated in the DAPL Administrative Appendix.

Art. 23 STUDY PROGRESSION

23.1 In order to continue into the second year and the following years, students must earn a minimum number of credits based on the specific Study Plan:

- 40 CFA or CF to enrol in the second year of the program;
- 100 CFA or CF to enrol in the third year of the program, including all the formative credits related to the first year.

23.2 If the student has earned the minimum number of credits as per article 23.1 but has not earned the total credits of the previous program year, they must recover the content according to the procedures established by the school (as per Article 18.3) and take examinations accordingly. Exams of the first year must be passed by the fall session of the second year.

23.3 Students who have earned the credits necessary for admission to the following year but not the credits related to prerequisite courses included in the Study Plan may in any case continue their studies and enrol in the following years. The student may attend courses subject to prerequisites but may not sit the corresponding examinations. Once the prerequisite examinations have been passed, it will be possible to take the examinations for the courses linked to them. Exams of the first year must be passed by the fall session of the second year.

23.4 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 and take the corresponding examinations, in accordance with the methods set out in these Regulations. For course units for which the attendance requirement has already been fulfilled, the Student must take only the outstanding examinations. Enrolment as a Repeating Student entails payment of fees and contributions according to the parameters specified in the DAPL Administrative Appendix.

23.5 A Student who does not obtain the qualification by the last extraordinary session provided for the final year of the Program must renew enrolment for the following academic year with the status corresponding to their circumstances:

- **Out-of-Course Student**, where Formative Credits relating to course units or educational activities other than the Final Examination remain to be acquired;
- **Graduating Student**, where only the Formative Credits relating to the Final Examination remain to be acquired;
- **Thesis Student**, where all 180 CFA or CF specified in the Study Plan have already been acquired and only discussion of the thesis remains.

Renewal of enrolment must be completed by the deadlines and in accordance with the procedures set out in the DAPL General Regulations, through payment of the amounts specified in the DAPL Administrative Appendix for the relevant status.

23.6 Registration in extraordinary sessions for resitting the final exam involves the payment of fees and contributions as per the parameters indicated in the DAPL Administrative Appendix.

23.7 A Student who is unable to register for the last available session for obtaining the qualification in the relevant academic year must renew enrolment for the following academic year with the status corresponding to their academic circumstances, as provided for in Article 23.5 above. Renewal must be completed by the deadlines and in accordance with the procedures set out in the DAPL General Regulations, through payment of the amounts specified in the DAPL Administrative Appendix for the relevant status.

VI. ATTAINMENT OF THE DIPLOMA

Art. 24 ADMISSION TO THE DIPLOMA SESSION

24.1 To be admitted to the Diploma session, the Student must have acquired 180 CFA or CF in accordance with the methods defined in the academic frameworks.

Art .25 FOREIGN LANGUAGE PROFICIENCY

25.1 To be admitted to the Diploma examination session, Students must have earned the Formative Credits required by the Study Program curriculum within the category of learning activities relating to foreign language proficiency.

25.2 In Study Programs whose previous curricula do not specify a dedicated course or artistic-disciplinary field for this activity, the foreign language requirement is fulfilled through arrangements that vary according to the language of instruction. Within the third year and in any case prior to the registration for the diploma session, the students enrolled in programs held:

- In Italian: must demonstrate knowledge of a second EU language (preferably English).
- In English: must demonstrate knowledge of a second EU language (preferably Italian), unless otherwise specified.

The required level of knowledge of the language corresponds to a B2 rating, as set out in the Common European Framework of Reference for Languages.
Students with valid certificates shall be granted formative credits related to their knowledge of the foreign language, required for admission to the diploma session.

25.3 In Study Programs where the "Foreign Language" learning activity category corresponds to the disciplinary field ABLIN/71 – English, the relevant Formative Credits are earned by attending the English language learning activity and passing the corresponding proficiency test, regardless of the language of instruction of the Study Program.

Art. 26 THESIS PROJECT / SUBMISSION

26.1 Thesis work constitutes the final learning activity of the third year and is aimed at the development, presentation and defence of a project consistent with the learning objectives of the Study Program. This activity is included in the Study Plan and is governed by the applicable curriculum.

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

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

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

comprising no more than six Students.

26.5 The thesis project is carried out in two phases:

a. **Thesis project planning**

The planning phase takes place as part of a third-year learning activity and is aimed at defining the topic, preliminary research, working method and design concept. This phase concludes with a graded examination, marked out of thirty. Passing this examination is a prerequisite for access to the thesis project development phase.

b. **Thesis project development**

The development phase involves carrying out and finalising the project planned in the previous phase and is associated with the Formative Credits allocated to the Final Examination.

The project is developed by the Student or working group under the supervision of the thesis supervisor. The supervisor provides guidance, monitors progress and may direct the Student or working group to the support activities offered.

This phase concludes with an assessment by the supervisor, conducted through a graded examination or a pass/fail examination, according to the curriculum applicable to the Study Program. This assessment determines whether the project has reached a sufficient stage of development to allow an informed evaluation during the final defence.

A positive assessment outcome, together with the acquisition of all Formative Credits required by the Study Plan and fulfilment of the applicable administrative and academic obligations, allows the Student to register for the Diploma examination session.

If the assessment outcome is negative, the Student must supplement or rework the project in accordance with the supervisor's instructions and may take the examination at a subsequent Diploma examination session, in accordance with the applicable academic calendar.

Art. 27 ASSESSMENT COMMITTEE

27.1 The Assessment Committee, comprising between five and nine voting members, is appointed by the Campus Directorate and is composed as follows:

- Chair of the Assessment Committee (selected from among the Academic Director, Campus Director, School Director or Program Coordinator, provided that the latter is not the thesis supervisor).
- Thesis supervisor.
- Internal Committee members (selected on the basis of their expertise from among IED Lecturers, Academic Managers and Academic Coordinators).
- External Committee members, up to a maximum of two, selected on the basis of their suitability for the subject matter and objectives of the Program, proven expertise in the field and experience in project assessment (chosen from among Lecturers at other IED campuses, Lecturers or Researchers at other AFAM institutions, universities or research bodies, and professionals and experts in the field).

27.2 The Chair of the Assessment Committee may invite additional non-voting external members to provide further analysis and non-binding opinions.

Art. 28 ASSESSMENT SYSTEM

28.1 The final assessment takes into account 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 increment determined by the Assessment Committee ranging from 0 to +5, as specified below:

- EXCELLENT (5 marks)
- GOOD (3-4 marks)
- FAIR (1-2 marks)
- SUFFICIENT (0 marks).

28.2 The average of the grades recorded in the Student's academic career is calculated using the Formative Credits corresponding to all first-, second- and third-year examinations, excluding examinations assessed on a pass/fail basis rather than graded out of thirty. Solely for the purpose of calculating the weighted average referred to in Article 28.1 above, examinations passed with 30/30 with honours are conventionally assigned a numerical value of 31. The official grade recorded in examination reports and certificates remains 30/30 with honours.

28.3 The final grade for the award of the qualification is expressed out of one hundred and ten and is determined by adding to the starting grade, consisting of the weighted average of examination grades calculated in accordance with Article 28.2 and converted to a scale out of one hundred and ten, an increment ranging from 0 to 5 points, awarded by the Assessment Committee for the Thesis Project discussion according to the criteria set out in Article 28.1. The proposed final grade is submitted to the Assessment Committee by the thesis supervisor. The minimum passing grade for the final examination is 66/110 and the maximum grade is 110/110. If the sum of the starting grade and the increment awarded for the discussion 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

Assessment Committee.

28.4 The award of honours in the final assessment is at the discretion of the Assessment Committee, in accordance with Article 28.3, including where the weighted average of examination grades, calculated in accordance with Article 28.2 and converted to a scale out of one hundred and ten in accordance with Article 28.1, exceeds 110/110.

Art. 29 DIPLOMA SESSIONS

29.1 The following sessions are provided for the final Diploma examinations:

Ordinary

- Summer session (June–July)

Extraordinary (scheduled by IED and agreed with the Student)

- Winter session
- Spring session

29.2 Participation in the extraordinary sessions entails payment of fees and contributions as set out in the DAPL Administrative Appendix.

ART. 30 QUALIFICATIONS AWARDED

30.1 IED awards Diploma Accademico di Primo Livello (DAPL) exclusively for Study Programs recognised by the MUR, and private qualifications for all other Study Programs.

VII. STUDENT MOBILITY

Art. 31 EXCHANGE PROGRAMS

31.1 IED promotes national and international mobility programs for students, offering the opportunity to continue their studies at the various schools of the IED network (Interchange Study Program) or abroad at partner universities (Erasmus+ or Exchange Study Program). Participation in the Erasmus+ program is governed by a call for applications published annually.

31.2 Formative Credits acquired through student mobility programs covered by an agreement are recognised and form part of the Student's academic curriculum.

31.3 All exchange programs are governed by Student Mobility Regulations.

VIII. TRANSFERS

Art. 32 TRANSFER TO OTHER ACADEMIES / UNIVERSITIES

32.1 A Student whose administrative position is in order may transfer to a Study Program at the same level at another Academy or University by submitting an application to the Campus Director. The application must be received by 31 December for Students enrolled in the first year of 1st-intake Programs and for all Students enrolled in the second or third year of the Program. For Students enrolled in the first year of 2nd-intake Programs, the deadline is 15 March.

32.2 The Campus Directorate is required to communicate the acceptance of the application to the student within 15 calendar days from the submission of the transfer request.

32.3 The Student's academic career at IED is suspended from the date on which their application to transfer to another Academy or University is accepted.

32.4 The student transferring to a different academy/university may request documentation attesting to their academic record and indicating the exams taken and the credits earned.

Art. 33 TRANSFER FROM OTHER ACADEMIES / UNIVERSITIES

33.1 The application to transfer from another Academy or University, including a foreign institution, must be addressed to the Campus Director and received before teaching activities begin for the year of the destination Program and, in any event, by the following deadlines:

- 1 September: for admission to the first year of 1st-intake Programs and for admission to the second or third year of the Program, irrespective of the intake of matriculation;
- 31 December: for admission to the first year of 2nd-intake Programs.

The deadlines indicated are those immediately preceding the start of teaching activities for the year of the Program to which the application relates.

33.2 The application for transfer from another academy/university must be accompanied by the Student's academic record, including detailed syllabuses of the courses attended, the examinations taken, the marks and credits earned or, for applications from academies/universities that do not use the ECTS system (European Credit Transfer System), the total number of hours for each course attended.

33.3 For the purpose of obtaining the DAPL qualification, only credits acquired at recognised institutions or in officially recognised programs may be recognised, assessed and converted into the CFA of the destination Program.

33.4 Requests for transfer can be accepted after careful assessment of the admission requirements (educational level and language level of the program) and the student's previous academic career, including portfolio and academic results.

33.5 The relevant Schools, in collaboration with the academic coordination team and after consulting the Academic Council, decide on acceptance of the transfer application and the consequent recognition of studies undertaken at the previous Academy or University by the following deadlines, which follow the respective application deadlines:

- 30 September: for admission to the first year of 1st-intake Programs and for admission to the second or third year of the Program, irrespective of the intake of matriculation;
- 31 January: for admission to the first year of 2nd-intake Programs.

The decision shall specify:

a. Any Formative Credits to be made up and any supplementary study pathways or prerequisites, where discrepancies are identified between prior curricula and current IED Study Plans.

b. Any credits earned, if any excesses between prior curricula and current IED Study Plans are identified.

33.6 The academic council assesses the suitability of the transfer request, and if necessary, requires the student to participate in a motivational interview with the program coordinator.

33.7 A student transferring from another academy/university can earn the recognition up to a maximum of 50% of the Formative Credits envisaged by the chosen IED academic framework (maximum 90 CFAs or CFs of 180 CFAs or CFs). The academic council is entitled to decide on any exceptions, which can also be authorized in light of specific academic inter-institutional agreements.

33.8 The assessment of a student's previous academic career includes the payment of a fee, established annually in the DAPL Administrative Appendix. Once a positive evaluation has been received from the academic council, if the student decides to proceed with registration, the cost of the evaluation fee will be considered included and subtracted from the enrolment fee.

33.9 Upon receiving confirmation of acceptance of the request for transfer, students are registered with the validated credits and are required to pay the annual enrolment fee, the DSU regional tax for the Right to Higher Education, where applicable, and the tuition calculated according to the credits earned, as indicated each year in the DAPL Administrative Appendix.

33.10 A Student who has been admitted must submit to IED an application for approval of an Individual Study Plan, as provided for in Article 8 above.

33.11 The Study Plan must contain the credits already earned (including any credits relating to the academic year they were admitted to) and any outstanding Formative Credits.

33.12 After consulting the academic council, the school's management may consider transfer requests submitted after the deadline.

IX. PROGRAM CHANGES

Art. 34 PROGRAM CHANGES

34.1 An IED Student may request a transfer from one IED Study Program to another at the same level and at the same campus, provided they meet the admission requirements for the chosen Program and the transfer is compatible with the structure and timing of the program of study.
IED checks whether the Study Plans and the Student's prior academic record are compatible and whether the timing of the study pathway is consistent with the specific start period (intake) of the Study Programs. This assessment takes into account the organisation of teaching activities and any differences in the first-year schedule for Students enrolled in the 2nd intake. Transfers are also subject to the availability of places. IED reserves the right to accept or reject the request, including on the grounds of incompatibility between academic calendars and program timelines.

34.2 If accepted, IED assesses the previous academic career and recognises any credits earned in the previous program, if corresponding to the Study Plan of the chosen program. Competent academic bodies will define the procedures for changing from one program to another, any admission tests and programs that must be attended.

34.3 IED students registered for a Diploma Program have the right to request a transfer to the same or another Program at another IED campus under the following conditions:

- The student meets the admission requirements, including the language requirements of the specific program.
- The student has taken and passed all the exams provided for by the Study Plan agreed by the campuses up to the date planned for the transfer.
- That the Student's study pathway is compatible with that of the Program to which they wish to transfer, including in terms of the structure and timing of teaching activities, with particular reference to the start period (intake) of the Study Programs.
- That places are available at the chosen campus and that the Program is offered in the relevant academic year.

- The student is in good administrative standing.

IED assesses the transfer request taking into account the compatibility of academic calendars and the organisation of the Programs and reserves the right to accept or reject it even where scheduling conflicts exist between the Programs.

34.4 Subject to the above conditions, a Student enrolled in a Study Program leading to the award of:

a. An IED diploma (of a private nature)
may exclusively obtain the IED diploma qualification (of a private nature) at any IED campus.

b. A Diploma Accademico di Primo Livello (DAPL) qualification (recognised by the MUR - Ministry of Universities and Research) may only obtain the Diploma Accademico di Primo Livello (DAPL) qualification at another IED Campus authorised to issue Diploma Accademico di Primo Livello (DAPL) qualifications.

c. A Diploma Accademico di Primo Livello (DAPL) qualification (recognised by the MUR - Ministry of Universities and Research) may also obtain the IED diploma qualification (of a private nature) at IED campuses not authorised to issue Diploma Accademico di Primo Livello (DAPL) qualifications.

34.5 The application for a change to the same or a different Study Program at another IED Italy Campus, addressed to the Campus Director, must be submitted between 15 July and 15 October, in accordance with Article 10.1 of the DAPL General Regulations.

34.6 Enrolment may be completed following a careful assessment of the admission requirements and the Student's prior academic record, including their academic results. The relevant academic body assesses the suitability of the application and specifies the Formative Credits to be earned and the year and semester of entry. If students are admitted to a certain year of a program with credits to recover relating to previous academic years and requiring attendance at supplementary lessons, they must pay an amount based on the number of hours of lessons as specified in the DAPL Administrative Appendix. If students have to take supplementary exams, they must pay the relevant amount for each single exam.

34.7 The campus of origin will send the campus of destination the student's academic record indicating the examinations sat, the marks and the credits earned. From the time of acceptance, the student is required to pay the fees, contributions and indemnity to the campus they are transferring to.

34.8 Acceptance of a Program transfer is always subject to assessment by the Campus Academic Council, the availability of places at the destination campus and, where the transfer is to a Program taught in a different language, the Student's fulfilment of the language requirements. A student who requests a transfer is also required to submit a portfolio of projects completed during their program of study. The evaluation of the portfolio has no influence for the purpose of acceptance but allows IED to analyse students' knowledge and skills.

X. SUSPENSION OF STUDIES

Art. 35 SUSPENSION OF STUDIES

35.1 Students have the option of suspending their studies for the academic year ("freezing"). "Freezing" one's studies is the suspension of the administrative and academic position of a Student for the academic year in progress.

35.2 Temporary suspension of studies, or "Freezing", allows the Student to freeze the amounts already paid, in accordance with the DAPL General Regulations.

35.3 A suspension of studies (freezing) may be requested only if:

- the student is in good standing with administrative requirements;
- at the time of the request, the student has not accumulated absences exceeding 20% of the activities delivered up to that point according to the Study Plan, and in any case has not exceeded six consecutive weeks of absence;
- at the date of submission of the request, no more than 50% of the total teaching hours specified in the Study Plan for the year of the Program for which freezing is requested has been delivered. This percentage is calculated using the hours actually delivered by IED, irrespective of the Student's attendance, according to the teaching schedule for the relevant year of the Program and intake. For Students enrolled in the first year of the second intake, the reference is the total number of hours specified for that first year in the relevant teaching calendar.

35.4 A suspension of studies (freezing) may be granted only in cases of documented reasons such as:

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

35.5 The application for freezing must be submitted to the Academic Office, together with a copy of the documentation substantiating the reason. The Campus Management assesses the request on the basis of the documentation submitted.

35.6 Applications for freezing received after six consecutive weeks of absence will not be accepted.

35.7 After consulting the student, the academic coordinator will decide when and how the student will resume

attending classes.

Art. 36 INTERRUPTION OF STUDIES

36.1 Students who do not wish to attend the programs for one or more academic years may apply for interruption of studies, obtaining an exemption from the payment of fees subject to the provisions set forth under the General Regulations governing Diploma Accademico di Primo Livello (DAPL) and IED Diploma. During the period of interruption, it is not possible to attend programs or exams.

36.2 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 38.1. 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 36.6 below.

36.3 The request for interruption of studies must be submitted to IED no later than 31 July, as provided for in Article 15.2 of the DAPL General Regulations. This deadline coincides with the deadline for renewal of enrolment in years after the first referred to in Article 15.1 of these Regulations.

36.4 Renewal of enrolment takes place through the payment specified in the DAPL 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 they have 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 early renewal, in accordance with Article 15.3 of the DAPL General Regulations.

36.5 From 1 August, a Student who has already renewed enrolment may request only annual freezing. The request is assessed by the Campus Management in accordance with the procedures and conditions set out in Article 35 of these Regulations and Article 14 of the DAPL General Regulations.

36.6 To resume interrupted studies, the Student must submit a specific written application addressed to the Campus Management by 31 July preceding the academic year in which they intend to resume studies and complete renewal of enrolment in accordance with the procedures and deadlines set out in the DAPL General Regulations. Where the interruption has lasted for the maximum permitted duration, the application must be submitted by 31 July of the fifth academic year of interruption.

36.7 Upon resumption of studies, the students are required to pay the fees due in the academic year the studies are resumed.

36.8 After consulting the student, the academic coordinator will decide when and how the student will resume classes and indicate any subjects to be recovered.

36.9 Students who have not provided IED management with written notice of their intention to interrupt their studies are required to submit an application for assessment of prior academic studies.

36.10 Upon any subsequent enrolment, the Student must pay the enrolment fee due for each year of interruption for which no notice was given as referred to in Article 36.9, in addition to the tuition fee in force for the academic year in which studies are resumed.

XI. WITHDRAWAL FROM STUDIES

Art. 37 WITHDRAWAL FROM STUDIES

37.1 The withdrawal from studies is irrevocable and must be declared formally in an explicit manner without conditions or limitation clauses.

37.2 Students are entitled to withdraw from their studies and thus from registration in the program and relative attendance by submitting a written withdrawal application to the student office. Following verification of the regularity of the applicant's administrative position, the student office will issue the receipt for acceptance.

37.3 Students who withdraw from their studies may receive certifications relating to their academic career. Certifications will formally state that the academic career has been rendered ineffective by the withdrawal.

37.4 The withdrawal from studies entails the loss of status as a student and prohibits them from accessing the spaces dedicated to academic activities.

37.5 Students who wish to resume their studies are required to enrol again and submit their request for assessment of prior academic studies, if any.

Art. 38 FORFEITURE OF STUDENT STATUS

38.1 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 36, 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 DAPL General Regulations. Any late renewals authorised by IED under these Regulations and the exception provided for Thesis Students in Article 38.4 remain unaffected.

38.2 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 36 are excluded from this calculation.

38.3 Those who lose such status are in any case entitled to receive certificates attesting to the activities carried out during their academic studies. These certificates state the date on which student status was lost. Students can enrol ex novo to programs, subject to passing the admission tests, where provided for, and without the obligation to pay fees and contributions in arrears, requesting that their period of study be shortened, that is, requesting recognition of credits deriving from activities carried out during their previous academic studies. The relevant academic body shall decide if the registration is valid for the first year or years following the first. Students must pay the fees and contributions established each year in the DAPL Administrative Appendix.

38.4 Forfeiture of Student status does not apply to a "Thesis Student" who, despite not having renewed their registration for five years, has earned all the necessary credits for obtaining such qualification and is solely awaiting the discussion
of the Thesis project. In this case, students must return to good standing with the payment of the fees and contributions established each year in the Administrative Appendix.

Art. 39 CESSATION OF STUDENT STATUS

39.1 The status of student registered at IED, with all related rights and services, ceases upon:

- Award of the academic qualification
- Transfer to another academy/university
- Withdrawal from studies
- Loss of student status
- Exclusion.

XII. DOCUMENTATION AND OWNERSHIP OF PROJECTS

Art. 40 DOCUMENTATION AND OWNERSHIP OF PROJECTS

40.1 In order to protect students and all their rights in dealings with third parties, IED – unless expressly agreed otherwise – will exclusively retain all rights of ownership regarding papers, dissertations and any other work and/or project completed or conceived by the student, either individually or jointly with other students, while attending the programs and/or during extracurricular activities. Therefore, the student gives IED, free of charge and without limitation of space or time, all the rights to their works, thesis and any other work and/or project created or designed by them, individually or together with other students, during the attendance of the programs and/or during extracurricular activities. IED will evaluate the possibility of reinstating the rights on a case-by-case basis upon specific request of the student. In any case, the student will have the right to be recognised as author of all the works produced while attending programs and/or during extracurricular activities.

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

40.3 The Student expressly authorises IED to use, freely and without charge, the assignments, theses and any other works and/or projects created or conceived by the Student, for promotional and dissemination purposes and in compliance with applicable law.

40.4 Save where IED and any other parties involved provide specific written authorisation, students agree not to disclose to third parties or publish in the mass media (including but not limited to websites or the internet in general, publications or magazines) any papers, dissertations, works and/or projects created and/or conceived by the student, by other students or by IED lecturers and/or staff during the programs and/or during extracurricular activities.

40.5 Students wishing to proceed independently with the development of such projects must submit a written request to IED.

XIII. REDUCTIONS AND FINANCIAL AID

Art. 41 IED SCHOLARSHIPS AND FINANCIAL CONCESSIONS

41.1 Each year IED holds a competition for scholarships for registration in the first year of the program. The competition is open to all students who want to register for Diploma Accademico di Primo Livello (DAPL) and IED Diploma Programs. For the renewal of the scholarship for the following years, the student is required to meet the requirements set out in the competition rules.

41.2 IED reserves the right to revoke scholarships and financial aid for both disciplinary as well as academic reasons. Such decisions taken by the school management are final and cannot be challenged.

41.3 In the event of revoked scholarships or reductions students are required to pay the entire amount of the tuition fee of the year in progress.

41.4 The reductions and aid referred to in this article may not be summed with those provided for in the articles below, nor in any case it is possible to sum the reductions, aid and scholarships contemplated in this Title XIII.

Art. 42 RIGHT TO EDUCATION – DIPLOMA ACCADEMICO DI PRIMO LIVELLO QUALIFICATIONS

42.1 IED coordinates, organises and performs activities and services aimed at implementing the right to higher education as set out by Region of Lombardy Law no. 33 of 13 December 2004.

42.2 IED also develops activities and offers services aimed at facilitating students' participation in programs and at improving their living and studying conditions.
Such measures concern the following benefits and services:

- DSU – Diritto allo Studio Universitario scholarship (Regional Law 33/2004);
- Measures to facilitate international mobility and international exchanges;
- Library service - newspaper and magazines - video library and free borrowing of books;
- Cultural events and socialisation;
- Tutors;
- Internships and career guidance service.

42.3 Pursuant to art. 42.2 above, DSU scholarships are assigned by means of a specific competition, the notice of call of which is published by July of each year for the following academic year.

42.4 The deadlines for submitting scholarship applications and publishing the ranking list are specified in the competition notice. Students duly registered in Diploma Accademico di Primo Livello (DAPL) Programs may participate provided they meet the requirements as regards their financial position and academic merits set out in the competition rules.

42.5 The criterion for awarding DSU scholarships is based on the assessment of the student's economic and financial condition, as well as on merit requirements specific to each year of study. The amount of the scholarships granted varies according to the Student's category (resident, non-resident, commuter) and the economic bracket of the student's family household.

42.6 For further details relating to the DSU scholarship see the competition rules.

Art. 43 CONCESSIONS FOR ENROLMENT IN OTHER PROGRAMS

43.1 IED reserves the right to grant Students duly enrolled in its Diploma Accademico di Primo Livello (DAPL) and IED Diploma Programs a tuition fee reduction for enrolment in other IED Programs, excluding Diploma Accademico di Primo Livello and IED Diploma Programs.

XIV. STUDENT REPRESENTATIONS

Art. 44 STUDENT ASSEMBLY AND STUDENT COUNCIL

44.1 The collegiate bodies representing duly registered Students are the Student Council and the Student Assembly.

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

44.3 The Student Assembly is composed of Year Representatives selected from among the Section Representatives elected by Students. The student assembly elects internal members to the student council. The student council is composed of a variable number of members depending on the number of students enrolled at the campus, as set out by law.

44.4 All matters relating to the elections, activities and organisation of the Student Representative Bodies are governed by the relevant Regulations.

XV. RIGHTS AND OBLIGATIONS OF STUDENTS

Art. 45 STUDENT RIGHTS

45.1 Attend and participate in academic and extracurricular activities and fully respect diversity, without prejudice and discrimination, being treated with dignity and respect, without threats and bullying, harassment or intimidation.

45.2 Learn in the manner defined by the specific program syllabus and receive notification of any changes.

45.3 Receive quality and professionalism in content, teaching and assessment.

45.4 Demand that IED asserts its authority adequately and fairly in order to ensure compliance with the rules and regulations.

45.5 Share views with IED on the conduct of programs, academic activities and services if these fall below the standard reasonably envisaged by IED.

Art. 46 STUDENT DUTIES AND RESPONSIBILITIES

46.1 Respect the IED rules and policies relating to the treatment of other students and IED personnel.

46.2 Obtain, read, know and comply with subject and Program assessment criteria, accept the authority of IED in all academic and disciplinary questions.

46.3 Submit work, assignments and/or projects within the established term and take examinations as required.

46.4 Respect copyright and intellectual property laws.

46.5 Respect laws on non-infringement of intellectual and industrial property rights of third parties and on plagiarism and/or counterfeiting, refraining from taking credit for works, assignments and/or projects produced by third parties.

46.6 Provide written communication by the deadlines set to the student office about any intention to withdraw from the program. Failure to provide notice of withdrawal shall be considered as absence from examinations.

Art. 47 RULES OF CONDUCT AND DISCIPLINARY MEASURES

47.1 Students are required to behave in a proper and polite manner, and to comply with the basic rules of tolerance, respect and cooperation, preventing educational and administrative activities on the premises of IED from being disturbed in any manner. Students must not engage in conduct that places their own or others' safety in danger in any way and must ensure that the areas and assets and any other object are kept clean, decorous and intact, be they the property of IED or private property.

47.2 Students who breach the rules of conduct are subject to disciplinary measures as set out in the Disciplinary Regulations.

LIST OF REGULATIONS

Below is the list of Regulations that the student is required to know and comply with:

- General Regulations governing Diploma Accademico di Primo Livello (DAPL) and IED Diploma Programs
- Administrative Appendix to the General Regulations governing Diploma Accademico di Primo Livello (DAPL) and IED Diploma Programs
- Disciplinary Regulations
- Program Regulations
- Regulations for the activation and management of Alias Identities / Careers
- Code of Conduct for the Prevention of and Response to Harassment (Reg. 8242);
- Regulations on the Student Representative Bodies
- Student Mobility Regulations
- Laboratory and Safety Regulations
- IED Safety Guide