

Institute for High Music Studies
"Claudio Monteverdi"
Cremona

DIDACTIC REGULATION

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CHAPTER 1 - COMMON AND ORGANIZING RULES

SECTION 1 - GENERAL INFORMATION AND DEFINITIONS

Art. 1 (General rules)

- 1) This regulation defines, according to the laws in force at the moment, and in line with the ministry's regulations and the directives of the Statute of the Institute for High Music Studies "Claudio Monteverdi" in Cremona (hereinafter called "Institute"), the didactic regulations of the courses and the criteria for the development of the Institute's training activities.
- 2) The didactic regulations of the Institute's courses are defined in the files attached to the second part of this Regulation.
- 3) The didactic regulations connected to this Regulation are periodically revised, especially if the revision is proposed by the interested didactic structures, in order to update the training goals, the contents and the credits.

Art. 2 (Definitions)

1. According to this Regulation:

- a) subjects' groups: all the artistic-curricular sectors defined by the Ministry's Decree;
- b) training activities: all the activities that aim at increasing the cultural and professional training of the students, especially concerning courses, seminars, practical sessions, workshops, dissertations, artistic production, research activities, didactic activities in groups, internships, graduation thesis, studying individual and self-learning activities;
- c) studying sector: a subject, part of a specific artistic sector;
- d) course's council: all the teachers of the subjects connected to the course and one

student elected by the Students' Board

e) basic music training course: the training activities finalized to the acquisition of the knowledge, skills and competences necessary to participate to high level training;

f) courses: First level academic courses (Bachelor degree), Second level academic courses (Master degree), Specialization courses, Master courses (Short cycle), Training research courses;

g) European University Credit, hereinafter called CFA (1 CFA = 1 ETCS): the learning workload, including the individual learning, that is necessary for a student who has an adequate initial preparation in order to acquire knowledge and skills in the training activities included in the didactic regulations of the courses;

h) curriculum: all the training activities specified in the didactic regulations of the courses that are necessary to obtain the certification;

i) declaratory judgment; description of the studying sector;

l) department; the structure for the coordination of the didactic, research and artistic production activities of the schools connected to it;

m) training goals: knowledge, skills and competences necessary to reach the artistic, cultural and professional level that represents the goal of the course;

n) training offer: all the courses, training, production and research activities activated by the school;

o) courses' didactic regulations: all the subjects and the activities included in the curricula and all the rules that organize them;

p) regulations of the courses: the regulations concerning the organization of the courses;

q) school: all the courses organized in homogeneous subjects;

r) artistic-school sectors: organization of homogeneous subjects part of the same declaratory judgment;

s) didactic structure: the structure that plans and coordinates the didactic service;

t) certification: certification of first level (Bachelor); certification of second level (Master degree), specialization certificate, training for research certificate and master certificate (Short cycle).

SECTION II - DIDACTIC STRUCTURES

Art. 3

(Bodies in charge of the didactic structures)

1. The Institute, respecting the Statute, is organized in didactic structures and it activates the bodies in charge of their functioning.

2. The Institute, first, activates the Departments and the Schools, as it is indicated in the attachment n. 1, included in the second part of this Regulation.

3. In case it is necessary, with a Decree of the Director on a resolution of the Academic Council, it is possible to open other organizing structures for the coordination of the research and of the production including different schools on the basis of homogeneous studying, historical or performing sectors. It is also possible to establish other structures with functions identical to the previous ones, only in relationship with other studying sectors not connected to specific schools.

SECTION III - ORGANIZATION OF THE DIDACTIC ACTIVITIES

CHAPTER 1 - Teachers

Art . 4

(Assignment of didactic tasks)

1. In the framework of the institutional training activities, the Academic Council is in charge of the assignment of specific tasks to the teachers.
2. Apart from the cases established by the law, the Academic Council can charge some internal teachers with specific tasks if they demonstrate they have didactic, artistic, scientific and professional proved skills in a particular subject, taking into consideration the preferences of the students when they enroll.
3. In case of particular artistic, didactic or organizing needs, the task can be offered also to some contract-teachers. These teachers participate to the activities of the didactic structures for the entire duration of the contract in the ways established by the internal regulations.

Art. 5

(Exams' Commissions)

1. The students take the exams in front of a commission that, according to the law in force, ensures the exams are public.
2. The exams commissions are made up of not less than three people who are appointed by the Director.

Art. 6

(Commission for the final dissertation)

1. The Commission for the final dissertation is made up of at least 5 components.
2. The Commission is chaired by the Director or by a delegate of his and it must include the teacher(s) who prepared the student for the final test and at least one teacher of the specialization subject. The commissions must be nominated by the Director, ensuring that all the training areas are represented. If one or more

members of the Commission are not available, the Director can appoint any other teacher of the School taking into consideration his/her artistic-professional skills.

Art. 7

(Didactic planning)

1. The academic year goes from the 1st of November to the 31st of October.
2. The academic calendar is issued by the Director, after it has been approved and released by the Academic Council, generally before the 30th of September.
3. The Academic Council, analyzes the proposals made by the didactic structures, plans the activities of the academic courses of first and second level and of any other courses that can be started in the next academic year (apart from some specific needs).
4. The courses last 6 months or one year. In case of specific needs, it is possible to foresee different schedules, always respecting the didactic organization.
5. The periods of development of the training activities are defined by the specific bodies, taking into consideration the necessities of the courses. Further activities could be carried out when the regular courses are suspended.
6. The exams' sessions are generally three; for each exam session different exam-days can be scheduled.
7. The Institute notifies the exams' calendar to the students at least twenty days before they take place.
8. The final tests to obtain the First or Second level certificates take place before the 30th of April of the academic year; the final exam can be taken by the students enrolled to previous academic year and they do not have to be re-enrolled before that date.
9. To organize the final exams in order to obtain the certificate, the Institute ensures generally three sessions distributed along the academic year. The final exam to obtain the certificate must take place before the last session.

Art. 8

(Evaluation and assessment of the didactic activities)

1. The Academic Council evaluates periodically the efficiency, the functionality and quality of the didactic activities.
2. The results of the assessment are evaluated by the governmental bodies (that are entitled to take the necessary actions) and then they are notified to the didactic structures for their interventions.
3. The results of the assessment represents a criterion to plan the didactic activity and they are used to revise periodically the didactic organization of the courses.

Art. 9

(Public documents)

1. The Institute promotes tools and instruments to make the documents released and the decisions taken public.
2. Every year the Institute publishes the "studies' manifesto". It contains:
 - a) the studying plans, with the subjects and their possible conditional advancement;
 - b) the matriculation requirements for each course;
 - c) the maximum number of students enrolled in each course;
 - d) the calendar of the matriculation tests;
 - e) the rules concerning the attendance;
 - f) the conditions, the rules and all the other necessary procedures for the matriculation and the enrollment to the courses;
 - g) the academic calendar;
 - h) the rules to present the individual studying plan;
 - i) any other useful information.
3. Before the beginning of every academic year, the Institute prepares the didactic guide (Course Catalogue) according to the European directives. The didactic guide contains the "studies' manifesto of the year" and the other useful information. It presents the planned activities with choices, opportunities and tasks of the students.
4. The Institute is invited to communicate before the beginning of the academic year the programs of the subjects activated and other possible useful information.
5. The Institute chooses and makes public, if it is necessary, the person in charge of the activities and of the procedures, in line with the laws in force.

SECTION II - STUDENTS

Art.10 (Enrollment)

1. The qualification of "student of the Institute" is destined to the people who participate to the courses, respect the enrollment procedures and pay regularly the taxes and the fees.
2. The enrollment applications and the renewal of the enrollment must respect the timetable and the rules established by the Academic Council.
3. Only the students who attend the last year of course and plan to take the final dissertation in the last session of the same year are entitled to enroll conditionally to

another course of studies. The enrollment procedure can be concluded only if the final exam is taken and passed in that session.

Art. 11

(Studies' suspension and block)

1. The student who, being enrolled to an academic course of first or second level, does not renew the enrollment, still has the possibility to apply for the same course of studies for the following year after the latest s/he has attended but within the next three academic years. First, it must be obviously checked the number of credits acquired, the real availability of the place and the regular administrative position.
2. The student can ask to suspend the studies for one or more academic years to enroll and attend course of studies in other Italian or foreign HEIs. The suspension can be approved by the Director, once s/he has listened to the proposal of the Academic Council.
3. When the studies are suspended, the student is not obliged to pay fees and taxes. The amount of money to be paid once the studies are re-started is established by the Administration Council.
4. The student can abandon his/her career in any moments, expressing his/her will with a written act. The decision is definitive but it does not exclude the possibility of a new matriculation even to the same course of studies.
5. After the decision to abandon the studies, the Institute releases a certificate about the exam taken and the credits obtained till that moment. In case of a new matriculation the acknowledgment of the acquired credits is a task of the competent didactic structure, once it has checked that they are not too old.
6. The student who has abandoned the studies and is then re-admitted to continue the career is obliged to pay the fee established to acknowledge the previous studies according to what is established by the Administration Council.

Art. 12

(Vocational guidance and tutoring)

1. The Institute promotes vocational guidance activities through meetings and through the dissemination of multimedia and audiovisual promotional materials; the Academic Council, with the approval of the didactic structures, proposes a plan of activities to be carried out with some private and public institutions, and with some HEIs, as it established in the Decree of the President of the Republic 212/2005.

2. In order to promote an aware choice of the course of studies, the Institute provides adequate information about the training paths of the didactic structures and it disseminates the studies' manifesto of the year.
3. The Institute activated vocational guidance services in order to connect the students with the world of work and the world of professionals.
4. The Institute organizes tutoring activities for its students, in order to provide them with information about its courses of studies, the services for the students, the administrative procedures, the activities of the institute and all the things that are considered interesting for the students; for this purpose specific academic tutors are chosen among those who are part of the school's staff;
5. The Institute works to actively include the disabled students.

CHAPTER II - DIDACTIC AUTONOMY

SECTION I - Common rules

Art.13

(Certificates and training offer)

1. The Institute releases the following documents:
 - a) Academic certificate of first level obtained at the end of the academic first level course (Bachelor);
 - b) Academic certificate of second level obtained at the end of the academic second level course (Master degree);
 - c) Specialization certificate obtained at the end of the specialization course;
 - d) Master diploma (first and second level master), obtained at the end of the master course (short cycle);
 - e) University certificate for research-training (not less than three years) obtained at the end of the training course about research in the music sector.
2. The Specialization academic courses are activated especially in the creative-interpretative, didactic-pedagogical, methodological-planning, new technologies and languages, enhancement of the cultural heritage sector.
3. The Specialization and Master courses are activated in connection with the cultural needs related to some specific sectors of study, updating, professional qualification and life-long learning.

4. On the basis of specific conventions, the Schools can release the certificates included in this article, also together with other Italian or foreign institutions, according to the law in force.

5. Beyond the courses of studies included in the previous articles, the Institute could activate further training activities included in the section II of this chapter.

Art. 14

(Beginning of the courses)

1. The courses of studies activated by the Institute are defined in the attached charts that are part of this Regulation, with the name of the reference Schools and Departments.

2. New courses could be activated if they are approved by the Ministry and then included in this Regulation.

3. The second level courses can be activated only if the correspondent courses of first level have been already activated.

Art. 15

(Duration of the courses; full-time and part-time)

1. To obtain the First level academic certificate (Bachelor), the student must have at least 180 credits. To obtain the Second level academic certificate the student must have at least 120 credits. To obtain the master or specialization certificate, the student must have at least 60 credits. Every single course decide the number of credits to be acquired (not less than 120) to obtain the specialization.

2. It is possible to organize longer courses of studies for students who are not full-time students, but they can not be longer than the double of the normal duration;

3. If the student does not choose another option at the moment of his/her matriculation, s/he is considered full-time student. The didactic regulations define the rules to pass from full-time to part-time student; this passage must be required to the competent didactic structure, that will take a decision taking into consideration the career of the student, the year of matriculation and the availability of places.

Art.16

(Regulation of the courses)

1. The didactic regulations of the courses are approved by the Academic Council and adopted with a Decree by the Director after the approval of the Ministry.

2. The didactic regulations of the courses established in the school define:

- a) the definitions and the training goals of the courses, identifying the schools they belong to;
- b) the general framework of the training activities;
- c) the subjects;
- d) the credits for every curricular subject.

3. The didactic regulation of the second level courses establishes which credits, beyond the ones acquired in the first level courses, are necessary to continue the studies. The second level courses can be started only if the correspondent first level courses are activated.

Art.17

(Regulation of the courses)

1. The regulation of the courses, in the respect of the Statute, of the didactic regulation of the Institute and of the laws in force, are defined by the competent didactic structures, approved by the Academic Council and released by the Director.

2. The Regulations proposed must contain:

- a) the list of the subjects and how they are divided in modules of training activities;
- b) limited-admission rules for every subject and for any other training activities;
- c) the rules for presentation, if necessary, of the individual plans of studies;
- d) the kind of didactic patterns (also remote) of the exams and of any other tests; the specific characteristics of the final tests to obtain the title;
- e) the rules about attendance;
- f) the compensation activities if lessons are not attended;
- g) the possible introduction of specific training activities' organizing systems for non-full-time students.

3. The regulations of the courses define the knowledge required to be admitted and the tests to be taken at the end of the preparatory activities (that can be organized together with some high schools).

Art.18

(Maintenance and elimination of courses)

1. The Academic Council evaluates the existence of the conditions that determined

the start of the courses and it proposes to the Council of Administration their maintenance, conversion and elimination.

2. In case of courses' conversion or elimination, the Institute ensures to the students already enrolled the possibility to finish their studies and to obtain the certificate; in the conversion or elimination decree it is defined the way it is possible to enter other courses, maintaining the credits already obtained for the students who require that. The elimination includes the stop in matriculation and the slow conclusion of the course. The competent Ministry is informed of the course's elimination.

Art.19

(Limited-admission courses)

1. The maximum number of students admitted to the courses is decided by the Academic Council, on the suggestion of the competent didactic structures. The Director could grant some dispensations, after the approval of the Academic Council, on the bases of the assessment of special music skills indicated by the commissions proposed at the selection exams.
2. The Academic Council approves the date in which the School decides the calendar and the implementation scheme for the admission tests, whose contents are established by the didactic structures interested and are included in the regulation of the courses, together with the requirements necessary for the participation.
3. The tests are carried out under the responsibility of a Commission that is indicated in the regulation of the interested courses of studies, respecting the laws in force and the indication of the Academic Council.
4. The rankings that define which interested students could ask to be matriculated are made public as soon as possible and not more than 8 days after the date when the exams take place.
5. The candidate who is considered suitable to be selected for the limited-admission courses has the right to enroll only if he is part of the limited number previously announced.
6. In the non-academic courses for which it is foreseen the non-limited number, the competent didactic structures define the curricular requirements necessary for the admission.

Art. 20

(Kinds of didactic patterns)

1. Every training activity can include different development methodologies and different ways of interaction among students and teachers. In particular, one-to-one lessons, group lessons, drilling activities, workshops, practical activities (full-immersion and remote), training internships, seminars, projects, artistic productions, reports and texts' and hyper-texts' drafting (even multimedia), activities of individual study (guided or autonomous), tutoring, self-evaluation etc can be organized.
2. The regulations of the courses define the methodologies for the development of any training activities identifying, in the respect of the ministry's regulations about this topic, the attendance rules.
3. The regulations of the courses, if attendance is not compulsory, in particular for non-full-time students, establish the substitution obligations that must be respected.

Art. 21

(Preparatory courses and block)

1. The courses' didactic regulations can consider some subjects preparatory to other training activities. The control concerning the respect of this aspect is a task of the secretary offices.
2. For the subjects that are divided in more than one year, the student can be admitted, according to the didactic regulations of each single course of study, to attend the years following the first, even in case s/he has not passed the exam of any other tests for the previous years. In order to participate to the exams of the years following the first s/he must have passed the exam of the previous years.
3. If the student does not obtain all the necessary credits, his/her career could be stopped.

Art. 22

(Exams and other kinds of tests)

1. The exams and any other kinds of tests that must be registered can be taken only after the end of the course by the student who has obtained the certificate of attendance and has respected the rules concerning the preparatory subjects; moreover, the student must have paid regularly taxes and fees.
2. The regulations of the single course of studies define how to test the level of the students in order to acquire the credits corresponding to the training activities they have followed.

3. In some particular cases, defined in the regulations of the courses of studies, the exam or any other tests of performing subjects can be taken in groups even if it can be evaluated the personal performance.
4. In the case of a didactic activity articulated in different ways and organized in modules, the didactic structures will have the opportunity to organize a single test that includes a test for each single activity.
5. According to what is foreseen by the didactic regulations of the course of studies, the tests generally end with a mark but it can be expressed also as an aptitude evaluation.
6. The mark always goes from 18 to 30 and the exam is considered passed with a minimum mark of 18/30. A candidate could obtain the top mark that is 30/30 cum laude.
7. The didactic regulation of the course can include, beyond the exams' marks, other patterns to assign credits.
8. The exams can be practical (performance or written test) and/or oral; it is possible to foresee also mixed forms of evaluation, made up of successive tests to be always concluded by a final check.
9. The reports of the exams are valid only if they have been signed by all the members of the Commission; the student must sign the report to demonstrate s/he participated to the test.
10. The exam is recorded in the career of the student, with its mark, only if it is passed. If the test is not passed no mark is assigned.
11. The mark is recorded by the exam's commission and it is signed by one of its members on the student's personal record book.
12. The students can decide not to take an exam and his/her decision must be communicated before the final exam's recording.
13. The exams taken from the 1st of November to the 30th of April of the following academic year are connected to the previous academic year and for this reason the student does not have to re-enroll.
14. It is not possible to repeat (and eventually change the mark) of an already

approved exam.

Art. 23

(How to obtain the certificate and final test)

1. The certificate is released once the student has passed the final exam. The final exam aims at highlighting the skills acquired by the candidate during the training path. The student can participate to the final exam once he has acquired all the credits of his/her studies' plan.
2. The final exam is generally made up of an interpretation-performing or composing test and of a dissertation of adequate artistic-scientific value.
3. The ways in which the final exam is carried out and evaluated are defined in the courses' regulations.
4. The final mark is expressed in 110 points (eventually cum laude). The final mark can not be lower than the average of the marks obtained in the entire training path and in the different kinds of training activities. The average of the marks can be integrated by the commission for a point not higher than 12/110. The "laude" must be decided unanimously by the Commission.
5. The Commission can award, unanimously, the "honorable mention" or other forms of academic awarding.
6. The final exam to obtain the first and second level certificate is public.
7. The School releases, together with the diploma, a certificate that contains, in line with other models adopted by other European countries, the main indications concerning the curriculum chosen by the student to obtain the certificate.

Art. 24

(Admission to study courses)

1. Admission to the first level academic courses at the Institute is open to students who hold a upper secondary school diploma (baccalaureate) or other qualification obtained abroad and recognized as equivalent. In case of a strong capability and attitudes, the student may also be admitted prior to the achievement of such titles, which must in any case be achieved by the completion of the course of study.
2. Admission to the academic courses of second level is reserved for students who have a first level diploma, or degree, or joint Conservatory diploma to a baccalaureate. Students with other equivalent qualification obtained abroad and

recognized as valid can also be admitted. The aforementioned titles must be consistent with the chosen course.

3. Admission to courses in the preceding paragraphs is subject to passing an exam of Admission that verifies the possession of theoretical knowledge, interpretation and / or composition consistent with the parameters of the European musical institutions of the same level. The entry skills are defined in the regulations of each course of study.

4. To be eligible for a postgraduate course the candidate must be in possession of an Academic diploma first or second level or degree, or another degree held abroad is required.

5. To be admitted to a doctorate/research degree course the student must be in possession of a Master diploma second level or degree, or other degree held abroad is required.

6. To be eligible for an advanced course or master the candidate must be in possession of a First level academic diploma or Bachelor degree, or the Conservatory diploma in conjunction with a baccalaureate degree. In course academic regulations can be indicated the possible minimum requirement of the academic degree of second level or degree masterful.

7. The requirements and procedures for admission to academic specialization courses, research training, specialization or master's degree as well as continuing education courses and the applicant and the other courses at the Institute, are governed by the relevant regulations in respect of the legislation.

8. The acknowledgment of the value of the certificates obtained abroad is decided by the Academic Council in the respect of the directives of the European Union and of the international agreements.

Art. 25

(Debits and conditional-admission)

1. If the student, during the admission exam, demonstrates some problems in his/her level of preparation, s/he will be obliged to improve and participate to specific training activities.

2. The criteria to assign the debits are ruled by the competent didactic structures and decided by the Academic Council.

Art. 26

(Organization of the courses and individual studies' plans)

1. The didactic regulations define the organization of the curricula of every course of studies, with the definition of the subjects activated, of other didactic modules and

further training activities.

2. The plan of studies of every student includes the compulsory activities included in point 1, other training activities that are considered optional and some activities chosen by the student in an autonomous way respecting the rules established by the didactic regulations.

3. The plan of studies is approved by the competent didactic structure, taking into consideration the criteria defined by the Academic Council.

4. The student can ask to attend further didactic activities if it does not represent an expense for the school. The approval of the exam of those subjects (with an exam or test) assigns credits not higher than the 30% of those foreseen by the course of study to which the student is enrolled in.

5. The presentation, on behalf of the students of their plan of studies, takes place before the deadline established by the Academic Council.

6. The student can propose changes to the plan of studies at the beginning of every academic year and they can be approved only if there are no other constraints.

Art. 27

(Delayed-graduation and exams' repetition)

1. The possibility to repeat the course of a subject can be permitted only once during the course, according to the rules established in the specific regulations. This rule can be applied also if the duty of attendance is not respected.

2. The student who has completed the years of enrollments but has not obtained the necessary credits to be admitted to the final exam can use further academic years, in the limits established in the following points 3 and 4, to complete the training path with the qualification of "Delayed-graduation" student.

3. The student who does not finish the course of studies within the double of years of the courses' duration, as it is established in art. 14 of this regulation, is considered "eliminated".

4. It is declared "eliminated" the student who at the end of the third year of the first level and of the second year of the second level has not acquired the credits concerning the first year of course.

Art.28

(European University Credits)

1. The Institute participates to E.C.T.S. The training activities included in the courses of study activated by the Institute allow to acquire credits; in line with the laws in force;
2. A credit corresponds to 25 hours of work, including the attendance to the lessons, the workshops, the seminars, the drilling activities and etc. necessary to complete the training to pass the exam or other tests and to implement other artistic or training activities.
3. The didactic regulations of the courses of studies define, on the bases of the ministry decrees, the value of the credits corresponding to the various activities necessary to obtain the certificate. The foreseen types are: individual, group, collective, theoretical or practical, workshops.
4. The year average activity of a full-time student is generally considered 60 credits.

Art. 29 (Credits)

1. The credits corresponding to each training activity are acquired by the student:
 - a) once s/he has passed the exams and the other tests at the end of all the training activities included in the didactic regulation;
 - b) the participation to production and research activities of the school;
 - c) the implementation, also out of the school, of training, artistic, research and professional internship chosen by the student;
 - d) the approval of the final test.
2. The students who have already carried out training activities included in the didactic regulation of the course of studies they have chosen, will have the opportunity to obtain the recognition of the correspondent credits once they have presented some specific documents.
3. In the case of transfer from another course of the Institute or from any other similar institution, the competent didactic structures can totally or partially recognize the credits acquired by the student on the basis of the following criteria:
 - a) recognition of the credits acquired in the origin course till obtaining the total number of credits of the same subject's sector included in the didactic regulation of the destination course, for each kind of training activity;
 - b) acknowledgment, on the basis of the didactic and content similarities, of those

training activities non correspondent to the activated subjects at the school and for those for which do not exist the common reference of the artistic-subject sector;
c) the Institute can recognize as credits the acknowledgment and the professional skills connected to some specific subjects.

4. When the student enrolls s/he can ask for the acknowledgment of the professional and didactic activities already acquired out of the Institute, certified by proper documents.

5. If it is acknowledged a sufficient number of credits corresponding to training or working activities already finished, the Academic Council can reduce the normal duration of the course of studies, including the possibility of enrollment to years following the first.

Art. 30

(Language of the European Union)

1. The Institute organizes specific courses for the compulsory learning of a language of the European Union, taking into consideration the initial level of the students;

2. Once the course has been positively concluded it is released a specific certificate that contains an evaluation corresponding to the level obtained;

3. The credits concerning the knowledge of a European language can be recognized by the didactic structures only on the basis of certificates released by structures external to the Institute.

Art. 31

(Artistic activity and other activities that can be evaluated in credits)

1. The participation to the production and music research activities organized by the Institute contributes to the acquisition of credits.

2. The Institute plans and implements, also with some other public or private subjects, some internships in the artistic, scientific, technical and professional sector in line with the curriculum of the courses of studies. It also promotes artistic activities recognizable in terms of credits.

Art. 32

(Courses attended in institutions of the same level)

1. The institute can sign specific agreements with other institutions of the same

level, in order to allow its students to participate to the courses activated in those seats.

Art. 33
(Transfers)

1. The student can ask to be transferred to another institution with an application addressed to the Director, before the 31st of July.
2. For the limited-admission courses of studies, the transfers can be permitted only considering the number of available places. The selection criteria are established by the Academic Council.
3. For those students whose transfer is accepted, the interested didactic structures define, generally within 30 days from the arrival of the application, the further development of the career, evaluating the possibility to acknowledge the taken exams, the credits (totally or partially) acquired before and indicating the existence of debits.
4. The competent didactic structures plan possible integrative activities for the students who arrive from other institutions with some debits.
5. They won't be accepted transfer applications by students who only have to take the final test to obtain the final certificate or who have taken only the admission exam.

Art. 34
(Passage the another course and conclusion of the studies)

1. The student of a first or second level academic course can ask in any year of the course, with an application addressed to the Director, to pass to another course of studies of the same level open in the Institute, with the total or partial acknowledgment of the credits already acquired in order to obtain the relative certificate.
2. The didactic structure responsible of the course of studies to which the student would like to transfer decides, 30 days after the arrival of the application, about the acknowledgment of the credits obtained and it indicates the year of course for which the student is admitted. The credits acquired, but not considered valid in order to obtain the certificate, are recorded in the academic career of the student.

3. The transfer to other courses of studies are allowed only if the admission tests are passed.

4. The terms for the presentation of the applications to pass to another course are decided year by year by the Academic Council, on the proposal of the competent didactic structures.

5. It is ensured the possibility for the students in any previous didactic pattern to choose to pass to the first level academic courses, once it has been checked if they have obtained the knowledge and skills required for the admission to the academic courses.

Art. 35

(Periods of study in another Italian or foreign HEI)

1. The Institute fosters the exchanges of the students with Italian and foreign HEIs of the same level on the basis of mobility international programs or of specific agreements.

2. The student admitted to spend a period of study abroad is obliged to identify the training activities that s/he wants to carry out in the chosen institution. This proposal must be approved by the competent didactic structure on the basis of the documents that certify the characteristics of the planned activities (didactic criteria, number of lessons and drilling activities, training contents, etc.)

3. The periods of study spent in other institutions are acknowledged according to the following criteria:

- a) credit acquired after an exam taken in another institution;
- b) attendance to the institute considered valid (even if an integration is necessary);
- c) periods to prepare the final test to obtain the certificate;
- d) internship and other training activities.

4. The conversion of the marks in the Italian system must be approved by the Academic Council;

5. At the end of the period spent abroad, on the basis of the certificates produced, the interested didactic structure decides about the acknowledgement of the training activities carried out abroad.

6. When the students enroll they can ask to obtain the acknowledgment of the training activities carried out abroad.

7. The interested didactic structures decide about the further development of the career evaluating the possible validation of the taken exams, the total or partial acknowledgment of the credits obtained before and the existing debts.

Art. 36

(Acknowledgment of the certificates obtained abroad)

1. On the basis of the regulations in force and in the respect of the directives of the European union and of the international agreements, the certificates obtained abroad can be acknowledged in order to conclude the career;
2. The acknowledgment is decided by the Academic Council, on the basis of the proposal of the competent didactic structure.

Art. 37

(National and international relationships and release of joint certificates)

1. The Institute can release certificates together with other Italian or foreign HEI on the basis of specific agreements approved by the academic bodies inspired to mutual criteria.
2. The Agreements define:
 - a) the way in which the didactic activity is carried out;
 - b) the criteria to evaluate the results and the acknowledgment of the credits;
 - c) for agreements with foreign countries, the language in which the final dissertation is written and debated;
 - d) the members of the commission for the admission to the courses and the release of the certificate;
 - e) the patterns of the evaluation tests.
3. The Agreement can include the release of a single certificate, with the name of all the institutions.

Art. 38

(Enrollment to single courses)

1. The citizens of the member states of the European Union who have a high school certificate, or the extra-European citizens who have certificates that have the same value, not enrolled to any course of studies at other music high training institutes

can ask to be enrolled to single courses activated in the Institute, and to be authorized to take the exams and obtain regular certification of the acquired credits. The competent didactic structures, taking into consideration the didactic organization, decide about the applications (with the school certificate already obtained) that must be presented in the ways and in the terms established by the Academic Council.

2. The enrollment taxes and the fees for the attendance to one or more courses included in this article are decided by the Administration Council. The terms to present the applications and the attendance patterns are established by the Academic Council that, in line with the availability of means and structures, decides every year the maximum number of students enrolled.

Art. 39

(Multimedia and remote didactic activities)

1. The Institute can promote, for some specific subjects, special appropriate multimedia and remote didactic activities, also in cooperation with public and private subjects and institutions.

SECTION II - Other training activities

Art. 40

(Preparatory training activities)

1. The Institute can organize music training courses preparatory to the access to its first level academic courses, specifically addressed to the acquisition of skills and competences required by the regulations of each course. The structure of these preparatory activities is established in the regulations of the basic courses.

2. At the end of the preparatory courses the Institute releases a specific certificate.

3. The didactic responsibility of the preparatory training activities is a task of the single school.

Art. 41

(Life-long learning and refreshing courses)

1. The Institute can promote, also together with other public and private institutions, courses for the life-long and refreshing learning of adults and children in order to:

- a) develop cultural knowledge, music skills and competences;
- b) foster the cultural growth of adults;

- c) contribute to the music education and training of children;
- d) contribute to the dissemination of music culture and aware use of music.

2. At the end of the courses included in the previous point, the Institute releases to the people who want them, a certificate of the acquired skills and an attendance certificate.

3. The start of the courses described here above is approved by the Academic Council and, for its competence, by the Administration Council.

Art. 42

(Basic music training courses)

1. The Institute opens basic music training courses according to the art.2, point 8, sub d of the law 508/1999.

2. The basic music training courses are divided in different levels and are about training in different sectors.

3. The programs of the courses described here above are defined in a specific regulation, approved by the Academic Council and released by the Director.

4. At the end of every level, once passed the evaluation tests, the Institute releases a certificate containing the skills and competences obtained and the mark recorded.

5. The basic courses are organized to allow the participation of the students attending lower secondary schools and high schools. They can be organized also in cooperation with schools, associations or other institutions (even private).

Art. 43

(Changes in the regulation)

1. Some changes, decided by the Academic Council on the proposal of the Teachers' Board, are presented to the Ministry for their approval.

2. The changes can be proposed by the Director, by the Academic Council, by the competent didactic structures or by the Students' Board.

3. Apart from emergencies, the changes have value from the next academic year.

4. The creation of new courses of studies, in the respect of the foreseen procedures, is decided by an integration of the regulation, after the resolution of the

Administration Council concerning the human, financial and instrumental resources available for the same courses.

THIRD TITLE - TRANSITIONAL AND FINAL RULES

Point 1 - transitional regime

Art. 44

(Previous Regulation)

1. The Institute ensures the end of the courses and the release of their certificates, according to the didactic regulation previously in force, to the students already enrolled at the date of the implementation of this regulation. These students, who do not choose a course of studies with new regulations, keep applying the regulations that were previously in force.

Art. 45

(Options for new regulations)

1. It is ensured the possibility for the students enrolled to any previous regulation, who own the required requirements, knowledge and skills necessary to enter the academic courses, to choose to pass to the first level academic certificate courses. The right of option to the course of studies of the new regulation can be applied in the framework of the deadlines established every year by the Academic Council. The competent didactic structures, on the basis of the general criteria established by the Academic Council in the respect of the specific Ministry Decree, transform in credits the previous didactic activities and careers of the students enrolled to these courses.

TITLE II - FINAL RULES

Art. 46

(Law sources concerning the regulation)

1. This regulation is drafted respecting the laws, the regulations, the decrees in force and the Statute.

Art. 47

(Implementation)

1. This Regulation is implemented when it is published on the Institute's Board
2. The updating procedures of the first and second level courses of studies activated in an experimental way starting from the academic year 2000/2001 according to this regulation are established by the Academic Council.
3. For every dispute deriving from the implementation of this regulation the Academic Council is considered competent.