

## MASTER DEGREE REGULATIONS

MASTER DEGREE IN TEXTILE DESIGN - PRODUCT RESEARCH SUSTAINABILITY

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### Art 1. SCOPE

- 1.1 These Regulations regulate the institution, activation and didactic, as well as administrative, organization for the enrolment and attendance of the first level Master course in Textile Design – Product Research Sustainability (hereinafter also as “Master Courses”, “Course of study” or “Course/Courses”) held at Accademia di Belle Arti Aldo Galli (hereinafter “Accademia Galli”). The language of the Master Course is English.
- 1.2 Accademia Galli awards First Level Master qualifications authorized by the Italian Educational Ministry (MUR – Ministero dell’Università e della Ricerca) in the sector of Higher Education in Art, Music and Dance (AFAM).
- 1.3 By signing and submitting the enrolment form, Students fully accept the terms and conditions set out herein and in the Administrative Appendix. For any matter not expressly addressed by these Regulations please refer to the provisions set out in other applicable Regulations in force. The Student declares to know and fully accept the document, having read and understood it.
- 1.4 **This Regulations may be wholly or partially derogated by the specific applicable Regulations and/or by specific provisions adopted by Accademia Galli. Such a derogation can be made circular or directorial decree.**
- 1.5 The economic aspects are regulated by the Administrative Appendix.
- 1.6 These Regulations are intended to supersede and replace any other previous version of the same.

### Art 2. COURSES

- 2.1 The Master programs are determined by the specific course Study Plan.
- 2.2 L’Accademia si impegna a organizzare lo svolgimento dell’attività di ciascun Corso di Master con facoltà di:
  - assign Students to the most appropriate course section;
  - determine the lecture timetables and alter them either on a temporary or permanent basis;
  - replace, if necessary, the teaching and academic staff at any time during the Course;
  - change the location of the Course;
  - vary the academic planning of the courses and/or its timings;
  - hold some of the lessons online or vary the means of transmission of the course in the modalities seen as more appropriate.
- 2.3 Lesson time is conventionally fixed in 60 minutes and may include the technical time required for organizational purposes.

### Art 3. COURSE COUNCIL, COORDINATION, TEACHING AND TUTORING

- 3.1 The Course Council is composed of minimum five members, including the Course Coordinator, faculty from the disciplinary areas covered by the program and external experts. The Course Council is chaired by the coordinator of the Master Course.
- 3.2 The Course Council contributes to the development of the course through the identification of topics relevant to the educational path; the individuation of teachers with adequate skills regarding the contents established by the program; the development of relations with companies in the sector of relevance to the Master course.
- 3.3 The Master Course Coordinator is responsible for the functioning and coordination of the course activities.
- 3.4 The faculty of the Master's course may include, in addition to teachers from the Institution, teachers from Italian or foreign institutions; an adequate number of external experts may also be included, in order to ensure links with the world of work and business and professional updating.
- 3.5 The Master's tutor is identified in relation to the contents, modalities and aims of the course, in order to carry out organizational activities, support to teaching and coordination of activities with external bodies and companies, as well as those related to the Internship. Tutors can be active on a single Master course or on disciplinary areas transversal to different Master courses.

#### **Art 4. CERTIFICATIONS AND STUDENT IDENTIFICATION CARD**

4.1 Accademia Galli will issue to the Student, following a formal request and after verifying the correct presence of all the documentation necessary for the enrolment in the Course of Study, as well as the regularity of the administrative position:

- Certificate of Enrolment;
- Certificate of Attendance;
- Academic Certificates related to exams taken and Academic Training Credits acquired.

For every Certificate issued, the student must pay € 32, an amount equivalent to two revenue stamps, as per Presidential Decree D.P.R. 26.10.1972, n. 642.

It is possible, at the request of the student, to issue certificates with an apostille. An apostille is a certification that validates, with full legal value, the authenticity of any public document at an international level. The cost of each stamp (apostille) is set at € 250.00, plus VAT at the current rate, which must be paid in advance.

It is also possible to request a self-certification through the IED CAMPUS portal.

4.2 For the sole purpose of recognition or access to academic services, an identification card or a magnetic card may be issued. The request for a duplicate requires the payment of a charge of € 10.00, plus the VAT at the applicable rate, which must be paid in advance. Accademia Galli will also activate a personal electronic mailbox, which will constitute the official Accademia Galli will activate, for every enrolled Student, a personal e-mail account that constitutes the official channel of communication between Accademia Galli and the Student. All communications from Accademia Galli are made to the assigned e-mail address, which the Student is required to check regularly. communication channel between Accademia Galli and the Students. All communications from Accademia Galli will be made through the assigned electronic mailbox, which Students are required to check regularly.

#### **Art 5. ADMISSION TO THE COURSES**

5.1 Except for specific exemptions granted by Accademia Galli, Italian and foreign Students are admitted to the Master Courses if they:

- are 18 years old at the time of registration;
- have fulfilled the minimum entry requirements for attending the Course and the proficiency requirements for the language in which the Course is held (B2 CEFR - Common European Framework of Reference for Languages: Learning, Teaching, Assessment);
- hold a First Level Academic Diploma, a bachelor degree, or another equivalent qualification (also obtained abroad) recognised as suitable in compliance with current legislation;
- have met the specific prerequisites for each course indicated in the relevant information material;
- have successfully passed the admission process;
- are Students about to obtain their degree, who have already passed all university examinations at the date of enrolment in the Master Course. They must obtain the degree within the period specified under art. 6.4 and 6.5 below.

5.2 The maximum number of Students admitted to the Courses of Study is programmed in relation to the ratio between Students and professors, as well as the availability of structures and infrastructures suitable for the specific educational activities. Accademia Galli reserves the right to examine and approve admission to the Master Course after having subjected the student to a motivational interview/aptitude test, and a language proficiency test to verify the knowledge of the language in which the course is held. The above-mentioned circumstances could entail the payment of tuition fees to be determined annually and published in the admission procedure.

5.3 Should the motivational interview/aptitude test mentioned in art. 3.2 above reveal any educational shortcomings, the competent academic bodies may propose additional training and preparatory activities, possibly against payment, aimed at achieving a sufficient level. The fees to attend such training are not included in the fees of the Master Course and is calculated at an hourly rate of € 55.00.

5.4 All information related to the laws regulating admissions and registrations to Master Courses are specified in the website <https://courses.accademiagalli.com/>

#### **Art 6. COURSE REGISTRATION**

6.1 Within the beginning of the Course, Students must submit to Accademia Galli the application form for registration to the chosen Course, duly signed and filled out in its entirety. They must also enclose the required documentation, in original if requested, relating also to the

academic qualification obtained. Students must check the accuracy of the information provided on the above-mentioned application form.

6.2 Applications for registration lacking in any of the requirements set out at art. 6.1 and/or in any documentation will not be accepted. The registration procedure can only be completed once all the required documentation, submitted during the registration process, has been verified by Accademia Galli.

6.3 Students are considered enrolled in the Master Course upon acceptance of the application for registration and effective receipt by Accademia Galli of the payment for the related registration fee.

6.4 Students may be registered on a conditional basis (Sub-Condizione), if, upon enrolment, they are about to obtain the requested bachelor degree, provided that they obtain and hand over to Accademia Galli said degree within 90 calendar days after the beginning of the Master course. Failed submission of the qualification certificate shall imply the loss of the student status.

6.5 The contemporary registration to a First Level Master Course of other AFAM Courses and any other higher education courses, for the same academic year, is forbidden.

6.6 It should be noted that the registration to a Master Course of a student with a foreign qualification is accepted provided that such qualification has all the following characteristics:

- it must be an official first cycle qualification of the relevant foreign higher education system, awarded by an official institution of said foreign higher education system;
- it must be a qualification allowing, in the foreign higher education system, entry to an academic course comparable to the one for which the student is applying;
- it must present the corresponding elements of level, nature, content and academic discipline as the Italian qualification required for access.

These requirements hold for all students with foreign qualifications, regardless of their nationality, both for qualifications awarded in European Union (EU) countries or in non-EU countries.

6.7 The Student recognises and accepts that Accademia Galli may, in all events, carry out its own appropriate verifications, also with third parties, regarding the suitability and reliability of the documentation submitted.

6.8 The registration for the Course remains, in all events, conditional upon the student's possession of all the requirements for entry and stay in the Italian territory as provided for by the laws in force with reference to the academic year in question. A copy of the valid residence permit must be submitted to Accademia Galli without delay each time it is issued and/or renewed. The student acknowledges that Accademia Galli is exempt from all responsibility with regards to the issue of the study visa and the residence permit on the part of the competent authorities, which must be obtained exclusively at the student's care and expense.

6.9 Should the registration application not be accepted, or if the Consulate does not grant an entry visa to non-EU foreign Students, Accademia Galli will only return to Students the fees already paid, with the exception of the amounts paid for courses and educational activities (if attended) set out at arts. 5.2 and 5.3 above, without interest and inflation adjustment and without this constituting ground for compensation and / or indemnity of any sort. It is specified that the last term for delivering the documents proving failure to grant the visa is fixed at 30 calendar days from the date the course began.

6.10 The Student acknowledges and expressly accepts that a delayed issue of the entry Visa, resulting in the Student being unable to attend the Course right from the beginning, does not affect the provisions of Accademia Galli's Regulations aimed at governing the obligation to attend the Courses and correlated consequences, which are, therefore, considered as fully applicable.

## **Art 7. WAITING LIST**

7.1 Accademia Galli has the right to set up a waiting list in the event that, before the closure date for registrations, the number of applications is greater than the maximum number of students admitted to each Master Course.

7.2 In order to be included on the waiting list, it is necessary to comply with admission requirements, sign the application for registration on the course, attaching the requested documentation, and pay an amount of € 500,00 by way of a deposit. If Accademia Galli confirms enrolment on the Course, the deposit will be withheld as a down payment of the registration fee.

7.3 Accademia Galli undertakes to confirm or reject a student's enrolment on a Course before the start of the course. The waiting list shall remain in force during the following 15 calendar days in order to permit access to students in the event of further availability of places. Admission to the Master Course will occur according to a chronological order of registration onto the waiting list.

7.4 Further to confirmation as per art. 7.3 above, students are obliged to complete the registration process, paying, at the same time, the registration fee. The registration fee must be paid within 7 days of receipt of the confirmation.

7.5 Once the registration has been completed, Accademia Galli will issue all the documentation certifying the registration, in addition to the issue of the enrolment certificate.

7.6 In the event that it is not possible to proceed with admission to the Master Course, Accademia Galli undertakes to return the amount paid to the person registered on the waiting list, without the application of interest. The reimbursement shall be made according to the procedures set out under art. 18.7 below.

7.7 Accademia Galli shall have the right to withhold an amount of € 150,00 by way of reimbursement of administrative, didactic and incidental expenses, as well as by way of a consideration for services provided and as a penalty in the event, further to confirmation of admission to the study course, the student refuses such admission, for whatever reason.

#### **Art 8. METHODS OF PAYMENT**

8.1 Students undertake to pay, within the prescribed time periods set out in the articles below, the course registration fee and the tuition fee – which already includes insurance coverage valid only during the academic activities. Accademia Galli reserves the right to assess, accept or refuse, at its own incontestable discretion, applications for registration submitted after the terms pursuant to the articles below.

8.2 The exact amounts are indicated in the application for registration which the Student declares he/she is aware of.

8.3 For the purpose of completing the registration process Students must:

- return a copy of the registration application and all the regulations, provided for by the registration process, duly signed;
- pay the registration fee together with the submission of the documents as per the previous point.

8.4 The tuition fee must be paid no later than January 31st for Master Courses which start is scheduled for January.

8.5 If the starting date of the course will be postponed after the time limits set out in the art. 8.4 above, the payment of the tuition fee must be made:

- for any course started in the first half of the month: by the 15th day of the same month;
- for any course started in the second half of the month: by the 30th of the same month.

8.6 If the registration application will be accepted after the dates specified in the arts. 8.4 and 8.5 above, the Registration and the tuition fees must be simultaneously paid from acceptance of the registration application on the part of Accademia Galli.

8.7 This is without prejudice to Accademia Galli's right to propose to newly registered students a different procedure for payment, also for promotional purposes.

8.8 Where so required pursuant to article 5.3, Students will be required to pay the registration fee due for any additional educational activities prior to the start of the Courses in question.

8.9 In any case, Accademia Galli is entitled to update the fees by a maximum of 100% of the ISTAT rate (Italian Institute of Statistics) variations (FOI consumer price index) calculated on an annual basis, with effect from October 31st of each year.

8.10 If Students fail to pay the sums set out in the artt. 8.4, 8.5 and 8.6 above he/she will not be allowed to attend lectures, sit exams, or participate in any educational activity until the payments in question have been made.

8.11 Costs relating to bank and foreign transactions shall be entirely payable by the placer of the transaction order.

8.12 As established by Ministerial Decree 24.5.2005, for every electronic or paper document VAT exempt (art.10 DPR 633/1972) with a value exceeding € 77.40, a revenue stamp of 2.00 euro will be applied. This amount will be invoiced to the student.

8.13 Students with a degree of permanent civil invalidity equal to, or greater than, 66% (sixty-six percent), certified by the competent medical commissions, can apply for exemption from the payment of the tuition fee with effect from the year in which suitable certification is presented to Accademia Galli.

8.14 In cases of revocation of the aforesaid civil invalidity certification or reduction of the rate of invalidity below 66%, also occurred during the academic year, the exemption referred to in the previous point will be revoked, also pro quota for the ongoing year. It is the student's responsibility to communicate any changes in the invalidity status or the revocation of the recognition of the same occurred during the academic year and/or after the granting of the exemption.

8.15 Students enrolled to a Course of study who meet the aforementioned requirements will still be required to pay the registration fee.

#### **Art 9. SCHOLASCHIP AND FINANCIAL AID FOR REGISTRATIONS WITH OTHER ACCADEMIA GALLI COURSES**

9.1 Accademia Galli holds competitions for scholarships to register for Master Courses. Competitions are open to all Students.

9.2 Scholarships provided by companies and institutions, which Accademia Galli has partnerships with, may be assigned to deserving Students. The number and the amount of available scholarships is defined by specific agreements.

9.3 Should the scholarships be revoked, Students must pay the full amount of the tuition fees for the year in question.

9.4 Accademia Galli reserves the right to grant to its Students duly registered in a Master Course a reduction on the tuition fees for registration on other Accademia Galli courses.

9.5 The reductions and concessions referred to in the above articles are not cumulative.

#### **Art 10. COURSE ATTENDANCE AND EXAMINATIONS**

10.1 Course attendance is mandatory, including the educational activities set out at previous art. 5.3. Students are required to attend at least 80% of the total amount of hours of the activities set out in the Syllabus.

10.2 Students must strictly observe the start and end times of the lectures.

10.3 Admission to each examination is subject, in addition to the requirements set out at art. 8.3 and 8.4 above, to compliance with the obligation to attend the Course, as established by the Didactic Regulations.

10.4 For each educational activity is scheduled an examination. The exam session will be scheduled and communicated to Students by the Academic Office.

10.5 The Re-sit examination will be arranged for any Student who has not passed the assessment. In this case, Students are required to pay the re-sit examination fee amounting to €160.00 for each examination starting from the second session of resit onwards for each exam not passed. The payment is due by the Student within 10 calendar days before the date of the exam. In any case, should Students obtain a negative assessment in the resit examination, they will not be awarded the First Level Master qualification or Accademia Galli Master Qualification.

10.6 Students, who are not up to date with the payments are not allowed to attend lectures, examinations or any other educational activity.

10.7 Accademia Galli is obliged to ensure and enforce observance of the applicable provisions regarding visas and residence permits for foreign Students, in addition to notifying any irregularities to the competent authorities. Foreign Students who do not comply with these provisions shall be forbidden access to lectures, examinations and any other educational activity.

#### **Art 11. EDUCATIONAL ACTIVITIES**

11.1 The educational activities are divided into the following categories:

- a) Educational activities related to basic learning: they contribute to develop analytical and critical awareness, integrate knowledge and methodological and cultural tools in the different disciplinary areas.
- b) Characterising educational activities: they provide indispensable knowledge for the definition of cultural and technical contents, as well as specialized skills and competences that qualify professional figures.
- c) Educational activities in one or more disciplinary areas similar or complementary to the basic and characterizing ones, also with regard to context cultures and interdisciplinary training, training aimed at facilitating professional choices, through direct knowledge of the working sector to which the degree may give access.
- d) Training activities aimed at the preparation of the thesis project for the achievement of the Master Degree.
- e) Internship activities: the Master Courses include a curricular internship, aimed at alternate studying and working experiences, as well as at refining the learning and training process. Curricular internships are training activities included in the Study Plans. To each Internship activity corresponds a number of Academic Credits defined in the course regulations. The modalities of activation of internships are described in the specific Regulations.

11.2 The contents of the educational activities are indicated in the Master's Study Plan, which is defined annually. The required commitment is commensurate with the number of ECTS established for each disciplinary field in the Syllabus.

#### **Art. 12 SUPPLEMENTARY AND EXTRA-CURRICULAR ACTIVITIES**

12.1 Accademia Galli may organize supplementary and extra-curricular activities such as, for example: exhibitions, trade fairs, various events, fashion shows, competitions, research activities, training internships, collaboration projects with public or private institutions and bodies.

12.2 Participation of Students in said activities shall be defined by merit-based criteria and logistic considerations, set out by specific agreements.

#### **Art.13 MASTER DEGREE ACHIEVEMENT**

13.1 In order to be admitted to the Diploma session, the student must have acquired all the ECTS defined by the Syllabus and Didactic Regulations.

13.2 The thesis corresponds to an educational activity included in the Syllabus and consists in a project.

13.3 The student carries out the thesis project under the supervision of the School and the supervisor. The latter establishes, for each Student or group, a number of hours of assisted revision of the thesis project, according to the needs of each Student or group, in order to ensure the achievement of the level of suitability necessary to be admitted to the thesis discussion.

13.4 The assessment of suitability (Nulla Osta) relates exclusively to the thesis project. Once eligibility has been acquired and the ECTS obtained, the Student is admitted to the discussion of the thesis project.

13.5 A student who does not obtain eligibility to discuss the thesis project in the ordinary scheduled graduation session may agree with the course coordinator on an extraordinary graduation session, which must be held no later than six (6) months after the ordinary scheduled session. In this case, the student must pay the fee due for the extraordinary graduation session equal to € 360.00.

13.6 The final examination consists of the presentation of the thesis project to an Evaluation Committee.

13.7 The Evaluation Committee is composed of the course coordinator, the thesis supervisor, internal commissioners appointed for specific competence in relation to the thesis topic (professors/collaborators/directors/coordinators) and external commissioners (representative(s) of the company promoting the thesis project, renowned experts in the field of reference). The Commission must be composed of a minimum number of 3 commissioners.

13.8 The work presented must be individual, even in the case of complex project themes approached in groups during the preparatory phase. It must always be possible to identify the path of the individual student who will present and discuss the work with the Assessment Committee.

13.9 The final thesis must demonstrate the acquisition of the student's specific competencies in terms of both methodological approach and the acquisition of the technical and cultural tools of reference.

#### **ART. 14 EVALUATION SYSTEM**

14.1 The final evaluation considers both the student's entire career and the outcome of the discussion of the Thesis Project. The final evaluation is based on the weighted average of the grades obtained in the final exams (converted into hundredths), with a possible variation defined by the Evaluation Committee, ranging from 0 to + 5 as better specified below:

- EXCELLENT (5 points)
- GOOD (3-4 points)
- DISCRETE (1 - 2 points)
- SUFFICIENT (0 points)

14.2 The evaluation of the thesis project is expressed in hundredths. The minimum grade for passing the final exam is 66/110; the maximum grade is 110/110. The proposal for the final grade is submitted by the Thesis Advisor to the Evaluation Committee.

14.3 If the sum of the starting grade (weighted average of grades converted to hundredths) and the evaluation of the Thesis Project exceeds the score of 110, the final grade is 110/110. In the case of reaching the score of 110/110, upon proposal and unanimous opinion of the Commission, honors may be awarded.

14.4 The assignment of honors is always at the discretion of the Evaluation Committee, even in the case in which the average of the grades recorded in the career exceeds the score of 110/110.

#### **Art 15. AWARDING OF DIPLOMAS AND END-OF-COURSE CERTIFICATES**

15.1 At the end of each Master Course, Accademia Galli issues the First Level Master's Degrees for study programs expressly validated by the MUR and Master's Degrees of a private nature not recognized by the Italian Ministry of the University (MUR).

15.2 The Academy issues certificates on condition that students have successfully passed all the exams and are in good standing with the payment of enrollment fees.

15.3 In the event that the student withdraws, or - for whatever reason - fails to complete the curriculum, or at the end of the course is still enrolled with reservations, the Academy may issue, upon request, only certificates relating to his/her academic career up to that point. The student who is not admitted to the discussion of the thesis project will not be entitled to obtain the qualification, as provided for in Article 13.1 above, nor to the return of the amount already paid and any compensation and/or indemnity of any kind.

#### **Art.16 EVALUATION OF THE RESULTS**

The Master's courses are subject to an evaluation of the results, also on the basis of the outcomes of processes of verification of the satisfaction of the enrolled students and of the professional fallout of the degree (impact on the employability or better employment of the interested parties). At the end of the course, the coordinator draws up a report on the activities carried out and the results achieved. The report, approved by the proposing structure, is brought to the examination of the Evaluation Committee of the Institution and of the Academic Council, also for the purposes of possible proposals to re-edit the course for the following year. After three editions of the Master's course, the Evaluation Board will draw up a summary report verifying the results and the professional impact.

#### **Art 17. SUSPENSIONS OF STUDIES (“FREEZING”)**

17.1 Suspension is only allowed in the following cases:

- pregnancy/maternity; in case of suspension due to pregnancy, it is necessary to attach the certificate of the specialist doctor indicating the expected date of birth;
- duly documented serious family or personal health reasons.

17.2 Suspension of studies does not give any guarantee as to the didactic continuity of the course in subsequent academic years. The suspension period, for the purpose of reactivation in the current year, is counted as a period of absence.

17.3 Students registered, with their administrative position updated, have the option of temporarily suspending their studies for the ongoing year (“freezing”) in accordance with the terms and conditions set out in the Academic Regulations.

17.4 “Freezing” studies are the suspension of the administrative and academic position of a Student for the academic year in progress.

17.5 Students forced to provisionally suspend the academic year may freeze the amounts paid for the registration and the tuition fees and re-use them exclusively for the following academic year by integrating them with any possible increase set out in the annual Course Fees.

17.6 “Freezing” can be only requested on the above serious reasons set out in 16.1 paragraph and, in any event, only if the Student has not been absent for more than 20% of the total class hours provided until that moment and if he/she has not exceeded 50% of the total hours scheduled by the Study Plan. Requests for freezing received after 6 (six) consecutive weeks of absence will not be accepted.

17.7 A Student registered that requests freezing within the term established for payment of the tuition fee will be granted the freezing of the amounts paid up to then (registration fee and tuition fee). In the event that a Student requests freezing after the term established for payment of the tuition fee, he/she shall be obliged to pay what is still due (tuition fee).

17.8 If the Master Course Students are registered in is not programmed in the following academic year, Accademia Galli may propose the Students to attend another Master course if compatible with the student’s preparation.

17.9 Amounts already paid and frozen may not be reimbursed if the Student fails to continue his/her studies in the subsequent academic year to that with respect to which freezing has been obtained.

#### **Art 18. WITHDRAWAL FROM STUDY**

18.1 Students may withdraw from their studies and thus from registration on the Master Course and its attendance submitting a specific written application for withdrawal. Withdrawal is irrevocable. The reimbursement procedures and related timing are explained in the art. 19 below.

18.2 Withdrawal from studies entails the loss of Student status and Students are forbidden from accessing the areas dedicated to learning activities.

#### **Art 19. REIMBURSEMENT PROCEDURE**

19.1 In the event of formally notified withdrawal from studies within the course starting date, Accademia Galli shall reimburse the Student exclusively 100% of the tuition fee, if already paid, and 50% of the registration fee, without interest and/or revaluations, withholding, by way of reimbursement of administrative, didactic and incidental expenses as well - as by way of consideration for services provided - the remaining 50% of the registration fee.

19.2 In the event of formally notified withdrawal from studies after the course starting date and within the fifteenth (15th) day from the course starting date, Accademia Galli shall reimburse the Student 100% of the tuition fee, if already paid, withholding the full registration fee, without interest and/or revaluations, all other amounts paid by way of reimbursement of administrative didactic and incidental expenses, as well as by way of a consideration for services provided.

19.3 In the event of formally notified withdrawal from studies after the fifteenth (15th) day from the course starting date and within the thirtieth (30th) day from the course starting date, Accademia Galli shall reimburse the Student the 50% of the tuition fee, withholding the remaining 50% of the tuition fee and the full registration fee, without interest and/or revaluations, all other amounts paid by way of reimbursement of administrative, didactic and incidental expenses, as well as by way of a consideration for services provided and as a penalty.

19.4 In the event of formally notified withdrawal from studies after the deadline set out at arts. 19.1, 19.2 and 19.3 above, the Student shall be obliged to pay the registration fee and the tuition fee in full and, accordingly, shall not have the right to the restitution of what may have already been paid. The amounts paid will be retained as reimbursement for administrative, educational and ancillary costs, as well as payment for services rendered and penalties.



19.5 Foreign students who have been refused a Visa for entry into Italy may obtain reimbursement of any amounts already paid with exception of the amounts as per art. 5.2 and 5.3, communicating their withdrawal in writing within 30 calendar days from the beginning of the course, enclosing documentation attesting to the refusal of the Visa on the part of the Diplomatic Missions.

19.6 In the event of failed provision of the Course of Studies (as per art. 20 below), Accademia Galli will return the amounts paid subject to submission of the appropriate forms duly completed and signed by the student whose course has not begun.

19.7 All refunds will be made within 15 working days of acceptance of the reimbursement request by the Head of Accademia Galli. In the case of invalid and / or incomplete data, any delays in compliance with the deadlines mentioned above will not be attributed to Accademia Galli. The refund will be made after deduction of any bank charges and fees.

#### **Art 20. TERMINATION OF STUDENT STATUS**

20.1 The status of a Student registered at Accademia Galli, with all the rights and services related to it, ceases upon:

- attainment of the academic title
- withdrawal from studies
- exclusion

#### **Art 21. FAILURE TO BEGIN COURSES**

21.1 Accademia Galli reserves the right not to start one or more Courses if the minimum number of applicants has not been reached or if – for whatever reason – the requirements in terms of educational, logistical and administrative support have not been met as well as by virtue of any further reason for which Accademia Galli may be forced to proceed with the non-activation of the Course.

21.2 In the event that a Course is not begun, Students will be refunded any sums paid – for any reason – to Accademia Galli, without interest and/or inflation adjustment without this constituting ground for compensation and/or indemnity. The procedures for reimbursement are set out in art. 18.6 and 18.7 above.

#### **Art 22. OWNERSHIP OF THE PROJECTS**

22.1 In order to protect Students and all their rights in relations with third parties, Accademia Galli – unless expressly agreed otherwise – will exclusively hold all rights of ownership regarding papers, dissertations and any other work and/or project completed or conceived of by the Student, either individually or jointly with other Students while attending the Course and/or during the activities set out at art. 11 and 12. Therefore, the Student gives Accademia Galli, free of charges and without limitation of space or time, all the rights of his works, thesis and any other work and / or project created or designed by him/her, individually or together with other Students, during the attendance of the courses and / or during the activities referred to in the previous artt. 11 and 12.

Accademia Galli will evaluate the possibility of reinstating the rights on a case-by-case basis in response to the specific request of the Student. In any case, the Student will have the right to be recognized as author of all the works realized during the attendance to the courses and/or during the activities referred to in the previous artt. 11 and 12.

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

16.3 Students expressly authorize Accademia Galli to use freely and without charge, for promotional and educational purposes and in compliance with the laws in force, designs and dissertations and any other work and/or project they complete or conceive of.

16.4 Save where Accademia Galli and any other parties involved provide express authorisation, Students undertake not to disclose to third parties, or publish in the mass media (by way of non-limiting example: by means of websites or the Internet in general, publications or magazines) any papers, dissertations and/or projects created and/or conceived of by the Student, by other Students or by Accademia Galli lecturers and/or staff during the Courses and/or during the activities set out at artt. 11 and 12 above.

16.5 Students wishing to proceed independently with the development of such projects must make a written request to the Accademia Galli.

**Art 23. CODES OF CONDUCT AND DISCIPLINARY PROVISIONS**

23.1 Students at Accademia Galli must behave fairly and respectfully towards other people, departments, equipment and any other third party right and avoid any activities that may hamper the smooth running of Courses.

23.2 Accademia Galli reserves the right to claim compensation for any damages suffered.

23.3 Students are obliged to observe the provisions contained in the Disciplinary Regulation as well as any official communication of the Academic Director.

23.4 Failure to comply with the provisions set out in these General Regulations and in other applicable Regulations may entail the following disciplinary measures being imposed on the Student, which vary according to the gravity of the established cases: verbal warning, written warning, suspension, expulsion.

23.5 The procedures for imposing sanctions are governed by the Disciplinary Regulations.

23.6 Accademia Galli shall not be held liable for damage to property and/or persons resulting from assaults, brawls, thefts and / or vandalism which occurred on its premises.

**Art 24. EFFECTS OF ANY LEGISLATIVE, ADMINISTRATIVE AND / OR JUDICIAL MEASURES**

24.1 Any future measures of a legislative, administrative and/or judicial nature that should in any degree modify, suspend, revoke, and/ or annul the authorizations granted to Accademia Galli by the Italian Ministry of University and Research shall not constitute grounds for the Students to bring compensation and/or restitution claims, for any reason whatsoever, against Accademia Galli.

**Art 25. FORCE MAJEURE**

25.1 Under this clause, it is intended as Force Majeure ("Force Majeure") any event that is unpredictable, unforeseeable or irresistible, and in any case outside independent from Accademia Galli's will such as, but not limited to any extremely severe weather, flood, landslide, earthquake, storm, lightning, fire, subsidence, epidemic and/or pandemic, acts of terrorism, biological warfare, outbreak of military hostilities (whether or not war is declared), riot, explosions, strikes or other labour unrest, civil disturbance, sabotage, expropriation by governmental authorities and any other act or any event that is outside the reasonable control of Accademia Galli.

25.2 Accademia Galli will not be held liable for the failure or delayed execution of its obligations caused or resulting from Force Majeure causes.

25.3 In the aforementioned circumstances, Accademia Galli will have the full faculty to vary and reprogram the didactic and training activities or in any case, more generally, in any way related to the Study Plans and / or the Courses also in different and subsequent period with respect to the scheduling and originally planned calendar. In this case, nothing will be due by Accademia Galli to the Student by way of reimbursement and/or damage compensation and/or indemnification.

Date.....

Student's Signature.....

The Student expressly declares that the Accademia Galli has set forth all the clauses contained in these Regulations and the Administrative Appendix to the General Regulations by clarifying their content, risks and obligations resting on the undersigned, and accepts them with the full awareness of their implied consequences. In particular, pursuant to articles 1341 and 1342 of the (Italian) Civil Code, the following clauses of these General Regulations are approved: 5. COURSE REGISTRATION; 7. WAITING LIST; 8. METHODS OF PAYMENT; 10. COURSE ATTENDANCE AND EXAMINATIONS; 17. SUSPENSIONS OF STUDIES ("FREEZING"); 18. WITHDRAWAL FROM STUDY; 19. REIMBURSEMENT PROCEDURES; 21. FAILURE TO BEGIN COURSES; 22. OWNERSHIP OF PROJECTS; 23. CODES OF CONDUCT AND DISCIPLINARY PROVISIONS; 24. EFFECTS OF ANY LEGISLATIVE, ADMINISTRATIVE AND/OR JUDICIAL MEASURES; 20. FORCE MAJEURE

Student's Signature.....

**INFORMATIVA AI SENSI DELL'ARTICOLO 13 DEL REGOLAMENTO EUROPEO SULLA PROTEZIONE DEI DATI n. 2016/679**

Ai sensi dell'articolo 13 del Regolamento Europeo Le forniamo, qui di seguito, l'informativa riguardante il trattamento dei Suoi dati personali che sarà effettuato in relazione alla Sua iscrizione e frequenza ai Corsi dell'Accademia.

In ottemperanza al Regolamento indicato, il trattamento dei Suoi dati sarà improntato ai principi di correttezza, liceità e trasparenza e di tutela della Sua riservatezza e dei Suoi diritti.

1. I Suoi dati personali, ivi compresa la Sua immagine, saranno trattati esclusivamente per finalità gestionali, amministrative e didattiche e comunque connesse alla Sua iscrizione e frequenza ai Corsi dell'Accademia. Oltre che per le finalità sopra descritte i Suoi dati personali potranno essere trattati per adempiere agli obblighi previsti dalla legge, da regolamenti o dalle normative comunitarie. Il conferimento dei Suoi dati è obbligatorio per il conseguimento delle finalità di cui sopra; il loro mancato, parziale o inesatto conferimento potrebbe avere come conseguenza l'impossibilità di fornirle i servizi richiesti, ivi inclusa l'impossibilità di perfezionare l'iscrizione e di frequentare i Corsi.

2. Previo Suo espresso consenso e fino alla revoca dello stesso, i Suoi dati personali, ivi inclusa la Sua immagine, potranno essere comunicati a società e/o terzi in genere che ne facciano esplicita richiesta nell'ipotesi di eventuali Sue collaborazioni finalizzate alla partecipazione a progetti speciali e/o stage presso società e/o terzi in genere.

3. Previo Suo espresso consenso e fino alla revoca dello stesso, i Suoi dati personali, ivi inclusa la Sua immagine, potranno altresì essere trattati per le seguenti ulteriori finalità, comunque connesse a quelle sopra descritte, anche mediante comunicazione a soggetti terzi: a) inviare, anche tramite SMS, posta elettronica, materiale pubblicitario, informativo e comunicazioni commerciali relativi all'Accademia; b) effettuare rilevazioni del grado di soddisfazione degli Studenti sulla qualità dei Corsi e dei servizi forniti.

4. Previo Suo espresso consenso e fino a revoca dello stesso i suoi dati, ivi inclusa la Sua immagine, potranno essere utilizzati per finalità di promozione dell'Accademia o della Sua attività svolta presso l'Accademia mediante i suoi canali social (ad es. Facebook, Twitter, Instagram) attraverso pubblicazioni di riprese audio, video o immagini raccolti durante attività negli spazi di lavoro o di proprietà dell'Accademia.

I dati raccolti e trattati per le finalità di cui al punto 1) saranno conservati per il tempo necessario al soddisfacimento degli obblighi legali collegati al rapporto in essere tra Lei e l'Accademia. I dati raccolti e trattati per le finalità di cui al punto 2), 3) e 4) saranno conservati fino a Sua espressa revoca del consenso fornito.

La base giuridica del trattamento per le finalità di cui al punto 1 è quella relativa agli obblighi civilistici di gestione del rapporto contrattuale; per le finalità di cui ai punti 2, 3 e 4 la base giuridica è il consenso dell'interessato.

Lei potrà revocare il consenso fornito per le finalità di cui ai precedenti punti 2), 3) e 4) in qualsiasi momento inviandone richiesta via e-mail a: [privacy@ied.it](mailto:privacy@ied.it) specificando nel testo dell'e-mail il proprio nome e cognome, nonché il numero di matricola assegnato al momento dell'iscrizione all'Accademia.

I trattamenti di cui ai precedenti punti 1), 2), 3) e 4) saranno effettuati manualmente (ad esempio, su supporto cartaceo) e/o attraverso strumenti automatizzati (ad esempio, utilizzando procedure e supporti elettronici) e comunque in conformità alle disposizioni normative vigenti in materia. All'interno dell'Accademia i Suoi dati personali saranno trattati esclusivamente dai dipendenti dell'Accademia medesima. Detti dipendenti sono stati designati Incaricati del trattamento ed hanno ricevuto, al riguardo, adeguate istruzioni operative.

Oltre che dai dipendenti dell'Accademia, alcuni trattamenti dei Suoi dati personali potranno essere effettuati anche da soggetti terzi, ai quali l'Accademia affida talune attività (o parte di esse) funzionali alla fornitura dei servizi sopra citati. In tal caso gli stessi soggetti opereranno in qualità di Titolari autonomi o saranno designati come Responsabili o Incaricati del trattamento. I Responsabili o gli Incaricati eventualmente designati riceveranno adeguate istruzioni operative, con particolare riferimento all'adozione delle misure adeguate di sicurezza, al fine di poter garantire la riservatezza e la sicurezza dei dati.

Il Titolare del trattamento dei Suoi dati personali è I.L.E.M. s.r.l., con sede in Como, via Petrarca n. 9. Il responsabile della protezione dei dati è Ecoconsult s.r.l., via Goldoni 1 - Milano. In relazione al trattamento dei dati che La riguardano, Lei potrà rivolgersi al Titolare per esercitare i Suoi diritti.

Reclamo all'autorità competente

Può essere sporto reclamo in relazione al trattamento all'Autorità competente: Garante sulla Protezione dei Dati personali, Piazza di Monte Citorio n. 121 00186 ROMA, Fax: (+39) 06.69677.3785, Centralino telefonico: (+39) 06.696771, E-mail: [garante@gdpd.it](mailto:garante@gdpd.it)

Dichiaro di aver preso visione dell'Informativa ex art. 13 del Codice in materia di protezione dei dati personali (D. Lgs. n. 196/03) e dei diritti di cui all'art. 7 del medesimo Codice, e autorizzo espressamente I.L.E.M. s.r.l. al trattamento dei miei dati personali, ivi inclusa la mia immagine, per le finalità gestionali, amministrative e didattiche indicate al punto 1).

Date..... Student's Signature.....

Autorizzo espressamente l'Accademia di Belle Arti Aldo Galli - I.L.E.M. s.r.l. a comunicare i miei dati personali, ivi inclusa la mia immagine, a società, enti, consorzi, associazioni e/o terzi in genere che ne facciano esplicita richiesta nell'ipotesi di eventuali mie collaborazioni finalizzate alla partecipazione a progetti speciali con gli stessi, così come indicato al punto 2) della su estesa Informativa.

Student's Signature.....

Autorizzo espressamente l'Accademia di Belle Arti Aldo Galli - I.L.E.M. s.r.l. al trattamento, anche mediante comunicazione a soggetti terzi, dei miei dati personali, ivi inclusa la mia immagine, anche per le finalità indicate al punto 3) della su estesa Informativa, e precisamente: a) inviare, anche tramite SMS, posta elettronica, materiale pubblicitario, informativo e comunicazioni commerciali relativi all'Accademia; b) effettuare rilevazioni del grado di soddisfazione degli Studenti sulla qualità dei servizi forniti.

Student's Signature.....



Autorizzo espressamente l'Accademia di Belle Arti Aldo Galli - I.L.E.M. s.r.l. al trattamento dei miei dati e/o della mia immagine per finalità di promozione dell'Accademia o della mia attività svolta presso l'Accademia mediante i suoi canali social (ad es. Facebook, Twitter, Instagram) attraverso pubblicazioni di riprese audio, video o immagini raccolti durante attività negli spazi di lavoro o di proprietà dell'Accademia di Belle Arti Aldo Galli - I.L.E.M. s.r.l..

Student's Signature.....