

GENERAL REGULATIONS

SECOND LEVEL ACADEMIC DIPLOMA COURSES

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Art. 1 INTRODUCTION

- 1.1 These General Regulations Governing the Second Level Academic Diploma Courses (hereinafter referred also DASL General Rules) regulates the administrative aspects of matriculation, enrolment and attendance of the Second Level Academic Diploma Courses of (hereinafter referred to as DASL courses) of ILEM Srl Accademia di Belle Arti Aldo Galli (hereinafter referred to as Accademia di Como)
- 1.2 Accademia di Como issues Second Level Academic Diplomas recognised by the Ministry of Universities and Research (“MUR”) in the Alta Formazione Artistica Musicale e Coreutica (AFAM) - (Artistic and Musical Training) – section. The associated formative credits system is governed by the Academic Rules for Second Level Academic Diploma Courses (hereinafter referred to also as “DASL Academic Rules”).
By signing the matriculation form, the Student fully accepts the conditions contained in these Rules and in the Administrative Appendix to the General Rules Governing Second Level Academic Diploma Courses, hereinafter also referred to as “DASL Administrative Appendix”, as well as the conditions set out in all the other Rules applied and applicable to Accademia di Como.
- 1.3 For any matters not expressly provided for in these Regulations, reference should be made to the provisions contained in the Didactic Regulations in force governing the Second Level Academic Diploma Courses, which the Student declares to know and to fully accept, having read and understood it carefully.
- 1.4 These Regulations may be departed from in whole or in part by the Didactic Regulations, by other Regulations in force and/or by specific measures adopted by Accademia di Como, or from the entry into force of the legislation relating to the reference sector.

Art. 2 COURSES

- 2.1 The Course is organised into two academic years. The Course programmes are established by the Didactic Set of Rules of the course and the respective Study Plan.
- 2.2 Accademia di Como undertakes to organise the activities of each Course, with exclusive faculty and discretion of:

- establishing the timetable of lessons and change it both provisionally and permanently;
It is specified that the educational activities can take place in the following locations, as well as in any other locations to be defined on the basis of educational and logistical needs:
 - Via Petrarca 9, 22100 Como (CO);
 - Piazza del Compasso d'Oro 1, 20154 Milan (MI) at the ADI Design Museum;
 - Via Castelnuovo 3, 22100 Como (CO) at I.S.I.S Paolo Carcano.The venue designated for carrying out exams and thesis discussions is only the headquarters in Via Petrarca 9, 22100 Como (CO)
- replacing the coordinators of the course and the teaching staff where necessary and at any time;
- changing the spaces and the buildings where the Course is held;
- changing the teaching programme;
- activating some remote lessons after having verified any needs within the program and the maintenance of effectiveness both of the contents and objectives, upon respect of the national provisions.

Art 3. ADMISSION TO THE COURSES

- 3.1 The requirements for admission, matriculation and enrolment for the Courses are regulated, besides in these General Regulations, in the relative admissions procedure, as applicable on each occasion, as well as in the Didactic Regulations
- 3.2 The Student in possession of, or about to obtain, a First level Academic Diploma or a Bachelor's Degree can be admitted provided that they obtain the title by the beginning of the first useful session of exams of the first year of the course.
- 3.3 Accademia di Como reserves the right to assess and accept admission to the Course after having subjected the Student to:
 - evaluation of academic credentials
 - language test (if required)
 - Admission interview.
- 3.4 For the purpose of matriculation and enrolment, all Students must meet the requirement of knowledge of the language in which the course is provided. The Didactic Regulations govern the ascertainment of the language requirement and, in the event of a lower level than that required, remedial procedures, e.g. additional preparatory training activities.

- 3.5 The amount for attending additional preparatory training activities, if required by the competent didactic structure, is calculated according to the parameters set out in the Administrative Appendix.
- 3.6 Recognition of a previous academic career is regulated by the Didactic Regulations and implies the costs provided for by the Administrative Appendix.
- 3.7 In all events, all the information relating to the provisions regulating admissions, matriculations and enrolments for the Courses are specified on the Accademia di Como website (www.accademiagalli.it) and in the IED Campus Portal, where students can access and review their enrolment status, academic records, attendance data, communications, and notices.

Art 4. MATRICULATION, ASSESSMENT OF EDUCATIONAL QUALIFICATIONS AND ENROLMENT RENEWALS

- 4.1 Matriculations to the Courses are open from November of the academic year previous to the start of the Courses to 30 September Accademia di Como reserves the right to assess any matriculation form submitted late and/or after the course has begun.
- 4.2 The student submits to Accademia di Como the matriculation form and first enrolment to the Second Level Academic Diploma course, undersigned and completed in all parts, attaching documentation as requested. The Student is obliged to check the correctness of the information given in the matriculation form and first enrolment to the Course for which they intend to enrol in.
- 4.3 Applications without the requirements referred to in the previous art. 4.2. cannot be accepted. Enrollment can only be completed upon verification by Accademia of the documentation provided during enrolment
- 4.4 The matriculation form and first enrolment to Second Level Academic Courses of a student in possession of a bachelor's degree or a three-year university diploma, or other secondary school qualification, obtained abroad, recognized as suitable, can be accepted on condition that the same delivers to Accademia di Como all the documentation required for this

purpose certifying the qualification obtained. The Student must submit the above documentation, in original version where requested, by and not later than 30 September of the year of matriculation and first enrolment.

- 4.5 It should be noted that the matriculation and first enrolment to the Second Level Academic Diploma course of a student with a foreign qualification is accepted if the qualification meets the requirements necessary for permitting access to the courses that the student has chosen to attend at Accademia di Como according to the Ministerial provisions in force in the year.
- 4.6 For further information regarding the suitability of foreign qualifications and the relative procedures, Students should refer to the Ministerial provisions, and in particular, to attachments 1 and 2 www.studiare-in-italia.it/studentistranieri/
- 4.7 A Student possessing, or about to possess, a foreign qualification may, at Accademia di Como's discretion, be enrolled on-condition in the event of documentation missing on the date as per paragraph 4.3 above. In this case, the Student is mandatorily obliged to submit to Accademia di Como the documentation requested **by and not later than September 15th of the academic year of enrolment. Failure to submit the requested documentation will result in the cancellation of the conditional enrolment and enrolment in the first year of the course.**
- 4.8 In addition, where Accademia di Como considers the documentation submitted by the student not suitable or lacking the requested prerequisites and/or documentation, Accademia di Como expressly reserves the right not to accept the matriculation application and will refund to the student any amount already paid except for sums paid in accordance with Article 3 of this General DASL Rules, with the consequences outlined in Article 17.12
- 4.9 The Student recognizes and accepts that Accademia di Como may, in all events, carry out its own appropriate checks, also with third parties, regarding the suitability and reliability of the documentation submitted.
- 4.10 Matriculation and first enrolment for the Course, as well as enrolment for subsequent year remains, in all events, conditional upon the student's possession of all the requirements for entry and continued presence in the Italian territory as provided for by the laws in force with reference to the academic year in question. A copy of the currently valid residency permit

must be submitted to Accademia di Como without delay each time issued and/or renewed. The student acknowledges that Accademia di Como is exempt from all responsibility with regards to the issue of the study visa and the residency permit on the part of the competent Authorities, which must be obtained exclusively at the student's care and expense.

- 4.11 Without prejudice to the provisions of art. 16.8 in the event of visa refusal, and correlated refunds, the Student acknowledges and agrees that, in the event of their impossibility to attend or continue to attend the chosen course due to the above reason, or for any other reason, also outside of their control, Accademia di Como, against a request for withdrawal from the course submitted by the Student, may refund the Student only the sums provided for by art. 16, paragraphs from 1 to 4, with the consequences as per art. 16.9.
- 4.12 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 di Como's Regulations aimed at governing the obligation to attend the Courses and correlated consequences, which are, therefore, considered as fully applicable.
- 4.13 The student is aware that the regulations (Law no. 33 of 12.04.2022 and Ministerial Decree no. 933/2022) governing the option to simultaneously enrol in two different first- or second level academic diploma or specialisation or master's degree courses at universities and AFAM institutions specifically envisage that simultaneous enrolment in the same course of study at two AFAM institutions is not possible, and that enrolment in two courses is permitted if the two courses differ in terms of academic credits for at least two thirds of the academic activities. Should the student be enrolled or wish to enrol in another Course at Accademia di Como or another institution (university or AFAM institution), based on the regulations in force they shall be required to issue a self-certification pursuant to Presidential Decree no. 445/2000 declaring under their own personal responsibility, also pursuant to and for the purposes of Articles 5 and 6 of Ministerial Decree no. 993/2022, that they satisfy all the necessary requisites for the purposes of such dual enrolment. Each year, and in any case for the entire period of simultaneous enrolment in the two courses, the student agrees to provide Accademia di Como with the relevant self-certification in accordance with Presidential Decree no.45/2000 necessary for the verification of the prerequisites and requirements for dual enrolment

- 4.14 Enrolment for the second year is subject to obtaining the academic requirements provided for on the basis of the pro-tempore Didactic Regulations in force, as well as the payment of the amounts as per art. 6 below, according to the procedures and terms provided for.
- 4.15 In the event that a Student renews enrolment as a Repeating Student, they will be obliged to pay the enrolment fee and the tuition fee, any regional tax for the Diritto allo Studio (DSU) - (Right to Higher Education), according to the parameters indicated in the Administrative Appendix.
- 4.16 In the event that a Student renews enrolment as a Student that has failed to complete all the exams in the prescribed period ("Fuori Corso"), they will be obliged to pay the amounts indicated in the Administrative Appendix.
- 4.17 Students who have not obtained the Credits relating to the Final Exam as per the Study Plan, for obtaining the qualification, and are therefore in the absence of discussion of the Thesis Project after the ordinary and extraordinary sessions indicated in the Didactic Regulations, must enroll in the following year as graduating student ("Studente Tesista"), by paying the amounts indicated in the Administrative Appendix.

Art 5. CONTRIBUTION BRACKETS

- 5.1 The contribution brackets are calculated based on the criteria and conditions specified in the Second level academic diploma's Pricelist, which the student is required to consult in order to determine his/her own contribution bracket and the corresponding fee.

Art 6. OBLIGATIONS RELATING TO MATRICULATION, ENROLMENT, ENROLMENT RENEWALS AND PAYMENT TERMS

- 6.1 Before, and not later than 30 September of the year in which matriculation is requested (and first enrolment), as well as for the purpose of completing the first enrolment and without prejudice to any subsequent refusal of the matriculation, the Student must:
- Sign the matriculation form (and first enrolment) in all its parts;

- b. Pay the enrolment fee and, where provided for, the regional tax for the Right to Higher Education (DSU), upon submission of the matriculation form as per the previous point

A Student that has requested matriculation and first enrolment to the Course is obliged to pay the tuition fee, which is considered as including the necessary insurance covers as prescribed for that academic year, by, and not later than, 31 October of the academic year for which matriculation (and first enrolment) is requested, or, at the same time as the submission of the matriculation form (and first enrolment), if after that date.

- 6.2 The Student enrolled for the consecutive year is obliged to complete the renewal of enrolment by, and not later than, 31 July, paying the registration fee relating to the year in question which is considered as including the necessary insurance covers as prescribed for that academic year, must be paid by, and not later than, 30 September.
- 6.3 Accademia di Como reserves the right to assess matriculation forms (and first enrolment) submitted late with respect to the terms as set out in the above articles.
- 6.4 The exact amount to be paid by the Student for each year of the Course is specified and visible in the student's personal area on the "IED Campus" portal at the following address: <https://campus.ied.it/>. The Student, therefore, declares to be aware of what is due for matriculation, enrolment, renewal of enrolment and attendance on the Courses.
- 6.5 The tuition for Students resident in the European Union and/or countries in the Schengen area and/or in any case in countries set out in the Income Bracket Assignment Guide published on the website www.accademiagalli.com enrolled in Two-Year Courses is calculated based on the income bracket shown in the "Fasce di contribuzione" Accademia di Como (Contribution brackets) table as indicated in the "Accademia di Como Fees" applicable upon signing the matriculation form or the enrolment renewal form. In the case of a self-declaration of the contribution bracket, the confirmation, or any necessary adjustment, of the fee related to the contribution bracket will only occur upon the submission of the indicators mentioned in the preceding paragraph 5.1.
- 6.6 A student enrolled and registered for the first time in a Study Program is, in any case, required to submit the indicators mentioned in the preceding paragraph 5.1 by no later than October 15 of the academic year of enrollment and first registration. For students who submit the enrollment application

beyond the timelines stipulated by the Regulations, in any case, only if accepted by Accademia di Como, the deadline for submission will be November 15.

- 6.7 Failure to submit the documentation referred to in the previous paragraph 6.6 within the aforementioned deadlines will result in the validation of the contractual fee corresponding to the highest contribution bracket detectable from the enrollment and first registration application
- 6.8 At the time of enrollment in the Study Program for subsequent years after the first, in the absence of the submission of the necessary documentation mentioned in the preceding paragraph 5.1 at the same time as with the enrollment, the fee corresponding to the contribution bracket of the previous academic year will be applied. The student is, in any case, required to submit the indicators mentioned in the preceding paragraph 5.1 for the current year by, and no later than, September 30. Failure to do so will result in the tuition fee assigned corresponding to the highest contribution bracket.
- 6.9 The indicators mentioned in the preceding paragraph 5.1 are subject to verification in any case; therefore, Accademia di Como reserves the right to request additional documentation. In the event of false statements, the current legal provisions will be applied.
- 6.10 Accademia di Como has the right to propose different methods of payment to newly matriculated and enrolled students from year to year, including for promotional purposes.
If a student, at the time of enrollment, opts for a promotion without submitting the self-declaration of the contribution bracket or the indicators mentioned in the preceding paragraph 5.1, specific promotional conditions will be applied based on the tuition fee corresponding to the highest contribution bracket. The submission of the indicators mentioned in the preceding paragraph 5.1, if done in accordance with the timelines and criteria specified in individual promotions, will determine the assignment of the tuition fee and any promotion recalibrated according to the actual contribution bracket.
- 6.11 Where required pursuant to arts. 3.4 and 3.5, the Student is obliged to pay the enrolment fee and the regional tax for the right to Higher Education (DSU) and any additional training activities before the start of the relative courses.

- 6.12 Accademia di Como has the authority to update the registration fee and tuition up to a maximum of 100% of the annual variation in the ISTAT (FOI index) calculated as of 31 December of each year. Any regional tax for the Right to Higher Education is in any case due in the amount established by the Regional Body for that year.
- 6.13 Failed payment of the enrolment fee and the regional tax for the Right to Higher Education means the student is not permitted to attend lessons, nor to take part in any didactic activity, until payment has been properly made.
- 6.14 A Student who has not arranged for payment of the tuition fee by the deadline of 31 December may not attend lessons, take examinations or acquire Academic Formative Credits (CFAs), or take part in any teaching activity until payment has been properly made. The relevant provisions of the Didactic Regulations shall apply.
- 6.15 Enrolment in the second year may be confirmed once the student has acquired the Formative Credits necessary for moving on to the subsequent year. The corresponding provisions of the Didactic Regulations shall apply in this regard.
- 6.16 In the event of payment of the tuition fee for the second year is made after the deadline of 30 September, the Student is obliged to pay a penalty for late payment to the extent as prescribed by the Administrative Appendix.
- 6.17 A student who enrolls in the second year and makes an advance payment of the enrolment fee and tuition, as well as any regional fee for the Right to Education by March 31, is entitled to a reduction in the amounts due as specified in the communication sent to students within the month of February.
- 6.18 The failure to pay the enrollment fee, tuition, and DSU fee, as well as the failure to submit the indicators mentioned in the preceding paragraph 5.1 by the expiration of the deadline established by the applicable promotion, results in the forfeiture of the benefits provided by the promotion itself.
- 6.19 Without prejudice to non-conflicting provisions of this article, a Student with disabilities recognized as handicapped pursuant to art. 3, paragraph 1, of Law no. 104 of 5/02/1992 or with an invalidity equal to or

greater than 66% (sixty-six percent), certified by the competent medical boards, may request, pursuant to Leg. Dec. no. 68/2012, exemption from payment of the regional tax for the right to higher education (DSU). For this purpose, since the benefit is not renewable automatically, the Student is obliged to submit to Accademia di Como each year the documentation certifying the exemption requirements at the same time as submitting the matriculation form (and first enrolment), as well as, with regards to Students enrolled for the consecutive year, by 31 July.

Otherwise, the Student expressly recognizes and accepts that Accademia di Como may not proceed with recognition of the exemption.

- 6.20 A student with a level of permanent civil disability equal to or greater than 66% (sixty-six per cent), certified by the relevant medical boards, may request exemption from payment of the tuition starting from the year in which appropriate certification is submitted to Accademia di Como. For this purpose, each year the Student must provide Accademia di Como with the documentation certifying the exemption requirements along with the matriculation form and first enrolment or, with regard to Students enrolling for the next year for which the permanent disability is subsequently certified, by 31 July of the year in which enrolment is renewed. In the event that the Student is experiencing a condition of non-permanent disability, or subject to periodic review, they will be required to annually submit certification attesting to the exemption requirements. Otherwise, the Student expressly recognises and accepts that Accademia di Como may not recognise the exemption.
- 6.21 A Student who meets the aforementioned requisites will nevertheless be required to pay the enrolment fee regardless of the Course they are enrolled in.
- 6.22 In the event of revocation of recognition or of a reduction in the degree of disability below 66%, even during the academic year, the exemption for the Student as per point 6.23 above shall be revoked, and this shall be applied pro rata for the year in progress. The student is responsible for communicating any changes in the degree of disability or the revocation of its recognition during the academic year and/or subsequent to the granting of the benefit.
- 6.23 Costs relating to foreign banking transactions must be borne in full by the transferor.

6.24 For any fiscal document exempt from VAT (art. 10 of Presidential Decree 633/1972), whether on paper or digital, of an amount greater than 77.47 euros, as established by the Ministerial Decree dated 24/5/2005, a revenue stamp for the value of 2.00 euros must be applied. This amount expressed in the invoice shall be fully borne by the student. 6.25 In the event of formally disputed default, Accademia di Como reserves the right to immediately request the balance of what is owed, to suspend attendance of the defaulting student as above from the Course and examinations, as well as to take appropriate action, legal or otherwise, to recover the sum due, including expenses, interest payable, interest in arrears, legal costs and anything else due, as well as the penalty provided for in art. 7 of the DASL Course Administrative Appendix.

Art 7. WAITING LIST

- 7.1 Accademia di Como 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 single Course.
- 7.2 For the purpose of insertion on the list, the applicant, subject to meeting admission requirements, must undersign the matriculation form and enrolment for the Course, attaching the requested documentation and paying the amount specified in the Administrative Appendix by way of a non-interest-bearing deposit. In the event that Accademia di Como confirms the matriculation and/or enrolment for the Course, the deposit will be withheld as an advance on the enrolment fee.
- 7.3 Accademia di Como undertakes to confirm or deny matriculation and/or enrolment for the Course by the date of the start of the Course. The waiting list shall remain in force in the subsequent 15 calendar days in order to allow possible access to applicants in the event of further availability of places. Inclusion on the Course shall take effect according to the chronological order of registration on the waiting list.
- 7.4 Further to confirmation as per the previous paragraph, the applicant shall be obliged to complete enrolment, paying, at the same time, the balance of the enrolment fee as well as the regional tax for the Right to Higher Education (also referred to as the "DSU"). The tuition fee must be paid by October 31.

- 7.5 In the event that it is not possible to proceed with the inclusion in the Course, Accademia di Como undertakes to refund only what has been received from the applicant registered on the waiting list, without further sums. The refund shall be made according to the procedures established in art. 17 - Refund procedures, below.
- 7.6 Accademia di Como shall have the right to withhold the amount set out in the Administrative Appendix by way of a reimbursement of administrative and teaching expenses, as well as by way of consideration for services rendered and by way of penalty, in the event, further to confirmation of inclusion in the Course, the Student refuses said inclusion, in any way.

Art 8. STUDENT MOBILITY

- 8.1 Accademia di Como offers the possibility of taking part in Student Mobility programmes (Erasmus+ or Exchange Study Programmes). The conditions for admission and participation in the programmes are set out in specific Student Mobility Regulations.

Art 9. REDUCTIONS AND CONCESIONS FOR ENROLMENT IN COURSES

- 9.1 Students enrolled for Second Level Academic Diploma Courses can take part in the call for applications for the assignment of Scholarships provided for by the regulations regarding the Right to Higher Education (“DSU”).
- 9.2 Accademia di Como organises competitions for awarding Scholarships for enrolment for the first year of the course. The competition is open to all Students that wish to enrol in DASL Courses. To renew in subsequent years, the Student is obliged to meet the requirements of the Regulations published in the call for applications.
- 9.3 In the event of revocation of the Scholarship or of the economic concession, the Student is obliged to pay the entire amount of the tuition fee for the year in progress.
- 9.4 Accademia di Como reserves the right to grant to Students regularly enrolled in the DASL Courses an economic concession on the tuition fee for enrolment

for other Accademia di Como courses, with the exclusion of First-Level Academic Diploma Courses and Second-Level Academic Diploma Courses.

- 9.5 The accumulation of reductions and concessions as per the above articles is not permitted.

Art 10. COURSE CHANGES AND TRANSFER

- 10.1 The methods, conditions and terms of transfers as well as course changes are governed by the Didactic Regulations and the Administrative Appendix.

Art 11. CLASS AND EXAM ATTENDANCE

- 11.1 Attendance at all classes, including language courses and additional and preparatory training activities, is mandatory.
- 11.2 Students are obliged to scrupulously respect the entry and exit times of the courses.
- 11.3 A Student not up-to-date with payments of the enrolment fee and the “DSU” fee as well as the tuition fee, will be barred access to lessons, exams and any other teaching activity. They will also be unable to receive certifications or print self-certifications.
- 11.4 Accademia di Como is obliged to comply with and ensure compliance with the legal provisions in force relating to residence permits for foreign students, as well as inform the competent authorities of any irregularities. Foreign Students not complying with said provisions shall be barred access to lessons, exams and any other teaching activity.
- 11.5 Besides the above requirements, admission to each exam is subject to compliance with the obligation of attendance of the course as established by the Didactic Regulations.
- 11.6 Admission procedures, the organization of exams and the means for assessing a Student’s individual performance are described in the Didactic Regulations and, for certain exams, additional guidelines may be provided at the discretion of the Course Coordinator.

- 11.7 Students are obliged to sit the examinations provided for in the first session after the end of each course, on the basis of the schedule proposed by the didactic secretariat.
- 11.8 Unless justified, Students that do not sit the exam, do not obtain the minimum mark, who are not recognized as suitable, or who withdraw, must re-sit the exams in the sessions agreed with Accademia di Como, as specified in the Didactic Regulations, arranging, where necessary, for the payment of the relative fee in the amount set out in the Administrative Appendix.
- 11.9 Absence from an exam shall be justified (and the Student will be able to take the exam in the first useful session with paying the relative fee) in the event of serious provable grounds, which will be evaluated and possibly accepted by Accademia di Como at its own unquestionable discretion. In this case, the Student is obliged to submit within 7 calendar days from the date of the exam a written application drawn up in the language in which the course is organized, together with documentation proving the reasons for the absence.
- 11.10 To be admitted to the Diploma session a Student must have acquired the relevant Credits according to the procedures established by the Didactic Regulations and by the Study Plan, with the only exception of the credits relating to the Final Exam (dissertation).
- 11.11 Enrolment for the extraordinary Diploma sessions implies the payment of the Thesis fee besides possible Government taxes as set out in the Administrative Appendix.
- 11.12 In the event of enrolment for a Diploma session after the extraordinary ones, the Student must enroll for the following year as a “Thesis Student” and make the payments as specified in the Administrative Appendix.

Art. 12 EXTRACURRICULAR ACTIVITIES

- 12.1 As part of the teaching activities, Accademia di Como may organize further and extracurricular activities such as, by way of example, exhibitions, fairs, various events, fashion shows, competitions, research, training internships and projects in cooperation with private entities/individuals.
- 12.2 The participation of Students in such activities is regulated by specific agreement according to selective merit and logistical criteria.

Art.13 ISSUE OF DEGREE AND DIPLOMAS AND END-OF-COURSE CERTIFICATES

13.1 At the end of each Course, Accademia di Como issues Second Level Academic Diplomas provided the Student has successfully passed all the exams provided for in the Programme and is up-to-date with the payment of the enrolment fee and the tuition fee, as well as the regional tax for the Right to Higher Education.

Diplomas are issued in a single copy. In the event of loss or damage, a replacement diploma will be issued to the student upon specific request.

13.2 In the event that a Student withdraws or, for whatever reason, fails to complete the course, Accademia di Como will issue, further to request, certification relating to the academic career completed until withdrawal.

ART. 14 SUSPENSION OF STUDIES “FREEZING”

14.1 A matriculated and enrolled Student, whose administrative position is in order, has the right to temporarily suspend their studies for the academic year in progress (so-called “freezing”) according to the procedures and terms set out in the Didactic Regulations, art.29

Art 15. INTERRUPTIONS OF STUDIES

15.1A student that has not yet arranged for enrolment for the consecutive year has the right to ask for the interruption of their studies according to the procedures and terms set out in the Didactic Regulations, art.30, obtaining, in this way, exemption from the payment of fees.

Art.16 TERMINATION OF STUDIES (WITHDRAWAL FROM THE COURSES)

16.1 Students have the right to withdraw from continuing their studies and therefore from enrolling in the course and attending the relative attendance, by submitting a specific written withdrawal request, according to the methods and terms indicated in the Didactic Regulation, art.31.

16.2 Termination of studies is an irrevocable act of the Student and implies the forfeiture of the status as Student as well as being barred from access to the spaces and services dedicated to teaching activities.

Art 17. REFUND PROCEDURE

17.1 In the event of termination of studies communicated within the fifteenth (15th) calendar day from date of the start of the course, Accademia di Como shall refund the Student exclusively 100% of the tuition fee and 50% of the enrolment fee, without interest and/or revaluation, withholding by way of reimbursement, administrative, teaching and accessory expenses, as well as, by way of a penalty, the remaining 50% of the enrolment fee, besides any other amounts due and paid pursuant to art. 3 of these General Regulations.

17.2 In the event of termination communicated after the fifteenth (15th) calendar day from the start of the course and within the sixtieth (60th) day from the date of the start of the course, Accademia di Como shall refund the Student exclusively 75% of the tuition fee without interest and/or revaluation, withholding all the other amounts paid by way of reimbursement of administrative, teaching and accessory expenses, as well as by way of consideration for the services provided and by way of a penalty.

17.3 In the event of termination after the sixtieth (60th) day from the date of the start of the course and by the ninetieth (90th) day from the date of the start of the course, Accademia di Como shall refund the Student exclusively an amount equal to 50% of the tuition fee, without interest and/or revaluation, withholding all further amounts paid by way of reimbursement of administrative, didactic and accessory expenses, as well as by way of consideration for services provided and by way of a penalty.

17.4 In all cases of termination communicated after the established deadlines, a Student that terminates their studies shall be obliged to pay the enrolment

fee and the tuition fee in their full amount and, as a result, shall not have the right to the refund of any amounts already paid. The amounts paid shall be withheld by way of reimbursement of administrative, didactic and accessory expenses, as well as by way of consideration for services provided and by way of a penalty.

- 17.5 Students who have not earned their secondary school diploma may receive a refund of any amounts already paid, notifying this circumstance by 30 September in writing together with documentation certifying the failed awarding of the diploma. 9 Reg. 8221 Rev. 2
- 17.6 In any case, the fee for evaluating previous academic work paid by Students coming from other academies, universities, bodies and institutions may not be refunded, and administrative and accessory expenses for the activities performed to this end shall be withheld by Accademia di Como by way of reimbursement.
- 17.7 The regional tax for the Right to Higher Education may be refunded only in the case of failure to meet the requirements necessary for matriculation and enrolment for the Second-Level Academic Diploma Course as per art. 3.
- 17.8 Foreign students to whom the Visa for entrance into Italy has been refused may obtain a refund of any amounts already paid, except amounts already paid in accordance with art. 3 of these General Regulations, communicating in writing the withdrawal by 31 December of the year of enrolment together with the forwarding of documentation certifying the refusal of the Visa on the part of the Diplomatic Representations. The regional tax for the Right to Higher Education shall be refunded only if the above documentation is submitted by the start of the course, it being understood that the regional tax for the Right to Higher Education may not be refunded after this deadline.
- 17.9 In the event of failed acceptance of the application for matriculation and/or enrolment, Accademia di Como shall refund the Student exclusively the any sums already paid, excepting sums already paid in accordance with art. 3 of these General Regulations, without interest and revaluation and without any right to compensation and/ or indemnity of any kind being attributed to the Student.
- 17.10 In the event of failed inclusion on the Course of persons registered on the waiting list (as regulated according to these General Regulations) or, in the event of failed organisation of the Course (as per article 17 below), Accademia di Como will refund what has been paid, subject to submission of the specific

forms duly and correctly completed and signed by the person registered on the waiting list or by the student whose course is not provided.

17.11 All refunds will be made within 15 working days from acceptance of the refund request.

17.12 In the event of invalid and/or incomplete data, Accademia di Como shall not be liable for any delays with respect to the above term. The refund shall be made net of any expenses and bank charges. The sums refundable pursuant to this article do not provide for the recognition of interest and/or revaluation, nor may the recognition of said sums give rise to any right to further compensation and/or indemnity, however considered, in favour of the Student.

Art 18. LOSS OF STUDENT STATUS

18.1 Students who have not renewed enrollment in the Study Program for three years lose their status as Students. The methods and terms for loss of student status are indicated in the Didactic Regulations, art.32.

Art 19. TERMINATION OF STUDENT STATUS

19.1 The qualification of Student enrolled in the Academy, with the rights and services connected to it, ceases for the reasons defined by art. 33 of the Didactic Regulations. 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 di Como 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.

Art 20. CANCELLATION OF COURSES

20.1 Accademia di Como reserves the right not to organize one or more Courses in the event that a sufficient number of enrolled students has not been reached, or in the event of the lack of necessary teaching, logistical and administrative requirements.

20.2 In the event of the failed organisation of Courses, the Students shall be refunded what they have already paid to Accademia di Como for any reason, without interest or revaluation and without this generating any right to compensation and/or indemnity of any kind arising in favour of the Student. The refund procedures are specified Galli in art. 16 above.

Art 21. OWNERSHIP OF PROJECTS

21.1 For the purpose of guaranteeing and safeguarding the Student and all their rights in relations with third parties, Accademia di Como, where not otherwise agreed, shall have exclusive ownership of every ownership rights on working papers, theses and any other work and/or design created or conceived by the same Student, individually or together with other Students, during attendance of the Courses and/or during additional and extracurricular activities regulated by art. 11 of these General Regulations. As a result, the Student herewith transfers to Accademia di Como, free of charge and without limitation of space or time, all rights of working papers, theses and any other work and/or design created or conceived by the same Student, individually or together with other Students, during attendance of the Courses and/ or during additional and extracurricular activities regulated by art. 11 of these General Regulations.

Accademia di Como shall assess the possibility of re-establishing rights case by case against a Student's specific request. In all events, the Student shall have the right to be recognised as Author of what they have created during attendance of Courses and/or during additional and extracurricular activities regulated in accordance with art. 11 of these General Regulations.

21.2 The Student's rights regarding what has been conceived and/or created by them, including the possibility of transferring to third-parties rights of use and exploitation, shall be regulated by specific agreements.

21.3 The Student expressly authorises Accademia di Como to freely use without charge, for promotional and dissemination purposes and in compliance with legal provisions in force, working papers, theses and any other work and/ or design created or conceived by the same Student.

21.4 Except in the event of specific written authorisation by Accademia di Como and by any other parties involved, the Student undertakes not to disseminate to third parties or to publish on means of communication or via the mass media (by way of example, and not in exhaustive terms, through websites or the internet in general, publications or magazines) working papers, theses, works and/or projects created and/or conceived by the same Student, by other Students, by lecturers and/or assistants of Accademia di Como during the Courses and/or during all (none excluded) additional and extracurricular activities.

21.5 A Student who wishes to proceed autonomously with the development of said projects must make a written request to Accademia di Como.

Art 22. RULES OF CONDUCT AND DISCIPLINARY MEASURES

22.1 The student's conduct inside Accademia di Como must be of a proper and decent character and be respectful of other people, the structures, equipment and any other right, and avoid any behaviour compromising the proper running of the Courses.

22.2 Accademia di Como reserves the right to take action to obtain compensation for any damages suffered in any way.

22.3 The Student is obliged to comply with the provisions contained in the Disciplinary Regulations.

22.4 Failed compliance with the provisions set out in these Regulations and in other Regulations in force may imply the application of the following disciplinary sanctions against the Student, graded in relation to the seriousness of the facts ascertained: verbal warning, written warning, suspension, expulsion.

22.5 The procedures for applying the sanctions are regulated by the Disciplinary Regulations.

22.6 Accademia di Como cannot not be held liable for damages to objects and/or persons deriving from aggressions, fights, theft and/or acts of vandalism acts occurring on its premises.

Art 23. COMMUNICATIONS BETWEEN ACCADEMIA DI COMO AND THE STUDENT AND COMMUNICATIONS TO THE STUDENT'S FAMILY

23.1 Accademia di Como arranges to set up for the student a personal e-mail address that will be the official channel of communication between Accademia di Como and the student. All communications by Accademia di Como are made to the assigned e-mail address, which the student is obliged to check regularly. The termination of student status for whatever reason and/or cause shall result in the consequent termination of the assigned email address, which shall therefore no longer be active.

23.2 The adult student authorizes the Academy to communicate directly with a family member or legal guardian in case of emergency or for serious reasons, including matters related to their health. In this case, the student is required to provide a contact during the enrollment process, following the procedures communicated by the Academy.

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

24.1 Any future measures of a legislative, administrative and/or judicial nature which, to whatever extent, modify, suspend, revoke and/or cancel the authorizations granted to Accademia di Como by the Ministry of Education, Universities and Research, shall not give the Student any right to make compensation and/or restitution claims of any kind against Accademia di Como, also if relating to the Course for which the student is matriculated and/or enrolled.

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 di Como'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 di Como.

25.2 Accademia di Como 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 di Como 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 di Como to the Student by way of reimbursement and/or damage compensation and/or indemnification.