

SCUOLA DI MUSICA DI FIESOLE

FONDAZIONE – ONLUS

iscritta al n° 6 del Registro Regionale delle Persone Giuridiche Private

Rev.30/03/2020

COURSE GUIDE
1st and 2nd
UNIVERSITY LEVEL
BACHELOR'S AND
MASTER'S DEGREES
2020-21 Academic Year



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1. ACADEMIC RULES AND REGULATIONS

The Academic Rules and Regulations are awaiting ministerial approval; the document is recorded of the Directorate General for AFAM.

2. 2020-21 AFAM COURSE OFFERINGS

TRIENNIO/BACHELOR'S DEGREE COURSES

The Triennio is a degree course which results in a 1st level Academic Diploma in Musical Disciplines, equivalent to the 1st level Degree. Our School received accreditation in 2013 from the Italian Ministry of Education to award Level I AFAM Diplomas [AFAM: *Alta formazione artistica, musicale e coreutica* or Higher Education in Art, Music and Dance], which are the equivalent of a Bachelor's Degree. The Triennio was created by Italian reform Law 508/99 and its curriculum complies with European standards.

The three-year period provides for a credit system in line with the principles of the ECTS (European Credit Transfer System). To obtain a diploma the student must complete 180 credits (60 per year for 3 years).

For the 2020-21 academic year, we offer the following Bachelor's Degree courses:

Harp, Bass tuba, Voice, Renaissance and Baroque Voice, Guitar, Clarinet, Harpsichord and historical keyboards, Composition, Double bass, Horn, Bassoon, Accordion, Flute, Transverse Flute, Lute, Oboe, Organ, Percussion, Piano Accompaniment, Piano, Saxophone, Trumpet, Trombone, Viola, Viola da gamba, Violin, Baroque Violin, Cello, Baroque Cello. The Jazz Department offers: Jazz Drums and Percussion, Jazz Clarinet, Jazz Singing, Jazz Double Bass, Jazz Piano, Jazz Piano, Jazz Saxophone, Jazz Trumpet.

BIENNIO/MASTER'S DEGREE COURSES

The 2nd level Degree provides students with an advanced-level musical, instrumental and cultural education in a certain area of study.

The Biennio provides for a credit system in line with the principles of the ECTS (European Credit Transfer System). To obtain a diploma the student must complete 120 credits (60 per year for 2 years).

For the 2020-21 academic year, we offer the following Master's Degree courses:



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- Piano
- Chamber Music

3. ADMISSION REQUIREMENTS

TRIENNIO/BACHELOR'S DEGREE COURSES

High school diploma or other qualification obtained abroad corresponding to a qualification obtained at the end of a school period of at least 12 years (High school diploma in the Italian system).

The level of musical preparation necessary for admission to the three-year course can be determined from the entrance examination programs published annually on our website.

Admission is granted to students who have not yet graduated from high school but who are enrolled in the third year or above, provided they demonstrate particularly strong artistic qualities. The high school diploma must be obtained before taking final exams of the Bachelor's Degree Course.

The recognition of qualifications obtained abroad is regulated by current law, which can be viewed on the website www.studiare-in-italia.it

BIENNIO/MASTER'S DEGREE COURSES

Level I Diploma (Triennio/Bachelor's Degree) obtained from Italian State Conservatories of Music and Private Musical Institutes of equal rank, foreign institutions of equal rank or Conservatory diploma earned under the former academic system) together with a high school diploma. Credits or lack thereof are attributed in relation to the previous course completed.

The recognition of qualifications obtained abroad is regulated by current law, which can be viewed on the website www.studiare-in-italia.it

Educational qualifications necessary for foreign students, both EU and non-EU)

Foreign qualifications must be presented with original documentation in the foreign language, accompanied by a legal translation in Italian (except in cases expressly provided for by relevant legislation).

Students must present the "*Dichiarazione di valore in loco*", (Declaration of local validity) which states that the qualification, in the country in which it was obtained, gives access to the course in question. The declaration is issued by the Italian Diplomatic Authority of the country of origin.

International foreign students who require an entry visa to Italy must follow the pre-enrolment procedure indicated on this website: <http://www.studiare-in-italia.it/studentistranieri/>

The list of courses and the corresponding availability at each AFAM Institution for non-EU citizens residing abroad, an integral part of the provisions, can be consulted on the Ministry's website:

<http://afam.miur.it/studentistranieri/>

Italian Language for Foreigners

Non-EU citizens residing abroad must demonstrate good knowledge of the Italian language. Students who do not possess the required level will be sent to the appropriate Italian language course and may be admitted to degree courses with contingency.



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4. COURSE CURRICULUM

Course curricula are available on the school website.

The student may consult the Triennio/Biennio Advisor and propose a personalized course curriculum for approval.

The deadline for submitting the course curriculum is November 1st.

Course curriculum may be modified during the three-year course; any changes must be approved by the Advisor and by the Artistic Director. The modified course curriculum replaces the previous one.

Attendance Policy

The provisions for attendance are established by the regulations of the individual courses of study. These attendance obligations are generally equivalent to 80% of the hours of lessons provided for each discipline.

5. APPLICATIONS AND ENTRANCE EXAMS – ENROLLMENT OF NEW AND RETURNING STUDENTS

Admission applications must be completed using the appropriate forms, available on the Triennio/Bachelor page on our website: www.scuolamusicafiesole.it

Applications must be submitted no later than the 1st of September.

Entrance Exams:

Entrance exams will take place during the month of September.

The calendar will be posted in a memo from the Director posted on the Admissions page on our website: www.scuolamusicafiesole.it.

Programmes for entrance exams are posted on the Advanced Courses page in the Students Section of our website: www.scuolamusicafiesole.it.

Publication of list of admitted students:

Beginning on 30th September the list will be available on the Admissions page of our website: www.scuolamusicafiesole.it.

New students:

New First Year Students:

Those candidates who, in the ranking drawn up following the entrance exam, are deemed suitable must register by 10 October (Triennio/Bachelor) and on a date yet to be defined (Biennio/Master)

Registration with contingency:

Those who have completed all Triennio/Bachelor curricular exams by 31 October and intend to graduate no by the end of the Winter session (February) may take the entrance exam for the Biennio/Master, attend courses and take course exams following attainment of the Triennio/Bachelor degree.

Renewal of enrolment for returning students:

For returning students, the Registration deadline is 25th July.

Registration may be done online on the Triennio/Bachelor page on our website: www.scuolamusicafiesole.it

6. FOREIGN STUDENTS

Enrolment to Triennio/Bachelor courses is granted to those with the necessary requirements for admission to the entrance exam, in possession of a High school diploma or other qualification obtained abroad



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corresponding to a qualification obtained at the end of a school period of at least 12 years (High school diploma in the Italian system).

The recognition of qualifications obtained abroad is regulated by current law, which can be viewed on the website www.studiare-in-italia.it

Students must present the “*Dichiarazione di valore in loco*”, (Declaration of local validity) which states that the qualification, in the country in which it was obtained, gives access to the course in question. The declaration is issued by the Italian Diplomatic Authority of the country of origin.

Foreign students not considered EU citizens

Foreign students not considered EU citizens must have a residence permit valid for study. If the permit is not for study purposes, students may also submit an application for admission and, once they are determined eligible and admitted to the three-year course, they may enrol "on contingency". Enrolment "on contingency" will not prevent you from attending classes, taking exams, obtaining registration etc., provided that the student rectifies the situation by presenting his residence permit for study purposes once it is obtained.

For Chinese students participating in the Turandot Project, the enrolment procedures are specific to that project. The Italian Diplomatic Representation in China will provide information in this regard. For all general provisions and procedures relating to pre-enrolment, consult the notice at: <http://www.studiare-in-italia.it/studentistranieri/moduli/2020/Turandot2020.pdf>

Definition of Foreign students not considered EU citizens

For admission to the entrance exam and subsequent enrolment in a first level course as described in this section, citizens of the countries following countries are considered equivalent to EU students:

Vatican City, Norway, Iceland, Liechtenstein, Swiss Confederation, Republic of San Marino and the Holy See.

Citizens of the above countries are among those not required to present a residence permit as outlined in Paragraph 2, Point 2 of the Ministerial notice: [link](#)

7. RIGHT TO UNIVERSITY EDUCATION

Enrolled students are entitled to Right to University Education benefits, as provided for in an agreement with the Regional Agency for the Right to University Studies in Tuscany. For more information, consult their website: www.dsu.toscana.it

Students who apply for a scholarship through the DSU Regional Office are exempt from paying the DSU tax and attendance fees. At the time of publication of the ranking of DSU scholarships, those who are not among the winners and /or eligible must pay their fees within two weeks.

8. TIME PERIODS, DATES, DEADLINES

Deadlines	Date or Time period
Registration	until 1 September
Deadline for admission applications and transfers	1 September
Autumn Exam Scheduling deadline	4 September
Autumn exam session	22 September – 4 October
Admission exams	9-15 September
New admission registration	10 October
Application deadline to obtain the qualification of "part-time student"	5 October



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Presentation of course curriculum	15 October
December Extra session Scheduling deadline	15 November
December Extra session	14-16 December
Winter Exam Scheduling deadline	31 January
Winter exam session	17- 22 February
April Extra session Scheduling deadline	28 March
Final deadline Triennio Exam (previous year)	1 April
April Extra session	12-14 April
May Extra session Scheduling deadline	24 April
Final Triennio Exam session (previous year)	until 30 April
Enrolment deadline for 3 rd year students unable to graduate	10 May
May Extra session	24-26 May
Summer Exam Scheduling deadline	1 June
Summer exam session	16 June – 5 July
Application renewal deadline	25 July
Application renewal payment deadline	31 July

9. INCOMPATIBILITY and DUAL UNIVERSITY ENROLLMENT

Pursuant to Law 240/2010, art. 29, paragraph 21 and Ministerial Decree of September 28, 2011, simultaneous enrolment in advanced music training courses and university courses is compatible. The aforementioned decree dictates the organizational procedures to allow students to simultaneously enrol in courses of study at universities and at institutes of Higher Education in Art, Music and Dance [http://attiministeriali.miur.it/anno-2011/settembre/dm-28092011-\(4\).aspx](http://attiministeriali.miur.it/anno-2011/settembre/dm-28092011-(4).aspx)

Students enrolled in university or academy courses based on the credit system may not attend a first or second level academic diploma course at SMF or any other institution, without first obtaining the qualification of part-time student.

Enrolment in more than one first level academic diploma at the same time is not allowed.

The ban on enrolling in two legally recognized conservatories or institutions remains unaffected. Violation of this rule involves the automatic cancellation of any registration subsequent to the first.

10. TRANSFERS

Students can request transfer from another institute with a request addressed to the Director sent no later than 1 September. The transfer is subject to the entrance exam. Candidates deemed eligible and admitted to the course must enrol by the deadlines outlined in this document and may also present an application for recognition of credits and exams taken, if desired. The application for recognition of credits must be accompanied by a self-certification in accordance with the law, as well as a list of completed programmes. Registered students will be able to present their course curriculum once the document confirming recognition of exam and credits has been issued.

11. INTERRUPTION AND SUSPENSION OF ATTENDANCE

Pursuant to the D.P.C.M. decree of April 9, 2001 art. 8, paragraphs 4 and 5, enrolment is considered “interrupted” when the student does not re-enrol without having formally renounced his studies. Once interruption occurs, it must last for at least 2 academic years. Exceptions for one year are granted to students engaged in civil service, female students in the year of birth of each child and students who are forced to interrupt their studies due to serious and prolonged infirmities, duly certified.



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Within three academic years, students who do not renew their enrolment retain the possibility to attend the year of the course following the last one attended by filing a new application. Acceptance of said application is subject to the verification of the credits acquired and their continued validity, class availability, and good financial standing.

Students may request the suspension of studies for one or more academic years. Suspensions are granted by the Artistic Director and must be requested no later than 1 September. Readmission is granted subject to availability.

During the period of interruption or suspension of studies, students are exempt from paying fees but may not take part in any academic activities (lessons and /or exams). To obtain reactivation, the student must pay €50 for the first 6 months of suspension or interruption and €30 for each subsequent month.

The years of suspension or interruption are not considered for the purpose of course extension. If the suspension is less than 3 months, the student can be readmitted to take the exams and qualifications if he has acquired all attendance requirements as outlined in the course curriculum. Otherwise, the student will have to register again for the months necessary to complete the requirements.

12. PART-TIME STUDENTS

Up until 10 October, students may submit applications to obtain the qualification of "part-time student" for the academic year. All students enrolled in the regular years of the first level diploma course who, for work, family or personal reasons, feel they will be unable to complete their studies with respect to the timelines set forth in the Academic Rules and Regulations document may apply for the qualification of part-time student. The classification of "part-time" allows students to complete one academic year over the course of two years. Part-time students will have a 30% reduction in tuition.

13. SKILL ASSESSMENT, EXTENSION AND REPITION/ABSENCE RECOVERY

Skill Assessment

If the assessment of necessary basic skills during the second entrance exam test yields a negative result, students will be required to attain the necessary skills by attending and passing additional courses within the first year of the course, at the very latest by the Winter session of the following academic year, under penalty of expulsion from the course of study.

Extension

Students who, despite having completed the number of years required for the course of study, have not acquired sufficient academic training credits to be admitted to take the final exam, may extend their study to subsequent academic years. The entire period must be no more than twice the duration of the course. These students are classified as "fuori corso" or on extension.

Part-time students may also take advantage of the extension with the same rules applied to full-time students. Students who do not complete their course of study within twice the duration of the courses and those who at the end of the third year have not acquired at least half of the credits relating to the entire course of study are usually expelled.

Repetition - Absence Recovery

Repetition of a class may be granted only once within the course of study. The aforementioned provision also applies in the event of failure to fulfil attendance obligations.

However, only absences for serious health reasons or participation in concerts and events organized by the School and authorized by the Director are considered justified.

14. GRADUATING STUDENTS



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The graduating student is defined as he/she who intends to complete the first or second level academic qualification by the April session of the following calendar year and who has complied with the attendance obligations of all the disciplines foreseen in his / her course curriculum by October of the current year.

If this is the case, the student does not have to enrol for the following academic year.

In the event of failure to complete the qualification by April, graduating students will be required to submit an application and pay fees for the first extension year (see fee table) no later than 10 May.

15. FINAL EXAM

Diplomas are awarded following successful completion of the final exam. Students are eligible to take the final exam after having completed all credits listed in their course curriculum. The final exam consists of a performance/demonstration in the major field of study and of the discussion of a written paper of adequate artistic-scientific value.

The final grade is obtained beginning with the weighted average of the individual marks, which can be integrated when discussing the thesis up to a maximum of 110/110. Honours (110 cum laude) may be added to the maximum grade, provided that it has been decided unanimously by the examination board. The board can also attribute, by unanimous decision, an honourable mention.

For the final exam, the student can choose between two possibilities:

- The writing of a thesis, minimum 40 pages, on a musical or musicological topic. This test will be graded to a maximum of 6 points.
- The drafting of a written concert program booklet, minimum 20 pages, relating to the musical programme to be played during the final exam and, if possible, with a strong personal connotation, complete with page numbers, photos/pictures and bibliography. This test will be graded to a maximum of 4 points.

The student may personally choose his/her own supervisor and, if desired, a co-supervisor for the final exam. The supervisor may be the professor of the major field of study, or a professor of another complementary course with whom the student has taken at least one exam. The co-supervisor may be chosen in agreement with the supervisor.

Information relating to the thesis is specified in the "Final exam Regulations and Directives for first and second level Academic Diplomas".

For the Triennio/Bachelor Degree, booking of the final exam must be completed at least 1 month before its presumed date. At least 10 days must elapse between the last course exam and the final exam.

The thesis, created according to the criteria set out in the Regulation document, must be delivered as follows: one original hard copy and one PDF file to the School Secretary's office no later than 7 days before the exam date; one copy to the School Library by the date of the final exam.

On the day of the final exam, the candidate must give the exam board commissioner a copy of both the thesis and the recital programme.

For the Biennio/Master's degree, booking of the final exam must be completed at least 1 month before its presumed date. At least 10 days must elapse between the last course exam and the final exam.

The thesis, created according to the criteria set out in the Regulation document, must be delivered as follows: one original hard copy and one PDF file to the School Secretary's office, the supervisor and the counter-supervisor no later than 15 days before the date of the exam; one copy to the School Library by the date of the final exam.

On the day of the final exam, the candidate must give the third exam board commissioner a copy of the thesis and / or the recital program.

16. DIPLOMA SUPPLEMENT



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As a supplement to Diplomas conferred, the School issues a certificate containing the principal information of the course of study free of charge. This certificate, written in Italian and in English, complies with the model developed internationally and implemented by Italian legislation.

17. DELINQUENCIES

Students who are not up to date with the payment of tuition and enrolment fees cannot:

- attend classes or take exams;
- enrol for the subsequent year of the course;
- obtain any certificate relating to his course curriculum

18. SCHOLARSHIPS

The School promotes various forms of support awarded both on the basis of merit and on the basis of need due to economic hardship.

Merit Scholarships are awarded following a competition organized annually by the School for students of the Basic Courses, geared toward identifying the most deserving students to be included in the School's concerts. The competition rules are published annually on the school website.

Need-based Scholarships for economic difficulties are awarded following a competition for enrolled students who have documented economic hardship. The competition announcement is published annually on the School website.

In addition, students can also apply for aid to the DSU in Tuscany. The competition rules are published annually on the DSU Toscana website.

19. ORIENTATION AND ADVISEMENT

Orientation takes place through meetings with the Academic Advisor and School Secretary's Office both at the beginning of the year for the compilation of the personalized course curriculum, and during the year in order to provide information on courses, student services, administrative issues, extra-curricular activities and anything else deemed of interest to students.

The School also offers orientation services geared toward employment and professions.