



**CONSERVATORIO  
DI MUSICA  
ALESSANDRO  
SCARLATTI  
PALERMO**  
GIÀ VINCENZO BELLINI

# **PRESENTATION AND MANIFESTO OF STUDIES**

## **Academic Year 2022/2023**

Academic Courses of Level I (Triennial)

Academic Courses of Level II (Biennial)

Initial Formation Courses

Preparation Courses

Pre-Academic Courses

# INDEX

CONDITIONS	Pag.2
- Guidelines	Pag.3
- Calendar of Academic Exams	Pag.4
ACADEMIC COURSES – LEVEL I AND LEVEL II	
- Academic Program and Title Prerequisites	Pag.5
- Contemporary Enrolment for Extra Courses and Admissions	Pag. 6
- Exam Exonerations and Merit Ranking	Pag. 8-9
- Matriculation	Pag. 10-11
- Single Courses and Open Courses	Pag. 12
- Re-Enrolment/Incoming Transfers	Pag. 13
- Graduating Students and Final Exam	Pag. 14
CAREER MANAGEMENT (ACADEMIC COURSES – LEVEL I AND LEVEL II)	
- Part-time	Pag. 15
- Renouncement/Career Suspension	Pag. 16
- Academic Career Acknowledgement/Cancellation of Studies/ Outgoing Transfers/Exceedance of Academic Terms	Pag. 17
- Transition of Courses/Exam Bookings/ Optional Subject Areas/Further Didactic Activities	Pag. 18
- Validation of Credits	Pag. 19
INITIAL FORMATION COURSES	Pag. 20
PREPARATION COURSES	Pag. 21
PRE-ACADEMIC COURSES/MASTER COURSES OF LEVEL II/ FINAL REGULATIONS	Pag. 22

## CONDITIONS

### I. GUIDELINES

#### Student Administration Office

The Student Administration Office is available for information regarding students and their requirements.

The procedure scheduled for Matriculation/Enrolment is exclusively performed online via the ISIDATA platform ([www.isidata.net](http://www.isidata.net)). Upon Matriculation, the portal generates the relevant credentials for access. Following this, the Administration Office generates the institutional credentials ([name.surname@conservatoriopalermo.it](mailto:name.surname@conservatoriopalermo.it)), utilized for eventual remote lessons on the Microsoft Teams platform. In the case where students have lost their access credentials for their personal profile, they can request them by contacting the Administration Office.

The Administration Office can also be contacted via email at the following address:

[didattica@conservatoriopalermo.it](mailto:didattica@conservatoriopalermo.it)

<b>Reception for the Public:</b> <ul style="list-style-type: none"><li>• Monday: 11:00 – 13:00</li><li>• Tuesday: 15:00 – 17:00</li><li>• Friday: 10:00 – 12:00</li></ul> Eventual time changes are listed on the website.	<b>Reception by Telephone:</b> <b>(091-580921 / 582803 / 8486022):</b> <ul style="list-style-type: none"><li>• Monday: 09:00 – 10:30</li><li>• Wednesday: 09:00 – 11:00</li><li>• Friday: 09:00 – 10:00</li></ul>
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#### Protocol Office

The Protocol Office accepts requests from students only for:

- Certificate Requests
- Refund Requests
- Career Suspension Requests
- Cancellation of Studies Requests
- Final Exam Requests
- 'Nulla Osta' Requests
- Validated Subject Requests

Uploaded on the ISIDATA portal, in section "STUDENT RECORD" are the following:

- Curriculum (Part-time);
- Declaration of credits obtained;
- Module with option: Biennial pending period/pending;
- Attestation ISEE-U;
- Exemption modules;
- Module for graduating students;
- Requests for integration of a selection of activities
- Auto-certification/copy of title obtained

In addition, on the ISIDATA portal, in section "MANAGEMENT OF EXAMS", lessons chosen by students (see procedure guide ISIDATA STUDENTS).

## Website of the Conservatorium

On the website of the Conservatorium: [www.conservatoriopalermo.it](http://www.conservatoriopalermo.it) there is important information within the section FORMATION and ADMINISTRATION, and ALBO ONLINE. Download the appropriate forms to use from the following link: <https://conservatoriopalermo.it/modulistica/>

## Erasmus

For further information, consult the website with the following link:

<https://conservatoriopalermo.it/erasmus/info/>

## 2. THE OBJECTIVE OF THE PUBLICATION OF COURSES

The Publication of Courses has the objective to inform students of current courses C/- Conservatorium of Music “A. Scarlatti” for the Academic Year 2022/2023 including all formal and administrative requirements of the students.

## 3. CURRICULUM

- Academic Diploma Course, Level I (Triennial)
- Academic Diploma Course, Level II (Biennial)
- Initial Formation Courses (constituted as of Academic Year 2021/2022)
- Preparation Courses (constituted as of Academic Year 2019/2020)
- Annual Master Courses, Level II
- Single and Open Courses

## 4. REGULATIONS

Formation Courses of the Conservatorium of Music “A. Scarlatti” are subject to the following documents:

- Regulations concerning the Didactics Prot. n. 21674 dated 21/12/2021
- Regulations for Student Contributions for Academic Year 2022/2023
- Regulations for Preparation Courses
- Regulations for Courses of Base Formation to Complete Capacity
- Regulations of the Student Advisory Board
- Regulations of Initial Formation Courses (constituted as of Academic Year 2021/2022)
- Regulations of Single/Open Courses (awaiting approval)

Regulations of the Conservatorium of Music “A. Scarlatti” of Palermo can be consulted on the website of the Conservatorium <http://www.conservatoriopalermo.it>

## 5. ACADEMIC CALENDAR

The 2022/2023 Academic Year starts on **1 November 2022** and closes on **31 October 2023**. Festivities and other closings are scheduled with the following provisions of the Director (published on ALBO ONLINE).

**Start of Didactic Courses as of:** Wednesday, 02 November 2022

The calendar lessons for each course are published on the website of the Conservatorium of Palermo in section ALBO ONLINE.

**CALENDAR FOR ADMISSION EXAMS FOR ACADEMIC YEAR 2022/2023**

<b>COURSE</b>	<b>Terms and Conditions for Presenting Enrolment</b>	<b>Date of Admission Exams</b>
Initial Formation	From 1 - 30 April 2022	From 20 - 24 June 2022
Preparation	From 1 - 30 April 2022	From 22 - 27 July 2022
Triennium/Biennium	From 02 May – 15 June 2022	Biennium from 04 - 11 July 2022
		Triennium from 18 - 20 July 2022
		Verification of Competences: 11 July 2022

**CALENDAR FOR ENROLMENTS FOR ACADEMIC YEAR 2022/2023**

<b>COURSE</b>	<b>Terms and Conditions for Presenting Enrolment</b>
<p align="center">TRIENNIUM AND BIENNIUM (for Matriculation, Re-enrolment and Incoming Transfers)</p>	<p align="center">From 1 August – 9 September 2022 (late enrolments are not accepted)</p>
<p align="center">PREPARATION COURSES, PRE-ACADEMIC COURSES AND COURSES OF INITIAL FORMATION (Only Enrolment Renewal)</p>	<p align="center">From 1 July – 31 July 2022</p>
<p align="center">PREPARATION COURSES AND COURSES OF INITIAL FORMATION (Only Matriculation)</p>	<p align="center">From 1 August – 9 September 2022</p>

**ACADEMIC EXAMS, LEVEL I (TRIENNIUM) AND LEVEL II (BIENNIUM)**

<b>SESSION</b>	<b>DATE</b>	<b>BOOKING PROCEDURE</b>
Extraordinary	<p align="center">SEE APPROVAL FOR CALENDAR YEAR 2022/2023 (ALBO ONLINE)</p>	<p>Requests for booking an exam must take place <u>at least 3 days before</u> the established date, via ISIDATA.</p>
Summer		
Autumn		

**DEGREE, LEVEL I (TRIENNIUM) AND LEVEL II (BIENNIUM)**

<b>SESSION</b>	<b>DATE</b>	<b>TERMS AND CONDITIONS FOR PRESENTING ENROLMENT</b>
Extraordinary	<p align="center">SEE APPROVAL FOR CALENDAR YEAR 2022/2023 (ALBO ONLINE)</p>	<p>Within 45 days of the starting date of the Graduation Session</p>
Summer		
Autumn		

# ACADEMIC COURSES OF LEVEL I (TRIENNIUM) AND LEVEL II (BIENNIUM)

## I. ACADEMIC PROGRAM

The duration for Academic Diploma Course, Level I (Triennium) is of 3 years.

The duration for Academic Diploma Course, Level II (Biennium) is of 2 years.

A complete list of the Active Courses C/- Conservatorium of Palermo is available and can be consulted on the website of the Conservatorium in the section “FORMATION” – “COURSES” – “COURSES OF FIRST LEVEL” or “COURSES OF SECOND LEVEL”.

An Academic Program is available for every course.

## 2. TITLE PREREQUISITES

The qualification for Academic Courses of First and Second Level is subject to the successful completion of an Admission Exam. With relation to the application, the procedure of the exam and the program **refer to paragraph N.4 “ADMISSION”**. The Admission Application foresees the following prerequisites:

### ▪ Academic Course of Level I: (Triennium)

The admission to Academic Courses of Level I is reserved to students with the following titles:

- High School Diploma (5-year Course or Supplementary Year);
- Qualification obtained in foreign countries and recognized as equivalent
- Students with a natural ability and attitude that to date are not in possession of a High School Diploma, on condition that the title is obtained before the end of the Academic Course of Level I.

### ▪ Academic Course of Level II: (Biennium)

The admission to Academic Courses of Level II is reserved to students with the following titles:

- Diploma of the Conservatorium and High School Diploma or equivalent titles;
- Academic Diploma of Level I (Triennium) obtained at a Conservatorium of Music or I.M.P.;
- Diploma of the Conservatorium or of an Authorized Musical Institute of the previous reform regulation, together with a High School Diploma (5-year Course or Supplementary Year);
- Degree or Equivalent.

### ▪ Title Prerequisites for International Students

International students (EU and non-EU citizens), for the purpose of admission to Academic Courses of Level I and Level II, must be in possession of a school qualification as well as a music qualification that consents the Admission to courses of Advanced Formation. Students that are in possession of a qualification obtained in another country are obligated to present a “Certificate of Equivalence” issued by the Italian Diplomatic Authorities in the country where the qualification was obtained. In addition, understanding of the Italian language at **BI Level** is requested.

For foreign students who are not in possession of a certificate, certifying BI Level in Italian, it is obligatory to take a test that certifies the knowledge of the Italian language. According to the results, students may be attributed the attendance requirement (with final exam) of a course of the Italian language.

With reference to the entry procedures in Italy for international students, refer to circular of the following link:

[https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare\\_2022\\_2023.pdf](https://www.studiare-in-italia.it/studentistranieri/moduli/2022/Circolare_2022_2023.pdf)

### 3. CONTEMPORARY ENROLMENT FOR TWO COURSES

Legislation No. 33 dated 12 April 2022, recently approved by Parliament, consents the contemporary Enrolment of two Courses of Advanced Formation in two different AFAM Institutes.

The Legislation mentioned will take effect following the issuance of the actual Decree C/- the Ministry of Education and Research.

### 4. ADMISSION

The qualification for Academic Courses of First and Second Level is subject to the successful completion of an *Admission Exam*. Programs relating to Admission Exams for access to Academic Courses are defined by the respective didactic establishments, together with the requested requisites for participation (cfr. Par. Admission Titles above) and are listed in the Admission Notices for Academic Year 2022/2023.

A contemporary Admission Exam to more Diploma Courses of Level I and Level II is possible (having the requisites for access) C/- the Conservatorium.

The qualification for Academic Courses of Level I with reserve is also available to those who are not in possession of a Secondary School Diploma to date. In such case, access to the final exam relating to the Diploma of Level I, is subject to the successful completion of a High School Diploma on behalf of the student. In absence of such sole compliance to the Curriculum (i.e. temporary acquisition of CFA) will remain frozen (Art. 7 comma 3 D.P.R. 212/2005).

Upon completion, the title (a photocopy or auto-certification) will be uploaded in the section "STUDENT RECORD".

**In relation to the access procedure, consult the relative Admission Notices relating to Academic Courses of Level I (Triennium) and of Level II (Biennium) for Academic Year 2022/2023 posted in the Public Register of the website relating to the Conservatorium in the section "ADMISSION" (Triennium/Biennium).**

**ONLY** the successful completion of the Admission Exam will allow for the Matriculation of Courses related to First and Second Level.

Students that highlight weaknesses relating to the admission of the exam can be attributed formative debts to fulfil with the attendance of formative lessons. In such cases, Enrolment to the Conservatorium is possible according to the relevant Commissions as regulated with:

1.Triennium with debt

2.Biennium with debt

3.Period of debt (only Biennium) SEE PARAGRAPH 5.1 "ASSIGNED DEBTS AND ENROLMENT PROCEDURE"

#### 4.1 TERMS AND CONDITIONS OF ADMISSION

The Application Form must be presented **exclusively online** completing the Registration on the ISIDATA portal. Instructions for correct completion and submission of the Application Form can be consulted in the Public Register of the Conservatorium website.

In the case where candidates would like to present the Application Form for one or more courses, it is necessary to register more times via the ISIDATA platform and repeat all the procedure for every Application of Admission.

**4.2 STRUCTURE OF ADMISSION EXAM (valid for all candidates of the Academic Triennium of Level I and for candidates of Courses relating to the Academic Biennium of Level II, not from the Conservatoriums).**

The Admission Exam is structured in two parts:

- **Verification of Structured Competences as mentioned in the following table;**
- **Practical Exercises (execution and/or written) and motivational interview (only for candidates who have met the requirements relating to the competences);**

ADMISSION EXAM	STRUCTURE OF EXAM MODULES	
VERIFICATION OF COMPETENCES	<b>Theory, Rhythm and Perception of Music</b> <i>(for all courses)</i>	Test No. 1: <b>Rhythmic Reading</b>
		Test No. 2: <b>Choral Singing and Perception</b>
		Test No. 3 <b>Theory of Music</b>
	<b>Practice and Reading Exercises for Piano/Historic Keyboards</b> <i>(Harp courses for Renaissance and Baroque periods, Renaissance and Baroque singing, Historic clarinet, compositions, cornet, natural horn, Director of choir and chorale compositions, Direction of orchestra, Baroque bassoon, recorder, Baroque flute, lute, Baroque and Classical oboe, instrumentation for the wind section, Renaissance and Baroque trumpet, Renaissance and Baroque trombone, viola, Baroque violin, Baroque violoncello)</i>	
<b>The Theory of Harmony and Analysis</b> <i>(for courses of Directing of orchestra, historical disciplines, critical and analytical music analysis, instrumentation for wind orchestra)</i>		
<b>PRACTICAL EXERCISES</b> (only for candidates who have met the requirements relating to the competences);	(execution and/or written) and motivational interview;	

The Verification of Competences relating to Theory, Rhythm and Perception of Music are structured with three tests; Rhythmic Reading, Choral Reading and the Perception and Theory of Music:

- **For all Courses with the exception of DIDACTICS OF MUSIC, ELECTRONIC MUSIC AND CRITICAL HISTORICAL AND ANALYTICAL DISCIPLINES OF MUSIC:** In order to take the second and third test, candidates must obtain in the first test, an evaluation referred to as **“ELIGIBLE”** or demonstrate to have a preparation traceable to the contents equal to the 2<sup>o</sup> annual of the module titled *“Rhythmic Reading”* in relation to the Preparatory Course of the Conservatorium with an evaluation referred to as **“ELIGIBLE WITH PENDING”**.  
If with the First test, students result **“ELIGIBLE”**, they can have attributed a pending in the Second and/or Third test, to be bridged within the first year. If with the First test, students resulting **“ELIGIBLE WITH PENDING”**, they can have attributed ONLY an extra pending in the Second or Third test, to be bridged within the first year.
- **For COURSES RELATING TO THE DIDACTICS OF MUSIC, ELECTRONIC MUSIC AND THE CRITICAL HISTORICAL AND ANALYTICAL DISCIPLINES OF MUSIC:** The Verification of Competences Exam will be successfully completed by candidates who result **“QUALIFIED”** in at least one of the three tests scheduled. Candidates resulting **“Not Qualified”** from the Verification of Competences Exam or of the Practical Exam or if they result absent, will not be able to enrol within the Triennium, but they can register to take the Admission Exam relating to the Preparatory Course that is held according to the calendar published in the Registry of the Conservatorium (July, 2022), for the same instrument, object of admission relating to the Triennial Course, without further payment.



### 4.3 EXEMPT FROM VERIFICATION OF COMPETENCES

Students in possession of the titles reported in the following table, per single area, can be exempt from taking the Verification of Competences Exam.

The eventual request of exemption needs to be carried out by completing the specific module, 'ATTACHMENT A' of the Admission Notices, attached with all the relevant documentation.

EXEMPT FROM VERIFICATION OF COMPETENCES	
Area	Title
Theory, Rhythm and Perception of Music	Licence in <i>Theory, solfeggio and musical exercises</i> of the Previous Regulation (Old Regulation to Complete Capacity) obtained C/- a Conservatorium of Music in Italy.
	Certificate of Competence in <i>Theory, Rhythm and Perception of Music</i> obtained at the Conservatorium of Music Alessandro Scarlatti, Palermo or from schools and institutes affiliated with the Conservatorium.
	Proven documentation of having taken the exams referring to all pending exams relating to Section COTP/06 Theory, Rhythm and Perception, C/- other Music Faculties/Conservatoriums. In this case, documentation will be evaluated by an appropriate Commission. A possible negative result will be communicated immediately and <u>the candidate is obliged to take the exam.</u>
	High School Diploma obtained in a Music Faculty.
Practice and Piano Reading/Historic Keyboard (where applicable)	Complementary Piano Licence (Triennial for instrumentalists; quadrennial for chorale singers and percussionists) of the Previous Regulation (Old Regulation to Complete Capacity) obtained C/- a Conservatorium of Music in Italy.
	Certificate of Competence in Complementary Piano obtained C/- Conservatorium of Music, Alessandro Scarlatti, Palermo.
	Proven documentation of having taken the exams in relation to all Pending Exams relating to "Practice and Reading Exercises for Piano" or "Historic Keyboards" during a Course of Studies within a pending period i.e. a Pending Triennial Period, C/- Conservatorium of Music Alessandro Scarlatti, Palermo.
	High School Diploma obtained in a Music Faculty on the basis that candidates have frequented Piano courses as a first or second instrument.
The Theory of Harmony and Analysis (where applicable)	Licence of Complementary Harmony (Biennial) of the Previous Regulation (Old Regulation to Complete Capacity) obtained C/- a Conservatorium of Music in Italy.
	High School Diploma obtained in a Music Faculty

#### 4.4 EXEMPT STUDENTS FROM MUSIC FACULTIES

Students coming from Music Faculties are guaranteed the acknowledgement of the competences acquired via the subjects relating to “Theory, Analysis and Composition” and “Musical Technologies” during the course of High School studies.

Hence, students from Music Faculties, resulting “ELIGIBLE” in the Practice Test and admitted according to the ranking of merit, may enrol in Year I of the Triennium, in accordance to the Provision of Art. 6, comma 5 of the M.I.U.R. Legislation dated 11/05/2018.

Possible pending debts that are variable according to the typology of the course with reference to the Admission Exam, will be confirmed by a specific Commission following enrolment and however, before the beginning of the Academic Year, following the information calendar that will be published at a later date.

**Students resulting absent from the Verification of Competence Exam, will be attributed the relative pending debts.**

Students who have been assigned pending debts will be considered as enrolled in “The Pending Triennium”. Students will be enrolled in Year One of the Triennium and may frequent all the subjects, however, **will not be able to take the exams of the subjects studied**, unless all pending exams assigned, have been resolved.

Incoming students from Music Faculties that apply for Admission to Courses where a Verification of Competence Test relating to “Practice and Piano Reading/Historic Keyboard” that are not in possession of the required requisites mentioned in the previous paragraph, limited to the Verification of Competence, need to undertake the exam relating to the Verification of Competence relating to “Practice and Piano Reading/Historic Keyboard” in the scheduled session of Admission Exams.

All relevant documents (copied or auto-certified via Annex A) must be attached at the time of application and will be submitted for evaluation.

#### 4.5 MERIT RANKING

The successful completion of the Admission Exam receiving “Eligibility” does not guarantee enrolment.

It is necessary to wait for the publication of the Registry of the Conservatorium, of the Merit Ranking List and of a specific provision of the Directorate determining the number of students admitted among those resulting eligible.

After the publication of the Merit Ranking List, it is possible to proceed with the Matriculation according to the procedures scheduled by the Regulation relative to Student Contributions for Academic Year 2022/2023, (Summary Outline Table A – Matriculation for Triennium/Biennium).

In the case of pending debts, students must proceed with the Matriculation according to the terms and conditions indicated in paragraph 5.1 titled “Assigned Debts and Enrolment Procedure”.

**For matters not provided for in the present Manifesto, refer to the Notices of Admission published in the Registry.**

## **5. MATRICULATION OF CANDIDATES ADMITTED (Enrolment for Year I)**

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Once the Merit Ranking List has been published, candidates who have resulted ELIGIBLE to the *Verification of Competence Exam* and to the *Practical Test*, if in a favourable position of the Admission Ranking List, can proceed with the Matriculation to the Triennium/Biennium according to the scheduled procedure.

Reference is made to the Regulation relevant to Student Contributions for the Academic Year 2022/2023 for:

- Procedure and Deadline for Matriculation and Enrolment (Table A – Academic Courses – Level I and Level II);
- Procedure and Deadline for Payments relating to Enrolment Contributions and Taxes;
- Fruition of Partial and Total Exemptions scheduled;
- Right for Late-Payment Fees and Administrative Sanctions

Students need to upload the following on the Student Record (Isidata):

- SEE-U Attestation for the Year 2022 (in the case of non-submission of the C.O.A., the maximum bracket will be determined according to the relevant table);
- Eventual requests in relation to exemption/declaration of payment ERSU in another university;

Students resulting eligible for the Admission Exam who do not perform Matriculation within the terms scheduled, are considered to have waived.

### **5.1 PENDING MATRICULATION**

With regards to students admitted to the Triennial Course resulting “eligible” with debt, can proceed with enrolment for:

- *Pending Triennial Period*

Candidates resulting “eligible” to the Admission of Course of Level II (Biennium) with pending debts can proceed with Matriculation according to the following procedure:

- *Pending Period (option A)*
- *Pending Biennial Period (option B)*

*(formalize your choice by completing module “OPTION PENDING BIENNIAL PERIOD” on the website)*

#### **5.1.1 PENDING TRIENNIAL PERIOD**

For Academic Year 2022/2023, Enrolment for a **“PENDING TRIENNIAL PERIOD”** is consented exclusively for candidates that have successfully completed the Admission Exam with a maximum of 2 pending debts. Upon enrolment, it is possible to frequent all scheduled subjects according to the Curriculum, **but it is not possible to take the exams before having successfully resolved all pending debts.**

For enrolment of the Academic Year following the Triennial Course, students need to have acquired 10 University Credits (CFU) within 10 August in accordance with the C.O.A. with reference to the fees described in Table I concerning the Regulation of Student Contributions for the Academic Year 2022/2023. The case in which students have not acquired 10 credits, reference to the fees must be made in Table 3.

For students enrolled in the “Pending Period” (to Complete Capacity as of Academic Year 2019/2020), it is possible to pass to the current year in the case where all pending debts for the Extraordinary Session 2023 have been resolved. Payment for enrolment for the Pending Period can be compensated with the eventual payment for the enrolment of the first effective year.

##### **5.1.2.1 BIENNIAL PENDING PERIOD (OPTION A)**

Students that have been attributed pending debts during the Admission Exam, can enrol in the “Pending Period” of the Academic Course of Level II (**up to a maximum of two years**) by paying a fixed All-

Inclusive Academic Contribution, regardless of the specific income bracket (See Regulation relevant to Student Contributions for Academic Year 2022/2023).

For students enrolled in courses relative to the “PENDING PERIOD”, application is not possible for:

- Part-time Enrolment;
- Transfer to other Conservatoriums;
- Suspension and Re-commencement of Studies;
- Academic Career Recognition.

### 5.1.2.2 BIENNIAL PENDING PERIOD (OPTION B)

**Students that choose the option “Pending Biennial Period”** will be enrolled in Year I of the Biennial Period and can frequent all the subjects, but will not be able to take the exams of the subjects studied, unless all pending debts assigned, have been resolved.

For enrolment of the Academic Year following the Biennial Course, students need to have acquired 10 University Credits (CFU) within 10 August in accordance with the C.O.A. with reference to the fees described in Table I concerning the Regulation of Student Contributions for the Academic Year 2022/2023. The case in which students have not acquired 10 credits, reference to the fees must be made in Table 3. In relation to the procedure and enrolment fees, reference is made to the Regulation relevant to Student Contributions for the Academic Year 2022/2023

## 5.2 ENROLMENT WITH CONDITIONS

Students that intend on obtaining a Final Qualification at the end of a Course of Studies within the following Extraordinary Session, dated March, 2023 can also apply for Enrolment of another Course of Studies at the same time *on condition that* they are in possession of all other prerequisites scheduled by the Didactic Regulation i.e. as a *Graduating Student*.

In the case where students result eligible relating to the Admission Exam, they **MUST** proceed with Enrolment under Special Conditions. Reference is made to the Regulation relevant to Student Contributions for the Academic Year 2022/2023 for:

- Terms and deadline relating to Student Enrolment (Module “Enrolment Under Special Conditions”);
- Terms and deadline relating to Payment of Fees and Contributions for Enrolment;
- Fruition of Partial and Total Exemptions where allowed;
- Suspension

Students within the title “Under Special Conditions” can frequent the subjects of the Study Program on a regular basis and take the relevant exams. In the case where the academic title has not been achieved of the previous course (final exam) within the Extraordinary Session, **there will be an effective cancellation of the enrolment** “*Under Special Conditions*” and the fees and contributions paid will be utilized to perfect the enrolment renewal of the new Academic Year (exceeding period) of the course frequented. Incoming students from other Conservatoriums who are not able to withdraw, can request a refund of 50% of C.O.A. paid for enrolment for Year I “Under Special Conditions”.

### 5.3 ENROLMENT FOR SINGLE COURSES

Single courses are courses for the Academic Year relevant to the Curriculum relating to the Academic Diploma of Level I and Level II. Single courses have the objective of:

- Personal training and professional development without having to enrol in a complete Degree Course;
- Achievement of necessary requisites to access Academic Courses.

Citizens of the European Union member states who are in possession of a Secondary School Qualification or Non-European Union citizens in possession of an equivalent and recognized school qualification, not enrolled in any Course of Studies C/- Institutes of Advanced Musical Formation.

For the admission to “Single Courses”, regarding the Academic Biennial Courses of Level II, it is also necessary to be in possession of one of the following titles:

- Conservatorium Diploma of the Previous Regulation (in conjunction with a High School Diploma or another title obtained abroad and legally recognized as eligible);
- Academic Diploma of Level I
- Academic Title of Level I obtained abroad and legally recognized as eligible;
- Degree of the Previous Regulation;
- Triennial Degree
- Degree obtained abroad and legally recognized as eligible;

Upon conclusion of the number of attendance hours scheduled, an exam to obtain a Certificate relating to conclusion of the course needs to be taken within the Session of enrolment of the Academic Year. In order to frequent Single Courses in the following Academic Year, a new Application for Enrolment is necessary. It is not possible to request enrolment for a single course already frequented in precedence and successfully completed.

The terms relating to the Application and the frequency procedures are determined by the Academic Board of which, depending on the availability of resources and facilities, establishes the maximum number of enrolments per course on an annual basis.

Enrolment is consented also for more than one course, with an individual typology, group or collective as indicated in the relevant Curriculum. Acknowledgement, in the case of a further enrolment of Academic Courses, will take place in the appropriate Didactic facilities, that will check for any obsolescence. The Courses that require Piano Accompaniment or relative to Orchestral Conducting, have a higher cost.

### 5.4 ENROLMENT FOR OPEN COURSES

The Conservatorium organises Non-Curricula Study Courses denominated as Open Courses, in order to frequent individual formation of instruments, singing and composition.

Enrolment is subject to the availability of the number of seats and professors and an Admission Exam could be required. Not being considered Curricula Courses, an enrolment request is also possible for the current Academic Year.

There is no restriction relating to attendance for those who are simultaneously enrolled in a Diploma Course C/- a Conservatorium or an Afam Institution. Open Courses do not foresee formative credits, however, at the end of the lessons, a Certificate of Attendance will be issued upon request of the students.

## **6. ENROLMENT RENEWAL (for the following years after Year I)**

Enrolment renewal relating to Courses of Level I and Level II is exclusively submitted online on the ISIDATA portal. In the section “Student Record” on ISIDATA portal, students need to attach the following documentation:

- Module relating to the statement of credits acquired between 11/08/2021 and 10/08/2022;
- Attestation ISEE-U for Year 2022 (in the case of non-presentation, the *Annual Comprehensive Contribution (C.O.A.)* will be calculated according to the maximum range indicated in the appropriate Table);
- Eventual modules relating to exemption requests/declaration of ERSU payments C/- another university;
- Attestation of paid contributions;

Reference is made to the Regulation relevant to Student Contributions for the Academic Year 2022/2023 for:

- Procedure and deadline for Re-enrolment (Table A – Academic Courses – Level I and Level II ENROLMENT RENEWAL);
- Procedure and deadline for Payment relating to Enrolment Contributions and Taxes;
- Fruition of Partial and Total Exemptions where allowed;
- Position Suspension, Application of Late-Payment Fees and Administrative Sanctions;

### **6.1 RE-ENROLMENT FOR PENDING PERIOD (to Complete Capacity)**

Students who have already enrolled in the Pending Period who intend renewing their enrolment, reference is made to the Manifesto and to the Regulation of Student Contributions (Table B – Pending Period) relevant upon Enrolment.

### **6.2 INCOMING TRANSFERS**

Students can obtain transfer to this Conservatorium upon Application **within 31 July, 2022. Applications for Transfer of Students that need to take the Final Exam in order to obtain the Continuation of Studies or that have taken only the Admission Exam will not be accepted.**

Upon verification of the available seats relating to closed-numbered courses, students need to take an Exam of Eligibility that coincides with the Practical Exam relating to the Admission Exam in respect to the Course of Studies.

The Transfer Application is considered as accepted, only after having successfully passed the Eligibility Exam. Upon acceptance, the Academic Course of Studies of students will be further evaluated. In particular, upon request of the interested Party, the completed exams will be acknowledged if coherent with the disciplines present in the Curriculum and any formative pending debts to resolve with Supplementary Courses indicated.

Generally, students who have transferred, are enrolled in Year I of the Curriculum. Upon request of the interested Party, students can request Enrolment in a different Annual Course.

If enrolled in an Academic Diploma Course of Level I, they can request to be enrolled:

- in the second annual year if at least 30 formative credits have been validated;
- in the third annual year if at least 60 formative credits have been validated (of which at least 30 credits relative to Year I and 30 credits relative to Year II);

Subjects validated will be registered in the Academic Career of students with the same date of the Exam taken at the previous Conservatorium. The Didactic facilities provided for this purpose (meetings relating to courses and committees), will assess whether to validate the subject with an eligible grade or with the same grade achieved by students in the previous Didactic Course of Studies. If enrolled in an Academic Diploma Course of Level II, students can request enrolment in the second annual year if at least 30 formative credits have been validated.

All necessary documentation in relation to the acknowledgement of credits need to be presented **within 20 November** of the Academic Year and will then further be enrolled in the Course of the relevant Year.

## 7. GRADUATING STUDENTS AND FINAL EXAM

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### 7.1 GRADUATING STUDENTS

Graduating Students and students enrolled in the Academic Year 2021/2022 who intend to obtain a Level I Diploma (Triennial) or of Level II (Biennial) within the *Extraordinary Session dated March, 2023*.

Students MUST:

- **have** completed the Attendance of all subjects according to the relative Course of Studies **within 31 October, 2022**;
- **must take** all the exams in relation to the Course of Studies **within the Extraordinary Session dated March, 2023**;
- formalize enrolment as a Graduating Student **within 31 October, 2022** by uploading the appropriate “Module relating to Enrolment of Graduating Students” together with the ISEE-U Attestation for the Year 2022;
- Renew Enrolment for Academic Year 2022/2023 within 30 April, 2023 in case that the exams have not been passed within the Extraordinary Session, paying the relevant taxes and contributions in a sole payment without penalty (in the case of non-presentation of ISEE-U 2022, the maximum range will be applied).

### 7.2. FINAL EXAM

The Final Exam consents the achievement of:

- Diploma – Level I (Triennium)
- Diploma – Level II (Biennium)

Presentation of the Request for the Final Exam must be handed in **45 days before the beginning of the Diploma Session** presenting:

- Request for Final Exam (available on the website of the Conservatorium – in the modules within the Student Administration Office)
- Taxes and Contributions (reference is made to the Regulation relevant to Student Contributions for payment)

The Diploma Sessions are:

- Summer Session
- Autumn Session
- Extraordinary Session (for Graduating Students)

The period in which the Final Exam will be scheduled is defined in the calendar of the Academic Board. The date of the Final Exam will be proposed by the Academic Board relating to specified courses and approved by the Director with the publication of the Registry.

At least 20 days before the scheduled date relating to the Final Exam, students must:

- Present their student registry to the Administration Office (Matriculated up to Academic Year 2019/20);
- Forward a final copy of the thesis (or Program Brochure) in digital format (PDF) to be protocolled within 20 days before the date of the Final Exam.
- In addition, the thesis needs to be produced in 2 bound copies and 2 copies in CD format.

## 8. CAREER MANAGEMENT

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### 8.1 ATTENDANCE – PART-TIME

Enrolment for Part-time Courses foresees the attendance of Academic Courses of Level I and Level II on the basis of a major number of years in respect to the scheduled, however, not over the normal duration of the course chosen. The duration of one Academic Year is equal to 2 Annuals.

For every Academic Year frequented on a PART-TIME basis, students can frequent disciplines relating to their Course of Studies for a maximum of 30 CFA. Furthermore, they can take the relative exams of the previous years for which they have already attended.

Enrolment C/- the Conservatorium on a PART-TIME basis must be presented within the scheduled terms for Matriculation/Enrolment.

Reference is made to the Regulation relevant to Student Contributions for the Academic Year 2022/2023 for:

- Procedure for requested Presentation (MODULE) and deadline for Matriculation (Table A - Academic Courses of Level I and Level II)
- Contributions and Taxes in accordance to (Art.2. Table 4 of the Student Contributions for the Academic Year 2022/2023.

It is possible to enrol in Academic Courses C/- the Conservatorium on a PART-TIME basis for:

- Students not engaged in studies on a full-time basis;
- Students who are concurrently enrolled at a university (D.M. 28/09/2011, in accordance to Art.29, comma 21 of Law No. 240 dated 2010): the concurrent enrolment must be communicated by students upon Matriculation/Enrolment. The formative lessons attended by students for each Academic Year in the two Institutions as well as the acquisition of relative formative credits cannot however go beyond a total limit of 90 CFA per year, with the exception of those achieved for the disciplines able to be evaluated in both Orders.

Please note that:

- The option for a Part-time Course can be withdrawn as from the following Academic Year. Students in this case, will continue their Academic Career respectively, as of the same course year if they only attended 1 Year Part-time, and from the following year if they attended 2 years Part-time.

**In the case in which Part-time Enrolment is withdrawn, the reference parameters used to determine the C.O.A. will be the on the basis of the value of the ISEE-U (Table relating to Payment N. 1).**

- Part-time enrolment is not allowed for students who have exceeded academic terms.
- Part-time enrolment is not allowed for the annuals in Pending periods.

Furthermore, for the following disciplines:

- The principal subject of the Course, *Executive Practice and Repertoire*, cannot be included if not attended during the two Annuals for a total of hours equal to 3/4 hours per year for a total of the scheduled total hours of the Curriculum (for example in the case of a subject of 32 hours, students can frequent 24 hours per year Part-time and take the relative Exam at the end of the Second Annual Part-time).
- For the Academic Course Level II regarding *Chamber Music*, students will frequent *Executive Practice and Repertoire* divided in the First Two Annuals Part-time and *Executive Practice and Repertoire of the 1900's* in the following Two Annuals Part-time.



## 8.2. RENOUNCEMENT, SUSPENSION, RECOGNITION AND CANCELLATION OF ACADEMIC CAREER

### 8.2.1 RENOUNCEMENT

Students who intend taking a pause from their studies can present Application for Renouncement in writing with Stamp Duty and completing payment of fees and contributions relative to the years of previous enrolment for the renouncement of the Academic Year. In the case of renouncement, fees and contributions already paid are not reimbursable. Renouncement is irrevocable. Following the renouncement of the student, the Conservatorium issues a Certificate of Career undertaken with credits earned up to that moment.

In the case of a new Matriculation, the exams undertaken beforehand will be considered valid with the objective of furthering the Course of Studies upon acknowledgement on behalf of the present Commission. The abovementioned, in accordance with the provisions in terms of the Cancellation from Studies (Paragraph 8.2.4).

### 8.2.2 SUSPENSION

Students can request the Suspension of the Course of Studies, as of the Second Year of Attendance, with the possibility of enrolling for the same Course of Studies in the following year within the following three Academic Years relating to Academic Course Level I or within the following two Academic Years of Academic Course Level II. Students need to have all payments relating to the previous Academic Years resolved. Students who have presented the Application for Suspension of the Course of Studies are completely exempt from fees and from contributions for the Academic Years in which there was no enrolment.

Students MUST:

- Present the Application for Suspension of the Course of Studies scheduled for the Renewal of Enrolment (available on the website of the Conservatorium - in the modules within the Student Administration Office) forwarding to the Protocol Office via email ([protocollo@conservatoriopalermo.it](mailto:protocollo@conservatoriopalermo.it)).

The request for Suspension presented beyond the terms indicated, or after Enrolment Renewal for the same Academic Year, DOES NOT imply reimbursement of the taxes and contributions paid.

In order to benefit from Career Suspension, students must have all administrative issues resolved.

Students who have been suspended can;

- Take exams of the subjects relating to the Course of Studies already frequented within the Extraordinary Session of the last year frequented.

IT IS NOT possible:

- to revoke the suspension in the same Academic Year
- to apply for suspension for a Pending Period (to Complete Capacity)

Students forced to interrupt the Course of Studies due to a serious and long-term disability, certified by a public entity are exempt from the payment of fees and contributions in the respective period. In the case of non-renewal of enrolment for the following years of the first year within the terms indicated in the tables relative to the appropriate courses, the student is considered **suspended**.

### 8.2.3. ACADEMIC CAREER ACKNOWLEDGEMENT/RECOMMENCEMENT

Following a period of interruption of the Course of Studies, students can reactivate their Academic Career by attending the same Course of Studies for the following year of the course last attended.

Students who have suspended their Academic Career or have been suspended and intend to complete enrolment for the new Academic Year, must proceed with the Recommencement or with the Acknowledgement of their Career.

Students MUST:

- Present Application for Recommencement/Acknowledgement of the Course of Studies within the scheduled terms for enrolment renewal (available on the website of the Conservatorium - in the modules within the Student Administration Office) according to the procedure of enrolment scheduled;
  - Taxes and Contributions (Reference is made to the Regulation relevant to Student Contributions for Academic Year 2022/2023);
  - Graduating students who are obliged to suspend their Course of Studies for necessity reasons, can complete their Course of Studies within the first session of their Degree, without having to proceed with a further enrolment. (Reference is made to the Regulation relevant to Student Contributions for Academic Year 2022/2023);
- **In the case of Acknowledgement/Recommencement of the Academic Career, the reference parameters used to determine the C.O.A. will be the on the basis of the value of the ISEE-U (Table relating to Payment N. 1).**

### 8.2.4. CANCELLATION FROM COURSE OF STUDIES

Students that have not renewed their enrolment for the Course of Studies **for eight years** or even if having renewed enrolment on a regular basis, have not undertaken any Final Evaluation Exams, will lose the status of "student" together with the cancellation of prior exams taken as well as taxes and contributions previously paid.

### 8.3. TRANSFERS TO OTHER CONSERVATORIUMS

Students in line with the respective contributions that intend on transferring to another Conservatorium, need to present a Request for Transfer (available from the website of the Conservatorium of Palermo within the Modules of the Student Administration Office) within 31 July, 2022.

The Request needs to be forwarded to the Protocol Office via email ([protocollo@conservatoriopalermo.it](mailto:protocollo@conservatoriopalermo.it)) and completed with a payment of virtual Stamp Duty.

### 8.4. ATTENDANCES THAT HAVE EXCEEDED ACADEMIC TERMS

Students that have not completed their Course of Studies within the scheduled time in relation to the course enrolled are considered TO HAVE EXCEEDED ACADEMIC TERMS.

- For Courses of Level I (Triennium): after Third Year of Attendance
- For Courses of Level II (Biennium): after Second Year of Attendance

Students who have Exceeded Academic Terms can:

- Attend the lessons of the subjects relative to their Course of Studies for a number equal to the duration of the specified Academic Course.
- Beyond the years scheduled, students who have Exceeded Academic Terms are considered as **AUDITORS (only for specified subjects)**
- Student auditors can take the exams in relation to the subjects of their Course of Studies to complete their cycle of studies, however, they are not eligible to attend the subject lessons.

Please note that IT IS NOT possible to enrol Part-time for Students who have Exceeded Academic Terms.

## 8.5 TRANSITION OF COURSES

Students frequenting a course can request the transition to another Course of Studies of a corresponding level at the Conservatorium, achieving partial or total recognition of credits already acquired. The request needs to be presented within 30 June.

The exam resulting eligible, coinciding with only one Practical Test, will have the same program as the Admission Exam for the relevant Course of Studies and will be held at the same time. The transition will be effective as of the beginning of the new Academic Year.

## 8.6 EXAM BOOKINGS

Exams need to be booked exclusively via ISIDATA at least **three days prior** to the day of the exam. It is necessary to enter the Commission Number reported in column N.C. The system proposes to default Commission No. I. It is not possible to book exams that are not listed in the Calendar. In the case where exams result in having a Report in electronic format (no text/mark rejected/refused), it is necessary to re-enter the subject in the Course of Studies by contacting the Student Administration Office.

## 8.7 OPTIONAL SUBJECT AREAS

Optional subject areas are discipline-based subjects that students, within the specific Curriculum, are free to choose to undertake from the subjects offered relating to the **Course of the same level.**

The choice needs to be made **within 20 October, 2022** for the subjects available in the first semester and **within 20 February, 2023** for the subjects available in the second semester.

- Students of the Triennium are able to choose whichever subject of the Triennium, however are not allowed to choose courses that are part of the Biennium;
- Students of the Biennium are able to choose whichever subject of the Biennium, however are not allowed to choose courses that are part of the Triennium;
- Disciplines that are part of ORDINAMENTAL Course of Studies (with the exception of the Curriculum relating to the Didactics of Music TSM) can be inserted;
- Optional Disciplines with a number of credits equal to those presented in the Course of Studies for the year of course attended can be inserted;
- As of Academic Year, 2021/2022, the evaluation of the exams relating to the disciplines inserted as optional subjects within the Curriculum result **only with an eligible evaluation** even if the same disciplines relating to the Course of Studies chosen, foresees an evaluation together with a final mark.

The choice is subordinated to eventual Preparatory Tests, where scheduled and availability of seats within classrooms with individual lessons and/or with an agreement.

**Procedure Request:** Students must personally insert on their ISIDATA profile, within the area "Management of Exams", a discipline or several disciplines that they intend to attend within the year of the Course.

The request is validated by the Student Administration Office.

Requests with other procedures are not taken into consideration.

## 8.8 FURTHER DIDACTIC ACTIVITIES

In order to expand their *curriculum studiorum*, students enrolled in the Triennium and Biennium can request to attend further Didactic activities in relation to the Course of Studies chosen, always on the basis that it does not bear on the expenses of the Conservatorium. The successful result of the specific subjects with an exam or test, attributes credits that do not exceed 30% of those scheduled by the Course in which students are enrolled. For individual lessons, the Conservatorium verifies the availability and the eventual cost on behalf of the student.

Students must present the specific request within 20 October, utilizing the procedure available on the website of the Conservatorium or C/- the Student Administration Office. Students' request can be accepted only if there is availability within the number of hours of the lecturers of the specific subject.

## 8.9 VALIDATION OF CREDITS

**Students who have completed formative courses as part of the Didactic Organisation of the Course of Studies** chosen at an earlier date, can request acknowledgement of the corresponding Formative Credits (CFA) in substitution of the scheduled credits of the course by presenting specific documentation. The participation of activities relating to production and research within the Music sector carried out by the Conservatorium and the participation of other activities carried out by the Conservatorium such as Master Class, Seminars, etc., (Didactic Regulation, Art. 28, I b-c), can contribute to the completion of credits.

Acknowledgement of the credits is possible, exclusively upon request by students.

In order to obtain acknowledgement of credits, students must present, at the enrolment stage and **within 20 October of every Academic Year**, the appropriate request utilizing the modules available on the website of the Conservatorium and send to [protocollo@conservatoriopalermo.it](mailto:protocollo@conservatoriopalermo.it).

The request needs to be compiled in a single PDF file containing the substituted declaration attesting the conformity to the original, of the single exams successfully completed and/or of the artistic activities performed (the latter also in photocopy, but compiled with a copy auto-certified conforming to the original) including the relative attendance certificates.

The documentation produced with a dissimilar procedure will not be taken into consideration.

To obtain acknowledgement of credits, students must present, **within 20 October 2022, in order** for exemption from the attendance of subjects inserted in the Course of Studies relative to Semester I and Semester II.

The abovementioned date is applicable for those who have recently enrolled, and for the new enrolled, and for students requesting transfer from another Conservatorium.

Other eventual requests for the acknowledgement of credits obtained at a future date, can be taken into consideration exclusively if finalized with the objective of obtaining the number of formative credits necessary to benefit from those mentioned in Table I of the Regulation for Student Contributions or for the completion of the Course of Studies.

Students can request acknowledgement of Formative Credits of the current year enrolled or can request the acknowledgement of Formative Credits also for the subjects inserted in the Course of Studies in previous and following Academic Years of the year in which enrolment takes place. In this case, the Formative Credits (CFA) acknowledged, also referring to previous or following Academic Years, are considered to have been obtained in the time period relating to the validation date. They will be recorded and included for the count of the twelve months prior to 10 August of the previous Academic Year relating to enrolment and will not be part of the accumulation of credits for the current year or of the following years. The Formative Credits acknowledged will not be transcribed into the student's book, but will be recorded on the student's Isidata profile.

Please note that:

- It is not possible to validate the credits chosen by students including artistic, stage or apprenticeship activities that can only be used if the relative item is present in the Course of Studies, with the exception of specific indications upon academic recommendation;
- **It is not possible to validate a discipline, even with the same name and similar contents, belonging to the Course of Studies of another level, Triennial with Biennial, but also Biennial with Triennial.;**
- The discipline with the exact denomination, same level, obtained C/- this Conservatorium, will be validated by the Didactic Administration Office, that in case of doubt, is authorized to request another viewpoint from the Board of Directors of the Course or to the reference officials of the appropriate sector;

Debts referable to contents relating to the discipline present in the Course of Studies will be validated upon request of the interested with an eligible grade even if divided in different annuals.

## INITIAL FORMATION COURSES

Initial Formation Courses provide theoretical preparation – practice for admission to Preparatory Courses in accordance with the Ministry. The duration is of 3 years. Minimum age for admission is 8 years of age (having effectively become 8 within 1 October of the year prior to enrolment). The maximum age is of 16 years of age.

Exception for the following courses:

- *Singing and Jazz Singing*, minimum age of 14 years for women, 16 years for men;
- *Bass Tuba*, minimum age of 14 years.

### 1. Admission

Access to Initial Formation Courses are subject to the successful completion of the Admission Exam. The exam foresees two tests:

- Open Program not exceeding the duration of 10 minutes (even with another instrument);
- Aptitude Tests

In absence of specific initial competences, students can take Aptitude Tests. The basis of evaluation is defined in tenths. The exam results successfully completed if candidates achieve a mark of at least 6/10.

### 1.2 Application and Terms of Presentation

The Application for the Admission Exam is to be presented within the terms mentioned (Consult Academic Calendar) via the ISIDATA portal. Please refer to the Notice of Admission posted on the Online Registry.

### 2. Frequency

Lessons take place from the first week of October to the first week of June. Lessons are usually held in the afternoon.

### 3. Enrolment

In order to enrol, it is necessary that the Enrolment Application Form be submitted exclusively online via the ISIDATA portal.

It is possible to consult the Guide with useful instructions for the compilation of the Application Form.

With reference to scheduled fees and contributions, refer to Table 7 in Regulation of Student Contributions for the Year 2022/2023.

## PREPARATION COURSES

Access to Preparation Courses take effect via *Admission Exams*.

Programs relating to the Admission Exams are established by the respective Didactic Departments, together with the necessary prerequisites requested for participation.

Students can take the Admission Exam for one or more courses.

For access procedures, consult the relative Admission Notices relating to Preparation Courses posted on the following link: <https://conservatoriopalermo.it/corsi-propedeutici/>

The Admission to courses is subordinate to passing the Admission Exam receiving “*eligibility*” and to the number of seats available. Eventual eligibility does not guarantee entitlement to enrolment. With a following resolution, a list of candidates accepted, among those eligible according to the level of merit as well as the number of seats available will be posted. It is not possible to proceed with enrolment without the publication of the list of candidates accepted.

### ACADEMIC PROGRAM

A complete list of the Active Courses C/- Conservatorium of Palermo is available and can be consulted on the website of the Conservatorium on the following link: <https://conservatoriopalermo.it/corsi-propedeutici/>  
The Academic Program is available for every course.

Courses are disciplined by Ministerial Decree 382 dated 11/05/2018 and of the Regulation of Preparation Courses - Table A which is an integral part of the Academic Program.

Reference is made to the Regulation relevant to Student Contributions for the Academic Year 2022/2023 and relative table for:

- Procedure and Deadline for Students and Independent Students
- Procedure and Deadline for Payments relating to Contributions and Taxes
- Fruition of Partial Exemptions
- Position Suspension, Entitlement of Late-Payment and Administrative Sanctions for Late Enrolment

### INDEPENDENT STUDENTS

It is possible to apply as an Independent Student for the Certification of Competences relating to:

- *The Theory of Rhythm and the Perception of Music*
- *Practice and Reading Exercises for Piano*
- *Reading of the Music Score*
- Protocolled Applications must be submitted within 30 April by completing the available module published on the website together with receipt of all payments made via *PagoPa* (the receipts are available from the ISIDATA portal with the credentials issued by the Administration Office).

### WITHDRAWAL FROM CURRENT YEAR COURSES

Students who intend on withdrawing from the Current Year Course, need to present an Application C/- Student Administration Office **from 01 to 15 March 2023**.

Please note that students absent from lessons for a total of fifteen days during the School Year, without legitimate justification, are removed from the Registers of Enrolment.

**No reimbursement is applicable for Fees and Contributions paid.**

## PRE-ACADEMIC COURSES

As of Academic Year, 2019/2020, Pre-Academic Courses are to Complete Capacity, therefore, it is not possible to apply for Matriculation.

Reference is made to the Regulation relevant to Student Contributions for the Academic Year 2022/2023 and relative table for:

- Procedure and Deadline for Student Enrolment
- Procedure and Deadline for Payments relating to Contributions and Taxes
- Fruition of Partial Exemptions
- Position Suspension, Entitlement of Late-Payment and Administrative Sanctions for Late Enrolment

**For students enrolled in Pre-Academic Courses to Complete Capacity in Previous Academic Years, reference is made to the current Regulation. Students that have to take Instrument Exams in the Autumn Session, need to arrange and complete Enrolment within 7 days from the publication of the results of the exam.**

### WITHDRAWAL FROM CURRENT YEAR COURSES

Students who intend on withdrawing from the Current Year Course, need to present an Application C/- Student Administration Office **from 01 to 15 March 2023. No reimbursement is applicable for Fees and Contributions paid.**

## ANNUAL MASTER COURSES OF LEVEL II

The Specific Regulations and the Procedure for Enrolment for the Academic Year 2022/2023 will be regulated with successive Public Provisions.

A complete list of the Activated Courses C/- Conservatorium of Palermo is available and can be consulted on the website of the Conservatorium C/- the following link: <https://conservatoriopalermo.it/corsi/master-di-ii-livello-conservatorio-palermo/>

For each Course, a Didactic Study Plan is available.

## FINAL REGULATIONS

For all aspects not covered by the Present Publication of Courses, reference is made to the Didactic Regulations of the Conservatorium and to the Internal Regulations of the single courses including the Regulation relating to Student Contributions for Academic Year 2022/2023.

*PRESIDENT*  
*Prof. Mario Barbagallo*