



NABA

NUOVA ACCADEMIA DI BELLE ARTI

APPLICATION FORM AND ADMISSION PROCEDURE

**Three-Year Bachelor of Arts Degrees
and Diploma Programs**

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APPLICATION FORM

THREE-YEAR BACHELOR OF ARTS DEGREE / DIPLOMA PROGRAM

Academic Year 2017-2018

STUDENT DETAILS (TO BE FILLED OUT IN CAPITAL LETTERS)

Family name

First name

Birth date Gender: Female Male

Place of birth (City)

Place of birth (Country)

Citizenship

Permanent address (Street name, Zip code, Town, Country)

Home phone number (Including Country and Area code)

Mobile phone number (including country and area code)

E-mail

Skype Account

Name of the High school attended

Educational System to which the Secondary school diploma belongs to:
(Ex. IGCSE, IB, Abitur, in case the diploma does not have a specific name, please specify the country where the diploma is issued)

Have you ever applied to NABA or attended a course at NABA?

How did you find about NABA?



I would like to apply to the: Bachelor of Arts Degree Program Diploma Program

Students who lack prerequisite requirements for admission to the three-year Bachelor Degree can attend the same Program without gaining credits. Diploma Programs have the same curricula and the same examinations as the BA Programs, however they lead to the awarding of a NABA diploma and not degree.

I would like to apply to the following Program in:

PROGRAM	LANGUAGE	
<input type="checkbox"/> Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English
<input type="checkbox"/> Fashion Design	<input type="checkbox"/> Italian	<input type="checkbox"/> English
<input type="checkbox"/> Graphic Design and Art Direction	<input type="checkbox"/> Italian	<input type="checkbox"/> English
<input type="checkbox"/> Media Design and Multimedia Arts	Italian	n/a
<input type="checkbox"/> New Technologies for Applied Arts - Digital Production	Italian	n/a
<input type="checkbox"/> Theatre Design	Italian	n/a
<input type="checkbox"/> Painting and Visual Arts	Italian	n/a

I choose the following entry assessment test:

- Distance evaluation (open all year long)
- On campus test: September 18 and 19, 2017

If you marked distance evaluation

I am sending the following documents:

- The present application form (pages 3, 4, 5, 6)
- Copy of the passport
- English language certificate (IELTS 5.0 - only for Programs in English language)
- Italian language certificate (B1.2 level according to CEFRL- only for Programs in Italian language)
- Copy of the secondary school diploma (translated in Italian or English) or 12th year school attendance certificate
- Copy of the secondary school academic transcripts (translated in Italian or English)
- 2 passport-sized photos
- Project assignment (see guidelines in this document)
- Artistic statement
- Optional: portfolio of projects
- Receipt of application fee payment (150 EUR)

If you marked on campus test

I am sending the following documents:

- The present application form (pages 3, 4, 5, 6)
- Copy of the passport
- English language certificate (IELTS 5.0 - only for Programs in English language)
- Italian language certificate (B1.2 level according to CEFRL- only for Programs in Italian language)
- Copy of the secondary school diploma (translated in Italian or English) or 12th year school attendance certificate
- Copy of the secondary school academic transcripts (translated in Italian or English)
- 2 passport-sized photos
- Motivation statement (to be handed out on the first day of test)
- Optional: portfolio of projects
- Receipt of application fee payment (150 EUR)

Upon confirmation of admission, I will send as soon as possible and, anyway, not later than the course beginning:

- Certificate/copy of the secondary school diploma, legalized by the Italian diplomatic authority in the country where the title was issued (as soon as provided by Embassy or Consulate)*
- Declaration of Value issued by the Italian diplomatic authority in the country where the title was issued (as soon as provided by Embassy or Consulate)*

* only for students applying to the Bachelor of Arts Degree (see chapter 8 of the admission procedure)

I hereby declare that I have fully read, understood and accepted the general conditions specified in the chapter 11 of the Admission Procedure.

Date

Student's signature

Please e-mail your documents to **admissions@naba.it**

or post them to:

NABA Nuova Accademia di Belle Arti
c.a. International Admissions Office
Via C. Darwin, 20 - 20143 Milano, Italy

Before submitting your application, please verify once more that you meet the general entry requirements in order to be eligible for admission to a Bachelor of Arts Degree Program - *Diploma Accademico di Primo Livello* - leading to the award of an Academic Degree awarded by the Italian Ministry of Education, University and Research worth 180 ECTS, which are:

- hold a valid Secondary School Diploma that satisfies the requirements to enter Italian university and was conferred on completion of minimum 12 years of previous global schooling;
- be proficient in the language of the chosen course (Italian/English);
- not be enrolled in any other course in any other Academy or University;
- comply with the NABA Admission and Enrollment procedures;

PRIVACY INFORMATION SHEET

According to Italian law – Art. 13 of the Legislative Decree 196/2003

Under the Legislative Decree 196/03, we hereby inform you that the processing of personal data will be based on the principles of correctness, lawfulness and transparency. The personal data provided will also be registered and electronically stored by NABA.

NABA adopts appropriate security, logical and physical procedures to ensure adequate data protection. Furthermore, the data may be communicated by means and procedures strictly necessary to fulfil the obligations related to the Academy's activity and in particular to:

- Fulfil the contractual and legal obligations towards the person concerned.
- Carry out the necessary formalities to undertake and to continue a relationship with the Academy.
- Handle the collection and payments arising from the contracts.
- Allow third parties to carry out technical and organizational tasks.

You have the right to know the origin and the use of your personal data in our possession. You also have the right to update, integrate, or cancel your data or you can have your data blocked or deny their processing; in this respect, you may contact Nuova Accademia Srl in charge of processing your personal data: privacy@laureatedesign.it

SURNAME _____ NAME _____

Born in _____ Country _____

On (date) _____ Gender: F () M ()

Nationality _____

Providing your personal data is optional. However, without your personal data and without your permission, we cannot accept your matriculation to NABA and therefore we cannot provide the services and activities you have requested.

YES, I AGREE

NO, I DON'T AGREE

We also ask you to express your agreement or non-agreement to allow your parents or your tutor to obtain data or general information and/or specific to your training path and/or academic life.

We inform you that this agreement is optional and will not prevent NABA to supply the required services.

YES, I AGREE

NO, I DON'T AGREE

Your personal data concerning your academic career or personal records might be transmitted to NABA partner companies only to offer you the Housing Service which consists of: *We inform you that this agreement is optional and will not prevent NABA to supply the required services.*

1. Information about available options and services
2. Instructions on how to book and to choose different options
3. Instructions on how to access the website

YES, I AGREE

NO, I DON'T AGREE

Furthermore, the data may be disclosed to controlling companies, controlled companies and affiliates in order to provide you information regarding activities promoted by the Academy. The collected personal data will NOT be spread.

We inform you that this agreement is optional and will not prevent NABA to supply the required services.

YES, I AGREE

NO, I DON'T AGREE

Releasing declaration for free services

According to Legislation n. 196/2003 "Protection of people and other subjects with regards to personal data", and having read the legislation, I authorize Nuova Accademia di Belle Arti di Milano to use copies (made by film, magnetic or photographic support, or any other mean) of my picture or images of any work I produced within NABA, even scaled or adapted, as long as ethics are respected. These could be used, with no time limitations and no charge, for any marketing initiative to promote the activities supplied and/or produced by NABA in any form or mean, in Italy and in any foreign Country where similar legislation to 196/2003 apply.

YES, I AGREE

NO, I DON'T AGREE

Date, _____

Signature _____



ADMISSION PROCEDURE

THREE-YEAR BACHELOR OF ARTS DEGREE / DIPLOMA PROGRAM

Academic Year 2017-2018

1. ENTRY ASSESSMENT TEST

Through the entry assessment test, NABA intends to understand your motivation and attitude in undertaking the chosen program. A strong motivation and solid awareness of the contents of the program guarantee your commitment and determination with which you will attend the Academy.

NABA offers two different Entry Assessment Tests:

A DISTANCE EVALUATION

B ON CAMPUS TEST

A DISTANCE EVALUATION (ARTISTIC STATEMENT + PROJECT ASSIGNMENT)

NABA aims at understanding your creative attitude and your way of dealing with a project. You will be asked to work on an artistic statement and a project assignment according to the program of your choice. Through this assessment, NABA will evaluate your commitment, motivation and artistic skills.

STEP 1

ARTISTIC STATEMENT

Please write an essay (max 500 words) elaborating the following questions:

In the next future:

- what job would you like to do after you graduate?
- why did you choose NABA to achieve that?
- what are you favorite means of expression?
- what or who inspires you?
- how living and studying in Milano will positively influence your work?

STEP 2

PROJECT ASSIGNMENT

To carry out your project assignment, please follow the guidelines, related to each BA program, that you can find here below.

Should you also have a portfolio of projects that you would like to submit to NABA Faculty in order for them to get to know you better, feel free to add it to your application dossier (digital, paper or internet based works can be submitted).

Please consider that the portfolio is not compulsory and does not replace the artistic statement and project assignment above described.

PROJECT ASSIGNMENT

Your artistic skills are an important element for your application to NABA BA Programs.

Together with your Artistic Statement, the following assignment will enable our Faculty to know you, your skills and your commitment.

Here you can find guidelines to carry out the required tasks according to the program of your choice.



Project Assignment for the **BA in Design**

Your DESIGN task shall include:

- 1) 2D images designed and created by you:
 - at least 2 hand drawings (various techniques may be used)
 - at least 2 digital drawings, photos, collages, etc.
- 2) Design is a subject closely connected to objects, their functionality and the environment surrounding them. You are asked to:
 - a. choose an object with a specific function;
 - b. give the object a second life, by changing its function and shape (any material and technique can be used);
 - c. represent it:
 - take a picture of the object before and after the morphing;
 - describe the process and the concept behind it.



Project Assignment for the **BA in Fashion Design**

- 1) Choose 3 subjects and make 3 researches collecting images/pictures related to the chosen subjects.
- 2) Write a short description or list some key words for each subject.
- 3) Develop 3 mini projects related to the chosen subjects, one for each of them. Projects may be pictures, or drawings, or outfit sketches, or technical drawings designed by you, that show your skills. Each of them should include at least 3 images.

Here below an example of project:

SUBJECT: Urban

RESEARCH: Collect images/pictures of places and people coming from one or more cities

DESCRIPTION: List a series of keywords related to the Urban Concept

PROJECT: Create an outfit or an accessory - man/woman/kid/pet (also only one of these different typologies) - related to the research

HOW:

- Use collage technique assembling different existing images/pictures
- Draw fashion figures or technical drawings of your garment/accessory



Project Assignment for the **BA in Graphic Design & Art Direction**

Your GRAPHIC DESIGN task shall include:

FOR STUDENTS WHO HAVE ALREADY ATTENDED COURSES RELATED TO GRAPHIC OR ADVERTISING

- 1) Two graphic design projects: research and final design on a logo or on a corporate identity or present a publishing project (magazine or poster layout)
- 2) Two advertising projects: research on a press campaign and final creative proposals

FOR STUDENTS WHO HAVE A BACKGROUND NOT RELATED TO GRAPHIC OR ADVERTISING

- 1) Make a selection of illustrations/pictures among your creative works
- 2) Make a selection of photos among your creative works
- 3) Select 2 famous logos (one example that you consider effective and one example that you consider ineffective) and describe their positive and negative features
- 4) Select 2 famous ads (one example that you consider effective and one example that you consider ineffective) and describe their positive and negative features



Project Assignment for the **BA in Painting and Visual Arts**

Your task shall include:

- 1) One art project work (the format of the presentation is free)
- 2) One drawing with an emphasis on observational skills and/or personal expression or one photography with an emphasis on visual skills and technique
- 3) Sketches or notebook pages illustrating visual art/design concepts
- 4) One art/design related work from other disciplines (for example jewelry or crafts) - if you have any



Project Assignment for the **BA in Media Design and Multimedia Arts**

Your task shall include an example of your storytelling skills. It shall be articulated as follows:

- 1) A plot (max length: 100 words)
- 2) Visual and narrative references (movies, novels, video games, etc.. Max 10 items are accepted; please provide for each of them: an image, a caption and a very short explanation for your choice)
- 3) The medium through which the plot is displayed (short film, long film, TV series, web series, video game, photo reportage, etc.). Please add also a brief explanation about the techniques you would apply, if aware of it
- 4) A description of the audience (teenagers, adults, etc).



Project Assignment for the **BA in New Technologies for Applied Arts - Digital Production**

Your task shall demonstrate your digital production predisposition. It shall contain the following items:

- 1) A storyboard of an original sequence of your creation. It can be a movie or a game scene, or a work of animation or 3D art or motion graphic of any kind. It must include between 6 and 12 frames with appropriate description. It can be hand or computer made.
- 2) A description of the context of the sequence: is it for a short or feature film? a TV or web series? An app or a video game, and of what kind? (adventure, puzzle, FPS, platform, etc...), an advertising or other?
- 3) Please also add a brief explanation about the techniques you would apply, if aware of it.
- 4) A description of the intended audience (teenagers, adults, etc.).
- 5) Mention digital productions that have inspired you: movies, music, games, animations, art etc. (3-5 items); Include details of the selected works (title, author, year and other significant details). Describe what you like about each item and why it inspires you. Include at least one image per item.



Project Assignment for the **BA in Theatre Design**

Your task shall include:

- 1) One project work possibly related to the design of a performance/exhibition space (the format of the presentation is free)
- 2) One drawing with an emphasis on technical skills
or one photography with an emphasis on visual skills and photographic technique
- 3) Sketches or notebook pages illustrating theatre design ideas
- 4) One art/design related work from other disciplines (for example exhibition design, visual arts, installations, interior design etc.)

For each work write a detailed description including Title, Year and Technique.

RESULTS

In the global evaluation, NABA will take into account and will consider especially relevant the attitude in undertaking the Program and the related professional role. The lack of specific preparation in some of the subjects that are part of the admission test, due to the different educational background that a student might have, will not result in prejudice to the final admission, on condition that the vocational elements have been positively assessed.

Once the assessment test is complete, you will receive a feedback about the final result within 5 working days. If the result is positive, the admission letter will be issued and sent to you.

NABA may offer you a conditional admission if you do not have yet submitted the language certificate, copy of your diploma and Declaration of Value (the last one only for BA applicants). If you are conditionally accepted, you will have to make sure you submit the missing documents by the course beginning.

The Distance evaluation is open throughout the whole year.

B ON CAMPUS TEST

NABA aims at understanding your attitude to research and your way of dealing with a given project. You will be asked to work on a simple project starting from a topic that will be sent to you in advance so that you will have the possibility to think about it and gather necessary information. Through this kind of admission test, NABA does not ask to find a given or definite solution but gives the possibility to set a work that will be discussed during the Personal Interview.

The admission test consists of:

PART 1: RESEARCH ON THE GENERAL SUBJECT *(Two weeks prior to the admission test)*

You are called to conduct a research, collect images, information, newspaper/magazine articles, pictures and anything else you will consider appropriate and consistent with the general subject.

PART 2: PROJECT DEVELOPMENT *(Day 1 of the admission test)*

According to the program of your choice, you will be invited to develop a project. Creative proposals might be presented through drawings, sketches, free-hand projects, accompanied by a text explaining and motivating your choices. Images might be taken from magazines or already existing material taken from your initial research. The purpose is to assess your potential as well as your expressive and creative abilities.

A **motivation statement** shall also be submitted; you will have to explain the reasons why you wish to study at NABA and why you chose that specific program.

PART 3: PERSONAL INTERVIEW *(Day 2 of the admission test)*

The examination board intends to evaluate your general cultural level not as a mere evaluation of notions, but in connection with attitudes, motivations and knowledge of arts, design (in its general aspects), communication and new technologies. Throughout the interview you will have the opportunity to discuss the developed project that has been previously examined and evaluated by the examination board.

RESULTS

In the global evaluation, NABA will take into account and will consider especially relevant the attitude in undertaking the Program and the related professional role. The lack of specific preparation in some of the subjects that are part of the admission test, due to the different educational background that a student might have, will not result in prejudice to the final admission, on condition that the vocational elements tested throughout the test have been positively assessed.

Once the assessment test is complete, you will receive a feedback about the final result within 5 working days. If the result is positive, the admission letter will be issued and sent to you.

NABA may offer you a conditional admission if you do not have yet submitted the language certificate, copy of your diploma and Declaration of Value (the last one only for BA applicants). If you are conditionally accepted, you will have to make sure you submit the missing documents by the course beginning.

The on campus test session for the academic year 2017-2018 is scheduled for September 18 and 19, 2017.

2. LANGUAGE REQUIREMENTS

NABA programs are taught in Italian or English. Students are required to submit evidence of the knowledge of the language according to the chosen program. The language certificate shall be submitted within **one month before the beginning of the program and should not be older than 2 years**. The requested level for Italian is an intermediate level (B1 - according to CEFR). Please find here below the English language certificates accepted by NABA:

IELTS	5.0 Academic
Cambridge English: FIRST (FCE)	C or 154 (from January 2015)
Cambridge English: Preliminary (PET)	Distinction or 160 (from January 2015)
Cambridge English: Business Vantage / BEC V	C or 154 (from January 2015)
Cambridge English: Business Preliminary / BEC P	Distinction or 160 (from January 2015)
TOEFL paper	494 - 510
TOEFL computer	173 - 180
TOEFL internet	59 - 64
PTE Academic	36 - 42
TEEP	5
BULATS	40 - 59 (all 4 skills should be passed: listening, reading, speaking, writing)
European Baccalaureate	L1 grade 6, L2 grade 7
German Abitur	Grade 11
Iceland Studentsprof	Grade 6
Norwegian Vitnemal	Grade 4
Swedish Slutbetyg	G or C
Danish Studentereksamen	Level A grade 7, Level B grade 10
TOEIC (provided that student passes all parts)	Listening and reading: score 600; Speaking score 140; Writing: score 140
THE FOLLOWING CASES ARE EXEMPT FROM THE LANGUAGE TESTING:	
<ul style="list-style-type: none"> • Mother tongue students • English Speaking Countries (prior check with the admission office) • English Speaking Degrees (prior check with the admission office) • English Speaking Degree in non-mother tongue countries (prior check with the admission office) • IB Diploma and A LEVEL, considering having had full English Education for 2 years (prior check with the admission office) 	

IMPORTANT: the official admission to NABA programs is conditional to the actual achievement of the requested level of Italian/English language. NABA reserves the right to check it through an internal language test when necessary.

3. APPLICATION FEE

In order to apply and be considered for admission to the BA/Diploma programs, you shall pay the **application fee of 150,00 EUR** if you are taking the distance evaluation test or the on campus test.

4. TUITION FEE FOR STUDENTS FROM THE EUROPEAN UNION AND SWITZERLAND

The tuition fees for the Bachelor of Arts Degree / Diploma Programs - Academic Year 2017-2018 are adjusted to the economic and asset conditions (which should be produced within the European Union) of the student's original and de facto family and ensure a fair system for tuition fees.

Income brackets will be assigned as a result of this evaluation, starting with the highest income bracket. For more detailed information on the 5 different income brackets, required documentation and assignment criteria, please refer to the specific addendum to the application form.

1ST INCOME BRACKET: PRE-TAX INCOME, UP TO EURO 20.000

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the test session and anyway not later than September 25, 2017 for admissions dated after August 25	940,00	800,00	Enrollment fee
		140,00	Regional Tax
By 25/09/2017	2.100,00	900,00	50% of the Academic Contribution Fee
		1.200,00	50% of the Tuition Fee
By 08/01/2018	2.100,00	900,00	50% of the Academic Contribution Fee
		1.200,00	50% of the Tuition Fee
Total Fee	5.140,00		

2ND INCOME BRACKET: PRE-TAX INCOME, UP TO EURO 45.000

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the test session and anyway not later than September 25, 2017 for admissions dated after August 25	940,00	800,00	Enrollment fee
		140,00	Regional Tax
By 25/09/2017	3.135,00	900,00	50% of the Academic Contribution Fee
		2.235,00	50% of the Tuition Fee
By 08/01/2018	3.135,00	900,00	50% of the Academic Contribution Fee
		2.235,00	50% of the Tuition Fee
Total Fee	7.210,00		

3RD INCOME BRACKET: PRE-TAX INCOME, UP TO EURO 70.000

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the test session and anyway not later than September 25, 2017 for admissions dated after August 25	940,00	800,00	Enrollment fee
		140,00	Regional Tax
By 25/09/2017	3.745,00	900,00	50% of the Academic Contribution Fee
		2.845,00	50% of the Tuition Fee
By 08/01/2018	3.745,00	900,00	50% of the Academic Contribution Fee
		2.845,00	50% of the Tuition Fee
Total Fee	8.430,00		

4TH INCOME BRACKET: PRE-TAX INCOME, UP TO EURO 100.000

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the test session and anyway not later than September 25, 2017 for admissions dated after August 25	940,00	800,00	Enrollment fee
		140,00	Regional Tax
By 25/09/2017	5.260,00	900,00	50% of the Academic Contribution Fee
		4.360,00	50% of the Tuition Fee
By 08/01/2018	5.260,00	900,00	50% of the Academic Contribution Fee
		4.360,00	50% of the Tuition Fee
Total Fee	11.460,00		

5TH INCOME BRACKET: PRE-TAX INCOME, OVER EURO 100.000

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the test session and anyway not later than September 25, 2017 for admissions dated after August 25	940,00	800,00	Enrollment fee
		140,00	Regional Tax
By 25/09/2017	6.295,00	900,00	50% of the Academic Contribution Fee
		5.395,00	50% of the Tuition Fee
By 08/01/2018	6.295,00	900,00	50% of the Academic Contribution Fee
		5.395,00	50% of the Tuition Fee
Total Fee	13.530,00		

5. TUITION FEE FOR INTERNATIONAL STUDENTS NOT HOLDING AN EU PASSPORT

The tuition fee for the three-year Bachelor of Arts Degree / Diploma Programs - Academic Year 2017-2018, amounts to 15.950,00 EUR to be paid as follows:

DEADLINES FOR PAYMENTS	EURO	PAYMENTS DETAILS	
30 days after the test session and anyway not later than September 25, 2017 for admissions dated after August 25	1.500,00	1.360,00	Enrollment fee
		140,00	Regional Tax
By 25/09/2017	14.450,00	1.800,00	Academic Contribution Fee
		12.650,00	Tuition Fee
Total Fee	15.950,00		

6. PAYMENT PROCEDURE

Fees can be paid:

1. **Online by Credit Card.** Please visit the website: <http://form.naba.it/iscrizione-online-online-application/>
2. **BY WIRE TRANSFER:**

NABA BANK DETAILS FOR PAYMENTS

Account holder: Nuova Accademia s.r.l., Via C. Darwin 20, 20143 Milano, Italy

Bank name and agency: Banco Popolare Soc. Coop., Agenzia 10 Mi
International bank details: SWIFTCODE: BAPPIT22 IBAN CODE: IT28 L05034 01610 000000020020

Reason for payment: Please clearly specify name of student/program chosen

3. **CASH** (only up to Euro 2.999,99) **OR CREDIT CARD PAYMENTS** (Visa, Mastercard) directly at NABA accounting office

4. **By flywire**

Naba has partnered with flywire in order to streamline the process of international payments. flywire allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with flywire you can

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

To get started, visit www.flywire.com/pay/naba to begin the payment process.

Please notice that all bank, credit card and third party charges have to be covered by the student.

The application fee is **not** refundable for any reason.

All fees are VAT free according to the law D.P.R. 26/10/1972 nr. 633.

7. APPLICATION FOR A STUDY VISA TO ITALY (ONLY FOR NON EU STUDENTS)

Once completed the pre-enrolment procedure with NABA, you will receive an official acceptance letter including information on the status of your admission and possible arrival date in Italy to submit to the Italian Embassy or Consulate in your home Country in order to apply for your study visa.

For a complete list of Italian diplomatic authorities worldwide, please visit:

www.esteri.it/visti/index_eng.asp

8. ENTRY REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE PROGRAMS ACCORDING TO THE ITALIAN MINISTRY OF EDUCATION, UNIVERSITY AND RESEARCH

In order to be eligible for admission to Italian universities/academies and therefore to be admitted into the NABA Bachelor of Arts Degree Programs, the Italian Ministry of Education, University and Research has set the following mandatory regulations:

Students wishing to enrol in the three-year Bachelor of Arts Degree Programs are required:

- to possess a diploma equivalent to an Italian secondary school diploma (*maturità*) which is recognized by Italian diplomatic authorities, or the *maturità* diploma itself;
- the diploma must be translated into Italian and legalized by the Italian Embassy or Consulate in the country where the diploma was issued, regardless of the school's actual location. For example, the diploma of a German school which is located in France must be validated by the Italian Consulate in Germany. The Embassy or Consulate will provide a "Declaration of Value" for the diploma;
- the foreign diploma must be obtained at the end of a period of study lasting at least **12 years**;
- if the diploma was obtained after 10/11 years of education, it must be integrated with additional 1 or 2 years of college or university; all exams must be passed and admission respectively to the second or third year of your university must be granted;
- the **International Baccalaureate (IB) diploma** is valid for admission to an Italian university;
- the International Baccalaureate "certificate" is not valid for admission to an Italian university;
- the **U.S. High School diploma** must be supplemented by 3 advanced placement tests that relate to the chosen program, or by 2 AP tests related to the chosen program plus 1 AP test in Italian language and culture if applying for BA run in Italian language.
- **GCE diplomas** are valid only if 6 different subjects have been passed, and 3 of them are full A levels (A2) related to the requested program.

For any questions about the validity of your diploma, we kindly suggest that you contact the Italian diplomatic authorities in the country where your diploma was issued.

For a complete list of Italian diplomatic authorities worldwide please log on:

www.esteri.it/MAE/IT/Ministero/Servizi/Italiani/Rappresentanze/

8.1 CONSULAR PROCEDURES

Students meeting the requirements listed at Point 8 are invited to contact the Italian Embassy or Consulate in order to:

1. SUBMIT THE PRE-ENROLMENT FORM (A BIS FORM) - (*NON EU students only*)

The deadline to submit the “A bis” pre-enrolment form varies according to the yearly guidelines provided by the Italian Ministry of Education and must be checked directly by the student with the local Italian Embassy/Consulate (the pre-enrolment sessions are usually scheduled between May and June of each year).

Make sure you do not miss this deadline or your will be refused your study visa for enrolment to Italian Universities/Academies.

It is thus essential to do your pre-enrolment according to the established deadlines fixed by the Italian Embassy/Consulate.

This is a very simple step which will allow you to book your seat within the quota which is yearly made available to non-EU passport holders. The Abis form can be downloaded at the following link:

www.study-in-italy.it/studying/pdf/Modello_A-bis.pdf

2. OBTAIN THE DECLARATION OF VALUE OF THE HIGH SCHOOL DIPLOMA

The Declaration of Value (Dichiarazione di Valore in Loco) is part of a process called “PERFEZIONAMENTO DOCUMENTI”, necessary for all students who have gained a high school diploma different from the Italian one called *Maturità*, and which consists in:

A. **Translation into Italian - made by a certified translator - of your original Secondary School Diploma** (or substitute certificate) legalized by the competent authorities in the country where the diploma was issued.

B. **“Dichiarazione di valore in loco” (Declaration of Value) of your Secondary School Diploma.** The “Dichiarazione di valore in loco” is the document attesting that the study qualification you obtained is valid for accessing Italian Universities/Academies.

In order to complete the “perfezionamento documenti”, the Italian Embassy or Consulate may also require:

- A certificate attesting that the **University Entrance Examination** in your country of origin has been passed (i.e. Selectividad in Spain, Gao Kao in China, YGS in Turkey, ...)
- Two passport pictures (one of them will be legalized by the Italian Embassy or Consulate)

More information can be found on: www.study-in-italy.it/studying/info-07.html

The legalized and translated documents, as well as the Declaration of Value will be issued directly to you. Please make sure you submit them to NABA International Admissions Office as soon as available.

In fact, **your admission to NABA Bachelor of Arts Degree Programs will be confirmed only after you have completed the “perfezionamento documenti” and provided the Academy with the hard copy of your Declaration of Value and the requested language certificate.**

9. ENTRY REQUIREMENTS FOR THE DIPLOMA PROGRAMS

Students who lack prerequisite requirements for admission to the three-year Bachelor Degree Programs can attend the same Programs without gaining credits. Diploma Programs have the same curricula and the same examinations as the BA Programs, however they lead to the awarding of a NABA diploma and not degree.

The entry requirements for the Diploma programs are the following:

1. hold a secondary school diploma (having followed a period of study lasting at least 11 years)
2. pass the NABA entry assessment test
3. demonstrate proficiency in the language of instruction

Students choosing this format are exempt from the Ministry Requirements relating to the submission of the A-bis pre-enrollment form and Declaration of Value.



Your path to become a student of NABA Bachelor of Arts Degree

NABA STEPS

APPLICATION



1. Distance evaluation
2. On-campus test

ADMISSION



Admission Package

ENROLMENT



1. Confirm your place
2. Submit Declaration of value + language certificate
3. Pay Tuition Fee

ITALIAN EMBASSY / CONSULATE / IIC STEPS

A-BIS FORM (non EU passport holders only)

WHEN: MAKE SURE YOU DON'T MISS THE DEADLINE

Check in advance with the local Italian Embassy/Consulate who defines this date on a yearly basis.

DECLARATION OF VALUE

WHEN: anytime after you have been admitted and before the course beginning.

STUDY VISA (non EU passport holders only)

WHEN: after you submitted the A-BIS form and at least 4 weeks before your arrival in Italy.

11. GENERAL CONDITIONS

1. In accordance with the article 54, 1st paragraph of the Consumer Code: for signed contracts, contractual proposals of registration at distance, and for any contract negotiated outside the site of “Nuova Accademia” (NABA), it is recognized to the student the right to withdraw from the contract without the risk of incurring in any extra expenditure and without the payment of any penalty, within fifteen working days from the conclusion of the contract. The student willing to withdraw shall send a written notification containing name and surname, the address of the student, date and place, student’s signature; it will be considered termination date, the date when the written notification will be received. The written notification shall be addressed to: Nuova Accademia Srl – Via C. Darwin 20, 20143 Milano (MI).

2. If a student withdraws from the contract lawfully, he/she has the right to get a refund of all the payments made order to NABA, included the delivery costs of the enrollment fee, without undue delay, within and in any event not later than fourteen days from the day on which NABA is informed of the student’s decision and has recognized the legitimacy of withdrawal. NABA will carry out such reimbursement using the same means of payment the student used for the initial transaction, unless he/she has expressly agreed otherwise and provided that the student shall not incur any costs as a result of such reimbursement.

3. NABA will activate courses only if a minimum of 10 participants will enroll (minimum nr. of students to activate an undergraduate program). If the number of 10 students will not be achieved, the course will not take place. NABA will promptly communicate to the student if a course will be run or not. NABA will inform students at least 30 days prior the beginning of the course whether it will not be run. In such event, NABA will refund the students in the shortest possible term. NABA is exempted by any extra costs incurred by students (i.e. travel, food, accommodation...) for the enrollment and admission process.

4. NABA reserves the right (up to 30 days before beginning of program) to:

- cancel a course
- change a course
- change location of classes

If a student withdraws up to 1 day before beginning of the program, the student has the right to get a refund of the tuition fee. Refund is not available for enrollment fee. If NABA is responsible for course cancellation, NABA will refund the student twice what has been paid.

5. Enrolment to a course, together with the payment of the required enrollment fee, creates a binding agreement to follow the course and to pay the full fees. NABA reserves the right (excepting what’s stated on paragraphs 1-2-3) to dismiss or expel a student at any time for non-payment of fees or any other due amount, failure to meet the ongoing attendance requirement, late commencement of study and/or withdrawal from courses commenced under any circumstances (personal reason, health problem, family related problem...). No refunds will be granted to the student (including any prepaid fees or deposits) dismissed under this paragraph. However NABA reserves the right to grant a 30% refund (of the academic contribution fee and tuition fee) to the student enrolled in the 1st year, if withdrawal application is received within 60 days from the beginning of the course. Fees (application fee excluded) will be refunded only if visa is rejected and the student sends a rejection declaration issued by the Italian Embassy or Consulate.

6. Deferral of future academic years: in the event the student freezes his/her participation to the course within June 30, and defers to a future academic year, NABA reserves the right to require a payment of Euro 250 as suspension fee for

each deferred year. Requests of deferral will be accepted for a maximum of 3 academic years. The tuition fee and the didactic contribution already paid by the student will be valid for the academic year of attendance. Whereas in the event the student decides not to continue his/her studies, the tuition fee and the didactic contribution already paid will not be refunded.

7. NABA reserves the right to use its discretion to determine number of courses and type of courses yearly set up for each program. NABA guarantees to enrolled students the minimum courses required to obtain the diploma as defined by MIUR (Ministry of Education, University and Research) or any other present normative.

8. Subjects may change for academic purposes or for Ministerial reasons related to the AFAM reform system (AFAM is the system of “Alta Formazione Artistica e Musicale”, including all public and private Fine Arts and Music Academies recognized by the Ministry itself).

9. Classes will take place weekly, according to what is foreseen in the yearly academic calendar.

10. NABA programs are taught in Italian or in English. Students are required to submit evidence of their knowledge of the language according to the chosen program at matriculation time. Should the student not be able to submit one of the required certificates, NABA will test the student’s language knowledge (for English using the Laureate English level test) and will assign them their level. If the obtained level is below the required one, students will have to attend a specific remedial course - to be arranged with the Language Center - in order to reach the required level. Every student enrolled in an undergraduate course taught in Italian, who does not have one of the listed English certificates, has to sit the Laureate English test to assess their level of English. Test results are in line with the levels established by the European Framework of Reference for Languages. The result of the test will either grant them the credits for English or will place them at a level of English for which attendance to one or more courses will be required before graduation.

11. NABA guarantees to students access to educational areas for all the duration of classes as foreseen for the academic year, and for the number of hours necessary to complete the program. Further access to didactic structures is subject to didactic scheduling needs and logistic availability.

12. NABA shall not be liable for any failure or delay in the performance, in whole or part, of any of our obligations arising from or attributable to acts, events, omissions or accidents beyond or reasonable control including, but not limited, to strikes lockouts or other industrial disputes (involving our workforce or the workforce of any other party), act of god, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulations or direction, accident breakdown of plant or machinery, fire, flood, storm, pandemics, epidemics or other outbreaks of disease or infection in the public supply of electricity, heating, lighting, air conditioning or telecommunications equipment.

13. Each and every Intellectual Property Rights that will result from the creative and inventive activities related to the projects that will be carried out by individual students or groups of students, within an educational project, under the guidance of NABA’s teachers and / or directors, and any and all materials created, designed and carried out by students during the academic activity (i.e. essays, researches, sketches/drawings, models, presentations) will be exclusive property and ownership of NABA and will be for free and out righted remised to NABA. NABA will hold each and every right for taking advantage of the material and use it for economic purposes. Moreover, NABA will also have

the right to use the material for any and all purposes such as advertisements, promotion, internal policy, information, didactic research, educational projects etc... (These are not exhaustive examples). Consequently, NABA will hold each and every right to register the Intellectual Property Rights and copyrights in national, European and international registers, without prejudice to the student right to be recognized as author.

14. Enrolment fee and tuition fee do not include photocopies, lecture notes, colour printings, materials to be used for all project workshops, as well as computer rendering of the final thesis, participation to exhibits or contests.

15. Late payments of the tuition fee, or any of its instalments, will imply a fine of €50 up to 30 days delays and €100 for further delays. However students are not allowed to enter classes until the time they pay the overdue amount.

16. In case of persistent delay NABA reserves the right to require the immediate payment of the outstanding amount, suspending or excluding from the program and from exams the defaulting student as well as to start the necessary legal action for retrieving the total amount including all expenses: interests, fines, legal billings and everything else as per art 15.

17. Students are expected to conduct themselves at all times in a manner which demonstrates respect for NABA and its staff, fellow students / delegates and property. Breaches of the Student Code of Conduct can amount to gross misconduct, which may lead to expulsion from study (without refund) and refund for damage property.

18. NABA reserves the right to seek compensation for any damages incurred by the student to the premises and equipment. The student is required to use them correctly and to respect the cleanliness of the premises and areas of common use.

19. It is forbidden to bring dogs and other animals on NABA campus.

20. NABA is not responsible under any condition for any object lost or property left unattended in the Academy structures. Students are expected to maintain areas and spaces cleaned.

21. Tuition Fee is yearly upgraded by annual ISTAT (inflation rate) from the following academic year from enrollment date.

22. EU Students of the 1st year of the course that will not present the family income documentation relating to the

allocation of income bracket within the start of the courses, will be assigned automatically to the highest family income bracket. EU Students from 2nd and 3rd year need to present the whole fiscal documentation required in order to have their family income bracket evaluated and the relevant tuition fee determined accordingly. The deadline to submit the requested documentation is November 30 of each year. The new evaluation will be carried out within December, 31st. Students failing to deliver all documents by the established deadline will be assigned to the maximum income bracket.

23. Enrolment fee and tuition fee do not include the Graduation Thesis Fee of Euro 520,00 to be paid at the beginning of the 3rd year contextually to the registration to the program. Additionally, a tax of € 90,84 (which may vary according to the Academic Diploma Regulation of the Academic Year of Graduation) for the Italian Agenzie delle Entrate (Internal Revenue Service) will be requested in order to receive the Degree on parchment paper.

24. The enrollment of the student in possession of a foreign secondary school diploma is accepted upon the following conditions:

a. The awarded Diploma allows the access to the Academic course chosen by the student; this requirement is confirmed by the declaration of value of the foreign diploma and the official Italian translation of the original study title.

b. the foreign diploma has been awarded after the minimum number of years of education required by ministerial dispositions for enrolling to academic studies.

A Board of Examiners designed by the Chief Academic Officer will evaluate the validity of the Declaration of Value of the foreign secondary school Diploma. In case the Declaration of Value is not considered suitable by the Board, the student will be enrolled into the Diploma Program Course (auditor) of the same course, without obtaining the academic formative credits and the 1st level Academic Bachelor degree (ref. Academy Didactic Regulations art. 21/2). In case the foreign diploma does not meet the requirements of the Italian Ministry of Education, this fact does not represent just cause of unilateral withdrawal and the refusal of the student to accept the enrollment into the Diploma program will have consequences and effects in accordance with Articles 5 and/or 16.

25. Any controversy falls within the competence of the Milan legal court.

Milan _____

Student signature

Please refer to art.13 of the Italian legislative decree 196/2003 for the personal data processing, in accordance with the terms of the current legislation. The applicant can contact NABA concerning the data processing procedures email privacy@laureatedesign.it

For everything that is not covered herein, with reference to NABA enrollment regulations, please read "Application Form and Admission Procedure for three-year Bachelor of Arts degree 2016/17" and "Income Bracket assignment guide". I hereby declare that I read, in addition to the information about the course chosen by the student, articles 1) and 2) referring to information and instructions about the right of withdrawal, the effects of withdrawal and the procedures to exercise such right.

Following art. 1341 e 1342 c.c. I declare to have read and approved articles: 3) Non activation of the course 4) Cancellation and/or change of the Course and its location 5) Obligation to pay fees, contribution to didactics, tuition fee 6) Deferral of future academic years 7) NABA's right to use its discretion to determine number of courses 12) NABA's exoneration from liability 13) NABA intellectual property rights 14) Costs excluded from the fees, rates and contributions 15) Fine for late payments 16) Persistent delay in the payment of fees-consequences-suspension or exclusion from the program and from the exams 20) NABA's exoneration from liability in case of loss and misplacement of student's personal effects 21) Yearly adjustment of the tuition fee 22) Obligation to submit documentation of family income bracket - consequences in case of no-show 23) Graduation Thesis Fee 25) Milan legal court.

Student signature