



**DANCE DEPARTMENT – BALLET SCHOOL**

**REGULATIONS**

for the First-Level Academic Diploma Course



**PEDAGOGICAL PROGRAM**

of the

First-Level Academic Diploma Course for Ballet Instructors

Pursuant to applicable law, ministerial provisions (Ministerial Decree no. 125 of September 30, 2009 – *D.M. 30/09/2009 n. 125*), and the bylaws of the Fondazione Accademia d’arti e mestieri dello spettacolo Teatro alla Scala (hereinafter “Academy”), these regulations govern the organization and the Pedagogical Plan of the First-Level Diploma Course for Ballet Instructors.

### **Art. 1 (Establishment of the course)**

1) The First-Level Academic Diploma Course for Ballet Instructors is established within the Academy.

#### **Course name**

CORSO DI DIPLOMA ACCADEMICO DI I LIVELLO IN DANZA CLASSICA AD INDIRIZZO  
TECNICO-DIDATTICO  
[FIRST-LEVEL ACADEMIC DIPLOMA COURSE FOR BALLET INSTRUCTORS]

#### **Department**

DANCE

#### **School**

BALLET SCHOOL

### **Art.2 (Definitions)**

- 1) The terms used in these Regulations are hereby defined:
  - a. **disciplinary areas** [*aree disciplinari*]: arts disciplines defined in Ministerial Decree no. 125 of September 30, 2009 (*D.M. 30/09/2009 n. 125*);
  - b. **educational activities** [*attività formative*]: all activities contributing to the cultural and professional development of students in the form of group or individual lessons, seminars, practical exercises, workshops, final assessments, artistic production/performance, research, tutoring, orientation, internships, theses, individual study, self-learning;
  - c. **disciplinary field** [*campo disciplinare*]: a set of competencies regarded as a curricular subject;
  - d. **Course Committee** [*Consiglio di Corso*]: representative body that coordinates the educational activities of the Course of Study;
  - e. **prerequisite courses** [*corsi di formazione pre-accademica*]: educational activities necessary for admission to advanced dance courses;
  - f. **Course of Study** [*Corso di studio*]: the First-Level Academic Diploma Course (hereinafter also “Course”);
  - g. **academic credit** [*credito formativo accademico – CFA*]: unit of measure of fulfillment of academic requirements towards the diploma;

- h. **curriculum**: the set of educational activities specified in the regulations of the Course of Study that must be completed to obtain the diploma;
- i. **description of arts discipline** [*declaratoria*]: description of disciplinary area corresponding to the Course of Study;
- j. **department** [*dipartimento*]: the structure coordinating the teaching activities, research, and artistic production of a constituent school;
- k. **educational objectives** [*obiettivi formativi*]: the knowledge, competencies, and skills necessary to achieve the artistic, cultural, and professional level set forth as the goal of the Course of Study;
- l. **course catalogue** [*offerta formativa*]: the entire range of courses, educational activities, and production/performance and research activities offered by the Academy;
- m. **course pedagogical program** [*ordinamenti didattici del Corso di studio*]: the course curricular disciplines and applicable regulatory provisions;
- n. **course regulations** [*regolamento del Corso di studio*]: regulations governing the individual course;
- o. **arts disciplines** [*settori artistico-disciplinari*]: set of like disciplines covered by one description of arts disciplines [*declaratoria*];
- p. **pedagogical structure** [*struttura didattica*]: the structural and coordination plan for pedagogical services.

### **Art. 3 (Organs of the First-Level Academic Diploma Course)**

- 1) Coordination of the pedagogical activities of the First-Level Academic Diploma Course is entrusted to the Course Committee.
- 2) The Course Committee is composed of:
  - a. the Course Coordinator;
  - b. the Tutor;
  - c. four instructors elected by the Academic Committee from among permanent, temporary, or contract instructors who conduct one or more lessons in the Course and have stated their willingness to be elected;
- 3) The Course Coordinator is chosen from among Academy educational coordinators.
- 4) The Tutor is chosen from among the Academy educational staff to assist the Course Coordinator in managing Course organization and logistics and monitoring teaching activities in the classroom.
- 5) The Academic Committee may also deliberate to appoint the Dance Department Director as interim Course Coordinator.
- 6) The Course Coordinator and Course Committee have the following responsibilities:
  - a. Coordinate educational activities and assessments on the basis of the annual plan approved by the Academic Committee and, where applicable, by the Board of Directors;
  - b. Draft a report evaluating the course teaching plan and organization at the end of each academic year;
  - c. Submit the report (Point 2) to the Academic Committee, which adds its own evaluation and forwards the report to the Evaluation Committee (*Nucleo di valutazione*);
  - d. Formulate proposals regarding resource use and present them to the Academic Committee;
  - e. Propose any new or amended Course regulations to the Academic Committee;
  - f. Assess credits and any additional requirements (incompletes) of students admitted to and enrolled in the Course;
  - g. Propose members of examination committees (for admission, advancement, and final exams) to the Academic Committee;
  - h. Propose cultural, artistic, and scientific initiatives.

### **Art. 4 (Admission to the Course)**

#### **Admission to the First-Level Academic Diploma Course**

- 1) Admission to the First-Level Academic Diploma Course for Ballet Instructors is contingent upon passing a selection process which is stipulated every year in a specific announcement [*bando*] deliberated by the Academic Committee.
- 2) The Academic Committee decides how many students may be admitted to the following academic year after assessing financial and logistic compatibility.
- 3) Citizens of Italy or other countries holding a 5-year secondary education diploma or equivalent educational certificate deemed acceptable on the basis of applicable law are eligible for admission to the selection process. The Academic Committee will judge which educational certificates are acceptable.
- 4) Applicants must demonstrate adequate preparation in theory and technique and at least eight years of study of ballet and/or contemporary dance certified by a dance school, institute, or center (said preparation may also be self-certified). This preparation will be verified by a theoretical and practical exam to assess knowledge of the elementary techniques of ballet and the foundational principles of the theoretical disciplines. Preference is given during the selection process to candidates with at least two years

of documented professional experience as a dancer in an Italian or foreign dance companies or corps de ballet, and documented experience in ballet instruction at Italian or foreign dance schools or companies.

- 5) Applicants passing the practical exam will then sit for an interview to assess motivation, aptitude, and expectations.

#### **Art. 5 (Duration of full-time course)**

- 1) The Course consists of three years of full-time participation during the academic year. Attendance is mandatory. Students must earn 180 credits to receive a diploma.

#### **Art. 6 (Mandatory attendance)**

- 1) Attendance is mandatory.
- 2) Admission to individual exams is granted to all students who have attended planned lessons in each pedagogical category (theory, applied theory, practice) as specified in the pedagogical plan for each course and, in any case, who have attended not less than 80% of all educational activities, with the exclusion of individual study, per applicable law.
- 3) Students attending less than 80% of all educational activities are classified as **repeating** [*ripetente*] **and must repeat the year.**
- 4) Absences may be justified for the following reasons:
  - a. certified health reasons;
  - b. officially scheduled meetings of bodies or committees of which the student is member;
  - c. participation in Academy projects or initiatives with approval of the Academy Manager and after consulting with the instructor of the missed lesson(s).

#### **Art. 7 (Artistic-work permit)**

- 1) Permits for artistic work may be granted in exceptional cases following deliberation of the Academic Committee.
- 2) The student must submit a request for an artistic-work permit to the Academic Committee before signing any contract associated with said work and at least one month prior to the start of said work, providing a description of the work, the employer, and the contract time period.
- 3) If a student fails to submit a request per Point 2 or submits a request that is denied by the Academic Committee and that student accepts the work in question, that student will be **expelled** from the Academy.
- 4) As a rule, work permits are not granted during the first year of the Course.
- 5) Should the employment be offered by an institution of proven cultural and artistic stature or by artists with solid experience and undisputed fame, the student may ask the Academy to draw up a memorandum of understanding with the above parties in order to develop a jointly planned personalized learning plan for the student during the period of employment. In this case the student may request that said learning plan be considered as a substitute for the learning plan provided for the same period in the Academy study plan, and that he/she be awarded the associated credits.

### **Art. 8 (Pedagogical program and Course plan)**

- 1) The Pedagogical Program of the First-Level Academic Diploma Course for Ballet Instructors provides a single type of curriculum for all students.
- 2) The Pedagogical Program and the Course Plan summarized below provide the structure for the Course curriculum, indicating:
  - a. the name of the Course of Study and of the School of which it is part;
  - b. the educational objectives of the Course;
  - c. the disciplines and educational activities;
  - d. types of educational activities (elementary, core, supplementary, related, further, elective, relating to the final exam, relating to knowledge of a foreign language) from one or more arts disciplines;
  - e. credits earned in each educational activity;
  - f. credits earned in the final exam and the foreign language test;
  - g. credits from electives;
  - h. credit assignment system:
    - “E” = assessment in thirtieths and credits awarded by committee following the exam;
    - “ID”= **pass/fail** and credits awarded by instructor;
  - i. type of educational activity:
    - “Theory”
    - “Applied theory”
    - “Practical”
  - j. prerequisites for further study:
    - “EV” = binding exam
    - “IDV” = binding pass

SEE ANNEXED PEDAGOGICAL PROGRAM, WHICH IS AN INTEGRAL PART OF THESE REGULATIONS

### **Art. 9 (Credits)**

- 1) Students acquire academic credits by completing educational activities in the Course of Study in accordance with legislation in force (Art. 6 of D.P.R. no. 212/05).
- 2) One credit corresponds to 25 hours of work by the student. “Work” includes attending lessons, participating in workshops, seminars, exercises, and other educational activities, and personal study and effort necessary to complete the Course and pass the exam or other form of assessment and engagement in artistic or educational activities.
- 3) Regarding the overall work by the student for each credit, normally the following percentages of corresponding hours are assigned:
  - a. Lessons in theory, 30%;
  - b. Applied theory, 50%;
  - c. Practical activities, 100%;without prejudice to the percentage variations provided in DPR 212/2005;
- 4) A full-time student earns 60 credits a year on average.

### **Art. 10 (Acquisition and recognition of credits)**

- 1) The credits for each educational activity are acquired by the student in the following ways:
  - a. receiving a passing score on exams in disciplines and educational activities marked with the letter “E”. In this case, the credits are assigned by the relevant committee;
  - b. receiving a pass from the instructor in educational activities marked by the letters “ID”;
  - c. completion of elective educational activities;
  - d. passing the final exam in the foreign language;
  - e. passing the final Course exam.
- 2) The Course Committee can assign credits for the following:
  - a. properly documented professional activities in the specific discipline;
  - b. participation in artistic activities;
  - c. credits acquired at Italian or foreign performing arts institutes or universities;
  - d. accredited certifications attesting knowledge of written and spoken English and/or French.

### **Art. 11 (Exams and other forms of assessment and Exam Committees)**

- 1) The assessment of progress is obligatory for all activities in the Pedagogical Program.
- 2) Students who have fulfilled attendance requirements may take exams at the end of every cycle of lessons in a discipline and at the completion of educational activities for the purposes of acquiring the corresponding credits.
- 3) Only those students who are regularly enrolled in a course and have paid all tuition and fees may take assessment exams.
- 4) Exams and progress assessments will take place according to the calendar prepared by the Academy Manager and approved by the Academic Committee.
- 5) For disciplines and educational activities bearing the initials “E” or “EV”
  - a. assessment of progress may take the following forms:
    - oral exam
    - written exam
    - practical exam
    - group exam (without prejudice to the recognition and assessment of individual performance)
  - b. the assessment is expressed by a Committee appointed by the Academy Manager and composed of at least three (3) members: the Academy Manager or her proxy, who will be the chairperson, and two instructors, one of whom is assigned to the specific discipline;
  - c. the assessment is expressed in thirtieths. The minimum passing score is 18/30. Students who earn 30/30 may be awarded honors (*cum laude*);
- 6) For disciplines and educational activities bearing the initials “ID” or “IDV”
  - a. the assessment is made on a pass/fail basis;
  - b. the judgment is made by the instructor on the basis of a day-by-day assessment;
- 7) In the case of educational activities composed of a number of units, assessment will be by a single exam that measures the progress in each unit.

### **Art. 12 (Prerequisites)**

- 1) Disciplines and educational activities marked by the letter “V” = *vincolante* [binding] in combination with the letters “E”= exam or “I” = *idoneità* [pass/fail], are prerequisites for further study.
- 2) Students must pass all binding exams to be admitted to the following year and continue to pursue a

diploma.

- 3) Exams and progress assessments for educational activities marked by a progressive number are to be taken in the order of those numbers.

### **Art. 13 (Final Exam)**

- 1) The diploma is awarded upon passing the final exam. The final exam has the purpose of assessing the competencies acquired by the student during the educational process.
- 2) The student is admitted to the final exam after having acquired all credits specified in the course program, that is, 175 credits for the First Level Academic Diploma.
- 3) Students passing the final exam are awarded five (5) credits in the First Level Academic Diploma Course.
- 4) The final exam for the First Level Academic Diploma is an individual test in the two types of educational activities: theory and practice. The practical test entails simulating a dance lesson from the pre-academic course program studied during the three-year diploma course. A written essay with bibliography and/or artistic and cultural references demonstrating the reliability of the sources and the originality of the content of the essay is requested for each of the basic disciplines assessed in the final exam.
- 5) The final exam committee for the Course of Study is composed of at least five (5) members. It is chaired by the Academy Manager or a proxy and the instructor(s) who has/have prepared the final exam and at least one instructor from the core discipline. The committee is constituted via appointment by the Academy Manager, ensuring cross-disciplinary representation of the different disciplinary fields.
- 6) The final grade is expressed in one one-hundred-tenths and may be expressed with honors (*cum laude*). The final grade cannot be less than the weighted average, expressed in one-hundred-tenths, of the grades earned during the entire course. The weighted average of the grades may be increased by the Committee by a maximum of 8/110. Honors will only be conferred by unanimous decision of the Committee.
- 7) The final exam for the academic diploma and the announcement of the final results are public.
- 8) As a supplement to the Diploma, the Academy issues a certificate in line with those adopted by European member states bearing the principal indications of the curriculum completed by the student to earn the diploma.

### **Art. 14 (overtime, repeats, suspension of academic year)**

- 1) Students who do not pass exams or other forms of assessment labeled with the letter “V” (*vincolante* = binding) during a given academic year are termed **repeating students** [*ripetenti*]. Repeating students may repeat the year only once.
- 2) Repeating students are not required to repeat disciplines in which they passed the exam the previous year and for which they have already received the corresponding credits.
- 3) Students who do not pass an exam or other form of assessment in disciplines not labeled with a “V” (*vincolante* = binding) and do not receive the corresponding credits may make up this incomplete the following year or in any other year before the end of the course.
- 4) Students who have not earned sufficient credits to be admitted to the final exam or have earned sufficient credits but not taken the final exam within the allotted time period of the course may request permission to complete their credits and take the final exam during the subsequent academic year at no added cost to the Academy. During this extra year they will be categorized as **overtime students** (*fuori corso*). The Academic Committee and the Board of Directors will determine whether to grant or deny such permission after having evaluated the logistical conditions and budgetary means for the year in question.
- 5) Students have the option of requesting, as a result of serious personal or employment-related reasons,



the **suspension** of their participation in a given academic year, picking up where they left off the following year. This option may be exercised only once during the student's academic career. The Academic Committee will grant or deny such requests based on their assessment of logistical practicability and organization of the pedagogical and production plan for the following year.

#### **Art. 15 (Electives)**

- 1) Each year, the Academic Committee shall approve electives that students may choose in the Academy's course catalogue and determine the number of credits assigned to each.
- 2) Within the first two months of each academic year, the Academy Manager will organize a meeting between students and all instructors responsible for or involved in some way in the electives. During said meeting, the students will be provided with all necessary information and formalize their choices on the appropriate forms.
- 3) At the beginning of each academic year, the student may request permission to participate in educational activities at Italian or foreign institutes of comparable level to the Academy as an elective and at no cost to the Academy. The Academic Committee will grant or deny such permission on a case-by-case basis after assessing the compatibility of said educational activities with the operational needs of the overall study plan.

#### **Art. 16 (EU languages)**

- 1) In order to receive the First Level Academic Diploma, students must have competency in written and spoken English, included in the Academy descriptions of arts disciplines [*declaratorie*]. The required level of certification is B1, as established in the Common European Framework of Reference for Languages adopted in 1996 by the Council of Europe.
- 2) Competency in written and spoken English can be demonstrated by appropriate certification, which will allow the student to be awarded the credits attributed to this competency in the pedagogical program for the course of study.

#### **Art. 17 (Academic calendar)**

- 1) The academic calendar is issued annually by the Academy Manager following deliberation by the Academic Committee.
- 2) The academic calendar can be updated by the Academic Committee during the course of the year as a result of situations that could not have been foreseen at the time of its initial approval. Any such subsequent modifications to the academic calendar must be the subject of further deliberations.
- 3) The time and location of Course lessons and educational activities are published periodically (quarterly as a rule) with the signature of the Academy Manager.
- 4) The academic year is divided into 3 quarters:
  - 1st quarter: October, November, December;
  - 2nd quarter: January, February, March;
  - 3rd quarter: April, May, June;
- 5) Individual disciplines may consist of two or more units whose length and lead instructor are determined annually.
- 6) Generally speaking, each educational activity is entrusted to a single lead instructor who is responsible for teaching the activity and taking part in the student assessment process.

### **Art. 18 (Publicizing of proceedings)**

- 1) On a yearly basis, the Academy will publish the “**Manifesto degli Studi**” [Course Manifesto], indicating:
  - a. The Course admissions announcement specifying requisites for admission, a description of the admissions process, and the calendar of admissions tests;
  - b. The maximum number of Course participants;
  - c. The conditions, means, and every other element necessary for registration and enrollment in the Course;
  - d. The program of study, including disciplines and prerequisites for further study;
  - e. Attendance rules;
  - f. The academic calendar;
  - g. Rules regarding electives.

### **Art. 19 (Career guidance and orientation)**

- 1) The Academy offers its students career guidance services to facilitate their entry into the job market.
- 2) The Academy offers its students orientation services to acquaint them with the course catalogue, student services, administrative functions, Academy activities, and other elements of interest for the students.

### **Art. 20 (Transfer to Academy diploma course from comparable institutions)**

- 1) Students previously enrolled in comparable Italian or foreign institutions may request to transfer to the Academy by submitting an application to the Academy Manager on or before the admissions deadline.
- 2) The application must contain the *nihil obstat* of the institution of provenance, certification of the year of enrollment, the name and description of each educational activity in which the student has earned credits, the date of the related exams or other form of assessment, and the score, if applicable, on all such exams or assessments. The student must also submit a CV listing artistic performances in which he/she has participated.
- 3) The Course Committee will evaluate the relevance of the transferring student’s curricular history. Should the student be accepted, the Course Committee will determine the student’s continuing curricular path within 60 days of receiving the application, determine whether to recognize all or a part of the credits earned by the student at the institution of provenance, and specify any additional educational requirements that must be fulfilled within the given timeframe.
- 4) Applications will not be accepted from students who have completed all coursework and only have to take the final exam for the diploma.

### **Art. 21**

- 1) These Regulations are in force as of Academic Year 2019-2020.
- 2) The Academic Committee is the institutional body authorized to deliberate Ministerial proposals for amendments or updates.