



Ministero dell'Università e della Ricerca
Higher Education in Art, Music and Dance

Conservatory of Music "Claudio Monteverdi" - Cremona

Pursuant to art. 9, paragraph 2, of the Didactic Regulations of the
ISSM "Claudio Monteverdi" (now Conservatory of Music),
Approved on 3 April 2024 by resolution no. 5 of the Academic Council Approved on
10 April 2024 by resolution no. 8 of the Board of Directors

MANIFESTO OF STUDIES

ACADEMIC YEAR 2024/2025





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1. INTRODUCTION

1.1. Purpose of this Study Manifesto

The purpose of the Study Manifesto is to provide information on the preparatory courses and courses for the achievement of the first and second level academic diploma active at the "Claudio Monteverdi" Conservatory of Music in Cremona (hereinafter the "Claudio Monteverdi" Conservatory) and on the other formal and administrative obligations of interest to students.

The preparatory courses and courses for the achievement of the first and second level academic diploma are based on the following assumptions:

- possession of a suitable educational qualification and musical preparation;
- passing the selection exam;
- the payment of attendance fees;
- the normal duration of three academic years for first-level courses and two academic years for second-level courses ; the minimum duration of one year and a maximum of three years for preparatory courses;
- the frequency of training activities;
- participation in the production activities of the "Claudio Monteverdi" Conservatory;
- passing exams or other forms of assessment;
- passing the final exam;
- the acquisition of 180 academic credits for first-level courses and 120 academic credits for second-level courses;
- the issue of the academic diploma for first and second level academic courses.

Other eventualities that may occur in a student's career, covered by the Study Manifesto, are:

- the assumption of the status of part-time student;
- the assumption of the qualification of student not on track;
- transfer from another institution;
- transfer to another institution;
- the change of course within the "Claudio Monteverdi" Conservatory;
- the suspension and reactivation of the career;
- the interruption and reactivation of the career;
- the renunciation of the continuation of studies;
- the decay from studies.

1.2. Reference structures

In carrying out the procedures described below, those who are interested in attending or already attending a course for the achievement of the first or second level academic diploma at the "Claudio Monteverdi" Conservatory will be assisted by:

- the Student Didactic Secretariat;
- the Administrative Secretariat.

1.3. Reference documentation

The educational activities of the "Claudio Monteverdi" Conservatory are regulated by the Didactic Regulations and by the other Regulations available on the website:

<https://www.conscremona.it/regolamenti2/>

1.4 Academic calendar

The duration of the academic year is determined as follows: 01 November 2024 – 31 October 2025

The teaching activity will take place in the following time frame:

Start: November 2, 2024

End: 31 October 2025





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Academic Calendar 2024-2025

Lectures start: **02 November 2024** (with the right to anticipate lectures starting from 14 October 2024, subject to communication to the Management, the Secretariat and the students concerned, as per the resolution taken by the Board of Professors at the end of July 2009).

End of lessons: **14 June 2025** (with the option of extension in September until mid-October 2024, subject to authorization from the Management)

Periods of interruption of teaching activities

All Saints' Day: Friday 1 November 2024; Patron

Saint: Wednesday 13 November 2024;

Immaculate Conception: Sunday, December 8, 2024;

Christmas holidays: from Sunday 22 December 2024 to Monday 6 January 2025 (inclusive);

Easter holidays: from Thursday 17 April to Tuesday 22 April 2025 (inclusive);

Liberation Day: Friday 25 and Saturday 26 April 2025; Labor

Day: Thursday, May 1, 2025;

Republic Day: Monday, June 2, 2025.

Academic course lessons

I SEMESTER: from **02 November 2024** to **22 February 2025** (with the option of anticipating lessons starting from 16 October 2024, in the manner indicated above)

II SEMESTER: from **03 March 2025** to **14 June 2025** (with the option of extension from September to mid-October 2024, subject to authorisation from the Management)

Suspension of classes between 2 semesters: 24 February – 1 March 2025 (it is mandatory to suspend classes for courses in which students who have to take exams in the session participate)

Meetings of the Board of Professors: Thursday 28 November 2024, Wednesday 9 April 2025.

2. TRAINING

2.1 AFAM Courses

The educational offer of the "Claudio Monteverdi" Conservatory is divided into the following courses:

- Two-year course for the achievement of the second level academic diploma
- Three-year course for the achievement of the first level academic diploma
- Preparatory courses for the three-year period pursuant to DM382/18





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The Study Plans of the courses activated in the academic year 2024-2025 are available online on the Conservatory website:

<https://www.conscremona.it/alta-formazione/>

The list of courses and disciplines activated are contained in the attached Table A and in the Course Catalogue of the website <https://www.conscremona.it/course-catalogue/>

2.2 Single courses

Pursuant to art. 38 of the Teaching Regulations, those in possession of the necessary qualifications are allowed to enrol in individual courses activated at the Institution, as well as to take the related exams and receive regular certification of the credits acquired. The Regulations of the single courses are available at the link:

<https://www.conscremona.it/regolamenti2/>

3. APPLICATIONS, REQUIREMENTS AND EXAM SESSIONS

3.1 Questions

TYPE OF APPLICATION SUBMISSION PERIOD

Application for admission from 17 April to 25 May 2024. Enrolment for students admitted in the summer session: by 25 July 2024

Enrolment of students admitted in the September supplementary session: by 5 October 2024. Change of course from 1 to 30 September

Suspension of the student career from 1 to 31 July Reactivation of the

student career from 1 to 31 July Transfer to another Conservatory

from 1 to 31 July Transfer to the "Monteverdi" Conservatory from 1 to 31 July

Qualification as a part-time student from 1 July to 31 October

Withdrawal from the qualification of part-time student from 1 July to 31 October

3.2 Fulfilment

TYPE OF FULFILMENT - PERIODS

For administrative requirements: see Tuition Fees and Contributions Regulations a.y. 2024/2025.

Presentation of the title of the final examination: at least three months before the discussion.

Submission of the written paper for the final examination: at least 20 days (mode A) or 30 days (mode B and C) before the discussion.

3.3 Exam sessions

TYPE OF EXAMINATION - PERIODS

Entrance exams for academic courses: from 10 to 15 June 2024

Possible supplementary admission session: from 16 September to 27 September 2024

Exam sessions

- **Winter session** (A.Y. 2023-2024 and semester courses 2024/2025)





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exams: 24 February – 1 March 2025 (with the possibility of extension to 15 March for further sessions) Final exams: 1 – 30 April 2025

- **Summer session**

16 June – 4 July 2025

There is the possibility of an early appeal for students who have to take the final exams to allow them to conclude the exams on time as long as they have finished the lessons. The final tests take place in the same time frame and in any case no later than July 31st.

- **Autumn session**

exams: 22 September – 4 October 2025 (a make-up session is allowed by 31 October) Final

exams: 2 – 29 November 2025

4. ADMISSION AND ENROLMENT

4.1. Admission requirements

4.1.1. EU and non-EU citizens

The following are admitted to preparatory courses and courses for the achievement of the first and second level academic diploma:

- EU citizens;
- non-EU citizens treated as EU citizens;
- non-EU citizens residing abroad.

For the purposes of admission to studies, those who come from the following countries are equivalent to EU citizens:

- Vatican City;
- Iceland;
- Liechtenstein;
- Norway;
- Republic of San Marino;
- Switzerland

and; And:

- political refugees;
- personnel serving in foreign diplomatic missions and international organizations based in Italy – accredited to the Italian State or the Holy See – and their dependent family members, limited to spouses and children;
- non-EU citizens legally residing in Italy holding a residence permit or EC residence permit for long-term residents.

For procedures reserved for non-EU students, please refer to the following

link: <https://www.studiare-in-italia.it/studentistranieri/>

4.1.2. Qualifications for access to preparatory courses

A lower secondary school license is required for access to the preparatory course. In special cases, access may be granted to students enrolled in the last year of lower secondary school.





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4.1.3. Qualifications for access to first-level academic courses

To be admitted to a course for the achievement of the first level academic diploma, it is necessary to have an upper secondary school diploma or another qualification obtained abroad and recognized as suitable.

Candidates who denote particularly strong artistic qualities are admitted, even if they do not have an upper secondary school diploma which, however, must be obtained before taking the final academic diploma exam.

4.1.4. Qualifications for access to academic courses for the achievement of the second level

To be admitted to a second-level academic diploma course, it is necessary to have one of the qualifications listed below:

- a conservatory diploma from the previous system (together with an upper secondary school diploma or another qualification obtained abroad and recognized as suitable);
- a first-level academic diploma;
- a first-level academic qualification obtained abroad and recognized as suitable;
- a degree from the previous system;
- a three-year degree;
- a degree obtained abroad and recognized as suitable.

4.1.5. Qualifications obtained abroad

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

For non-EU citizens, the secondary education qualification must meet the following essential requirements:

- it must have been issued by an official school of the educational system to which it belongs (by official we mean the schools that the competent authorities of the educational system of reference present as their own, state, or non-state but legally recognized by the state or accredited by the competent authority of that country);
- it must be valid for enrolment at the university in the educational system of reference (the one according to whose rules it was issued);
- it must have been issued after at least 12 years of total schooling from elementary school to the end of secondary school (any repeated school years must not be taken into account in the calculation of schooling, but, if provided for by the educational system of reference, the pre-school year must be considered, provided that it is an integral part of the curriculum, with compulsory attendance, and that the related program provides for the teaching of reading and writing in the mother tongue, and the first elements of arithmetic calculation);
- must give access, in the relevant education system, to a course of study similar to the one in which one intends to enrol in Italy.

<http://www.cimea.it/it/servizi/procedure-di-riconoscimento-dei-titoli/metodologica-valutativa.aspx>

4.1.6. Musical skills





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The musical skills required for admission to preparatory courses and courses for the achievement of the first level academic diploma are defined by the tables attached to Ministerial Decree 382/18. The programs are available on the conservatory website at: <https://www.conscremona.it/iscrizioni/>

To access the second-level academic course, adequate preparation in the field of music and, more specifically, in the address to which the chosen diploma course is named, is required. This preparation will be ascertained through the entrance exam.

4.1.7. Language skills for foreign nationals

Foreign citizens must demonstrate a good knowledge of the Italian language corresponding to level B2 of the European Framework of the Council of Europe. In the event that this knowledge is not certified during the entrance exam, the candidate, if admitted, will have 1 year and 1 semester from the date of enrolment to reach the B2 level of the Italian language.

Foreign citizens who possess one of the qualifications listed below are exempt from reaching the B2 level of the Italian language:

- upper secondary school diplomas issued at the end of 4-5 years of the course by Italian schools based abroad;
- secondary school diplomas issued by the Argentine Republic together with the so-called complementary certificates attesting to the attendance of a secondary school course including the study of Italian for at least 5 years;
- diplomas in Italian language and culture issued by the two Universities for Foreigners of Perugia and Siena at the end of a course of study of at least one year;
- diplomas of competence in Italian which, issued by the University of Roma Tre or by the Universities for Foreigners of Perugia and Siena, correspond to levels B2 of the European Framework of the Council of Europe (these diplomas can also be issued following specific agreements with the Italian Cultural Institutes abroad or with other organizations);
- certificates of attendance of Italian courses issued by other Italian universities that have established their own Italian language courses independently or in collaboration with other educational institutions or regional and local authorities (the degree of language competence must correspond to level B2 of the European Framework of the Council of Europe);
- PLIDA (Dante Alighieri Italian Language Project) certification of linguistic competence issued by the Dante Alighieri Society;
- qualifications obtained in Slovenia, Croatia and Switzerland at publicly-run border schools, where teaching is taught in Italian, are accepted as long as they are valid for admission to courses similar to those for which enrolment in Italy is requested in the country to which they refer.

4.2. Entrance exams

4.2.1. Examination methods and rankings

All courses (preparatory, first level, second level) of the "Claudio Monteverdi" Conservatory have a limited number of students. Admission to studies is subject to passing a selection exam that assesses the candidates' musical and cultural knowledge and skills. Following the selection examination, a merit ranking will be drawn up for admission to studies within the limit of the scheduled places.





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Information on how to conduct the selection exams is published on the website:

<https://www.conscremona.it/iscrizioni/>

4.2.2. Access to the entrance exam

Access to the entrance examination for first and second level courses is subject to:

- the submission of the application for admission accompanied by the required documentation in accordance with the provisions of the Call for applications published online on the website:

<https://www.conscremona.it/iscrizioni/>

- to the payment of the related fees as indicated in the Tuition Fees and Contributions Regulations A.Y. 2024/25

The period for submitting the application for admission is:

- First session from 17 April to 25 May 2024
- any supplementary session (only in case of availability of places) 1 - 10 September 2024.

4.3. Enrolment in the first year

4.3.1. Application for enrolment

Candidates who, in the ranking list drawn up following the selection examination, occupy a position useful for admission to studies can submit the application for enrolment and the certificates of payments due on the ISIDATA portal.

4.3.2. Documents to be attached to the enrolment application

The following documents must be attached to the enrolment application to be uploaded to the ISIDATA portal:

a) **access qualification;**

· *for students with an Italian qualification:* the self-certification made in the enrolment application is sufficient;

· *for students with a foreign qualification:* at the time of enrolment, the candidate may contact CIMEA for the procedures preparatory to the recognition of the qualification. The costs for the verification of the qualification by CIMEA, at a discounted rate, are borne by the applicant according to the agreement stipulated with the Conservatory. <https://www.cimea.it/pagina-procedure-riconoscimento-titoli>

<https://www.cimea.it/pagina-attestati-di-comparabilita-e-verifica-dei-titoli>

<https://www.cimea.it/pagina-attestati-universita>

c) **copy of a valid identity document;**

d) *for non-EU citizens residing abroad:* **a copy of the receipt of the residence permit application** issued by Poste Italiane, accompanied by a **copy of the passport with the specific entry visa for non-tourist reasons** issued by the Police Headquarters, or a **copy of the valid residence permit; pre-enrolment** carried out according to the procedures indicated on the www.studiare-in-italia.it website ;

e) any **request for the qualification of part-time student;**

f) any **Single Substitute Declaration and the related ISEE certificate of income and assets of the previous calendar year** for the purpose of determining the contribution bracket;

g) **The following are exempt from paying the academic fee:**





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- those who have applied for the scholarship or the loan of honour from the Regional Agency for the Right to University Education and are eligible (the contribution will be due at the time of enrolment and refunded on condition that the student is eligible);
 - disabled people with a recognized disability equal to or greater than 66%;
 - Students who meet the requirements set out in art. 12 and 30 of Law no. 118 of 30 March 1971.
- h) the certificate of payment of the regional tax for the right to university education.** For details of payments, please refer to the Fees and Contributions Regulations 2024/2025.

4.3.3 CONDITIONAL REGISTRATION

Students who attend the last year of the course and plan to take the final exam in the winter session are allowed to be subject to conditional enrolment in another course of study. Enrolment can only be formalised if the final exam is passed by this session. Before obtaining the degree, it will not be possible to take exams.

4.3.4 PROVISIONS ON SIMULTANEOUS ENROLMENT IN TWO HIGHER EDUCATION COURSES

Starting from the academic year 2022-2023, the Institutions of Higher Education in Art, Music and Dance (AFAM) and the Universities facilitate the simultaneous enrolment of students, according to the procedures provided for by Ministerial Decree 933 of 02/08/22, taking into account the particularities of the individual courses of study in terms of specific training objectives, expected learning outcomes and teaching methods. Each student can simultaneously enrol in two different first or second level academic diploma courses or advanced or master's degree courses even at more than one institution of higher education in the arts, music and dance referred to in Article 2 of Law no. 508 of 21 December 1999, obtaining two separate qualifications. In order to promote the interdisciplinary nature of the training, enrolment in two courses of study is allowed if the two courses differ in at least two-thirds of the training activities, in terms of academic training credits. Simultaneous enrolment in the same course of study at two Italian and/or European Union AFAM institutions is not permitted. Simultaneous enrolment in university courses of study and courses of study at AFAM institutions is allowed, within the limit of two enrolments.

Notification of dual registration

Students who intend to enrol in a second course of study must provide a self-certification made pursuant to Presidential Decree no. 445/2000 to verify the possibility and requirements for double enrolment. At the time of enrolment, the student declares his/her willingness to enrol in a different course of higher artistic, musical and dance training or university, self-certifying the possession of the necessary requirements. This declaration must be submitted to both institutions. The same declaration must also be submitted in the event that there is a change of course within the same institution or a transfer of course between different institutions. The verification of the possibility and possession of the requirements for double enrolment will be carried out by the Teaching Committee; the student will be notified of the result by the deadlines set out in the Tuition Fees and Contributions Regulations for the formalization of enrolment/enrolment applications.





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Recognition of common training activities.

At the student's request, the Teaching Committee shall proceed with the recognition of educational activities carried out in one of the courses of study in which the student is simultaneously enrolled, provided that the learning outcomes are consistent with the educational objectives of the other course of study. In the case of partial recognition of the training activities carried out in one degree programme, the competent teaching structure of the other degree programme may promote the organisation and facilitate the student's use of supplementary training activities in order to fully recognise the training activity.

Right to Education

Students who enrol in two courses of study at the same time identify one of the two enrolments as a reference for accessing the benefits provided for by current legislation on the right to education, for the entire period of simultaneous enrolment in the two courses of study. Students who have already enrolled in a course of study in years subsequent to the first cannot identify the second enrolment as a reference for the purposes of benefits for the right to education. For the purposes of the increase in the amount of the scholarship provided for by art. 6, paragraph 3, of the decree of the Minister of University and Research no. 1320 of 17 December 2021, the student must maintain the merit requirements provided for by the aforementioned decree on both courses of study for which he or she is enrolled. This is without prejudice to the total or partial exemption from the payment of the annual all-inclusive fee, which applies to both enrolments, in the presence of the requirements, as self-certified by the student in cases where the courses of study do not belong to the educational offer of the same institution.

5. ENROLMENT IN THE YEARS FOLLOWING THE FIRST

5.1. Application form

Current or off-track students must submit the application for enrolment for the following academic year using the appropriate forms on the website, as well as the certificates of payments due as indicated in the Tuition Fees and Contributions Regulations 2024/2025 by 31 July 2024.

The following are not required to submit the application for registration:

- graduating students, i.e. those who in the current academic year have complied with all the attendance obligations and the acquisition of the CFA required and intend to take the final exam by the next winter diploma session;
- students who have obtained the suspension of their career.

In the event of failure to obtain the degree by the next winter diploma session, graduating students will be required to submit the application for enrolment in the current academic year and to pay fees and contributions as indicated in the Tuition and Fees Regulations.

On the other hand, graduating students who intend to take advantage of services such as international mobility and part-time collaboration are required to submit the application for enrolment and pay the fees and contributions.

5.2. Documents to be attached to the application for enrolment in the years following the first

The following documents must be attached to the application form to be submitted to the Student Academic Secretariat:





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- a) any **request for the qualification of part-time student**;
- b) *for non-EU citizens residing abroad*: a **copy of the receipt of the residence permit application** issued by Poste Italiane, accompanied by a **copy of the passport with the specific entry visa for non-tourist reasons** issued by the Police Headquarters, or a **copy of the valid residence permit**;
- c) any **Single Substitute Declaration and the related valid ISEE certificate** for the purpose of determining the contribution bracket;
- d) **the certificate of payment of the regional tax for the right to university education** as indicated in the Fees and Contributions Regulations 2024/2025.

6. STUDENTS ENGAGED PART-TIME IN TEACHING ACTIVITIES

6.1. General criteria

From 1 July to 31 October, students can apply for the qualification of part-time student engaged in teaching activities for the following academic year. The legal status of part-time student is acquired by activating a contractual relationship with the "Claudio Monteverdi" Conservatory on a reciprocal basis. Part-time students undertake to acquire no less than 12 and no more than 42 academic credits for each year by the closing date of enrolment for subsequent academic years, in twice the normal duration of the course of study. At the same time, the student obtains the extension of the current student status and the partial exemption from the payment of academic fees for the academic years concerned.

Any student enrolled or enrolled in the normal years of the first or second level diploma course who, for duly documented work, family or personal reasons, believes that he or she is not in a position to advance in his academic career within the normal times provided for by the Educational Regulations of the "Claudio Monteverdi" Conservatory can apply for the qualification of part-time student. The following fall into this category:

- non-occasional working students;
- students engaged in the care and assistance of their family members;
- students with personal health problems or disabilities (including SLD-certified students);
- students enrolled simultaneously in two Higher Education or AFAM/University courses (valid for one of the two courses);
- students enrolled at the same time in upper secondary schools.

The condition of part-time students allows the distribution of individual lesson attendance to be planned over two academic years instead of one.

The academic credits acquired upon passing the relevant exams will be fully calculated in the academic year in which the student will take the exam. Part-time students are advised to divide the hours of attendance scheduled in one year for the exam of *Performance Practice and Repertoire* over two years, maintaining a constant attendance at lessons, albeit diluted.

The student engaged in part-time:

- he is obliged to submit the study plan for the academic years in which he assumes this qualification;
- must comply with the obligations set out in the Fees and Contributions Regulations 2024/2025;





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it enjoys the same exemptions as for full-time students.

6.2. Demand repeatability and limitations

The qualification of part-time student has the duration of the academic year in which it is requested and the subsequent additional academic year. The qualification of part-time student can also be obtained in further academic years, by resubmitting the relevant application. With the qualification of part-time student, the duration of studies can be extended up to a maximum of twice the period provided for first and second level courses. The application for the qualification of part-time student cannot be submitted for the academic year in which the student intends to use services such as international mobility.

6.3. Loss of part-time student status

A student who, in the academic years in which he or she assumes the status of part-time student, acquires less than 12 or more than 42 academic credits loses this qualification and is required to pay the portions of the academic contributions for which he or she had benefited from the exemption. Students who request a temporary suspension of studies or apply for withdrawal lose their status as a part-time student and are required to pay the portion of academic fees for which they were exempted.

Students who submit the application to take the final exam before the end of the cycle of normal years of the course increased by the year or years in which they obtained the qualification of part-time student, before the final exam are required to reimburse the amounts of academic contributions for which they had benefited from the exemption.

6.4. Withdrawal from the qualification of part-time student

In exceptional and duly documented cases, a student who has acquired the qualification of part-time student may apply for the qualification of full-time student in the following academic year, waiving the advantage of the one-year extension for the completion of studies. In this case, the student will be enrolled in the following year of the course and will be required to accrue the remaining attendance of the year of the previous course. The application for the renunciation of the qualification of part-time student must be submitted from 1 July to 30 September. If the application is accepted, the student will be required to pay the portion of the academic fees for which he or she had benefited from the exemption.

7. STUDENTS WHO ARE NOT ON TRACK

Students who, despite having completed the years of the regular duration of the course of study, have not acquired sufficient academic credits to be admitted to the final examination may take advantage of additional academic years to complete the training course by assuming the status of "student not on track".

Students who are not on track with the prescribed course are required to submit the application form and pay the fees as per the Tuition Fees and Contributions Regulations a.y. 2024/2025.





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8. TRANSFERS BETWEEN CONSERVATORIES OR OTHER ACADEMIC INSTITUTIONS AND COURSE CHANGES

8.1. Inbound transfers

8.1.1. General criteria

In any year of the course, except the first, a student coming from a higher education institution can request a transfer to the "Claudio Monteverdi" Conservatory. Students who have to take only the final exam for the achievement of the degree are not allowed to transfer. Transfers to the first and second level academic diploma courses active in the coming academic year are allowed within the limits of available places and subject to verification of the skills useful for the regular continuation of studies through auditions that will take place by 30 September. Exceptionally, overtime transfers may be accepted at the discretion of the Director.

Any fees paid by the student at the institution of origin will not be recognized. Therefore, the fees and academic contribution relating to the coming academic year must be paid in full at the "Claudio Monteverdi" Conservatory, with the sole exception of the regional tax for the right to university education, if already paid for the incoming academic year, only in the case of students from institutions based in the Lombardy Region. Students who have obtained a transfer to the "Claudio Monteverdi" Conservatory will not be able to return to their home institution before one academic year has elapsed, unless the request for return is justified by serious reasons.

8.1.2. Transfer application

The transfer application must be submitted using the appropriate form distributed by the Student Secretariat, to which it will be returned duly completed and accompanied by the required documentation, as well as certificates of payments due.

The transfer application for the coming academic year must be submitted from 1 to 31 July. A copy of the transfer application must be submitted by the interested party to the Student Secretariat of the institution of origin.

8.2. Outgoing transfers

8.2.1. General criteria

A student of the "Claudio Monteverdi" Conservatory can request a transfer to other conservatories as well as to other institutions of higher education as long as he or she has taken at least one exam for any curricular discipline of the chosen course of study. Students who have to take only the final exam are not allowed to transfer.

Students of the "Claudio Monteverdi" Conservatory who intend to transfer must be up to date with their enrolment and payment of fees and contributions for the academic year in which they intend to obtain a transfer and for all previous years.

Students who intend to transfer are required to find out about the terms and conditions applied by the institution that will receive them. A copy of the transfer application sent to the receiving institution must be communicated to the Student Secretariat of the "Claudio Monteverdi" Conservatory.





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Students who have obtained a transfer to another institution will not be able to return to the "Claudio Monteverdi" Conservatory before one academic year has elapsed, unless the request for return is justified by serious reasons.

8.2.2. Reimbursement of contributions and fees

Students who submit an application for enrolment in the coming academic year and an outgoing transfer application at the same time are exempt from paying the first instalment of the academic fee, which will however be due in the event of failure to transfer. The regional tax for the right to university education is not refundable.

In the event of submission of a transfer application after the DEADLINE, the payment of the first instalment of the academic fee for the incoming academic year will NOT be refunded.

8.3. Changes of course of study within the "Claudio Monteverdi" Conservatory

8.3.1. General criteria

The transition from an academic diploma course to another academic diploma course of the corresponding level active in the coming academic year at the "Claudio Monteverdi" Conservatory is allowed in any year of the course, except the first. It is not allowed to transfer to the courses of study of the old system and to the academic diploma courses not active in the coming academic year. Within thirty days of receipt of the application, a special Commission formed by the Director, deliberates on the recognition of the educational credits obtained valid for the new curriculum and indicates the year of the course to which the student is admitted. Academic credits acquired but not recognized as valid for the purpose of obtaining the qualification remain recorded in the academic career of the interested party. The transition to the new course of study is subject to:

- upon passing the relevant selection exam;
- the assessment of the skills necessary for the continuation of studies in the new course of study by the Commission;
- upon renewal of enrolment in the coming academic year.

8.3.2. Application for a change of course

The application for change of programme must be submitted using the appropriate form downloaded from the website distributed by the Student Secretariat, to which it will be returned duly completed and accompanied by the required documentation.

The application for a change of course must be submitted from 1 to 31 July.

9. SUSPENSION, INTERRUPTION AND REACTIVATION OF THE CAREER

9.1. Career suspension

9.1.1. General criteria

The suspension of the career can be requested by a student enrolled in a first-level or second-level academic diploma course who, having the requirements for access, intends to attend:





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- a master's degree or an advanced academic diploma course, lasting at least one year and based on the accumulation of no less than 60 university or academic credits per year;
- a specialization school;
- a school or a PhD course;
- a course of study at a military academy;
- a second-level course of study at an Italian or foreign university;
- if you have serious medical problems duly certified;
- in the event of an earthquake and serious natural disasters;
- for serious family problems or other reasons at the discretion of the Director.

During the period of suspension of the career, the student retains the enrolment in the academic year in suspended mode on the matriculation number of the suspended course of study, while he/she can have an active enrolment on the matriculation number of the course of study that generated the suspension.

During the period of suspension of the student's career, the student cannot carry out any career act for the suspended course of study, while he or she must regularly carry out the career in the course of study due to the suspension. During the period of suspension of the career, the student is not required to pay fees and contributions. The period of suspension of the career is not taken into account for the purposes of assessing merit for obtaining benefits for the right to university education. The period of suspension suspends the terms of forfeiture.

The suspension of the student's career can be requested only once during the student's academic career. Exceptionally, it can be requested a second time for health reasons. The period of suspension of the career may be limited to the regular duration of the course of study due to the suspension.

9.1.2. Application for career suspension

The suspension of the career must be requested before completing the enrolment in the course of study that causes the suspension. The request for suspension of the career must be submitted using the appropriate form downloaded from the website or distributed by the Student Secretariat, to which it will be returned duly completed and accompanied by the delivery of the registration booklet for the suspended course of study.

The application for career suspension must be submitted from 1 to 31 July, attaching a receipt of contribution as determined by the Tuition and Fees Regulations a.y. 2024/2025 with the exclusion of those who are in the condition of serious natural disasters and earthquakes or serious medical problems.

9.2. Reactivation of the career after suspension

The request for reactivation of the career of the suspended course of study must be made through the appropriate form available on the website or distributed by the Student Secretariat, to which it will be returned duly completed, and can only be submitted following the achievement of the qualification due to the suspension or formal renunciation of enrolment in the same or the termination of the reason that had led to the interruption.

The reactivation of the career is allowed, subject to reservation, if the student has to take the final exam of the course of study that caused the suspension of the career in the following winter diploma session.

The application for reactivation of the career for the coming academic year must be submitted from 1 to 31 July.





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9.3 Interruption

Failure to renew enrolment and non-payment of fees and contributions due will result in career interruption. The de facto interruption of studies can last up to three academic years for the first level and up to two academic years for the second level.

During the period of interruption of the career, the student does not have an active enrollment in the Academic Year and therefore will not be able to carry out any career act.

The period of interruption of the career is taken into account for the purposes of assessing merit for obtaining the benefits for the Right to University Education and does not suspend the terms of forfeiture.

9.3.1 Rejoining your career after the break

After the period of career interruption, at the same time as the request for the renewal of enrolment in the coming Academic Year, students who intend to continue their studies must submit a request for career reunification to the Academic Secretariat.

Certificates of payments due as per the Tuition Fees and Contributions Regulations a.y. 2024/2025 must be attached to the application for career reunification.

The application for reunification of the career for the coming Academic Year must be submitted from 1 to 31 July.

10. WITHDRAWAL FROM CONTINUING STUDIES AND FORFEITURE OF STUDIES

10.1. Withdrawal from further education

Students may withdraw from continuing their studies at any time by communicating it by means of the appropriate form distributed by the Student Secretariat, to which it will be returned duly completed and accompanied by the delivery of the enrolment booklet for the course of study.

The notice of withdrawal will be accepted only if the student is up to date with the payment of fees and contributions. Otherwise, the student will remain enrolled until the natural loss of studies and therefore in the meantime he will not be able to attend any other course of study in any other higher education institution full-time.

The withdrawal is irrevocable, but does not exclude the possibility of a new enrolment, even in the same course of study.

Any fees due in the event of withdrawal from studies are determined by the Tuition Fees and Contributions Regulations a.y. 2024/2025.

10.2. Decay from studies

After a period of interruption of studies of three consecutive academic years due to non-renewal of enrolment and non-payment of fees and contributions due, the student loses his or her studies. The student will no longer be able to perform any career act or request career reunification.

Students who do not complete their course of study within twice the duration of the courses are declared forfeited. Students who have not acquired the credits relating to the first year of the first year of the course at the end of the third year of the first level and the second year of the second level are also declared forfeited.

Students who subsequently intend to resume their studies will have to undergo the selection exam again and, if they occupy a useful position in the ranking drawn up following the selection, they will have to apply for a new enrolment.





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11. REGIONAL CONTRIBUTIONS AND TAXES

11.1. First academic year of attendance

Candidates admitted to attend a first or second level academic course in the first academic year of attendance must enrol.

Enrolment, which is necessary in order to start attending classes, will take place only upon payment of the fees and all contributions provided for in the Tuition Fees and Contributions Regulations for the academic year 2024/2025.

11.1.1. Enrolment fee

Please refer to the Tuition Fees and Contributions Regulations a.y. 2024/2025.

11.1.2. Enrolment in years subsequent to the first

Students who enrol in a year following the first year of a first or second level academic course, or preparatory ones, must make payments according to the deadlines set out in the Tuition Fees and Contributions Regulations a.y. 2024/2025.

11.1.3. Academic contribution

The academic contribution must be paid as required by the Tuition Fees and Contributions Regulations a.y. 2024/2025.

11.1.4. Right to study.

Students of three-year and two-year courses are subject to the rules provided for by state and regional laws on the Right to University Education.

11.1.5. Exemptions from the payment of the academic fee

Please refer to the Tuition Fees and Contributions Regulations a.y. 2024/2025.

11.1.6 Reductions in the payment of academic fees

Please refer to the Tuition Fees and Contributions Regulations a.y. 2024/2025.

11.2. Regional tax for the right to university education

Please refer to the Tuition Fees and Contributions Regulations a.y. 2024/2025.

11.3. Surcharges for late payments of academic fees. Consequences of the condition of arrears.

The surcharges for late payments are determined by the Tuition and Fees Regulations a.y. 2024/2025.

Students who **are not up to date** with the payment of fees **may not**:

- **be admitted to attendance and exams;**
- **be enrolled in the following year of the course;**
- **obtain any certificate relating to his/her study history for the part that relates to the payment defect ;**
- **obtain transfer to another higher education institution.**





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11.4. Part-time students

Students who have obtained the qualification of students engaged part-time in teaching activities are required to pay academic fees and contributions as determined by the Tuition Fees and Contributions Regulations a.y. 2024/2025.

11.5. Graduating students

Graduating students, i.e. those who have complied with all the attendance obligations and the acquisition of the CFAs and intend to take the final exam by the winter diploma session, are exempt from paying fees for the coming academic year. In the event of failure to obtain the degree by the winter diploma session, graduating students will be required to submit the application for enrolment in the current academic year and to pay the fees and contributions as determined by the Tuition Fees and Contributions Regulations a.y. 2024/2025.

Graduating students who intend to use services such as international mobility and part-time collaboration are required to submit the application for enrolment and pay the fees and contributions.

For any further fulfilment regarding the final examination, please refer to the Fees and Contributions Regulations 2024/2025.

12. SCHOLARSHIPS AND PART-TIME COLLABORATIONS

12.1. Scholarships

The "Claudio Monteverdi" Conservatory can provide grants and scholarships and activate any form of economic support for study, including part-time work for students.

12.2. Part-time collaborations

The "Claudio Monteverdi" Conservatory can prepare part-time collaboration contracts for students to carry out activities related to the services rendered to students. Each collaboration will involve an activity for a maximum of 200 hours which, as a rule, must be completed within the current academic year. The attendance of the collaborators will be structured in such a way as to ensure the full compatibility of the services with the teaching duties and study commitments, which must retain their character of priority and absolute prevalence in the activity of the students.

The collaboration is in no way configured as an employment relationship, it does not give rise to any evaluation for the purposes of public competitions, nor to the recognition of credits useful for the student's career. The remuneration for this activity is determined annually by the Board of Directors and the provisions of art. 13 of Law no. 390 of 2 December 1991.

Students enrolled in a first or second level academic diploma course at the "Claudio Monteverdi" Conservatory in possession of the following requirements can access these collaborations:

- majority;
- high school diploma.

These collaborations are accessed through a competition, according to the methods and criteria determined by a special announcement published for at least 14 days on the website and on the school register.





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13. EXAM RULES

13.1. Student obligations

Students who intend to take an exam must **register** for the relevant exam session using the Isidata online platform. Students who are not enrolled will not be able to take the relevant exam.

13.2. Weighted average and graduation grade

The degree grade is obtained by adding the evaluation of the final exam to the weighted average of the marks of the exams taken during the three-year course, reported in one hundred and tenths. Every 3 honors will be awarded 1 additional point, up to a maximum of 2 points. The points thus obtained will be added to the weighted average calculated in one hundred and tenths. Any honours can only be awarded unanimously. The commission may also award, by unanimous decision, the "honorable mention" for particular merits. The weighted average is obtained by adding the product of the grade of each exam and the credits (CFA) associated with it, divided by the total credits. Honours and training activities that only provide for a judgement of suitability, with the related CFAs, do not contribute to the formation of the weighted average. Rounding up is granted, at the discretion of the commission, only if the decimal part is greater than 5.

14. STUDENTS WITH DISABILITIES AND SLD

In compliance with Law No. 104 of 5 February 1992 and Law No. 170 of 8 October 2010, the Conservatory promotes the inclusion of students with disabilities and SLDs in its courses. To this end, please refer to the section "Students with disabilities and SLD" of the www.conscremona.it website and the Vademecum contained therein.





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TABLE A

LIST OF COURSES ACTIVATED FOR THE ACADEMIC YEAR 2024-2025 (Course Catalogue)

<https://www.conscremona.it/course-catalogue/>

Preparatory courses for the three-year period (EFQ5):

Harp, Voice, Guitar, Clarinet, Harpsichord, Double Bass, Horn, Bassoon, Flute, Oboe, Organ, Piano, Saxophone, Trumpet, Viola, Violin, Cello

Courses for the achievement of the first level academic diploma (EFQ6 – first level):

DCPL01	Harp
DCPL06	Singing
DCPL08	Renaissance and Baroque
Singing DCPL09	Guitar
DCPL11	Clarinet
DCPL14	Historical harpsichord and keyboards DCPL16
DCPL19	Double bass
DCPL21	Horn
DCPL21	Music Didactics
DCPL24	Bassoon
DCPL27	Flute
DCPL31	Master Collaborator
DCPL36	Oboe
DCPL38	Organ
DPCL66	Organ and Liturgical
Music DCPL39	Piano
DCPL59	Prepolyphony
DCPL41	Saxophone
DCPL46	Trumpet
DCPL52	Viola
DCPL53	Viola da gamba
DCPL54	Violin DCPL55
	Baroque violin
DCPL57	Cello
DCPL58	Baroque cello





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Second level academic diploma courses (EFQ7 – second level):

DCSL01	Harp
DCSL06	Singing
DCSL08	Renaissance and Baroque
Singing DCSL09	Guitar
DCSL11	Clarinet
DCSL14	Historical harpsichord and keyboards
DCSL16	Double bass
DCSL19	Horn
DCSL24	Bassoon
DCSL27	Flute
DCSL36	Oboe
DCSL38	Organ
DCSL39	Piano
DCSL41	Saxophone
DCSL46	Trumpet
DCSL54	DCSL55 Violin Baroque violin
DCSL52	Violet
DCSL53	Viola da gamba
DCSL57	DCSL58 Cello Baroque cello
DCSL68	Ensemble music

List of disciplines within the academic courses:

COMA/15	Tunings and temperaments
HOW/03	Musical acoustics
COTP/01	Analysis of compositional forms
CODI/20	Medieval Christian chant
COMA/15	Harpsichord and historical keyboards
CODC/01	Choral composition
CODC/01	Composition
CODD/02	Didactics of improvisation
CODI/01	Conducting choral groups
CODM/07	Musical dramaturgy
CODM/07	Musical dramaturgy of the Baroque period
COTP/06	Ear training
CODD/02	Elements of composition for Music Teaching
COMI/01	Choral exercises





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CODM/04	Musical philology
COTP/05	Fundamentals of Consultation and Leadership
COMI/01	Choral formation
COMI/02	Orchestral formation
Various SKUs	Improvisation on the instrument
COTP/05 /various COMA	Improvisation and ornamentation
COMA/16	Vocal improvisation and ornamentation
CODI/02	Tablature and transcription thereof for guitar
COMA/15	Tablatures
CORS/01	Diction and acting workshop
HOW/05	Music Informatics
COMI/07	Ensemble music workshop for voices and ancient instruments
CORS/01	Musical theatre directing workshop
COMI/02	Laboratory of management technology
CODI/02	Instrument literature
COTP/02	Score reading
CODI/25	Score reading
CODL/02	English Language (B1-B2)
CODI/19 / COMS/01	Liturgy
CODD/04	Methodology of Music Education
SKUs/miscellaneous	Instrumental/vocal teaching methodology
CODD/06	Methodologies of historical-musical investigation
CODI/20	Modality
COMI/03	Chamber music
COMI/03	Vocal and instrumental ensemble and chamber music
CODD/03	Ensemble music for Music Didactics
COMI/04	Wind ensemble music
COMI/05	Ensemble music for string instruments
COMI/01	Vocal ensemble music and choral repertoire
CODM/03	Organology (various instrumental groups)
CODD/04	Music pedagogy
COTP/05	Performance practice and repertoires of basso continuo
SKUs/miscellaneous	Performance practice and repertoires
SKUs/miscellaneous	Performance practice and repertoires: '900 and contemporary
SKUs/miscellaneous	Performance practice and repertoires: orchestral excerpts
COMA/Miscellaneous	Performance practice and repertoires
SKUs/miscellaneous	Performance practice and repertoire for instrument and orchestra





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CODI/02	Performance practice and repertoires Guitar ensemble
CODI/25	Vocal Repertoire Practice





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CODI/25	Accompaniment practice and piano collaboration
CODD/05	Practice of impromptu piano accompaniment
COTP/03	Piano practice and reading
CODD/05	Practice of vocal and piano reading for Music Didactics
COCM/03	Design of events and/or cultural products and live performances
CODD/04	Music Psychology
COMI/05	Quartet
CORS/01	Acting
CODD/06	Repertoire for instrumental ensembles
COTP/06	Semiography of music
COTP/06	Semiography of early music
CODM/07	History of the theatre
CODM/04	History of music
CODM/04	History of Music Theory and Treatises
CODM/01	Tools and methods of bibliographic research
COTP/03	Fundamental piano accompaniment techniques
COCM/02	Multimedia communication techniques and strategies
CODC/01	Improvisation techniques
CODD/02	Arrangement and transcription techniques
CODD/07	Expression and body awareness techniques
COTP/01	Theory and techniques of harmony
COTP/05	Theory and practice of basso continuo
CORS/01	Theory and technique of stage interpretation
Various CODI codes	Treaties and methods

List of disciplines of the preparatory courses:

Various CODI codes	Tool 1
COTP/06	Theory and Solfeggio Enhancement
COTP/01	Harmony Theory and Analysis
CODM/04	History of Music
COTP/03	Piano 2nd instrument
COMI/01	Choral exercises (in place of complementary piano for piano, guitar and organ students).

