

ISTITUTO PER L'ARTE E IL RESTAURO "PALAZZO SPINELLI"

Via Maggio, 13 - Firenze

SPECIALIZATION

TECHNICIAN EXPERT IN RESTORATION: 3RD YEAR

ADMINISTRATIVE RULES 2009-10

1. REGISTRATION

The student (last and first names in block letters):

by enrolling in the following specialization course:

Code	Specialization	Choose (x)
RAF.3.09-10	Restoration of Frescoes (October 12, 2009-June 30, 2010)	
RP.3.09-10	Restoration of Paintings (October 12, 2009-June 30, 2010)	
RCA.3.09-10	Restoration of Paper (October 12, 2009- June 30, 2010)	
RC.3.09-10	Restoration of Ceramics (October 12, 2009- June 30, 2010)	
RL.3.09-10	Restoration of Wood (October 12, 2009- June 30, 2010)	

commits himself/herself to comply with the present Regulations as well as with any other provisions, academic or administrative, issued by the Director.

2. TRAINING PLAN

The number of hours indicated in each training plan (min 810 - max 900 hours) comprises theoretical lessons, practical workshop lessons, visits to exhibitions and to companies, conferences and lectures by experts, study seminars, research and filing activities, provisional internships in Italy and abroad, assessments and examinations, and diffusion of students' achievements. For organizational or didactic needs, the Institute can modify at any time the arrangement and the organization of the academic plan and of the weekly class schedule. Every course ends with the Institute Diploma examinations. Attendance is compulsory: students with an absence rate superior to 30% whether or not justified, will not be admitted to the examinations. Absences are considered as justified in cases of illness or serious family problems (both must be proved); students with a number of unjustified absences above 10% will be expelled from the Institute. The Institute likewise reserves itself the right to expel from the school any student whose behaviour is not morally irreprehensible inside and outside the Institute.

3. EXAMINATIONS - DIPLOMAS AND CERTIFICATES ISSUED BY THE INSTITUTE

At the end of the Specialization Course students will take the final examination leading to the Diploma of Tecnico Esperto in Restauro (*Technician Expert in Restoration*). The examinations for the Institute Diploma usually take place at the end of the course. The Institute however reserves itself the right to choose different dates. The Diploma of the Institute attests the student's of the course attendance and his/her consequent professional competence. Students must present their application for the examinations, together with payment of the examinations fee. In order to be admitted to the examination, students must have answered their academic and administrative obligations.

4. EXAMINATIONS - DIPLOMAS AND CERTIFICATES ISSUED BY OTHER INSTITUTIONS

For those courses which are recognised by Public Institutions examinations for further qualifications issued by them (Certificate of Professional Qualification: *Tecnico Qualificato in Restauro* and *Tecnico Esperto in Restauro*) will take place according to the calendar established year by year by them. The Institute does not accept any responsibility in case of changes to the names of the Professional Qualifications, or for the postponement or cancellation of the final examinations by the competent Public Institutions. The Institute is likewise not responsible for the yearly non-renewal of the course recognition by the Public Institutions. According to the Regional Law n. 845 of 21st 12 1978, Regione Toscana organised the regional vocational training by means of a series of rules and provisions based on the European provisions and on the agreements with the Italian state. Our Institute is part of the Regional training system, which recognised its courses from 1980 (Act n. 1881 of 12th.06.1980 and subsequent until the current Act n. 3418 of 12th September 2008. The Institute is accredited by the Regione Toscana under Law nr. 1722 of the 25th day of the month of March 2003. Accreditation code nr. 545. Certified ISO 9001:2000 IMQ/CSQ 9175.IPAR of the 16th day of the month of May 2005.

ISTITUTO PER L'ARTE E IL RESTAURO "PALAZZO SPINELLI"

Via Maggio, 13 - Firenze

5. TUITION FEES

Annual tuition fees are

Restoration of Frescoes: Euro 12.000 (twelve thousand)
Restoration of Paintings: Euro 10.000 (ten thousand)
Restoration of Paper: Euro 9.000 (nine thousand)
Restoration of Ceramics: Euro 9.200 (nine thousand two hundred)
Restoration of Wood: Euro 8.000 (eight thousand)
Exam fee for all the courses: Euro 250 (two hundred fifty).

6. PAYMENT

The annual payment of academic courses is divided into 4 equal payments, which must be paid to the Administrative Office of Istituto per l'Arte e il Restauro (Via Maggio 13 - 50125 Florence), by the following deadlines:

First payment, at the time of registration - Second payment, by October 12, 2009 - Third payment, by December 12, 2009 - Fourth payment, by February 12, 2010 - Exam Fee, by April 12, 2010.

Students over 15 days in arrears will be expelled.

7. SERVICES

Annual tuition includes didactic assistance, the most important tools and materials for general use, all the materials and personal safety instruments for group works, the issue of certificates and administrative fees, Inail accident insurance, and accident & casualty insurance by Assicurazioni Generali company, all medical check-ups requested by the Institute's Doctor. The tuition fee does not include: books; handouts; photocopies; examinations fees; tools, materials, overall, and personal safety instruments of personal use; travelling expenses, board and lodging in the case of field trips and/or outside exercises or internships in Institutions in Italy or abroad; any other expenses not mentioned here. All students of the Institute may use, free of charge, the Internet Point of the Institute during the time period decided by the Direction. Each student enrolled to 1-2-3 year courses will receive a white Palazzo Spinelli griffed overall and a copy of some Institute's available publications.

8. ENTIRE REIMBURSEMENT OF THE TUITION FEES

8.1. Right of recess

According to the Italian law n. 185 of the 22/05/1999 and European law D97/7/CE, the student can recess from the enrollment contract within 10 (ten) working days after enrollment is confirmed by the Institute, sending to the Institute a fax followed in 48 hours by a registered letter. In case of recess, for any reason, i.e. in case of change of mind, the Institute will refund the entire global tuition fee.

8.2. No available places

Tuition fees will be entirely refunded if there are no places available in the chosen course.

8.3. Cancellation of the course

Tuition fees will be entirely refunded when the course has been cancelled for not having reached the minimum number of 10 participants within the application deadlines (usually 15 days before the course starts). In the event of insufficient applications for the course, the student may attend an alternative course with a 10% discount.

9. PARTIAL REIMBURSEMENT OF THE TUITION FEES

Without prejudice to the right of recess as of point 8.1, the Institute will partially refund the student of the sum paid, as follows:

- 30% if cancellation is 30 days before the beginning of the workshop;
- 20% if cancellation is between 29th and 16th day before the beginning of the workshop;
- 10% if cancellation is between 15th and 4th day before the beginning of the workshop.

Cancellations must be sent to the Institute in writing. Instead of reimbursement, students who withdraw from a workshop before the beginning of lessons may wish to have at their disposal the entire sum to attend one of the workshops which will be organized by the Institute in the next 2 years.

ISTITUTO PER L'ARTE E IL RESTAURO "PALAZZO SPINELLI"

Via Maggio, 13 - Firenze

10. CANCELLATION AFTER THE BEGINNING OF THE COURSE

If cancellation is 3 days before the beginning of the course or after the course has been started, the whole fee is forfeited, and the Institute will retain the entire tuition fees.

Florence (Italy), February 27, 2009
Istituto per l'Arte e il Restauro
The Administrative Director
(Mrs. Carla Bonini)



APPLICANT'S SECTION

I have read all terms and conditions and fully agree to them all.

Date and signature

Florence (Italy) _____

Student's signature (compulsory)

ADDITIONAL NOTES, AGREEMENTS AND MODIFICATIONS

(please fill in with a cross in absence of notes, and sign once more)

I have read all terms and conditions and fully agree to all items, specially to 1, 3, 4, 5, 6, 8, 9, 10, and to the *Additional notes, agreements, and modifications* above.

Date and signature

Florence (Italy) _____

Second Student's signature (compulsory)

INSTITUTE'S SECTION