

REGULATIONS CONCERNING ACTIVITIES AND INTERNATIONAL PARTNERSHIPS

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Article 1 – International Partnerships.

- a) The institute promotes a policy of exchanges and common projects with its international partners to improve the quality, update the disciplines, develop a “European conscience” within the teaching body, the students and the staff and improve the international image of the institute.
- b) The institute considers with attention every initiative which may develop new relationships and international activities in terms of whether it brings immediate or future profits, has real possibilities for development, can be economically realised, sustained and developed and will increase the activity of the institute.
- c) The goals of the international relationships are:
 - i. mobility of students, professors and staff for periods of studies, internships and intensive programs;
 - ii. multi-lateral projects to enrich the curriculum, update advanced education and facilitate the attainment of international degrees.

Article 2 – Body of administration and coordination.

- a) All activities and international partnerships have to be approved by the academic council (CA). They become part of the programs of the school and those disciplines joining in these projects. Every year the CA monitors the correct proceeding of activities and partnerships and their implementation. Every year the CA decides the criteria for approval of the syllabi for students abroad in partner institutes and for credits earned there.
- b) The school coordinator approves these syllabi and validates the final academic results, according to the decisions of the CA, after consulting with the students’ teachers and the Erasmus coordinator.
- c) The administration, together with the academic body, manages the cooperation with academies in other countries.

Article 3 – The responsible officer in Bologna.

He (RB) is appointed by the CA at the beginning of each term. His function is to provide:

- a) Assistance to the Director, the CA, the Erasmus coordinator (cf. art.4) and the administration board on any decision.
- b) Promotion of a European site for higher education, following the “Processo di Bologna”, according to the law.
- c) Yearly updates to the CA about activities, projects and results of the international strategies of the institute and about the level of achievements and European targets obtained.

Article 4 – Erasmus coordinator.

He (CE) is responsible for the programs and management of every international activity and for the syllabi of the European program: Lifelong Learning Program (LLP).

The CE:

- a) Develops, with the RB, international partnerships with advanced education institutes, according to the programs of the CA.

- b) Gives notice of the yearly international competition and presents it to the CA for approval.
- c) Asks for approval of bilateral contracts with new partners, illustrating the proprieties and perspectives in a report.
- d) Advises once a term on the mobility of students and the conformity of the syllabi with the general lines decided by the CA (art.2 paragraph a, b)
- e) Provides tutoring to Italian and foreign students, teachers and staff during the entire period of the project.
- f) Organises the reception of students and teachers in Italy and abroad.

Article 5 – Documents for international mobility.

1. Documents concerning SM (Student Mobility):

a) Outbound students

- i. Acceptance by the coordinator of the applying student's school.
- ii. Learning Agreement (art.6) in Italian, English or in the language of the chosen institute, declaring the disciplines, syllabi and number of credits to be acknowledged at the end of the Erasmus period.
- iii. Erasmus application.
- iv. CV.
- v. Audio or video recording or file showing the student's artistic qualification, with a certification of authenticity.
- vi. Letter of intent.

b) Incoming students:

- i. Learning Agreement (art.6) declaring the disciplines, syllabi and number of credits to be acknowledged at the end of the Erasmus period.
- ii. Erasmus application.
- iii. CV.
- iv. Audio or video recording or file showing the student's artistic qualification, with a certification of authenticity.
- v. Letter of intent.

2. Documents concerning TS (Teacher/Staff Mobility):

a) Outbound teachers:

- i. Letter illustrating the motivation of the professor for his/her choice of institute as well as the didactic details of the program in Italian, English or in the language of the chosen institute.

b) Incoming teachers:

- i. Full report by the school or discipline coordinator inviting the foreign teacher containing:
 - a) A didactic program from the incoming teacher
 - b) Period of stay
 - c) Need for instruments and space
 - d) Financial aspects
 - e) Statement of agreement by the teachers involved to include the activities of the foreign teacher in the program of the conservatory and in the individual syllabi.

Article 6 – Learning Agreement.

The Learning Agreement is the main document for the visiting student. It is entirely compiled by the student's home institute and contains the requirements for the disciplines, syllabi and number of credits to acknowledge at the end of the Erasmus period.

The procedure for the outbound student is the following:

- a) The student, once admitted into the program, together with the coordinator of his/her school (according to the decisions made by the CA), draws up the LA showing the formative activities of the guest institute, which substitutes some of the activities of the home school for the equivalent number of credits. This number generally matches that of the home conservatory during the same period (e.g. 60 in a year, 30 in 6 months, 20 in 3 months, etc.). If not otherwise specified, the choice of formative activities is very flexible. The principal aim is the full coherence of the formative purposes of the original school and the seriousness of the syllabus, and not the same subjects and contents.
- b) The school coordinator approves the LA, after consulting with the involved teachers.
- c) The CE sends the LA to the host institute for approval, after checking the requested documents, according to the deliberation of the CA.
- d) If the host institute asks to alter the syllabus, the LA has to restart the procedure from paragraph a to c.

Article 7 – Deadline for mobility application or proposals of partnerships and syllabi projects.

- a) All the international initiatives and projects need the endorsement of the CA after having been approved by the various departments.
- b) If the activities have deadlines regulated by the National LLP Office, by another European organization or by an internal announcement of competition:
 - i. The applications, completely compiled, should be sent to the CA at least 20 days before the deadline.
 - ii. The CA will decide within a reasonable amount of time.
- c) Incoming teachers must send their applications to the CE before the 20th May of the previous academic year. Late applications may be accepted by the CA and CE after hearing the opinions of the schools concerned.

Article 8 – Acknowledgement of study abroad periods and credits.

- a) The Conservatory of Parma acknowledges the formative activities of its students in advanced education institutes in EU and non-EU countries, provided there is a previous official cooperation agreement and they have a credit system similar to ECTS. Those credits will be valued according to the ECTS scale. A Transcript of Records (courses and degrees) is requested for the acknowledgement of study abroad periods and credits. At present one ECTS credit equals one “Credito Formativo Accademico”.
- b) Normally students spend 3 to 10 months abroad (preferably 1 or 2 semesters). The school coordinators of the applicants will suggest the most suitable periods with regard to the academic organization.
- c) Every year a ranking will be drawn out among the applicants. The student delivers an LA which must be approved by the school coordinator and the respective teachers.
- d) The choice of activities is flexible and may be innovative, as long as the credits of the guest institute are equivalent to those of the original school.
- e) Observance of bonds and school rules is imperative.
- f) The syllabus must be formally approved according to paragraphs 5, 6 and 7. Changes must be equally approved. Documents and LA must be signed by the head of the conservatory.
- g) The CE and coordinator of the school, and if necessary the CA, verify the certification presented by the students returning from abroad. They then transcribe the attended courses (certified by the guest institute in the Transcript of Record) into a proper form, listing the original denomination (translated if necessary into one of the principal European languages), credits, marks (translated into the Italian scale), the typology and the field. The CE passes those documents on to the “segreteria didattica” (school office).
- h) Marks will be translated according to the ECTS scale (arranged between the related institutes).

- i) Each school drafts a list of mandatory activities to perform in the original school which can be varied yearly and must be disclosed by the end of December of the previous academic year.
- j) The original school acknowledges attendance of the foreign school.

Article 9 – Internal selection of the students for exchanges and internships abroad.

Yearly by the end of November, the institute puts up a notice regarding opportunities for the internal students (SM). The notice (approved by the CA and the head of the conservatory) which is publicized in January informs the students about the terms of the candidate selection for the following year. A ranking is compiled based on the following items:

- a) The convenience of studying abroad at this stage of the student's personal studies.
- b) Competence in the host country's language.
- c) Student preferences as to the destination.
- d) Coherence between programs and duration of the studies abroad.
- e) Relevance of the program in achieving competences according to the original syllabus.
- f) Complete and correct presentation of documents.
- g) Musical and instrumental competence and ability to adapt to a foreign country.

Article 10 – Internal selection of the teachers for exchange programs abroad.

Yearly, by the end of November, the institute puts up a notice of opportunities for teachers (TS). The notice (approved by the CA and the head of the conservatory) which is publicized by the end of January informs the teachers about the terms of the candidate selection for the following year. A ranking is compiled based on the following items:

- a) Complete and correct presentation of the documents.
- b) Competence in host country's language.
- c) Relevance of the didactic project.
- d) Compatibility of the host institute and project with the international relationships decided by the CA.
- e) Reciprocity of exchange in reasonable time.
- f) Positive feedback on the image of the conservatory and its attractiveness for future students.

Article 11 – Internal selection of the staff for exchange programs abroad.

The new Erasmus program also offers updates for staff and teachers alike from Institutes of advanced studies and professional musical organizations. The candidate must provide a plan including general goals and purposes, expected results of formation and learning, activities and a general program. The criteria for the selection are the following:

- a) The project is part of a greater professional development.
- b) The project is in agreement with the policies of the institute.
- c) The project may evolve into joint projects.
- d) The project may lead to reconsideration of the definitions of professional formation and education.
- e) Financial aspects.

Article 12 – Internal selection of incoming students.

The head of the institute appoints an ad hoc committee for the evaluation of applicants from partner institutes abroad. It must communicate the results in due time. The criteria for the evaluation are the following:

- a) Technical and musical competence shown in an audio or video recording forwarded by the candidates.

- b) Faculty of the institute to meet the special requests of the candidate as outlined in the documents or the LA.
- c) Language competence of the students in order to join the specific courses.
- d) Compatibility of the chosen period with academic schedules.
- e) Availability of the specific teacher requested by the student or an alternative offer.

Article 13 – Internal selection of incoming teachers.

The head of the institute appoints an ad hoc committee for the evaluation of visiting teachers from partner institutes abroad. It must communicate the results in due time.

The criteria for the evaluation are the following:

- a) Contents of the proposed courses.
- b) Compatibility of the chosen period with academic schedules.
- c) Proven utility for the department/s.
- d) Sufficient competence to teach in the local language.
- e) Overall translation costs.
- f) Possibility of expanding exchange initiatives.
- g) Availability of the departments to deal with organization, reception and information.

Article 14 – Internal selection of incoming staff.

The head of the institute appoints an ad hoc committee for the evaluation of applicants from partner institutes abroad. It must communicate the results in due time.

The criteria for the evaluation are the following:

- a) Proven competence in the field chosen by the candidate.
- b) Availability of the local staff to assist the candidate during his/her stay.
- c) Sufficient competence in the local language.
- d) Compatibility of the chosen period with schedules.
- e) Financial aspects.