IED

FIRST LEVEL ACADEMIC DIPLOMA AND IED DIPLOMA

ADMISSION AND ENROLMENT PROCEDURES

STUDENTS HOLDING ITALIAN QUALIFICATIONS AWARDED IN ITALY

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STUDENT'S JOURNEY TO IED

1. CHOOSE YOUR COURSE

- Visit the IED website **www.ied.it**
- register and an IED advisor will contact you.

2. CHECK THE REQUIREMENTS

- Verify the language requirements;
- verify the academic requirements.

3. APPLY ONLINE

- Obtain the login details;
- complete the Personal Information Section;
- upload the requested application documents.

4. HAVE IED ADMISSION INTERVIEW AND GET THE ADMISSION CONFIRMATION

- Have the language interview;
- have the admission interview;
- obtain your admission confirmation and documents.

5. CONFIRM YOUR ENROLMENT

- Pay the enrolment fee and ragional tax (if applicable);
- sign enrollent form;
- obtain your confirmation of enrolment.

6. MATRICULATE AT IED

- Submit the hard copy of your matriculation documents;
- pay the tuition fee.

CONGRATULATIONS, YOU ARE AN IED STUDENT!

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The following procedures only apply to students who hold an Italian upper secondary school leaving qualification that was awarded in Italy. Foreign or Italian students with a non - Italian qualification should refer to the *ADMISSION AND ENROLMENT PROCEDURES FOR STUDENTS HOLDING NON-ITALIAN UPPER SECONDARY SCHOOL QUALIFICATIONS AWARDED IN ITALY OR ABROAD*.

1. ADMISSION REQUIREMENTS

1.1 GENERAL REQUIREMENTS

IED awards 1st Level Academic Diplomas recognised by the Italian Ministry of University and Research (MUR) - in the sector of Higher Education in Art, Music and Dance (AFAM), as well as private undergraduate IED Diplomas.

In order to be eligible for admission to a 1st Level Academic Diploma programme or to an undergraduate IED Diploma programme, students must:

- be proficient in the language of the chosen course (Italian/English) and comply with the language requirement listed in the relevant section below;
- hold an upper secondary school leaving qualification that satisfies the requirements for entering university education as listed in the relevant section below;
- be at least 18 years old by the end of the year in which the course starts;*
- comply with the IED admission and enrolment procedures.

** If a student is under 18 years old when they make their application, the people with parental authority must submit a valid identity document and countersign all documents and a specific form provided by IED.*

1.2 LANGUAGE REQUIREMENTS

IED 1st Level Academic Diploma programmes and IED Diploma programmes are taught either in Italian or English. Students are required to submit evidence of their knowledge of the language that the chosen IED course is taught in (native Italian speakers applying for IED courses taught in Italian are exempt from this).

The level required is B2 (as established by the Common European Framework of Reference for Languages - CEFR). To prove their proficiency in the required language, the applicant must either:

- submit one of the accepted language certificates listed in the table below (the certificate cannot have been awarded more than 2 years before the application is made to the IED);
- take the IED language assessment (see the following section: ***3.1 IED Language Assessment***).

1.2.1 Accepted English Language Certificates (for courses taught in English)

RECOGNISED CERTIFICATES	TEST ADMINISTRATOR
IELTS Academic ≥ 5.5	British Council, IDP IELTS Australia, Cambridge Assessment English
Cambridge C2 Proficiency (CPE)	Cambridge Assessment English
Cambridge C1 Advanced (CAE)	Cambridge Assessment English
Cambridge B2 First (FCE)	Cambridge Assessment English
B2 Vantage	Cambridge Assessment English
Bulats ≥ 60 All 4 skills should be passed: listening, reading, speaking and writing.	Cambridge Assessment English
TOEFL IBT ≥ 68	Educational Testing Service (ETS)
PTE Academic ≥ 59	Pearson
ISE Level II (Integrated Skills in English) All 4 skills should be passed: listening, reading, speaking and writing.	Trinity College
ISE Level III (Integrated Skills in English) All 4 skills should be passed: listening, reading, speaking and writing.	Trinity College
ISE Level IV (Integrated Skills in English) All 4 skills should be passed: listening, reading, speaking and writing.	Trinity College

IED reserves the right to verify the actual level of language proficiency through an internal language assessment when necessary.

1.2.2 Exemption from Language Testing and Certificate Submission

ENGLISH: native English speakers who are nationals of the following countries are exempted from submitting English language certifications for the IED courses taught in English*:

- United Kingdom
- Ireland
- United States of America
- Australia
- Malta
- Canada (Québec excluded)
- New Zealand

** In all cases, IED reserves the right to verify the actual level of language proficiency through an internal language assessment when necessary.*

1.2.3 Language Gap and Prerequisite Language Course

Although the level of language required is B2, IED also allows conditional admission to the first year of the course to students who can demonstrate **B1 level proficiency**.
These students must close the language gap and reach B2 level by May of the first year.
In order to prove attainment of the B2 level, they must either:

- submit one of the accepted official certifications **by 31 May** during the first year;
- attend the IED Prerequisite Language Course and pass the final exam, which must be taken **by 31 May** during the first academic year.

The IED Prerequisite Language Course aims to enhance conversation and vocabulary skills with a focus on specific design terms to allow for better participation in class.
The costs of the IED Prerequisite Language Course and of any extracurricular language courses chosen by the student are not included and must be added to the IED undergraduate course enrolment and tuition fees.
The costs of the IED Prerequisite Language Course are included in the price list that is published yearly on the IED website (**www.ied.it**).

Students who do not reach the required language proficiency level that the course is taught in by the above - mentioned deadline will not be admitted to the second year and will need to re - enrol in first year.

For any questions regarding eligibility and/or language entry requirements, students can contact their Advisor.

1.3 ACADEMIC REQUIREMENTS

Students holding a five - year **Italian High School** Diploma (Diploma di Superamento dell'Esame di Stato conclusivo dei Corsi di Istruzione Secondaria Superiore) may enrol in the 1st Level Academic Diploma courses (equivalent to a Bachelor of Arts Degree) and in IED Diploma Undergraduate Programmes.

Three - year qualifications that are NOT considered eligible for admission to 1st Level Academic Diploma courses include:

- Professional Diplomas (Diploma di Qualifica professionale);
- Diplomas of Maestro d'Arte.

For any questions concerning the eligibility of academic qualifications, students should contact their Advisor.

For the list of documents required for application, please see section ***2.1 Application Documents***.
For the list of documents required for matriculation, please see section ***5.2 Matriculation Documents***.

2. APPLICATION PROCESS

In order to start the IED application process, students should apply online on the IED website at **admission.ied.it/it/home** by requesting their login details from their Admission Advisor. If students do not have an Admission Advisor yet, they must ask for information directly via the web page for the relevant course.

Students must:

- Login to **admission.ied.it**
- Fill out the personal information section of the online application
- Sign the relevant sections:
  - Admission form;
  - Residence Self-Declaration (only for students residing in Italy);
  - IED contribution brackets (only for students residing in Italy);
  - Self-Declaration of the Diploma or copy of the Diploma (if already awarded);
- Upload the document listed in the section 2.2.

2.1 IED CONTRIBUTION BRACKETS (ONLY FOR STUDENTS RESIDING IN ITALY)

IED assigns the contribution brackets taking into account the following indicators extractable from the ISEE Università declaration:

- Income situation indicator (ISR - Indicazione Situazione Reddituale);
- Asset situation indicator (ISP - Indicatore Situazione Patrimoniale);
- Economic situation indicator (ISE - Indicatore Situazione Economica).

In order to establish the contribution bracket, the income as calculated above will be reduced by € 10,000 for each child, starting from the 3rd, included in the student's family of origin. This, up to the limit of the contribution bracket immediately preceding it.

The contribution bracket will be determined taking into account the income, asset and economic situation of the family integrated with that of the student, if pertinent.

2.1.1 If the ISEE Università declaration is not submitted, the highest tuition fee will be applied.

The relevant Admission Advisor will check the uploaded documentation and will proceed with the following steps for the admission process.

Suggested Timing
The deadline to enrol into IED programmes is set approximately in September of each year.
Although enrolments are open until the above mentioned date, to comply with the Ministerial entry requirements, ensure IED's quality level and guarantee effective interaction between teaching staff and students, IED undergraduate courses have a restricted number of places available. To ensure a place on the course, students must have completed the enrolment procedure. Therefore, we strongly suggest starting the application process as soon as possible and that you also take into consideration that (where necessary) the Prerequisite language course will be held in September.

2.2 APPLICATION DOCUMENTS

2.2.1 Compulsory Application Documents

- Copy of Identity Document (valid ID card for EU citizens/valid passport for non - EU citizens);
- Tax Code (only for Italian citizens);
- Self-Declaration or copy of the transfer certificate; withdrawal certificate or academic qualification (if already available), issued by the previous university (only for students previously enrolled in other universities);
- Personal statement in the language the chosen course is taught in (for more details, see sections ***2.3 Personal Statement Guidelines***).

Graduating students: students who apply while still attending high school, and therefore before obtaining the necessary academic qualifications, must upload self-declaration or copy of the **secondary school leaving qualification** within the "Study Titles" section of their reserved area of IED Campus portal - accessible upon admission - no later **than 10 September**. The Self-Declaration must be uploaded ONLY ONCE the Diploma has been awarded.

2.2.2 Suggested Documents

- Portfolio (max 8 MB);
- B2 certificate of proficiency in the language of the chosen course (if not available, the student will have to take the IED language assessment, with the exemption of native speakers).

For extra documents requested for the Transfer Procedure, please see the ***Transfer Procedure*** on the IED website.

2.3 PERSONAL STATEMENT GUIDELINES

The personal statement will be the main topic of the interview and should outline the reasons that led the students to choose the course of study, the contribution that the students think they can make to said course and what they expect from the experience at IED.

More specifically, students will be asked to expand upon the following 4 points:

- **Briefly describe yourself: your personality, interests and aspirations.**
- **Explain your sources of inspiration and describe the expressive media that best represent them.**
- **Explain the reasons that led you to choose the course you are applying for.**
- **Tell us about your goals and how you think IED can help you achieve them.**

2.3.1 Assessment Criteria for the Personal Statement

The personal statement will be assessed by a maximum of 40 points.
The score will be based on the assessment of expressive abilities, argumentative abilities, originality and adherence to the contents of the above - mentioned guidelines.

2.4 PORTFOLIO GUIDELINES (NOT MANDATORY)

Students who already have some personal work may choose to submit their own portfolio, structured according to the guidelines reported below:

To supplement your application, you can submit a digital portfolio, if you have one, that summarises your creative identity.
The portfolio will allow you to show the most relevant parts of your personality through your work. You can document your creative work across various fields, through pictures and a set of keywords or a short introductory text (500 words maximum).
Your portfolio can include drawings/illustrations, graphic design projects, photos, videos and any documentation regarding your own interests. The creative pieces of work you choose should indicate your creative potential and, if possible, provide some insight into your chosen area of study.
IED is more interested in the creative process and method used, rather than the end result.
The creation of a visual framework is highly appreciated (presentation or slideshow).
The use of keywords and short captions to go along with images is strongly recommended.

Digital format: PPT, PDF or personal websites (max 8 MB).

3. ADMISSION PROCESS

The admission process consists of:

- **IED Language Assessment (where necessary);**
- **Admission Interview.**

3.1 IED LANGUAGE ASSESSMENT

The level of language proficiency of students who do not provide a valid language certificate upon application (see section ***1.2 Language Requirements***) will be tested through IED Language Assessment.
This language assessment aims to evaluate the language skills of the applicants and their capacity to reach the minimum level required at the beginning of the 1st year. The online assessment is carried out via a Skype conference with one of IED's language professors. The language assessment lasts about 20 minutes.

3.2 ADMISSION INTERVIEW

The purpose of the admission interview is to understand students' motivation and attitudes to undertaking the chosen IED course. IED will positively assess the applicants with the best potential, regardless of the strict consistency of their academic background.
Strong motivation and a solid awareness of the content of the chosen IED course are the best guarantee that students will get the most out of their undergraduate academic experience at the IED.

The admission interview is based on the personal statement (for assessment criteria, see section ***2.2.1 Assessment Criteria for the Personal Statement***).

3.2.1 Assessment Criteria for the Admission Interview

The admission interview will be assessed by awarding a maximum of 60 points.
The score will be based on the assessment of the applicant's aptitudes, interests and motivation, communication and interaction skills, and awareness of the education model.

3.3 ADMISSION CONFIRMATION

Applicants' eligibility for admission will be determined after their personal statement and admission interview have been positively assessed (as well as the IED language assessment where required).

If students who have passed the admission process prove to have obtained - or will obtain before the date of matriculation - a suitable academic qualification for enrolment, they will be **conditionally accepted** onto the IED course.

Admission and subsequent enrolment **will remain conditional** until the Self-Declaration of the Diploma has been uploaded (as indicated within the Guide to Enrolment available on the Reserved Area of IED Campus portal) and IED has verified the correctness. (See section ***5 Matriculation at IED***).

Students whose assessment is positive and are therefore eligible for admission, will receive a notification of their admission to the course and their personal credential to access the Reserved Area of IED Campus Portal.

Within the portal, students will find:

- Matriculation Form;
- Guide to Enrolment;
- General Regulations;
- Disciplinary Regulations;
- Academic Regulations;
- Payment methods.

4. ENROLMENT

To complete the enrollment process, candidates will have to access their personal area on the IED Campus portal and:

1. read the regulations;
2. sign the matriculation form;
3. upload the ISEE Univeristà declaration In order to establish the contribution (only for students residing in Italy), if not yet provided;
4. pay the due amounts.

4.1 CONFIRMATION OF ENROLMENT

IED will verify the completeness and correctness of the enrolment documents provided by the student and the relevant proof of payment of the due amounts.

Once the students receive the confirmation email from IED, they will find the following documents in their Reserved Area:

- Invoice.
- For students residing in Italy and EU:
  - Enrolment Self-Declaration.
- For Extra-EU visa-seeking students:
  - Enrolment Certificate;
  - Accomodation certificate.

PLEASE NOTE: students who applied to IED while still attending high school, and therefore before obtaining the necessary academic qualifications, must upload the Self-Declaration or copy of the diploma within their reserved area on IED Campus portal no later **than 10 September**.

In any case, enrolment **will remain conditional** until the Self-Declaration has been uploaded in the reserved area of IED Campus portal. (See section ***5 Matriculation at IED***).

5. MATRICULATION AT IED

students shall upload in the relevant sections of IED Campus portal the following documents:

- Self-Declaration of diploma;
- Self-Declaration or copy of the transfer certificate/withdrawal certificate (for students previously enrolled in other higher education institutions);
- Copy of valid residence permit (only for extra-EU students residing in Italy);
- ISEE Univeristà declaration In order to establish the contribution (if not yet provided);
- Balance of the tuition fee by the relevant deadline (if still due).

Once the documentation has been uploaded by the students, IED will verify the authenticity of the information declared and/or the certifications provided. If documents are missing, **students will be conditionally matriculated** and IED will inform matriculating students that they need to complete their file. In such cases, the missing documents
must be submitted as soon as possible and compulsorily no later than **31 December during the A.Y. of matriculation**.

CONDITIONAL MATRICULATION: please note that failure to provide the listed documents will result in your automatic inability to complete your matriculation at IED and obtain your final diploma upon completion of your studies, even if you have passed the admission test. The students will be solely responsible for providing the documents according to the specific requirements and deadlines.

If the documents submitted show that the qualification is not eligible for matriculation on the chosen course, IED will notify the student.

For further information, please refer to the relevant articles in the IED General Regulations and the IED Academic Regulations provided upon admission.