



SCUOLA MOSAICISTI DEL FRIULI  
**100** ANNI 1922 2022

## REGULATIONS FOR ENROLMENT School year 2024-2025

*The Scuola Mosaicisti Del Friuli is recognised by the Regional Administration with R.L. 28 March 1988, no. 15 and subsequent modifications and integrations. The professional courses are divided into **three years of study** at the end of which the qualification of **MOSAICIST MASTER** is recognised.*

### ART. 1: GENERAL RULES

Registrations open on 5 February 2024 and end on 30 June 2024. This deadline may be extended if there are still places available.

To be admitted to the courses, applicants must

- **be at least 18 years old and not more than 40 years old** (beyond this limit, applications will be evaluated as provided for in art. 5 below)
- **hold a university degree or a secondary school diploma (or equivalent qualification) or a professional qualification (or equivalent qualification) or other qualifications that can be assessed for admission purposes;**

For foreign students, it is also required

- **a good knowledge of the Italian language.**

**The School enrolment application** must be **completed directly by the interested party online** using the form provided on the website: [www.scuolamosaicistifriuli.it/corso-professionale/](http://www.scuolamosaicistifriuli.it/corso-professionale/).

Only in the event of impossibility of sending it online it is possible to:

- request the form to be hand-delivered or sent by A/R or pec [scuolamosaicistifriuli@legalmail.it](mailto:scuolamosaicistifriuli@legalmail.it) directly to the Teaching Secretariat: Consorzio per la Scuola Mosaicisti del Friuli, Via Corridoni n. 6, 33097 Spilimbergo - Italy; [info@scuolamosaicistifriuli.it](mailto:info@scuolamosaicistifriuli.it)

For the reception of applications, the number and date of registration in the protocol for hand delivery and the date of the postmark for dispatch by A/R post or other verifiable means will be taken as proof.



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Applications must be accompanied by all the documentation required by Article 2 below and by any further additions that may be required.

The School's Teaching Secretariat is open and answerable to the public every day from Monday to Friday from 08.00 to 12.00 and from 13.00 to 16.00, tel. +39 0427 2077.

**There is an annual enrolment fee of €700.00 (seven hundred/00 euros)** which students on all courses must pay according to the procedures set out in art. 3.

Enrolment in the first year of the School provides for a maximum number of 40 students of whom 20 places are reserved for residents of the Friuli Venezia Giulia Region. Should the number reserved for pupils resident in the Friuli Venezia Giulia Region not be reached by the deadline for submitting applications, the unallocated quota will be allocated to the other pupils meeting the enrolment requirements.

Applicants who do not meet the requirements of this article, as established in art. 5 below, may also be admitted to the courses.

## ART. 2: APPLICATION FORM

Each student must complete the "online" application form in full. In the case of hand delivery directly to the School's Secretariat Office or by postal/courier service, the form must be completed clearly and readable.

The following documents must be attached to the application (on plain paper and in Italian)

- a) no. 1 passport-size photograph in jpg format for telematics delivery or photographic print for paper delivery;
- b) photocopy of an identity document (identity card or passport);
- c) a photocopy of the qualification (if foreign, please attach an official translation in Italian);
- d) curriculum vitae;
- e) photocopy of the tax code. Foreign citizens must have their tax code issued upon arrival in Italy.

The originals of the documents may be requested, for verification purposes, at the start of the training year. Any inconsistency and/or non-compliance with the admission requirements may result in non-attendance of the courses. In this case the enrolment fee will be refunded.

**The enrolment application to the Scuola Mosaicisti del Friuli is considered valid only if it is complete with all the required documents including the payment of the course fee.**

All applications received that meet the requirements set out in Article 1 will be assessed after 30 June 2024. They will be selected on the basis of a ranking based on qualifications that will determine the order in which the candidates are placed. Candidates with the same ranking will be selected through an interview by a committee formed by the Director and two School teachers.

Candidates will receive written notification of confirmation of their enrolment in the School after 15 July 2024.

Applications will be assessed according to the following criteria:

Qualification: up to 5 points

Curriculum vitae: up to 5 points

Types of qualification:



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Bachelor's degree and/or Academy of Fine Arts diploma points 5  
Artistic maturity diploma and/or Applied Arts points 4  
Technical - Scientific - Classical high school diploma points 3  
Professional qualification certificate points 2  
Other qualification after compulsory schooling (to be specified) points 1

Curriculum:

professional work experience up to 3 points  
extra-curricular courses up to 1 point  
courses in mosaics, ceramics, stained glass and similar up to 1 point

### ART. 3: ANNUAL ENROLMENT FEE

The **annual enrolment fee** is set for all courses at €700.00 (seven hundred/00 euros).

**The payment of the annual enrolment fee** must be made in a single instalment exclusively through the "**Pago PA**" system following a notice that will be sent and delivered by email when the application form is received.

Alternatively - and only for students resident abroad - a payment can be made into a bank account payable to the Consorzio per la Scuola Mosaicisti del Friuli - Via Corridoni n. 6 - 33097 Spilimbergo PN at Cassa Centrale Banca - Via Segantini, 5 - Trento;

**IBAN Code:** IT 14 F 03599 01800 000000139269

**BIC/SWIFT Code:** CCRTIT2TXXX

### ART. 4: ADMISSION OF STUDENTS AFTER THE TRAINING YEAR HAS STARTED

New students may be admitted to the courses even after the training year has started if there are still places available or following the resignation of a regularly enrolled student and in any case no later than 30 days after the start of the teaching activity.

Students regularly enrolled in courses (first, second, third) who do not present themselves at the School at the beginning of the training year or in any case within 10 days without giving written notice of their state of inability (temporary or otherwise) to attend lessons will be automatically dismissed.

### ART. 5: ADMISSION OF STUDENTS NOT MEETING THE REQUIREMENTS OF ART.1

Applications for enrolment from pupils who do not meet the requirements set out in Art. 1 will be placed on a waiting list and evaluated at the discretion of the School's Management after hearing the opinion of the Teachers' Board after 30th June 2024, if there are still places available after this date. A "motivational" interview may be required for the admission of the latter.

### ART. 6: ADMISSION OF FOREIGN PUPILS

To be admitted to the school, foreign students must have a **good knowledge of the Italian language.**



They must also

- meet the requirements laid down in art. 1;
- submit the enrolment application in accordance with art. 2;

The documentation accompanying the application for enrolment in the School must be translated into Italian by a duly recognised translator.

- be in order with their residence permit or study visa (a copy of which must be submitted to the School's Secretariat as soon as they are in possession of it and, in any case, no later than 30 days before the start of the courses) and with a suitable health care document.

## ART. 7: LESSON HOURS AND SUBJECTS OF STUDY

All students will be notified of the start date of the lessons well in advance.

Courses normally begin on the last Monday of September and end in June.

There is a **maximum of 40 hours of compulsory attendance per week** (please note that a **minimum attendance of 80% of the hours actually taught** is required for eligibility for the following year and/or admission to the final examinations) according to the following timetable

Monday to Friday 08.00 - 12.00 and 13.00 - 17.00.

The **subjects taught** are:

- **mosaic** (1st, 2nd and 3rd course)
- **terrazzo** (1st, 2nd and 3rd course)
- **applied geometry** (1st and 2nd courses)
- **history of mosaic art** (1st, 2nd and 3rd course)
- **drawing/colour theory** (1st and 2nd courses)
- **basic computer science** (1st course)
- **computer graphics** (2nd and 3rd course)
- **materials technology** (1st and 2nd courses)
- **digital modelling** (3rd course)
- **documentation and enhancement of mosaic works** (3rd course)

## ART. 8: ATTENDANCE OF PUPILS WITH DISABILITIES

Disabled students (as a result of physical and/or psychic-sensory impairment) must notify the School Management in advance in order to be able to assess a suitable training course, supported by appropriate documentation, established in agreement with the sector welfare bodies. Admission to attendance may be established in agreement with the sector welfare bodies for a number of units equal to one per course.

## ART. 9: ENROLMENT OF PUPILS ASSESSED AS "INELIGIBLE"

Course students who in June are found to be "not admitted to the next course"/"ineligible" in the final examination may re-enrol once only and will have priority in re-enrolling in the course attended, but only if they submit their application no later than 30 June 2024.



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Repeating pupils who have not submitted their application by 30 June 2024 will not benefit from any priority over other course applicants and will be enrolled according to the general course enrolment procedures.

## **ART. 10: REIMBURSEMENT OF ENTRY FEES**

The registration fee will be refunded in the event of applications submitted before 30 June 2024 if the planned number of 40 students has been reached and it is not subsequently possible to admit the other aspirants to the courses. The School will therefore refund the enrollment fee after the deadline for admission to the courses has expired (30 days after the start of the teaching activity). There is no refund of the enrollment fee for those who submit the enrollment application and subsequently decide voluntarily, or for reasons not directly attributable to the School, to withdraw from attending the courses.

Spilimbergo, 23rd January 2024

**THE DIRECTOR**  
dott. Gian Piero Brovedani

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### **Contacts and Info:**

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