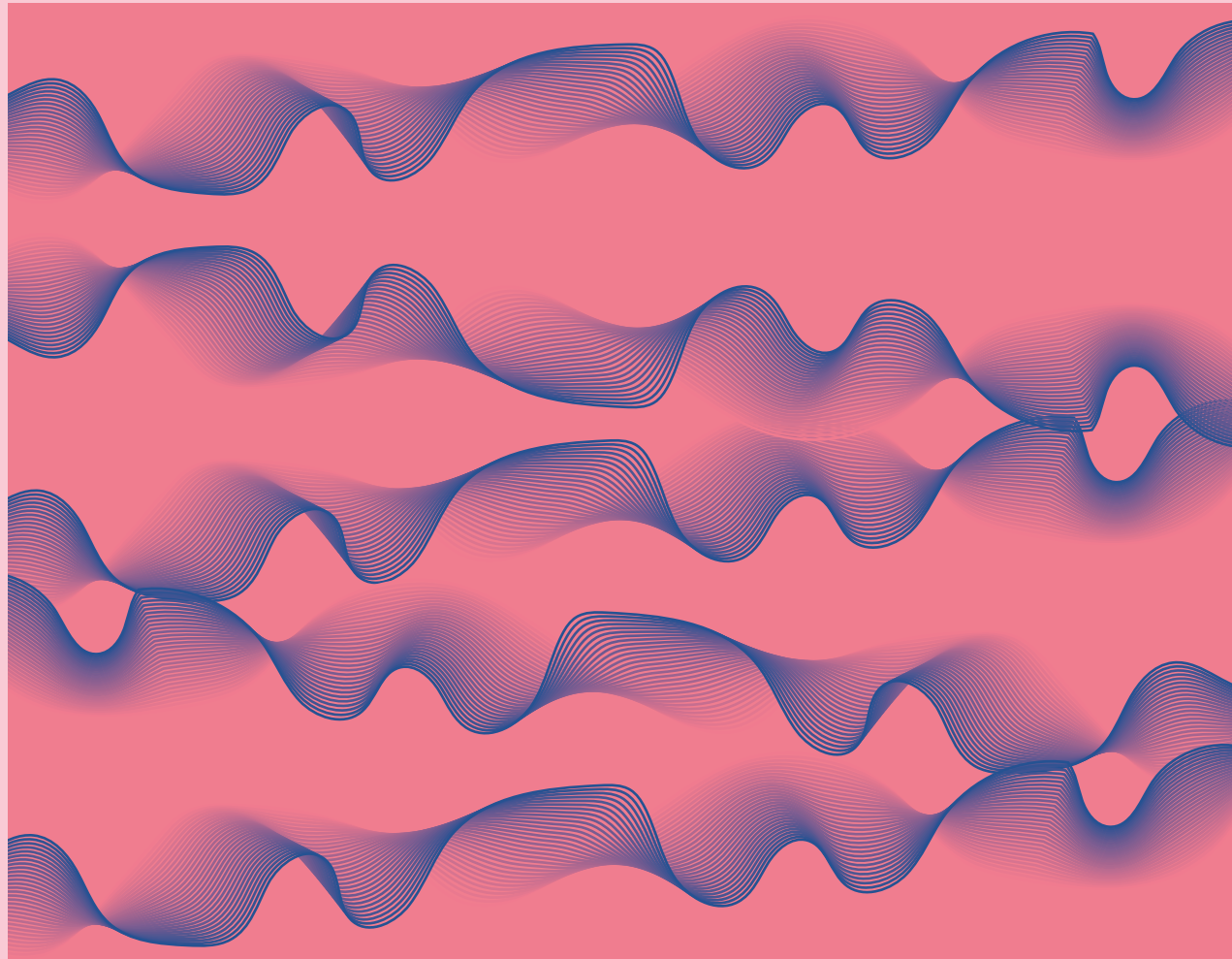




# Incoming students Guide



Colophon







# CONTENTS

1. The basics	7
2. About the academy	21
3. Before mobility	29
4. On arrival	39
5. during mobility	43
6. End of mobility	47
7. Course catalogue	53

# 1. The basics

To help you get started





# Feeling Lost?

We know that starting a new journey can be Overwhelming, and so here's a guide that can help navigate through it.

First off, here's some **useful contacts** to reach out to the Academy's International Office:

## **Head of International Office** **Prof. Luca Pulvirenti**

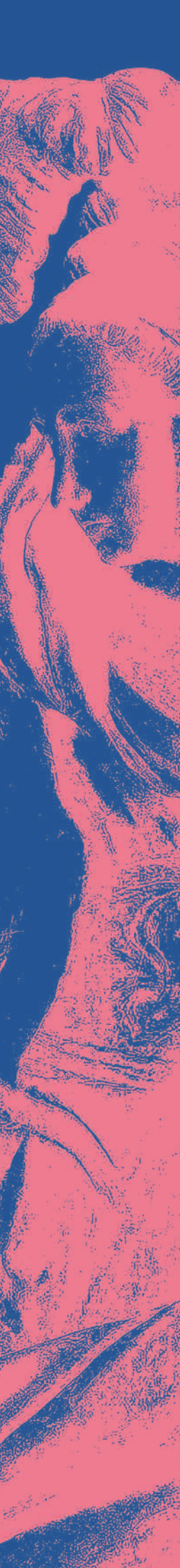
**Phone:** +39 3207566560

**E-mail:** [luca.pulvirenti@accademiadipalermo.it](mailto:luca.pulvirenti@accademiadipalermo.it)

## **International Office Secretariat** **Alfonso Traina**

**Phone:** +39 (0)91580876

**E-mail:** [ufficio-erasmus@accademiadipalermo.it](mailto:ufficio-erasmus@accademiadipalermo.it)





# Institutional Details

**ID Code:**

Erasmus I Palermo 03  
OID E10106980 PIC 949643096

**Country:**

*Italy*

**Phone:**

+39 (0)91580876

**Website:**

[www.accademiadipalermo.it](http://www.accademiadipalermo.it)

**Dean:**

Prof. Umberto De Paola

# Addresses

**Main building reception:**

Palazzo Santa Rosalia  
Via Papireto 1, Palermo

**Postal address**

Palazzo Fernandez  
Via Papireto 20, Palermo

**Building 3**

Cantieri Culturali della Zisa  
Via Paolo Gili 4, Palermo

**International Office Address**

Palazzo S. Rosalia - Ground Floor

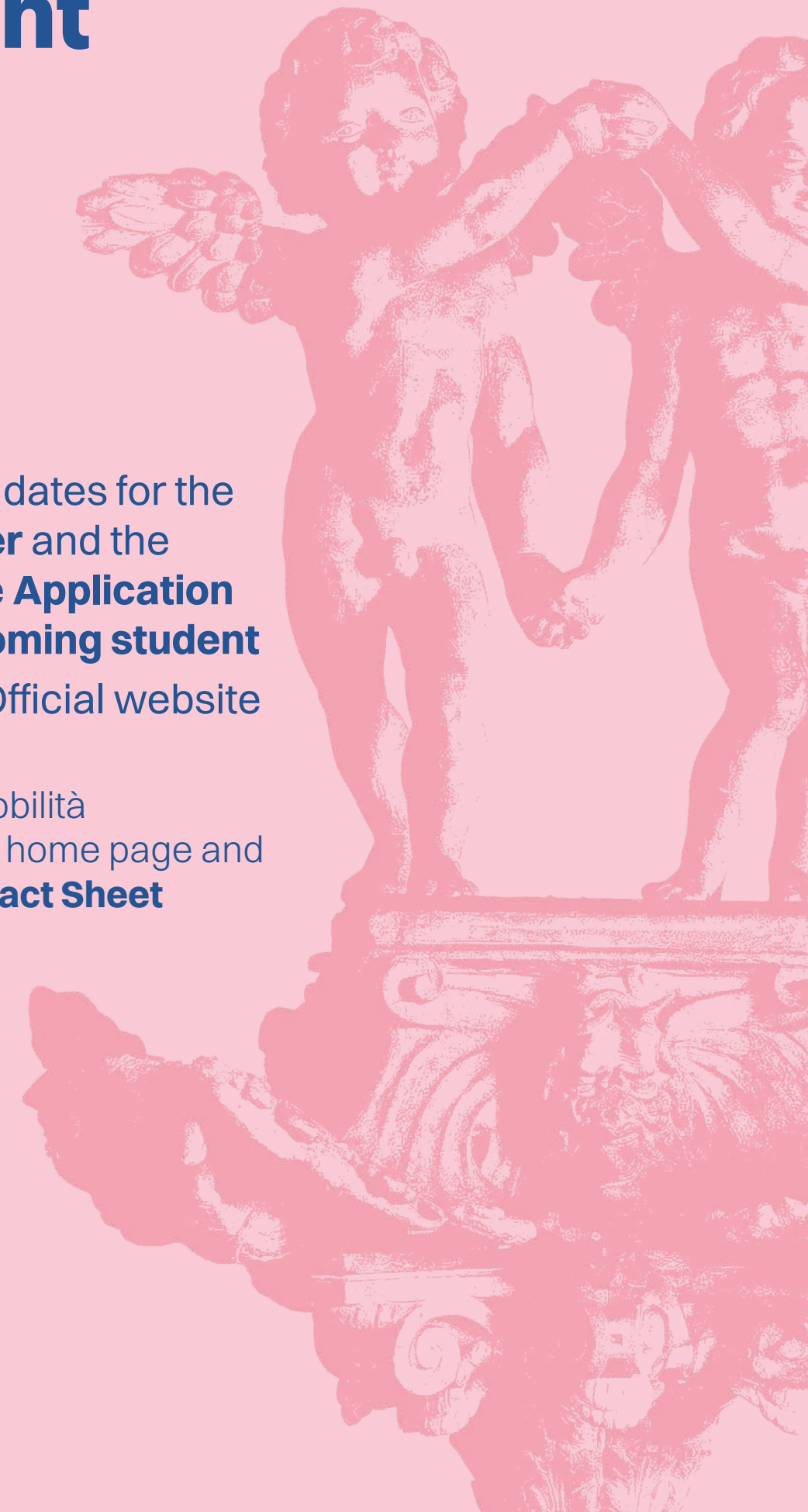




# Important Dates

You can find all the dates for the **academic calendar** and the application and the **Application procedure for incoming student** in the Academy's Official website

more precisely in “mobilità internazionale” in the home page and then clicking on the **Fact Sheet**



# Tips on accomodation

Finding housing in Palermo can be a little challenging, but don't worry, you have many options.

**Rental service of estate agencies** can be indeed **expensive**. If you want to look for a house, in the **private rental market** you can look for :

- **"stanza singola"** ( an individual room for only one student) the average cost is between 180/250 euros excluding utilities;
- **"stanza doppia"**, a room shared with another student, the average cost is around 120/200 euros excluding utilities.
- **Studio and self contained flat** price rages around 350/500 euros excluding utilities.



## Suggestions

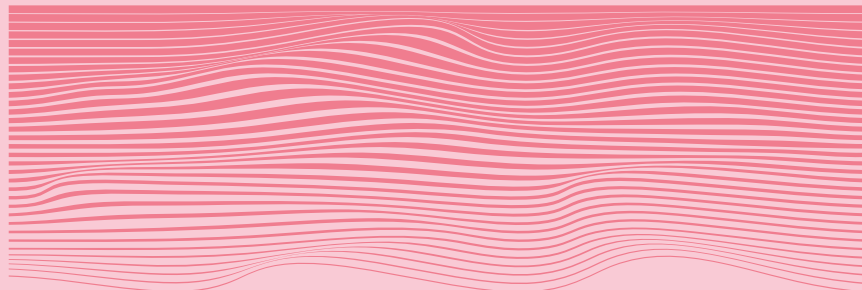
Looking for accommodation can take time, we generally advise you to: **arrive in Palermo a week before** the start of the lessons and to start your search for accommodation well in time

you can take time to find a suitable solution.  
useful sites search @ <https://palermo.esn.it>

facebook groups :- keywords - Palermo students accommodation short stay or a last minute arrival



# The Italian course




The Accademia di Belle Arti di Palermo offers Italian language courses for incoming students to help them integrate and improve their language skills.

The course, is **active both in the 1st and 2nd semester**. Students in mobility for an entire academic year have the opportunity to use the course **throughout the year**, moving from an **initial level** to an **intermediate level**. On the basis of the linguistic levels verified, with an **entrance test** by the teacher, the students are **divided into groups**. Information is given to mobile students via the **Erasmus Office** and the **Erasmus bulletin board, the Academy website** and **by e-mail**.







# Erasmus+ At your fingertips

**The Erasmus+ App will guide you through your mobility journey and allow you to:**

- compile and send Online Learning Agreement for acceptance;
- find all the relevant information and services to make your exchange more enriching and smooth.



## 2. About our Academy

And how does it work



# Locations

The Academy of Fine Arts of Palermo has several locations:

- **Palazzo Fernandez**  
- Via Papireto 20
- **Palazzo Santa Rosalia**  
- Via Papireto 1
- **Cantieri Culturali alla Zisa**  
- Via Paolo Gili, 4
- **Villa Filippina**  
- Piazza S. Francesco Di Paola, 81

these locations host various departments and courses, providing a rich environment for artistic education and cultural activities





# What about our Orario?

You might have seen our **Orario** with a division in “**Fascia A**” and “**Fascia B**”, but what does it mean?

Here at ABAPA the lessons are organised into two FASCE (WEEK) A & B : Fascia A one week, Fascia B the following week. They simply **indicate the alternation of courses**. Week are alternated so as to ensure that in each week there are different subjects for you to attend.

**Attendance is mandatory**, regardless the week.

All courses are held in **Italian language**, however many courses are “**English friendly**”.

As Italian language classes will be arranged, access will be granted to all incoming students.







# How can you book an exam?

To booking an exam is actually pretty easy, but here's our help:

- **Access the Online Portal:** Visit the official ABAPA website and navigate to the “Iscrizioni Online” section.
- **Log In:** Use your student credentials to log in to the portal.
- **Select Exam Booking:** Find the section for exam bookings or “Prenotazione Esami”.
- **Choose Your Exam:** Select the exam you wish to book from the list of available exams.
- **Confirm Your Booking:** Follow the prompts to confirm your booking and ensure you receive a confirmation email or notification

**To find the “Iscrizioni Online”** section on the website, Home> “Segreteria Online” section down below >Access “Iscrizioni” Within the “Segreteria Online” page, you will see options for various services. Click on “Iscrizioni” to proceed with your exam booking.



### 3. Before mobility



# Online Learning Agreements

**Before arrival a Learning Agreement** must be defined specifying the disciplines required to be carried out at the Academy and the number of **ECTS credits** to be recognised to the student at the end of his mobility period. Please consider that Learning agreement signed on arrival are **provisional**, therefore **adjustments and modifications might be required**

You must complete your LA with your selected topics from our course catalogue:

- **MAX 30 ETCS for one semester;**
- **MAX 60 ETCS for a whole academic year.**

Please pay attention to the title of the subjects taken, if annual or semester and the relative **CFA credits (ECTS equivalent).**





# What is a LA?

A Learning Agreement is a crucial document for students participating in exchange programs like Erasmus+. It **outlines the study or traineeship program** that the student will follow abroad and **ensures that the credits earned during the exchange** will be recognized by their home institution

Here are the **key components** of a Learning Agreement:

- **Student Information:** Details about the student, including their **name, home institution**, and the **receiving institution**.
- **Course List:** A list of courses or activities the student will undertake during their exchange.
- **Approval:** The agreement **must be approved and signed** by the **student**, the **sending institution**, and the receiving institution **before the exchange begins**.

Please complete your Online Learning agreement  
**@ Ola - learning agreement. eu**  
(<https://learning-agreement.eu/>)

**fill in with following details for signature:**

**responsible person**  
prof. Luca Pulvirenti  
Head of International office  
luca.pulvirenti@  
accademiadipalermo.it

**If your sending institution is NOT using OLA**

please send your signed copy  
at: [ola@abapa.education](mailto:ola@abapa.education)

When compiling your Learning Agreement please state **the Italian definition of subject**, not a translation.



# Documentation needed

The documentation relating to international mobility for incoming students:

- **Online Application Form or student application form** (paper format)
- **Learning Agreement** in Italian and English or in the language practised at the requested institution, specifying the disciplines required and the number of ECTS credits to be recognized at the end of the mobility period.
- **Curriculum vitae.**
- **A Portfolio dossier** (in digital or paper format) illustrating the candidate's artistic documentation, including confirmation of the authenticity of the material.
- **Motivation letter.**

You can find the **application form, the fact sheet** and the **Modulo Frequenza Semestrale** in “**modulistica erasmus**” on the official ABAPA website.





# Welcome week

the Accademia di Belle Arti di Palermo has a welcome week for incoming students. **During the orientation and welcome week incoming students receive all the information** (courses, compulsory attendance, educational services and facilities, Academy locations) from Erasmus staff **and are helped** in finding **accommodation**.

The exact **dates** for the welcome week at the Accademia di Belle Arti di Palermo can **vary each year**. Typically, it **takes place in the first week of the academic year**, which usually starts in late **September** or **early October**.

To get the most accurate and up-to-date information, it's advised checking ABAPA's official website or contacting our admissions office directly.



## 4. On arrival





# To help you on Arrival

Please get in touch and book your arrival  
> [ufficio-erasmus@accademiadipalermo.it](mailto:ufficio-erasmus@accademiadipalermo.it)

To **complete your enrolment** as an Erasmus student in Palermo Academy of Fine Arts use **the form in the Fact Sheet**.

Once all information are collected and evaluated,  
**you will receive your login information** for  
GSuite Account - [abapa.education](mailto:abapa.education).

Please consider office address for general enquiries  
and registration procedures to avoid further delay in  
your request.

A **meeting with incoming students will also be organised** to the date, on the pending confirmation of all  
arrival.





## 5. During mobility





# Revision of Learning Agreements

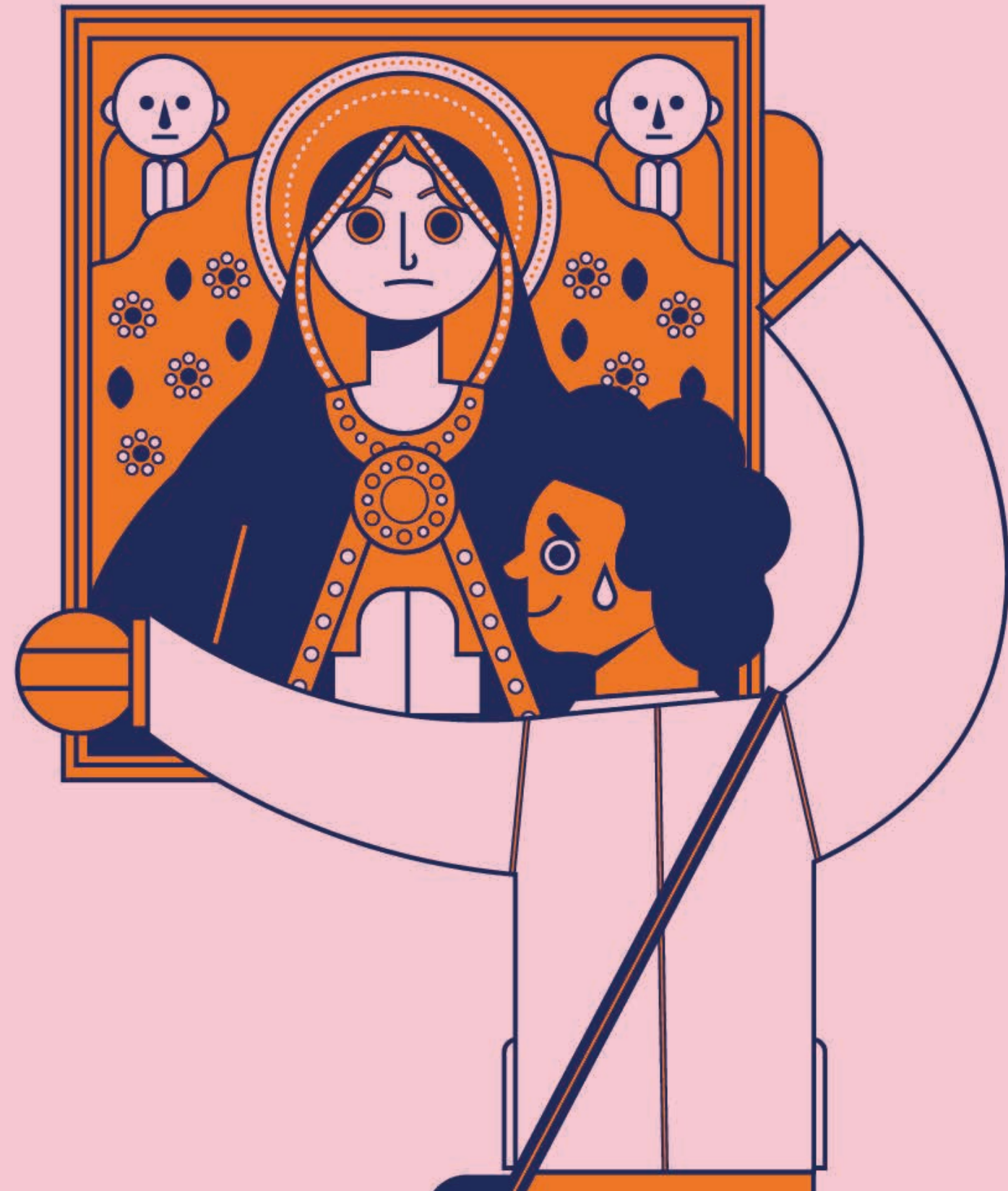
During your mobility you have the opportunity to review your LA.  
So please complete and **submit adjustment on LA within the 3rd week of the semester** .

However please refer to your E+ office first, **as revision of LA should be signed by your sending institution first.**

Please make sure you review your LA **before booking your exams**, changes after booking are often **not allowed** by sending institution



## 6. End of mobility





# End of mobility Final Exams



**Attendance** at the courses of the Academy is **compulsory**, you are required to attend **at least 80% of course's hours**.

**Course attendance alone does not allow the recognition of credits** to mobile students. The recognition in credits of the activities carried out **is based on the exams taken and passed by the mobility student**.

The evaluation of the profit is expressed with a marking system of **30/30**

- min. 18/30

- max. 30/30 cum laude

along with relative CFA (ECTS equivalent) credits.

**The timespan of exams is listed on the fact sheet** and exams are issued solely **in presence** ( no exceptions on dates and no online exams ):

on demand requests are handled solely through international offices.

Please book exams in time with the office according to instructed procedure.



# After mobility Certification

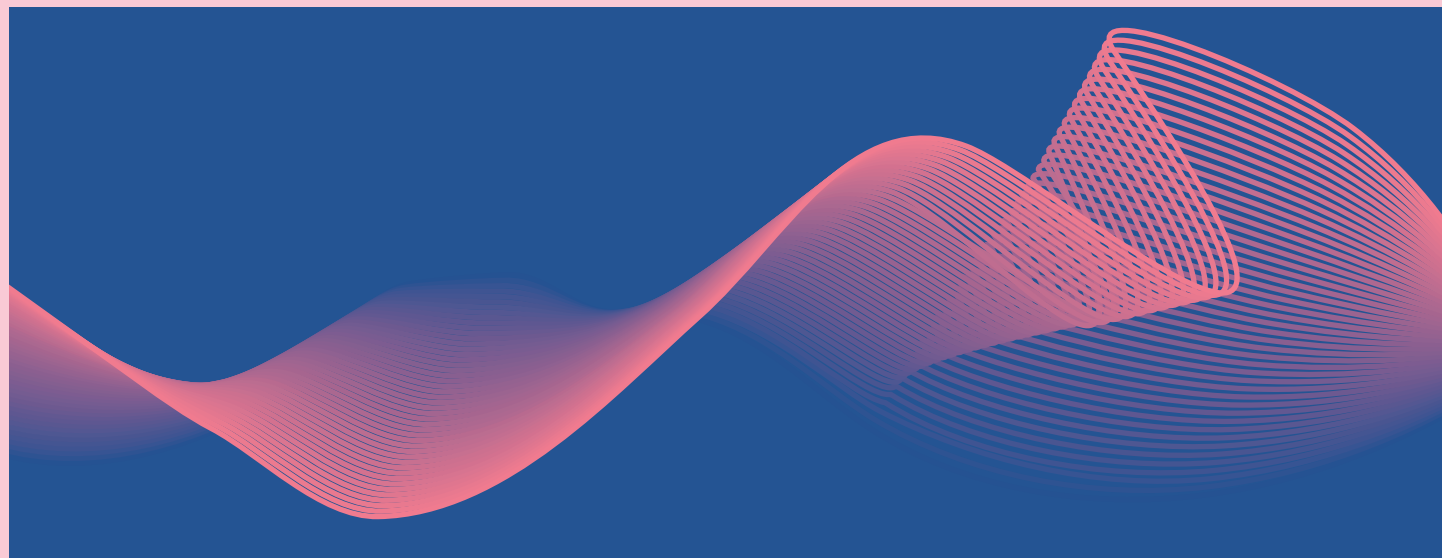
Please visit our international office within the last days of mobility **BEFORE departure** .

If you are enable to sign out before departure , please provide proof of travel ( ticket, booking with final date).

**END OF MOBILITY & TRANSCRIPT OF RECORDS** certification will be produced only **AFTER** your departure.

**All certification** will be **released within 5 weeks** after the end assessment exams period has finished

on demand requests are handled solely through international offices.





## 7. Course Catalogue



# About the course catalogue

The **programs** of the individual courses are indexed in the following section. All courses are held in **Italian language**, however many courses are “**English friendly**”.

The study courses are structured in academic formative credits whose **credit unit (CFA)** corresponds to **1 ECTS credit**. Each CFA includes the measurement of the student's learning work, including individual study, for the acquisition of knowledge and skills in the training activities envisaged by the courses.

- “**I livello**” corrisponde to the **Bachelor's Degree**
- “**II livello**” corrisponde to the **Master's Degree**
- “**corso unico**” corrisponde to **Integrated Master's Degree**

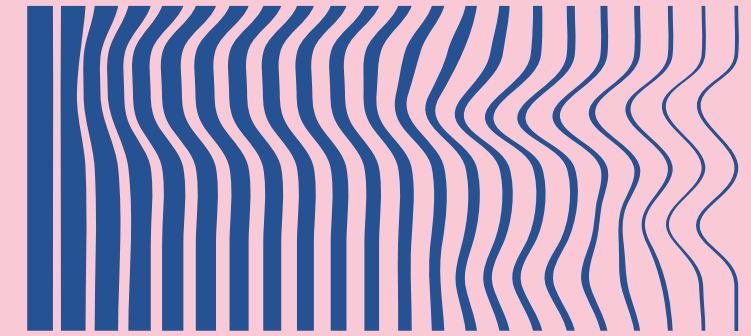




# DIPARTIMENTO DI ARTI VISIVE

## CORSO DI DIPLOMA DI I LIVELLO

- Linguaggi Sperimentali
- Decorazione
- Arte Ambientale e  
Linguaggi Sperimentali  
(ad esaurimento)
- Grafica d'Arte
- Pittura
- Arte Sacra
- Contemporanea
- Scultura



## CORSO DI DIPLOMA DI II LIVELLO

- Decorazione
- Grafica d'arte
- Pittura
- Pittura indirizzo Arte
- Sacra Contemporanea
- Scultura
- Scultura indirizzo  
Installazioni Multimediali



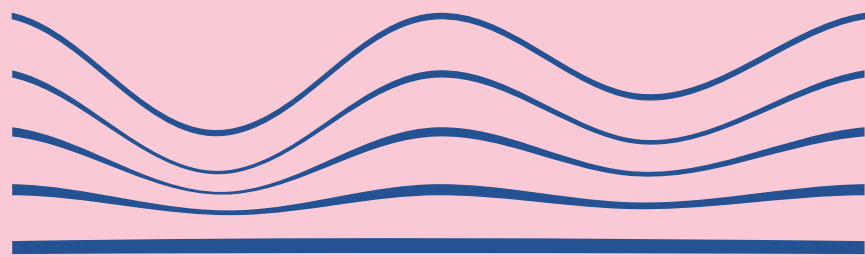
# DIPARTIMENTO DI PROGETTAZIONE E ARTI APPLICATE

## CORSO DI DIPLOMA DI I LIVELLO

- Scenografia
- Audio Video e multimedia
- Fumetto e Illustrazione
- Fotografia
- Design Grafico
- Progettazione della Moda

## CICLO UNICO

- Restauro quinquennale abilitante



## CORSO DI DIPLOMA DI II LIVELLO

- Scenografia
- Nuove tecnologie dell'arte indirizzo Cinema e video
- Nuove tecnologie dell'arte indirizzo Animazione digitale
- Design grafico – comunicazione visiva
- Progettazione della moda





# DIPARTIMENTO DI COMUNICAZIONE E DIDATTICA DELL'ARTE

## CORSO DI DIPLOMA DI I LIVELLO

- Progettazione dei Sistemi Espositivi e Museali
- Didattica dell'Arte



## CORSO DI DIPLOMA DI II LIVELLO

- Exhibition design e valorizzazione museale
- Didattica dell'arte e mediazione culturale del patrimonio artistico



# Hope you enjoy your stay in our Academy !



## Join our telegram channel!

We have a telegram channel where you'll find **updates on timetables of lessons, courses,** so please join in:  
@ [https://t.me/ABAPA\\_Erasmus](https://t.me/ABAPA_Erasmus)





