

ACADEMIC REGULATIONS

for students of high specialization courses (annual courses)

The **Accademia Stauffer** provides **high specialization courses** dedicated to the teaching and practice of stringed instruments (violin, viola, cello and double bass) and **chamber music for strings**.

- APPLICATIONS

1. The programs of the **Accademia Stauffer** are aimed at **young musicians** with **exceptional artistic qualities**.
The courses are open to citizens of any nationality.
The maximum age for enrollment may vary according to the course and is specified in the call for applications for each specific course (in the “Courses” section of the website www.stauffer.org).
2. In order to enroll in the **annual High Specialization Courses**, it is necessary to have **Bachelor** or **Master Degree**, a Diploma issued by a Conservatory or an equivalent school/institute, in Italy or abroad. Exceptions to the aforementioned requirements may be admitted, in the presence of extraordinary artistic and interpretive qualities, at the discretion of the teaching commission.
3. **Applications** must be submitted exclusively through the website **www.stauffer.org**, by filling in the form available through the “Apply” button on the web page of the course for which the candidate wishes to apply. **Applications sent by e-mail or through other channels will not be accepted.**

The following documents must be attached to the application:

- Copy of a valid **identity document**.
- Copy of the **qualification**, if in possession. Self-certification of the course of study can also be considered valid.
- **Curriculum vitae** and any repertoire already studied.
- Program of the **entrance exam**.
- **Receipt of payment** of administrative fees.

4. **Administrative fee:**

During the registration phase, the payment of € 50.00 (net of any currency and commission charges) of administrative fees is required, to be paid by bank transfer to the Fondazione Stauffer’s current account:

**Fondazione Centro di Musicologia Walter Stauffer
Unicredit SpA
Via Domenico Bordigallo, 2 Cremona
IBAN: IT 86 Y 02008 11408 000100034471
BIC SWIFT: UNCRITM1011**

Description: Surname Name – Name of the course professor

5. Admission exams

The entrance exams for the annual High Specialization Courses (excluding the Concertmaster Artist Program: please refer to the information on the dedicated page of the website) are held exclusively in person at the **Accademia Stauffer, via S. Martino 6, Cremona, Italy**.

The date and time of the admission exam is specified in application call for each course. All the candidates are required to arrive at the specified convocation time.

The exam program is specified in the announcement of each course (please note that it is necessary to attach the exam program, together with the candidate's name and surname, in the application process).

The Professor may ask the candidate to perform the entire program or a part of it. The selection is at the unquestionable discretion of the Professor and the Academic Direction.

Candidates will receive the results of the selections at the end of the selection process, and in any case to the e-mail address indicated during the registration.

Accompanying pianists

The Accademia Stauffer provides an accompanying pianist during the entrance exams in person. It is not possible to rehearse with the pianist before the exam.

If the candidate wishes to be accompanied by his/her own pianist, his/her name must be indicated by e-mail to **accademia@stauffer.org**, attaching a copy of his/her identity document.

6. Costs

The costs relating to travel, board and lodging in Cremona to take the entrance exams, as well as other personal expenses, are the responsibility of the candidates.

7. Re-admissions

Students already enrolled in a High Specialization course have the option of renewing their enrollment for a new academic year, by submitting the request through the "Apply" section (as if it were a new enrolment). It is necessary to pay the administrative fee at the beginning of each year for which the re-enrollment request is made.

At the end of the entrance exams, the Professor will decide at his sole discretion which students to readmit.

Students who apply for readmission are exempt from taking the admission exams. Any exceptions will be reported by the Professor of the course, with due anticipation.

8. Multiple admissions

Each candidate can apply to more than one annual High Specialization Course (for example, violin and viola). The application must be submitted for each course separately (in this sense, it is necessary to pay the administrative fee required for each course).

- ACADEMIC REGULATION - ANNUAL COURSES

- 1.** The entire training offer of the Accademia Stauffer is held exclusively in Cremona, in Palazzo Stauffer, via San Martino 6. Different methods of attending the courses, if activated, will be communicated to the effective students.
- 2.** The Accademia Stauffer courses are provided completely free of charge. The costs relating to travel, board and lodging in Cremona, as well as other personal expenses, are the responsibility of the students.
- 3.** All students undertake to attend the lessons punctually and regularly; the attendance is compulsory for 80% of the total hours of the course. Absences or repeated unjustified delays may lead to expulsion from the course, at the discretion of the course Professor(s) and the Academic Direction. Students enrolled in more than one annual High Specialization course are required to attend each single course according to the compulsory attendance, without exceptions.
- 4.** Active students of each course are required to participate in events and/or concerts proposed by the Professors and the Academic Direction during or at the end of the course, without requesting any compensation, as it is an integral part of the teaching activity.
- 5.** Students admitted to the annual High Specialization courses are exempt from paying the administrative fees for the participation in any other didactic activity of the Accademia Stauffer during the academic year.
- 6.** Any inappropriate or disrespectful behavior towards the Professors, other students, spaces and assets of the Accademia Stauffer may lead to immediate expulsion from the course, on the unquestionable judgment of the Professors and the Academic Direction.
- 7.** Auditory students may be accepted to attend the High Specialization courses (one or more sessions) at the discretion of the Academic Direction and the Professor(s). The request must be sent to accademia@stauffer.org one week before the beginning of the session. Auditory students can stay in the classroom as long as the maximum capacity of the classroom is respected. Effective students always have the right to attend lessons. Auditory students are required to comply with these regulations and can be expelled at any time if they are responsible for disrespectful acts and attitudes.
- 8.** Students are required to keep themselves constantly updated on the lesson calendars and course schedules. Communications are sent by the Academic Secretariat by e-mail from the address accademia@stauffer.org and published on the website www.stauffer.org.
- 9.** Enrolled students who, for whatever reason, find themselves in the position of having to give up their studies, must provide written notice to accademia@stauffer.org, to the attention of the Director of the Accademia Stauffer. A withdrawal from the studies entails the suspension from that course for the entire duration of the academic year.
- 10.** At the end of each course a certificate of participation in the course is issued. The Academic Secretariat can issue a declaration in lieu of attendance, the request which must be sent to accademia@stauffer.org, at least two weeks in advance.
- 11.** A good level of English and/or Italian is required to participate in the courses.
- 12.** All students are advised to follow a respectful conduct of decorum, in clothing and behavior, appropriate to the institution.
- 13.** Educational materials and instruments
Students are required to bring with them the parts and scores useful for the correct conduct of the lessons. Upon request, the Accademia Stauffer provides photocopies of the study materials, within the limits established by law and in a maximum number of 30 photocopies per student, for each course attended.

The Accademia Stauffer does not make musical instruments available to students. The class of the High Specialization Course in Double Bass can use, for study needs, the double bass owned by the Fondazione Stauffer. All students of the High Specialisation Course in double bass are responsible for keeping this instrument intact and treating it with care, as well as facilitating its common use, according to the needs and requirements of each student.

- ACADEMY LIFE

The Accademia Stauffer is open from Monday to Friday, from 9 a.m. to 6 p.m. Openings on extraordinary days and times are guaranteed for the organization of educational activities.

Access to the spaces of the Accademia Stauffer is free for all Professors and students in compliance with the opening and closing times.

Guests of the Accademia Stauffer, whether they are invited by Professors or students, can access only with a written request submitted to the e-mail address accademia@stauffer.org, at least one day before access. Permission to access is subject to the explicit consent of the Presidency or the Academic Direction.

All Professors, students and guests undertake to respect the internal and external spaces of the Academy, including musical instruments, furniture and technical equipment. It is everyone's responsibility to ensure that the building, instruments, and materials are maintained in order and integrity.

Classrooms

All classrooms are available to Professors and effective students for any type of musical and educational activity: performances, study, rehearsals and lessons, both individual and in groups.

Didactical activities always have priority over individual reservations of any other type. Classroom reservations are made through the outdoor screens, or by registering through the Stauffer Center for Strings application, which can be downloaded free of charge on Apple Store or Google Play Store. Access credentials are provided to students upon the confirmation of the admission to the course.

Compatibly with the didactic and artistic offer foreseen by the academic calendar, the Accademia Stauffer makes its spaces available to Professors, students and former students for rehearsals, recordings, etc. The request must be submitted at least one week before the requested date(s) to accademia@stauffer.org. The permission is subject to the explicit written consent of the Presidency and/or the Academic Direction.

The Concert Hall (Sala Stradivari) can be made available to students upon request for study and/or personal recordings, in compliance with the opening hours and provided that it is not already occupied for lessons. The permission can be revoked at any time. Students can occupy each classroom for a maximum of two consecutive hours, after which they are invited to vacate it to provide the room to other students. It is possible to stay in the same room for more than two hours if it has not been booked in the following time slot.

The maximum capacity indicated on the screen outside the door of each classroom must be strictly respected.

It is forbidden to consume food and drinks (except water) in the classrooms and internal spaces of the Academy, with the exception of the dedicated Cafeteria in the courtyard on the Ground Floor.

Professors and students are required to regularly ventilate the classrooms, to turn off the lights and close the doors and windows once their activities have finished.

Professors and students are requested not to intervene manually on the thermostats and, if necessary, to contact the Staff for the correct setting of the heating and air conditioning.

It is forbidden to move chairs and other items of furniture from the classrooms. Please contact the Staff in case of need.

Pianos are not furniture, but precious musical instruments. Students and Professors assume responsibility for their correct use and for treating them with care. It is forbidden to place any objects on the pianos. The keyboard and lid must be closed after each use. The keyboard must also be disinfected after playing, using a special product (available in a dispenser next to each piano), to be sprayed on a paper towel and not directly on the keyboard.

It is forbidden to keep the classroom occupied with personal items. The Staff is always authorized to remove objects left unattended to free up the classroom. The Accademia Stauffer is not liable in any way for personal belongings left and/or forgotten in the classrooms.

Professors, students and guests are asked to keep the doors closed as much as possible to avoid heat dispersion (in winter) and air conditioning (in summer), especially those facing the internal stairs.

Care and protection of Palazzo Stauffer

The care and protection of Palazzo Stauffer is everyone's responsibility. In order to make the Accademia Stauffer a welcoming place, students and Professors are required to actively contribute to maintaining order and cleanliness.

Any damage to the propriety of the Fondazione Stauffer is the responsibility of the person responsible for the damage who must provide for any repair and/or replacement costs. If the responsible party refuses, the Foundation reserves the right to take legal action where necessary.

Lockers

- A.** In the corridors of the first and second floors, lockers are available to Professors and students for the safekeeping of their belongings.
- B.** The use of lockers is reserved for study needs.
- C.** It is recommended to keep the key carefully, and to free the lockers at the end of the day, closing the door, in conditions deemed suitable both from the hygienic and structural points of view. Any cleaning, repair and/or replacement costs will be borne by the student or the teacher.
- D.** It is forbidden to keep the keys after closing time.
- E.** The Fondazione Stauffer assumes no responsibility for personal objects or goods deposited in student lockers.
- F.** The loss of the key involves the payment of a penalty of Euro 10.00, to cover the costs of the key duplication.
- G.** In case of failure to return the key, the locker will be emptied. The objects not claimed within 30 days will be discarded without notice and may not be returned.
- H.** Exchanging or giving locker keys to third parties, as well as making copies of them, is prohibited.

Cafeteria

- A.** The cafeteria, as well as the tools and utensils contained therein, are available to Professors and students, provided they respect their correct use and promptly report any breakages or malfunctions.

- B.** Professors and students are required to respect the basic hygiene rules, strictly avoiding the exchange of glasses and helping to keep them clean and tidy.
- C.** The refrigerator can be used for food and beverages, provided that the name and surname of the owner and the date of delivery are specified on each product.
- D.** It is mandatory to use the equipment available in compliance with the basic hygiene measures (e.g. clean them of residues following use, avoid contact of personal objects or utensils with the equipment available, to reduce possible contamination), as well as to keep order the place used for the consumption of food and drinks, cleaning it from the residues and waste produced. It is possible to use the cleaning products available to sanitize the space used.
- E.** Professors and students undertake to differentiate the waste by type, according to the provisions of separate waste collection and using the relative containers present.

Bicycles must be parked outside Palazzo Stauffer.

Covid and health regulations

The Fondazione Stauffer follows a safety protocol to guarantee the protection of the health of all Professors, students, guests and staff. The Fondazione Stauffer undertakes to comply with the legislation in force and to promptly inform the Professors and students of the current rules to be respected.

Smoke

Smoking is prohibited in all areas of the Accademia Stauffer, both internal and external (including the garden, courtyard and terraces).

Waste sorting

The Accademia Stauffer undertakes to respect separate waste collection according to the regulation in force at all times established by the Municipality of Cremona. It also discourages the use of plastic and derived products, in compliance with the Sustainable Development Goals promoted by the United Nations (UN), with particular attention to Goal 12, "Sustainable consumption and production".

Brands

The creation of merchandise with the Stauffer name is strictly prohibited. The names of the Fondazione Stauffer, Stauffer Center for Strings, Accademia Stauffer and Stauffer Labs, as well as all the names of activities promoted by Stauffer, the logo, the monogram, cannot be used in any way except with the explicit written consent of the Legal Representative of the Fondazione Centro di Musicologia Walter Stauffer.

Personal safety insurance and tools

The Fondazione Stauffer assumes no responsibility for theft or damage to musical instruments owned by the students, who remain solely responsible for the care and protection of their assets. It is consequently forbidden to deposit objects and instruments owned by students or Professors in the lockers, classrooms or inside Palazzo Stauffer in generally beyond the opening hours of the Accademia Stauffer.

Security protocol

During the activities at the Accademia Stauffer, the students undertake to respect the safety and health measures pursuant to Legislative Decree 81/08 and subsequent amendments, making sure that their behavior cannot put their health at risk and the safety of other people present.

For more information, especially regarding the management of any emergencies (fires, earthquakes, etc.), it is recommended to read the specific information displayed in Reception, to find out the correct behavior to follow.

The failure to comply with these regulations may result in suspension from teaching activities, at the final discretion of the Academic Direction and the Professor(s).

In exceptionally serious cases, the expulsion may be extended to the entire academic year or be perpetual, at the discretion of the Academic Direction.

- STAUFFER GUEST HOUSE

The Fondazione Stauffer has equipped the campus with a Guest House reserved exclusively to its students during the lessons, available at discounted prices and managed by an external cooperative.

For the 2023-24 academic year, the Guest House is reserved for the students of the annual courses.

Visit **www.stauffer.org** for more information or write to **foresteria@stauffer.org**.

