



COURSE CATALOGUE

Accredited programmes



European Accreditation Board of Higher Education Schools

E. A. B. H. E. S.

COURSE CATALOGUE

**Accademia Internazionale d'Alta
Moda e d'Arte del Costume
KOEPIA
ITALY**

Accreditation number
IT-14EA0215



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Foreword

Contents

This Course Catalogue contains all the information relevant to the EABHES accredited study programme(s):

- a brief introduction of the school and the study programme(s);
- detailed information about the different components of the study plan (courses, internships, allocated credits);
- explanation of the ECTS credit system and grading scale;
- extracurricular credits information and forms;
- degree completion requirements, such as foreign language studies.

EABHES Accreditation

EABHES accreditation offers a range of services to facilitate the attainment of the principles of The Bologna Joint Declaration June 1999 and subsequent relevant intergovernmental acts (collectively identified as the “Bologna Process”), with the goal of facilitating the mutual recognition of titles granted by Higher Education Institutions within the European Higher Education Area (EHEA), including the assessment of programs and EABHES’ Accreditation, Certificates, and Network of Member Schools. (For more information see annex 1).

- **By pursuing an EABHES accredited programme**, students are guaranteed the highest academic quality in compliance with European Standards established by the Bologna Process. students will be part of a school with a student-centered system, whose professional team has been strictly selected and trained to provide the best academic experience, from pedagogical content and methodology, to school and student life services and opportunities.
- **During their studies**, students will have access to student mobility opportunities within the EABHES network and other partner schools, which enables you to have an international experience within the study programme. Students will be required to successfully pass international language tests, which will maximise their internationalisation potential of their career.
- **By acquiring a diploma of accredited studies by EABHES** students will:
 - Obtain official academic transcripts and diploma in compliance with European standards, which increases the international recognition of their degree.
 - Increase the possibilities of continuing studies in other schools in Europe and throughout the world thanks to ECTS credits, which are recognised by most educational schools worldwide.
 - Be part of EABHES Alumni network, which will provide support when applying for recognition of diplomas in another educational school for continuing their studies.
 - Improve employability thanks to the international recognition of diploma and credits.

Documents for students

EABHES provides to the School the following documents and certificates for each student enrolled in an accredited programme:

- a) At the end of the academic period, a transcript summarizing the credits and grades of each student;
- b) At the successful completion of an accredited programme, a Diploma of completion of Accredited Studies.

To learn more about EABHES Accreditation, visit the website <https://www.eabhes.eu/> and read the FAQ section for students at <https://www.eabhes.eu/students/>.

Identification of the School

School	Accademia Internazionale d'Alta Moda e d'Arte del Costume KOEFIA
Accreditation number	IT-14EA0215
Date of first accreditation	2014/02/15
Address	Headquarter K1: Via Cola di Rienzo 203 / 00192 Roma / ITALY K2: Via Ezio 24 / 00192 Roma / ITALY
Web site	www.koefia.com

School general information

KOEFIA was originally founded in 1912 as Maison for Haute Couture patterns. It became International Academy for Haute Couture and Art of Costume KOEFIA in 1951 in Rome, and was the first fashion academy in Italy to specialize in this particular field under the patronage of Lazio Region and Province. Consequently, it will celebrate its 100-year anniversary in 2012. It grants diplomas of specialization in fashion which are valid all over the European Union. Based on a long-standing tradition in the field of teaching, KOEFIA is at the same time an avant-garde school: in fact, its didactics cover problems pertaining not only to haute couture but also prêt-à-porter production. It is open to a limited number of mature students and offers them an opportunity to gain a complete and structured education in fashion styling (design, pattern-making, sewing) over a period of three years. Students will be helped to develop their natural abilities and attain a high degree of manual skill and creativity while, at the same time, offering them the possibility to gain a solid professional specialization. Upon completion of the three-year course, each student will present his/her self-sewn dress during the academy final show which takes place on the occasion of the Roman Haute Couture Week. The Academy issues diplomas valid all over the European Union, as follows: a) Fashion Stylist Diploma (two-year course); b) Fashion Stylist - Production Responsible (one-year course after the Fashion Stylist Diploma). Students who have the two-year diploma can automatically enter the third year. Italian and foreign students, who have not attended the Academy but have a similar diploma, will be possibly accepted after an interview. The examining commissions will be made up of members of the faculty and headed by an external board of examiners appointed by the Council for Professional Education of Lazio Region and Province. KOEFIA Academy promotes: - internships with ateliers, firms, specialized facilities, department stores - meetings with stylists, fashion operators, journalists, and opinion leaders - students 'exchanges with other Italian and foreign schools (Barcelona, Berlin, Helsinki, Los Angeles, Beijing) - participation in the most important fashion events in Italy and abroad like Mittelmoda in Gorizia, It's in Trieste, Hempel Award in Beijing, China Cup in Shanghai, AltaModa in Rome. KOEFIA cooperates with the Fashion Culture and Style Course of the Humanities and Philosophy Faculty of the Florence and La Sapienza Rome Universities. KOEFIA further offers short and master courses to those students who have a basic preparation in fashion and want to improve their knowledge of specific subjects like: Fashion Design, Fashion and Costume Illustration, Haute Couture Pattern-Making, Prêt-à-porter Pattern-Making, Machine - Knitting, Textile Craft Arts, Fashion Marketing and Communication, Cool Hunter Activity, Computer Fashion Illustration, and CAD-CAM Industrial Pattern-Making.

European Bachelor of Science in Design

Major: Fashion Design – Project & Research

Teaching methods are focused on the research and design of a single garment of Haute Couture or an entire collection. The skills of drawing, anatomy, colouring techniques and digital illustration are complemented by the many skills of pattern making and tailoring by the Academy's teaching staff, to enhance the final project presented as a thesis and concluded with a fashion show of some of the clothes that have been created. Every year the KOEFIA Academy trains 40 designers who find position in several Italian companies or who continue their studies earning a Master's Degree in Italy or in other International Institutes. Interpreting trends, planning and designing clothes or collections with a pencil or a computer, knowing how to choose fabrics, create garments and present them to the public is what a designer needs to know today to be successful with their audiences and companies within the industry. Internships (not part of the didactic program) are nonetheless envisaged in the placement plan after the final thesis has been defended, and their value is dependent on the time the student spends in the company.

1st year

1 st semester			2 nd semester		
Code	Course Unit	CR	Code	Course Unit	CR
DFP1-1	Fashion Design & Project I	10.5	DFP2-2	Fashion Design & Project II	10.5
PAM1-1	Basic Pattern Making I	4.5	PAM2-2	Basic Pattern Making II	4.5
DIL1-1	Digital Illustration I - Photoshop I	3	DIL2-2	Digital Illustration II - Photoshop II	3
HOC1-1	History of the Costume I	3	FAD-2	Fabric Decoration	3
MER-1	Textile Technology	3	COP1-2	Collection Project and Planning I	3
VGD-1	Visual & Graphic design	3	FAM1-2	Fashion Marketing I	3
HIA-1	History of the Art	3	WEA-2	Weaving	3
TOTAL		30			30

Number of credits for the 1st year: 60 ECTS credits

Number of hours for the 1st year: 680 hours

2nd year

3 rd semester			4 th semester		
Code	Course Unit	CR	Code	Course Unit	CR
APM1-3	Advanced Pattern Making I	12	APM2-4	Advanced Pattern Making II	12
HOC2-3	History of the Costume II	3	COD-4	Collection Development	3
TRA-3	Trend Forecasting	3	FAM2-4	Fashion marketing II	3
COP2-3	Collection Project and Planning II	3	COP3-4	Collection Project and Planning III	3
SDT1-3	Tailoring I	3	PRA1-4	Accessories Design I	3
SHF-3	Sociology & History of Fashion	3	PAP-4	Accessories Design Plus	3
DIL3-3	Digital Illustration III - Illustrator I	3	DIL4-4	Digital Illustration IV - Illustrator II	3
TOTAL		30			30

Number of credits for the 2nd year: 60 ECTS credits

Number of hours for the 2nd year: 711 hours

3rd year

5 th semester			6 th semester		
Code	Course Unit	CR	Code	Course Unit	CR
GFA-5	Graphic for Apparel		FAP-6	Fashion Portfolio	6
DRL-5	Laboratory for Canvas Tailoring	7.5	FAB-6	Fashion Marketing & Business	3
PRA2-5	Accessories Project and Design II	7.5	PRA3-6	Accessories Project & Design III	3
PAP2-5	Accessories Project and Design Plus	6	SPO-6	Sportswear	6
COP4-5	Fashion Collection Project and Planning IV	3	CAP-6	Final BSD Thesis	12
		6			
TOTAL		30			30

Number of credits for the 3rd year: 60 ECTS credits

Number of hours for the 3rd year: 556 hours

Total number of credits for the 3-year programme: 180 ECTS credits

Additional Credits

Code	Participations	Additional Credits
ADDC	Short Course (18-24 hours)	1.5
ADDC	Thematic Course (25-47 hours)	3
ADDC	Intensive Course (at least 48 hours)	4.5
ADDC	Exhibition, External Event	1.5
ADDC	Published Creation	1,5
ADDC	Prize in an External Contest	3
ADDC	Humanitarian Mission	1.5 to 3
ADDC	Company Internship (country of study or origin)	1.5 *
ADDC	Company Internship Abroad	3 *

** per group of 2 weeks, maximum 8 weeks*

REMINDER: a minimum of 180 ECTS credits is required to complete the programme.
The programme is validated once the candidate has accumulated all the fundamental credits of the chosen field of study.

European Bachelor of Professional Studies

Major: Fashion Design – Patternmaking & Tailoring

The course offers training in the context of fashion design focused towards the creation of Haute Couture products. The student is guided in the learning of Couture Pattern Making and Tailoring in accordance with his/her natural gifts, increasing knowledge, creativity and craftsmanship. Two-thirds of the time is devoted to the laboratory, from the design to the creation of garments. The KOEFIA Academy invites students to participate in national and international competitions and fashion shows, where they can present the garments they have created, from the design to the final tailored garment. The third year is largely devoted to internships in companies and the preparation of the Thesis / Fashion Show during AltaRoma fashion week. Many students who have graduated from the KOEFIA Academy have found stable positions in famous workshops and leading companies in the sector.

1st year

1 st semester			2 nd semester		
Code	Course Unit	CR	Code	Course Unit	CR
DFP1-1	Fashion Design & Project I	10.5	DFP2-2	Fashion Design & Project II	10.5
PAM1-1	Basic Pattern Making I	4.5	PAM2-2	Basic Pattern Making II	4.5
DIL1-1	Digital Illustration I - Photoshop I	3	DIL2-2	Digital Illustration II - Photoshop II	3
HOC1-1	History of the Costume I	3	FAD-2	Fabric Decoration	3
MER-1	Textile Technology	3	COP1-2	Collection Project and Planning I	3
VGD-1	Visual & Graphic design	3	FAM1-2	Fashion Marketing I	3
HIA-1	History of the Art	3	WEA-2	Weaving	3
TOTAL		30			30

Number of credits for the 1st year: 60 ECTS credits

Number of hours for the 1st year: 680 hours

2nd year

3 rd semester			4 th semester		
Code	Course Unit	CR	Code	Course Unit	CR
APM1-3	Advanced Pattern Making I	12	APM2-4	Advanced Pattern Making II	12
SDT1-3	Tailoring I	6	SDT2-4	Tailoring II	6
HOC2-3	History of the Costume II	3	FAM2-4	Fashion marketing II	3
SHF-3	Sociology & History of Fashion	3	PRA1-4	Accessories Design I	3
DIL3-3	Digital Illustration III - Illustrator I	3	DIL4-4	Digital Illustration IV - Illustrator II	3
COP2-3	Collection Project and Planning II	3	INP1-4	Industrial Pattern Making I	3
TOTAL		30			30

Number of credits for the 2nd year: 60 ECTS credits

Number of hours for the 2nd year: 682 hours

3rd year

5 th semester			6 th semester		
Code	Course Unit	CR	Code	Course Unit	CR
CPM1-5	Haute Couture Pattern Making I	6	INP2-6	Industrial Pattern Making II	3
SDT3-5	Tailoring III	15	SDT4-6	Tailoring IV	7.5
KNT-5	Knitting	3	FAB-6	Fashion Marketing & Business	3
EMB-5	Embroidery	3	MIL-6	Millinery	3
PRA2-5	Accessories Design II	3	CCP-6	CAD CAM Pattern Making	3
			CAP2-6	Final Thesis BPS	10.5
TOTAL		30			30

Number of credits for the 3rd year: 60 ECTS credits

Number of hours for the 3rd year: 678 hours

Total number of credits for the 3-year programme: 180 ECTS credits

Additional Credits

Code	Participations	Additional Credits
ADDC	Short Course (18-24 hours)	1.5
ADDC	Thematic Course (25-47 hours)	3
ADDC	Intensive Course (at least 48 hours)	4.5
ADDC	Exhibition, External Event	1.5
ADDC	Published Creation	1,5
ADDC	Prize in an External Contest	3
ADDC	Humanitarian Mission	1.5 to 3
ADDC	Company Internship (country of study or origin)	1.5 *
ADDC	Company Internship Abroad	3 *

** per group of 2 weeks, maximum 8 weeks*

REMINDER: a minimum of 180 ECTS credits is required to complete the programme.
The programme is validated once the candidate has accumulated all the fundamental credits of the chosen field of study.

Course Description

European Bachelor of Science in Design Major: Fashion Design – Project & Research

- APM1-3 ADVANCED PATTERN MAKING I**
Advanced elements of Haute Couture modeling on a dressform with the paper - Trousers - 3 and 4 pieces bodice - Dresses - Realization of a Pattern Making book which contains many samples of patterns.
ECTS 12.0 / Prerequisites / PAM2-2
- APM2-4 ADVANCED PATTERN MAKING II**
Advanced elements of Haute Couture Pattern Making on the dressform with paper - Study of the sleeves and neck - Asymmetries - Bias Model with muslin and lycra - Realization of a book which contains the tabs of the main models made.
ECTS 12.0 / Prerequisites / APM1-3
- CAP-6 FINAL THESIS BSD**
The student demonstrates the full path of his acquired skills. The complete program encourages students to carry out projects on issues that fall within their professional interests. The final thesis consists in the development of a comprehensive fashion project, from its conception to the preparation of a book that represents the entire collection through sketches, figurines and flats. During the final exposition, students must comment each step that shows, in an original way, the quality of their work. Indeed, they will pre-send some garments from the collection made during the course of Tailoring and Sportswear. Students will be guided along their path, from one or several teachers and supervisors.
ECTS 12.0
- COD-4 COLLECTION DEVELOPMENT**
Additional module and advanced course TRA-3, for students of the Bachelor SD / Project and research.
ECTS 3.0 / Prerequisites / TRA-3
- COP1-2 COLLECTION PROJECT AND PLANNING I**
From the idea to the fashion product - Research and study for the first Moodboard - Analysis of the fabrics and the main elements of the collection - Base structures for a mini-collection autumn/winter and spring/summer and planning the Outfits - Realization of the process by hand.
ECTS 3.0 / Prerequisites / DFP1-1
- COP2-3 COLLECTION PROJECT AND PLANNING II**
Structure of an autumn/winter and a spring/summer collection and planning of the Outfits - Analysis of existing brands and their strategies - Planning a Flash collection, Capsule collection and Pre-collection - Realization of the processes on the computer.
ECTS 3.0 / Prerequisites / COP1-2 / DFP2-2 / DIL2-2

- COP3-4 COLLECTION PROJECT AND PLANNING III**
 Structure of a fall / winter or spring / summer collection and planning outfits - Realization on the computer - Introduction to the main elements of the product - Full control of the process starting from its birth to the development of a collection, combining creativity with the necessary analysis and research of market needs.
 ECTS 6.0 / Prerequisites / COP2-3 / DIL3-3
- COP4-5 COLLECTION PROJECT AND PLANNING IV**
 Complete development of the collections from research to final design - Identification of Target, identification of general mood, fabrics and color swatches - Creation of themed silhouette and its technical flats.
 ECTS 6.0 / Prerequisites / COP3-4 / DIL4-4
- DFP1-1 FASHION DESIGN & PROJECT I**
 Study of the classical standards. Anatomy - Osteology - Learning to draw the figurine - Chromatic scales - Lessons about the figurine and its different types - Technical terms and details - Color techniques (pencil, brush, ink, Pantone).
 ECTS 10.5
- DFP2-2 FASHION DESIGN & PROJECT II**
 Project of the Collection PAP and Haute Couture - Selection of fabrics and accessories - Illustration of the Fashion-Project - Techniques of fashion design (fabrics, knitted, leather, furs, accessories) - Technical flat drawing - Creating silhouette.
 ECTS 10.5 / Prerequisites / DFP1-1
- DIL1-1 DIGITAL ILLUSTRATION I - PHOTOSHOP I**
 Introducing the Bitmap graphic and the base elements of Adobe Photoshop - Basic techniques of digital coloring.
 ECTS 3.0
- DIL2-2 DIGITAL ILLUSTRATION II- PHOTOSHOP II**
 Advanced techniques of digital coloring of a figurine - Image processing techniques.
 ECTS 3.0 / Prerequisites / DIL1-1
- DIL3-3 DIGITAL ILLUSTRATION III - ILLUSTRATOR I**
 Understanding vector graphics and basic elements of the program Adobe Illustrator - Analysis of an actual brand in the market and development of a collection.
 ECTS 3.0
- DIL4-4 DIGITAL ILLUSTRATION IV - ILLUSTRATOR II**
 Development of a collection based on a chosen brand - Advanced elements of Adobe Illustrator - Technical realization of the flat - Making prints and patterns.
 ECTS 3.0 / Prerequisites / DIL3-3
- DRL-5 LABORATORY FOR CANVAS TAILORING**
 Techniques of tailoring with muslin and definition of the prototype.
 ECTS 7.5 / Prerequisites / SDT1-3

- FAB-6 FASHION MARKETING & BUSINESS**
 The Fashion system in Italy and in the whole world - The Fashion Company: Types, Structure and Planning - The style office: In Companies and in Service - The service center: In Company and Service - The supply chain of the textile / clothing - The production systems - Store management and Visual Merchandising - Analysis of fashion companies - Marketing management - Definition of creation, marketing and distribution - Contact with the consumer and strategy.
 ECTS 3.0 / Prerequisites / FAM2-4
- FAD-2 FABRIC DECORATION**
 Research of the different types of decoration and design - Techniques of coloring - Printed fabrics - Using of the frame - Realization of personalized decorations out of fabric samples and t-shirts.
 ECTS 3.0
- FAM1-2 FASHION MARKETING I**
 The base concept and the function of Fashion Marketing - Introduction of market research -The market, product and distribution - The services and the main channels of communication - The glossary.
 ECTS 3.0
- FAM2-4 FASHION MARKETING II**
 The market and the product of the clothing - The fashion consumers: identification and study of their behavior - Study of the fashion distribution and commercial channels - Study of the communication of fashion information, Advertising and promotion.
 ECTS 3.0 / Prerequisites / FAM1-2
- FAP-6 FASHION PORTFOLIO**
 The course is oriented towards the creative development of the portfolio through the analysis of content and expressive possibilities: a visual path to describe the students' projects. It alternates theoretical lessons on layout design as well as the principles of imagination with 'learning by doing exercises, which are aimed at developing skills and creativity through direct discussion. What the course explores is the different techniques used in order to represent the whole project, together with each individual element of expression.
 ECTS 6.0
- GFA-5 GRAPHIC FOR APPAREL**
 Research, design and production of each type of customization of an Outfit - Setting the graphic theme for the collection - Preparation of the bases - The use of lettering for graphics - The lines and patterns - Different types of printing and embroidery - The labeling - Abacus of the graphic elements for each Outfit - The personalization accessories - The Color Combo.
 ECTS 7.5 / Prerequisites / DIL2-2 / DIL4-4
- HIA-1 HISTORY OF THE ART**
 Monographs about main art exponents in the ages, as a complement to the history of costume and fashion - Critical analysis of the artistic movements and historical / cultural placement.
 ECTS 3.0

- HOC1-1 HISTORY OF THE COSTUME I**
The course covers the development of custom throughout many centuries, the clothing, the accessories, the hairstyles and tailoring techniques, from the Mediterranean antiquity until the end '400.
ECTS 3.0
- HOC2-3 HISTORY OF THE COSTUME II**
The course covers the development of custom in the centuries, the clothing, the accessories, the hairstyles and tailoring techniques, from the '400 until the end '800.
ECTS 3.0 / Prerequisites / HOC1-1
- MER-1 TEXTILE TECHNOLOGY**
Study of fabrics, their composition and the main natural and artificial fibers, to clearly understand the main tool of the fashion project and its performance - Materials research - Specific treatments, traditional and advanced applications - Sampling of fabrics. Application of different fabrics.
ECTS 3.0
- PAM1-1 BASIC PATTERN MAKING I**
First elements of Haute Couture modeling on a dressform with the paper - The bustier, the skirt and the bodice - Understanding the volume and fitting.
ECTS 4.5
- PAM2-2 BASIC PATTERN MAKING II**
First elements of Haute Couture modeling on the dressform with paper - Tight bodice and sleeves - Proto-types on muslin.
ECTS 4.5 / Prerequisites / PAM1-1
- PAP-4 ACCESSORIES DESIGN PLUS**
Additional module and advanced course PRA1-4, for students of the Bachelor SD / Project and research.
ECTS 3.0
- PAP2-5 ACCESSORIES PROJECT AND DESIGN PLUS**
Additional module and advanced course PRA2-5 for students of the Bachelor SD / Project and research.
ECTS 3.0
- PRA1-4 ACCESSORIES DESIGN I**
Analysis of the icon bag history - Functional elements - Materials - The project of the bag and other con-nected elements (wallet, belts, etc...) - Placement of logo on the accessories.
ECTS 3.0
- PRA2-5 ACCESSORIES PROJECT AND DESIGN II**
Project of a team collection - Graphic project; modeling and creation of a prototype.
ECTS 6.0 / Prerequisites / PRA1-4 / DIL2-2 / DIL4-4

- PRA3-6 ACCESSORIES PROJECT AND DESIGN III**
 Individual project of a complete collection - Graphic design, modeling and prototyping - Restyling of an icon bag.
 ECTS 3.0 / Prerequisites / PRA2-5
- SDT1-3 TAILORING I**
 Tailoring in detail on muslin - Realization of a simple dress with fabric - Students use their acquired knowledge to develop the main details of tailoring, first on muslin and then on the fabric.
 ECTS 3.0 / Prerequisites / PAM2-2
- SHF-3 SOCIOLOGY & HISTORY OF FASHION**
 Analysis of the phenomenon of fashion from the early twentieth century until today - How fashion becomes, starting from simple clothing, as social phenomenon integrated in each socio-cultural context.
 ECTS 3.0
- SPO-6 SPORTWEAR**
 Identification and analysis of the continuous elements of a casual or sportswear collection - Study of the principal "must haves" which was developed in the last century - Designing a collection which attends to the markets' needs - Modeling of the basic elements of sportswear.
 ECTS 6.0 / Prerequisites / COP4-5 / DIL4-4 / APM2-4
- TRA-3 TREND FORECASTING**
 Research and definition of the motivational and quantitative line of Trends - The principal channels of re-search - Summary of elements inspired by moodboard - Definition of the elements of color and design de-tails.
 ECTS 3.0
- VGD-1 VISUAL & GRAPHIC DESIGN**
 Geometric and dynamic elements. Studying and observing the shapes - The artistic techniques: from the pencil to the digital program - The Fonts and their composition - The Logo.
 ECTS 3.0
- WEA-2 WEAVING**
 Study of fabric structure and composition of the different methodologies - Practical execution of a fabric sample on an 8-heddle loom.
 ECTS 3.0

Course Description

European Bachelor of Professional Studies Major: Fashion Design – Pattern Making & Tailoring

- APM1-3 ADVANCED PATTERN MAKING I**
Advanced elements of Haute Couture modeling on a dressform with the paper - Trousers - 3 and 4 pieces coat - Dresses - Realization of a Pattern Making book which contains any samples of pattern.
ECTS 12.0 / Prerequisites / PAM2-2
- APM2-4 ADVANCED PATTERN MAKING II**
Advanced elements of Haute Couture Pattern Making on the dressform with paper - Study of the sleeves and collars - Asymmetries - Bias Model with muslin and lycra - Realization of a book that contains the tabs of the main models made.
ECTS 12.0 / Prerequisites / APM1-3
- CAP2-6 FINAL THESIS BPS**
The student demonstrates the full path of his acquired skills - The complete program encourages students to carry out projects on issues that follow their professional interests - The final thesis consists in the de-velopment of a comprehensive fashion project, from its conception to the final show, through the construc-tion of the model and its tailoring.
In the final exhibition, the student has to comment each step creatively to show the quality of his work. The student will be guided throughout the course, from one or several teachers and supervisors.
ECTS 10.5
- CCP-6 CAD CAM PATTERN MAKING**
Modaris / Introduction to industrial production processes, from the creation of the pattern to fabric cutting - Insertion and optimization of the pattern - Changes and transformations of patterns - Inserting the val-ues of the seam - Grading - Patterns and variants - Diamino / Setting and marking on fabric.
From 2014, KOEFIA is partner of LECTRA.
ECTS 3.0
- COP1-2 COLLECTION PROJECT PLANNING I**
From the idea to the fashion product - Research and study for the first Moodboard - Analysis of the fabrics and the main elements of the collection - Base structures for a mini-collection autumn/winter and spring/summer and planning the Outfits - Realization of the process by hand.
ECTS 3.0 / Prerequisites / DFP1-1
- COP2-3 COLLECTION PROJECT PLANNING II**
Structure of an autumn/winter and a spring/summer collection and planning of the Outfits - Analysis of existing brands and their strategies - Planning a Flash collection, Capsule collection and Pre-collection - Realization of the process on the computer.
ECTS 3.0 / Prerequisites / COP1-2 / DFP2-2 / DIL2-2

- CPM1-5 HAUTE COUTURE PATTERN MAKING I**
 Full Process of haute couture pattern making - Creation of the pattern inspired by drawings or photographs - Creation of the muslin prototype form paper model - From idea to the prototype - Customized pattern - Advanced of haute couture pattern for exclusive items.
 ECTS 6.0 / Prerequisites / APM2-4
- DFP1-1 FASHION DESIGN & PROJECT I**
 Study of the classical standards. Anatomy - Osteology - Learning to draw the figurine - Chromatic scales - Lessons about the figurine and its different types - Technical terms and details - Color techniques (pencil, brush, ink, Pantone).
 ECTS 10.5
- DFP2-2 FASHION DESIGN & PROJECT II**
 Project of the Collection PAP and Haute Couture - Selection of fabrics and accessories - Illustration of the Fashion-Project - Techniques of fashion design (fabrics, knitted, leather, furs, accessories) - Technical flat drawing - Creating silhouette.
 ECTS 10.5 / Prerequisites / DFP1-1
- DIL1-1 DIGITAL ILLUSTRATION I - PHOTOSHOP I**
 Introducing the Bitmap graphic and the base elements of Adobe Photoshop -Basic techniques of digital coloring.
 ECTS 3.0
- DIL2-2 DIGITAL ILLUSTRATION II- PHOTOSHOP II**
 Advanced techniques of digital coloring of a figurine - Image processing techniques.
 ECTS 3.0 / Prerequisites / DIL1-1
- DIL3-3 DIGITAL ILLUSTRATION III - ILLUSTRATOR I**
 Understanding vector graphics and basic elements of the program Adobe Illustrator - Analysis about a brand in the market and development a collection.
 ECTS 3.0
- DIL4-4 DIGITAL ILLUSTRATION IV - ILLUSTRATOR II**
 Development of a collection based on a chosen brand - Advanced elements of Adobe Illustrator - Technical realization of the flat - Making prints and patterns.
 ECTS 3.0 / Prerequisites / DIL3-3
- EMB-5 EMBROIDERY**
 Embroidery Haute Couture dress as decorative enrichment, which makes it a luxury item - Practical / theoretical experimentation of the main embroidery frame techniques - Using traditional and experimental materials.
 ECTS 3.0
- FAB-6 FASHION MARKETING & BUSINESS**
 Analysis of the fashion companies - Marketing management - Creation, marketing and distribution definition - Contact with the consumer and strategy.
 ECTS 3.0 / Prerequisites / FAM2-4

- FAD-2** **FABRIC DECORATION**
 Research of the different types of decoration and design - Techniques of coloring - Printed fabrics - Using of the frame - Realization of personalized decorations out of fabric samples and t-shirts.
 ECTS 3.0
- FAM1-2** **FASHION MARKETING I**
 The base concept and the function of Fashion Marketing - Introduction of market research - The market, product and distribution - The services and the main channels of communication - The glossary.
 ECTS 3.0
- FAM2-4** **FASHION MARKETING II**
 The market and the product of clothing - The fashion consumer: identification and study of his behavior - Study of the fashion product distribution and commercial channels - Study of the fashion communication, advertising and promotion.
 ECTS 3.0 / Prerequisites / FAM1-2
- HIA-1** **HISTORY OF THE ART**
 Monographs about main art exponents in the ages, as a complement to the history of costume and fashion - Critical analysis of the artistic movements and historical / cultural placement.
 ECTS 3.0
- HOC1-1** **HISTORY OF THE COSTUME I**
 The course covers the development of custom throughout many centuries, the clothing, the accessories, the hairstyles and tailoring techniques, from the Mediterranean antiquity until the end '400.
 ECTS 3.0
- HOC2-3** **HISTORY OF THE COSTUME II**
 The course covers the development of custom in the centuries: clothing, accessories, hairstyles and tailor-ing techniques, from 1400 to the end of 1800.
 ECTS 3.0 / Prerequisites / HOC1-1
- INP1-4** **INDUSTRIAL PATTERN MAKING I**
 First element of the industrial model - Development of a pattern for geometric construction from the measure tables.
 ECTS 3.0
- INP2-6** **INDUSTRIAL PATTERN MAKING II**
 Advanced elements of the industrial pattern and its transformations - Introduction to different various lev-els of tailoring - Realization of the cardboard prototype for series production.
 ECTS 3.0 / Prerequisites / INP1-4

- KNT-5** **KNITTING**
Introduction to knitting - Use of machine and yarns - Basic production: sateen, openwork, rib - Study of pattern - Components, development, ensuing stages - Sleeves and décolleté - Hand finishing - Production of projected garments.
ECTS 3.0
- MER-1** **TEXTILE TECHNOLOGY**
Study of fabrics, their composition and the main natural and artificial fibers, to clearly understand the main tool of the fashion project and its performance - Materials research - Specific treatments, traditional and advanced applications - Sampling of fabrics - Application of different fabrics.
ECTS 3.0
- MIL-6** **MILLINERY**
Techniques and realization of hairstyle and hats - Different methods of composition and application techniques - Analysis of materials - Analysis of iconographic elements.
ECTS 3.0
- PAM1-1** **BASIC PATTERN MAKING I**
First elements of Haute Couture modeling on a dressform with the paper - The bustier, the skirt and the bodice - Understanding the volume and fitting.
ECTS 4.5
- PAM2-2** **BASIC PATTERN MAKING II**
First elements of Haute Couture modeling on the dressform with paper - Tight bodice and sleeves - Proto-types on muslin.
ECTS 4.5 / Prerequisites / PAM1-1
- PRA1-4** **ACCESSORIES DESIGN I**
Analysis of the icon bag history - Functional elements - Materials - The project of the bag and other connected elements (wallet, belts, etc.) - Placement of logo on the accessories.
ECTS 3.0
- PRA2-5** **ACCESSORIES DESIGN II**
Designing a complete collection in a team - Graphic project; modeling and creation of a prototype.
ECTS 3.0 / Prerequisites / PRA1-4 / DIL2-2 / DIL4-4
- SDT1-3** **TAILORING I**
The student uses his/her acquired knowledge to develop the main details of tailoring with muslin.
ECTS 6.0 / Prerequisites / PAM2-2
- SDT2-4** **TAILORING II**
Execution of a basic garment fabric - The student uses the advanced knowledge to develop the main details of tailoring with fabric.
ECTS 6.0 / Prerequisites / SDT1-3

- SDT3-5 TAILORING III**
Fabric treatment - Setting the pattern and fabric - Making a procedure schedule - Ironing techniques. The student is able to create complete base garments with tailoring mixed techniques (by hand and with the sewing machine). He learns how to distinguish the different methods of tailoring depending on the used fabric.
ECTS 15.0 / Prerequisites /SDT2-4
- SDT4-6 TAILORING IV**
Preparation of the prototype - Complete execution of a heavy and light Outfit - Study of its details - The student is able to achieve a complete Outfit using all the techniques learned in previous modules.
ECTS 7.5 / Prerequisites / SDT3-5
- SHF-3 SOCIOLOGY & HISTORY OF FASHION**
Analysis of the fashion phenomenon from the early 20th to the 21st. How fashion becomes, starting from simple clothing, a social phenomenon integrated in each socio-cultural context.
ECTS 3.0
- VGD-1 VISUAL & GRAPHIC DESIGN**
Geometric and dynamic elements - Studying and observing the shapes - The artistic techniques: from the pencil to the digital program - The Fonts and their composition - The Logo.
ECTS 3.0
- WEA-2 WEAVING**
Study of fabric structure and composition of the different methodologies - Practical execution of a fabric sample on an 8-heddle loom.
ECTS 3.0

European Master of Professional Studies

Major: Italian Haute Couture Production

This Master of Professional Studies is dedicated to students graduated in Fashion Design committed to discern the secrets of the Italian Haute Couture clothes and costumes production. Handling creation, 3D paper patternmaking and tailoring, student will act as a stylist able to practicing an exclusive handcrafting methodology. KOEFIA is famous as school-workshop where the craft of high fashion has been preserved since 1930, far from a world of analogous fashion and design school. Italian luxury crafts are reputed as a mix of intangible artistic a technological skill you can have in transfer by KOEFIA, where creation and handcrafting tradition has been preserved. You will study and practice the Alta Moda interacting with masters who patiently bestow their knowledge upon new generations. The course develops "master apprentice" relations to have retained the quality of the Italian Alta Moda in the world. Laboratory activity is the core of this intensive postgraduate Master course dedicated to all want to know the secrets of the Italian excellence. In July, at the end of the course you will take part in the AltaRoma fashion show. To be admitted is important to have a well thought-out portfolio showing your own style.

1st year

1 st semester			2 nd semester		
Code	Course Unit	CR	Code	Course Unit	CR
COD1-1	Collection Development I	6	COD2-2	Collection Development II	3
PML1-1	Pattern Making Lab I	12	PML2-2	Pattern Making Lab II	12
SDT1-1	Tailoring Lab I	6	SDT2-2	Tailoring Lab II	6
TRA-1	Trend Forecasting	3	INP-2	Industrial Pattern Making I	6
HIF-1	History of Italian Fashion	3	FEL-2	Fashion Economy Luxury	3
TOTAL		30			30

Number of credits for the 1st year: 60 ECTS credits

Number of hours for the 1st year: 674 hours

2nd year

3 rd semester			4 th semester		
Code	Course Unit	CR	Code	Course Unit	CR
KNT-3	Knitting	6	MIL-4	Millinery	3
EMB-3	Embroidery	3	CAP-4	Final Thesis	12
CPM1-3	Haute Couture Pattern Making I	6	CPM2-4	Haute Couture Pattern Making II	6
SDT1-3	Haute Couture Tailoring I	12	SDT2-4	Haute Couture Tailoring II	9
CCP-3	CAD CAM Pattern Making	3			
TOTAL		30			30

Number of credits for the 2nd year: 60 ECTS credits

Number of hours for the 2nd year: 440 hours

Total number of credits for the 2-year programme: 120 ECTS credits

+ Credits in equivalence for a Bachelor's Degree or a diploma of the same level in the specialty:
180 ECTS credits

Additional Credits

Code	Participations	Additional Credits
ADDC	Short Course (18-24 hours)	1.5
ADDC	Thematic Course (25-47 hours)	3
ADDC	Intensive Course (at least 48 hours)	4.5
ADDC	Exhibition, External Event	1.5
ADDC	Published Creation	1,5
ADDC	Prize in an External Contest	3
ADDC	Humanitarian Mission	1.5 to 3
ADDC	Company Internship (country of study or origin)	1.5 *
ADDC	Company Internship Abroad	3 *

* per group of 2 weeks, maximum 8 weeks

REMINDER: a minimum of 300 ECTS credits is required to complete the programme.
The programme is validated once the candidate has accumulated all the fundamental credits of the chosen field of study.

Course Description

European Master of Professional Studies Major: Italian Haute Couture Production

- CAP-4 FINAL THESIS**
The student presents a summary of his work which takes the form of a complete project, from initial guidelines to the finished Outfit. The capacity to express their own style through drawings, accessories, fabrics and Outfits, allows the student to prepare himself for the external market.
ECTS 12.0
- CCP-3 CAD CAM PATTERN MAKING**
Modaris / Introduction to industrial production processes, from the creation of the pattern to fabric cutting - Insertion and optimization of the pattern - Changes and transformations of patterns - Inserting the values of the seam - Grading - Patterns and variants - Diamino / Setting and marking on fabric - From 2014 KOEFIA is partner of LECTRA.
ECTS 3.0
- COD1-1 COLLECTION DEVELOPMENT I**
Full path from research trends to the complete definition of a collection - Trend research and moodboard definition - Analysis of the market - Definition of the types of outfits - Color cards - Definition of the fabrics - Complete graphics elaboration of the collection, using sketches and flat techniques.
ECTS 6.0
- COD2-2 COLLECTION DEVELOPMENT II**
Development of the collection thematic design, realization of the pre collection elements and the capsule collection - Quali-fication and distinction of garments - Complete Graphic Realization of the collection using figurines and technical flat.
ECTS 3.0
- CPM1-3 HAUTE COUTURE PATTERN MAKING I**
Full Process of haute couture pattern making - Creation of the pattern inspired by drawings or photographs - Creation of the muslin prototype form paper model - From idea to the prototype - Customized pattern.
ECTS 6.0
- CPM2-4 HAUTE COUTURE PATTERN MAKING II**
Advanced of haute couture pattern for exclusive items.
ECTS 6.0
- EMB-3 EMBROIDERY**
Embroidery Haute Couture dress as decorative enrichment, which makes it a luxury item -
Practical / theoretical experimentation of the main embroidery frame techniques - Using traditional and experimental materials.
ECTS 3.0

- FEL-2** **FASHION ECONOMY LUXURY**
 Analysis of the luxury fashion company - Marketing Management - Creation, introduction and distribution to the fashion market - Customer relationship and strategy.
 ECTS 3.0
- HIF-1** **HISTORY OF ITALIAN FASHION**
 Study of Italian Fashion and world modern History - The process which led to the made in Italy the identification and the development of Italian Maisons within the international scenario.
 ECTS 3.0
- INP-2** **INDUSTRIAL PATTERN MAKING I**
 First element of the industrial model - Development of a pattern for geometric construction from the measure tables - Advanced elements of the industrial pattern and its transformations - Introduction to different various levels of tailoring - Realization of the cardboard prototype for series production.
 ECTS 6.0
- KNT-3** **KNITTING**
 Introduction to knitting - Use of machine and yarns - Basic production: sateen, openwork, rib - Study of pattern - Components, development, ensuing stages - Sleeves and décolleté - Hand finishing - Production of projected garments.
 ECTS 6.0
- MIL-4** **MILLINERY**
 Techniques and realization of hairstyle and hats - Different methods of composition and application techniques - Analysis of materials - Analysis of iconographic elements.
 ECTS 3.0
- PML1-1** **PATTERN MAKING LAB I**
 Advanced elements of Haute Couture modeling on a dressform with the paper - Trousers - 3 and 4 pieces coat - Dresses - Realization of a Pattern Making book which contains any samples of pattern.
 ECTS 12.0
- PML2-2** **PATTERN MAKING LAB II**
 Advanced elements of Haute Couture Pattern Making on the dressform with paper - Study of the sleeves and collars - Asymmetries - Bias Model with muslin and lycra - Realization of a book that contains the tabs of the main models made.
 ECTS 12.0
- SDT1-1** **TAILORING LAB I**
 The student uses his/her acquired knowledge to develop the main details of tailoring with muslin.
 ECTS 6.0

- SDT1-3 HAUTE COUTURE TAILORING I**
Fabric treatment - Setting the pattern and fabric - Making a procedure schedule - Ironing techniques - The student is able to create complete base garments with tailoring mixed techniques (by hand and with the sewing machine) - He learns how to distinguish the different methods of tailoring depending on the used fabric.
ECTS 12.0
- SDT2-2 TAILORING LAB II**
Execution of a basic garment fabric - The student uses the advanced knowledge to develop the main details of tailoring with fabric.
ECTS 6.0
- SDT2-4 HAUTE COUTURE TAILORING II**
Preparation of the prototype - Complete execution of a heavy and light Outfit - Study of its details - The student is able to achieve a complete Outfit using all the techniques learned in previous modules.
ECTS 9.0
- TRA-1 TREND FORECASTING**
Research and definition of the main trends at the end of a personal project - Using all the major search channels - Summary of elements inspired by moodboard - Definition of the elements of color and design details - Definition of the main lines of the project.
ECTS 3.0

Annex 1

Key Concepts

The European Higher Education Area (EHEA)

The European Higher Education Area (EHEA) is a group of 49 countries that cooperate to achieve comparable and compatible higher education systems throughout Europe. Member countries of the EHEA follow the directives of the so-called Bologna Process to achieve these goals.

The Bologna process has created the European Higher Education Area (EHEA) to facilitate student and staff mobility and to make higher education more inclusive and accessible.

EHEA is building the necessary trust for successful learning mobility, cross-border academic cooperation and the mutual recognition of study periods and qualifications earned abroad. Enhancing the quality and relevance of learning and teaching is also at the core of EHEA's mission.

The Degree Cycles

The first cycle leads to a qualification (in many countries labelled "Bachelor") which is obtained after successful completion of a study program with 180-240 ECTS credits. Programs of the first cycle last typically three years.

The second cycle leads to a qualification (in many countries labelled "Master") which is obtained after successful completion of a study program with 60-120 ECTS credits.

Later on, in the framework of the Bologna process, doctoral studies started to be referred to as the third cycle which includes a broad variety of doctoral phases from pure (doctoral) study programmes to fully independent research.

The ECTS system (European Credit Transfer System)

ECTS is a student-centered credit system based on the workload students have to undertake in order to meet the objectives of an academic programme, which are defined in terms of learning outcomes and skills to be acquired.

Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes.

A numerical value that reflects the overall amount of work to be provided by the student in order to meet the academic programme's objectives is attributed to specific Teaching Units that are coupled with the Learning Outcomes within an academic course.

Conditions to obtain ECTS credits

- Continuous assessment of knowledge, regularity of the learning outcomes achieved during the year.
- Diligence - ECTS credits are based on the knowledge and competences acquired as well as on the work provided by the students themselves.

Award of credits

The act of formally granting students and other learners the credits that are assigned to the qualification and/or its components if they achieve the defined learning outcomes. Credits are awarded to individual students after they have completed the required learning activities and achieved the defined learning outcomes, as evidenced by appropriate assessment. If students and other learners have achieved learning outcomes in other formal, non-formal, or informal learning contexts or timeframes, credits may be awarded through assessment and recognition of these learning outcomes, for example, through micro-credits.

Accumulation of credits

The process of collecting credits awarded for achieving the learning outcomes of educational components in formal contexts and for other learning activities carried out in informal and non-formal contexts. A student can accumulate credits in order to obtain qualifications, as required by the degree-awarding institution, or to document personal achievements for lifelong learning purposes.

Transfer of credits

The process of having credits awarded in one context (programme, institution) recognised in another formal context for the purpose of obtaining a qualification. Credits awarded to students in one programme may be transferred from an institution to be accumulated in another programme, offered by the same or another institution. Credit transfer is the key to successful study mobility. Institutions, faculties, departments may make agreements which guarantee automatic recognition and transfer of credits.

Recognition of credits

The process through which an institution certifies that learning outcomes achieved and assessed in another institution or in another context (formal or non-formal learning) satisfy (some or all) requirements of a particular programme, its component or qualification. Prior learning or experience acquired before requesting validation is also eligible for recognition.

Local Grades and ECTS Grades

This information appears on the back of the transcript of records issued by EABHES at the end of each academic year:

The Grades assess the quality of work provided by the student. The student's performance is assessed by a grade from the local or national classification system. It is best practice to add an ECTS grade, especially in the case of credit transfer. The ECTS grading scale ranks each student on a statistical basis.

The ECTS grades are assigned to students for each Teaching Unit according to the following scale of success:

- A for the top 10 %,
- B for the following 25 %,
- C for the next 30 %,
- D for the next 25 %,
- E for the remaining 10 %.

A distinction is made between the grades Fx and F for students who do not succeed. Fx means "fail - some additional work needed in order to succeed" and F means "fail - considerably more work needed."

Other grading systems

The official transcript of records issued by EABHES also includes an equivalence of grades according to two other standards. The comparability of training programmes and degrees is consequently improved, although their equivalence should still be determined case by case. It is based on this that admissions officers decide whether or not to accept a student at a given level.

- The US scoring system (US credits) whose conversion is done on the basis of 40 US credits for 60 ECTS credits per annum.

The concept of ECTS credits adopted by the European Union is based on the workload in each programme and is different to the American concept of credits, which is based on the number of "contact hours", that is, the number of hours that the student is in the presence of a teacher. The definition does, however, provide schools with the flexibility to determine the appropriate number of credits for each module. Depending on their specific nature and content, certain modules include labs, practicals and studio work as well as lectures; these are specified in the course description.

The situation is more one of 'correspondence' than of 'equivalence' in the strict sense of the term. In order to determine how many US credits correspond to each module, EABHES has adopted the most commonly used conversion method.

- The European Grade Point Average system EU GPA which calculates an average score based on the ECTS grades obtained by the student and the number of credits they correspond, over a given period of time (the semester, the year, the whole programme).

Additional credits, which are not calculated according to a scale from A to F, are not taken into account in the EU GPA calculation if obtained, and bring the overall average down if not obtained.

The ECTS system and lifelong learning

Not all students are enrolled full-time in conventional learning programmes. More and more adults follow individual training courses without necessarily seeking to complete a specific degree. The use of ECTS credits for continuing education follows the same allocation, transfer and accumulation principles. Similarly to the credits assigned to modules that are part of a specific programme, credit allocation for continuing education programmes is based on the estimated workload required to achieve the expected learning outcomes. Credits attributed for continuing education can be taken into account and accrued - or not - in order to obtain a certification, depending on the student's wishes and/or the requirements necessary to obtain the degree. Some students may only be interested in one specific module without necessarily wishing to graduate.

ECTS credits and study hours

A year of full-time studies at university level is generally worth 60 ECTS credits, and defined as equal to 1,500 - 1,800 hours of study work. This means 1 ECTS is equal to between 25 to 30 hours (except the UK, where 1 ECTS = 20 study hours). The exact number of hours is different from country to country. In the US, 1,5 ECTS equals 1 US credit.

Annex 2

Administrative Information

The listed documents must be submitted to the school's administration at the beginning of the academic year.

1- High School Diploma or equivalent

Students that fail to provide with A-Levels certificate or High School Diploma will not be eligible for the award of a Certificate of Achievement / Diploma of completion of Accredited Studies. They will receive a Transcripts of Records with the information about their programme, including credits obtained.

2- Foreign language certificate (if any)

All student must have an official English language certification verified by the Common European Framework of Reference for Languages in order to receive an EABHES certified European Bachelor's or European Master's diploma of accredited studies.

Language test (TOEIC, TOEFL, IELTS...) fees are not included in the accreditation fees and must be covered by the school or students themselves.

Any official English language certification valid at the of registration, can be submitted to the school.

EABHES recommends students to take the TOEIC® because this test indicates of English level in a professional context and assesses the capacity of the student to work in an international setting in his/her future professional career.

One of the 4 major European languages other than native language (French, Italian, German or Spanish) can be accepted (Upon request)

3- Previous Higher Studies information for credit recognition

If the student has already completed a degree after high school education, he/she has to provide photocopies of the diploma(s) obtained and transcripts of records for credit recognition. (Credit Transfer student and students entering a Master level programme).

Annex 3

Common European Framework of Reference for Languages (CEFRL)

	A1	A2	B1	B2	C1	C2
<i>ENGLISH LANGUAGE</i>						
Cambridge		KET	PET	FCE	CAE	CPE
IELTS		2.5 / 3.5	4.0 / 5.0	5.5 / 6.5	7.0 / 8.0	8.5 / 9.0
TOEFL Internet-based Test (iBT)		17 / 27	42 / 71	72 / 94	95 / 120	
TOEFL Paper-based Test (ITP)		337	460	543	627	
TOEIC	120	225	550	785	945	
GESE				7, 8, 9	10, 11	12
<i>GERMAN LANGUAGE</i>						
Goethe-Institut	SD1	SD2	ZD	ZDFB	ZMP	ZOP
TestDaF				TDN 3 TDN4	TDN 5	
<i>FRENCH LANGUAGE</i>						
TFI			345/604	605/824	825	
DELF	DELF A1	DELF A2	DELF B1	DELF B2	DALFC1	DALFC2
TCF	TCF 100 - 199	TCF 200 - 299	TCF 300 - 399	TCF 400 - 499	TCF 500 - 599	TCF 600 - 699
TEF	TEF 0-203	TEF 204-360	TEF 361-540	TEF 541-698	TEF 699-833	TEF 834-900
<i>ITALIAN LANGUAGE</i>						
Perugia		CELI1 livello1	CELI2 livello2	CELI3 livello3	CELI4 livello4	CELI5 livello5
Siena			CILS 1	CILS 2	CILS 3	CILS 4
<i>SPANISH LANGUAGE</i>						
DELE			DELE inicial	DELE intermedio	DELE superior	

Annex 4

Administrative Forms

1- Certificate For Additional Credits

EABHES Accreditation recognises credits for extracurricular training and activities that students decide to engage in to enrich their studies (also called additional credits). Generally an extracurricular activity accounts for 1.5 ECTS credit. The total number of extracurricular credits that can be awarded to an individual student is limited, and they do not replace, in any case, other academic credits. This form may be completed as many times as necessary. It should be forwarded to the school before the end of the academic year.

The school decides the type of activities, training or learning experiences that are eligible for awarding additional credits to their students. This information will be shared with EABHES and will be included in the Course Catalogue for students' reference.

2- Work placement Certificate

EABHES Accreditation recognises credits for work placements that students complete during their studies.

Internship agreements are not official proof, as they do not confirm that the internship has actually been completed. This form should be completed as many times as the number of work placements. It should be submitted to the school according to the submission dates scheduled by each school.



CERTIFICATE FOR ADDITIONAL CREDITS

ACADEMIC YEAR: 20.../20...

To be photocopied and completed by the company/organiser of each Contest, Festival, Show, Exhibition, Humanitarian mission, Published work, Prize...

Only the participations validated by a completed and signed certificate will be taken into account for the attribution of additional credits.

E. A. B. H. E. S.

To be completed by the Student

Surname and first name:

Student ID:..... **Native language:**

Class:.....

Name of the School and Campus:.....

To be completed by the Organiser

Name of the organiser (company):.....

Postal Address:

.....

Name of the person in charge:.....

- Contest**
- Festival**
- Show**
- Exhibition**
- Humanitarian mission or volunteer work**
- Prize**
- Published creation**
- Elite Athlete**
- « DYS » Pathologies Support**
- Animation of Student Life**
- School Event**
- Summer Courses:**.....

Exact date(s) of your participation:

.....

Name of the event and short description of your involvement:

.....

.....

.....

.....

Signature of the student

Date:

Signature & Home Institution stamp (Compulsory)

Date:



WORK PLACEMENT CERTIFICATE

ACADEMIC YEAR: 20.../20...

To be photocopied and completed by the company **for each work placement** (compulsory or additional).

Please note that only the work placements with a completed and signed certificate will be taken into account for the allocation of fundamental or additional credits.

E. A. B. H. E. S.

To be completed by the Student

Surname and first name:

Student ID: Native language:

Class:

Name of the School and Campus:

To be completed by the Company

Name of the company welcoming the intern:

Country:

Postal address:

.....

Compulsory work placement

Exact dates of the work placement:

Weekly schedule:

Language spoken during the work placement:

Internship tutor in the company:

.....

Optional work placement

Exact dates of the work placement:

Weekly schedule:

Language spoken during the work placement:

Internship tutor in the company:

.....

A short description of the mission(s) assigned to the intern:

.....

.....

.....

Company's signature and stamp

Date:

Home Institution stamp (Compulsory)

To be completed by the Institution

Total number of weeks:

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European Accreditation Board of Higher Education Schools



E. A. B. H. E. S.