



Civica Scuola
di Cinema

**ACADEMIC AGREEMENT BETWEEN
SCUOLE CIVICHE di MILANO – FONDAZIONE
di PARTECIPAZIONE [MUNICIPAL SCHOOLS OF MILAN
– PARTICIPATING FOUNDATION] and THE STUDENT of
the Municipal School of Cinema**

Art. 1

Fondazione Milano

Municipal Schools of Milan – Participating Foundation (hereafter called Fondazione Milano), established on 24 July 2000 by the Municipality of Milan, sponsor and founder, is the ideal campus for the performing and creative arts consisting of four Departments:

The Municipal School of Cinema [Civica Scuola di Cinema]

The Municipal School of Interpreters and Translators [Civica Scuola Interpreti e Traduttori]

The Claudio Abbado Municipal School of Music [Civica Scuola di Musica Claudio Abbado]

The Paolo Grassi Municipal School of Theatre [Civica Scuola di Teatro Paolo Grassi].

Fondazione Milano offers cultural and academic activities: it administers the individual Departments, enhances the value of their knowledge, develops their potential and creates synergies.

A strong orientation towards innovation and effective management of its dynamic and flexible academic activities characterise the Fondazione Milano.

The objectives of the Foundation as described in Article 2 of the Articles of Association are primarily to:

- pursue Higher Education in music, theatre, cinema, television and the applied languages sectors, as well as in languages and performing arts, especially through management and promotion of the academic departments, pursuant to the Agreement with the Sponsoring Founder – Municipality of Milan;
- pursue the best academic programme both in the cultural and the professional sectors by means of the excellent teaching staff;
- continue developing and concluding projects related to the academic activity in progress, implementing the “knowledge and practice” model.

Art. 2

The Municipal School of Cinema [Civica Scuola di Cinema]

The School aims to train professionals in the multimedia communication sector. Teaching takes place in conjunction with theoretical learning, practical experience carried out in laboratories, seminars, practice and productions.

The School offers an updated and precise teaching programme in response to multiple requests by the

current world of communications in the cinema, television and multimedia sectors in general, taking advantage of the collaboration among professionals, lecturers and technical specialists.

The current academic programme consists of:

- A three-year daytime programme for **Cinema, Television and New Media** subdivided into 8 specialisations: **Directing, Script writing, Production, Digital Animation, Filming and photography, Editing, Sound Design and facilities for broadcasting and Multimedia.**
- The evening courses consist of **Documentary Production, Film Production, Script writing and Video journalism**; their scope is to further develop the technical-artistic knowledge for the audio-visual production chain.
- **Practice for Cinema and Summer School:** brief courses for basic training or specialisation in skills already acquired or for the development of a creative and artistic mind-set.

The Director is responsible for the management and the development of the School’s training programme: he or she considers the cultural and professional requests of the students, plans the academic programme and defines the strategies and the educational and artistic contents thereof. The School collaborates with skilled professionals, lecturers and technical specialists and, so as to guarantee the very latest curricula, research, cultural and technical training, may make use of teaching, professional or artistic advisors.

The Director coordinates the operations of the teaching staff and supervises the students’ conduct.

Moreover, the Director is actively involved in Fondazione Milano projects.

Art. 3

The School as a way of life

The School is a place for study, training and education and targets the exploratory, personal and professional development of the students. It pursues the fulfilment of educational objectives which are appropriate for the development of skills needed in the film and television sector, in keeping with the employment requirements of the corresponding sector, while still respecting each person’s ambitions and freedom.

Art. 4

Commitments to students of the Municipal Schools of Milan – FdP and the Municipal School of Cinema

The School is committed to fostering relationships with and among students according to the following principles:

1. Students have the right to a skilled cultural and professional training that respects and enhances each person’s identity, also through orientation, and welcomes plurality of ideas.
2. The School promotes solidarity among its constituents.
3. The School protects the students’ right to confidentiality.

4. The Director implements standards that govern the School's life in compliance with the laws, the principles of the Academic Agreement and the objectives of the teaching programme and expects the School's lecturers and collaborators to respect them in the pursuit of their respective roles.

5. Students receive information through current means of communication, i.e. via circulars, on notice boards, through online notices, etc.

6. A student has the right to an assessment that can help him/her to identify his/her weaknesses and strengths so as to improve his/her performance. Students not admitted for the following year will NOT be entitled to repeat the academic programme just completed; any special dispensations can be granted by the Director upon submission of a written justification by the Course Board.

7. A student has a right to freedom of learning and can select from among the integrative and/or optional curricular activities envisaged in the School's academic programme. The educational curriculum and the specialization courses are planned according to the times and following the procedures established by the School which take into account a student's learning speed and life requirements.

8. The School shall conclude the academic programme or the training for the study programme required for the course. Similarly, the study programme can always be adapted to current requirements of the labour market.

9. As a rule, it is not possible to transfer from one course of study to another during the same academic year. However, the Director may exceptionally authorise a student to transfer from one course of study to another following consultation with the School Board.

10. The School welcomes initiatives that attract foreign students.

11. The School encourages relations with the labour market. For this reason, the School will promote initiatives such as internship placements in related sectors during non-teaching periods.

Art. 5

Students' commitments to the Municipal Schools of Milan FdP – Municipal School of Cinema

Students shall undertake the following obligations.

1. Attend courses regularly and discharge all study commitments. Any exceptional and justified absences due to a valid impediment or difficulty, counted individually or together, cannot, however, exceed 25% of all the scheduled lessons during the same academic year, lest the student be refused admission to the following year and/or the certification examinations. Exceptions may be allowed by the Director following the written and justified request of the Course Board but only in cases of proven and justified impediments.

2. Ensure participation and attendance for the practices/productions planned according to the academic programme as well as in collaboration with the secretariat for the organisational aspects related to the various teaching-artistic initiatives, as their absence

will hamper the proper functioning of these productions and be to the detriment of the other participating students.

3. Respect the autonomy of the lecturers, throughout the School's study programme.

4. Adhere to the School's study programme including the exams required for fulfilment of the training course and assessment of the student's ability to continue the studies.

5. Respect, including in the formal sense, the Director, the teaching staff and the school personnel, fellow-students, and third parties as one would expect to be respected in return.

6. Behave correctly and coherently according to the provisions of article 3.

7. Use the structures, equipment and teaching aids properly and ensure that their behaviour does not harm the School's assets and thus be liable for penalization (see article 6).

8. Help to develop and promote a friendly scholastic environment, as this is an important factor of the School's quality of life.

9. Do not bring any persons that have no relation to the School to premises or places not open to the public, without permission.

10. Immediately inform the School about any change to email addresses, residence or physical addresses both during the scholastic year as well as during the holiday periods.

11. Be in the classroom five minutes before the beginning of the lesson with the required material for the specific academic activity.

12. Return any supplies provided after use and leave the classroom tidy.

13. Ensure that, during lessons, there is absolute silence in places near classrooms (e.g. corridors, etc.).

14. Scrupulously adhere to all the School's regulations concerning occupational health and safety, use collective and/or individual safety devices properly and do not remove, harm or arbitrarily alter said devices. Do not smoke in the classrooms, in the library or in the School's corridors or anywhere inside the Fondazione Milano. Do not bring in or consume alcoholic drinks or psychotropic substances or any other mind altering or unauthorised substances of any kind inside the Fondazione Milano. Do not eat food or snacks anywhere except where eating is allowed.

15. Personally check timetables, agendas and any other notices affixed to the School's notice board or on the BLOGs.

16. During the year, the School may undertake certain production initiatives and offer cultural activities, shows or supplementary teaching. These activities can take place both during school hours as well as after the scheduled times, including in other locations. The attendance of a student participating in an external or internal work project, either with professors or authorised former students, shall be required throughout the entire duration of the project.

17. All productions (written, audio, audio-visual, etc.) created by the students during the course with the supervision/help of the professors:

i) are solely for educational purposes (therefore students shall not be entitled to request any payment from the Fondazione Scuole Civiche di Milano);

ii) must be approved beforehand by the Fondazione Scuole Civiche di Milano which is, to all intents and purposes, the Producer;

iii) authorisation is subject to a written declaration of waiver signed by the participating students acknowledging that the work produced belongs exclusively to Fondazione Scuole Civiche di Milano and free-of-charge disposal of any right deriving therefrom.

18. Comply with the measures and the specific standards set by Mediateca, Magazzino and the production office for usage of equipment handled by them, as any irregularity may be penalized.

19. Obtain the necessary tools to complete the academic activity as set out in the information sheets on the Fondazione Milano website.

20. **Customer Satisfaction Survey**: Students shall complete the questionnaires sent by the Secretariat to express their truthful assessment of the course, the teaching and the services supplied annually seriously, diligently, truthfully and fairly and shall return them within the stipulated deadline. Answering the questionnaire is important for the Fondazione to fine-tune the quality and assessment process which has several important practical consequences and is part of the student's duty to collaborate, including in support of the Fondazione as set out in the Articles of Association.

21. Answers to the questionnaires are anonymous; they can, however, be certified by the system. Failing to answer the questionnaire twice may result in disciplinary measures pursuant to the provisions of this academic agreement.

Art. 6

Disciplinary measures

The Director has disciplinary powers concerning students and shall exercise these powers without prejudice to any sanctions imposed by law. The students' punishments are listed as follows in order of seriousness and can include a demand for rectification/remediation:

1. verbal warning;
2. written warning;
3. temporary suspension (and subsequent exclusion from final examinations);
4. temporary suspension of the right to use certain services (e.g. library loans, loans of any instruments, use of computer equipment, use of classrooms for practice);
5. expulsion.

All disciplinary measures are decided and imposed by the Director. They shall be registered in the student's academic record, except for the verbal warning. The warning applies to the less serious offences and, if verbal, is communicated by the Director after having personally listened to the student's explanation.

Temporary suspension is reserved for more serious offences and is decided by the Director.

Expulsion is the consequence of circumstances that are

so serious that even temporary continuation of the academic relation is precluded.

Inability to attend following suspension or expulsion does not provide entitlement to any refund of any part of the paid enrolment fee, as these amounts are withheld to cover the compensation and lump sum penalty.

The Director shall compile a specific Service Order containing a disciplinary Regulation describing the relevant instances giving rise to the application of each type of penalty; the description of the relevant instances is not exhaustive and serves as reference for the assessment of similarly serious instances which are not specifically provided for.

A student must be informed at the beginning of the disciplinary procedure that s/he is facing more than just a verbal warning and s/he must be granted a reasonable period which is no less than 5 working days by which time the student can present written explanations once or several times, or request to be heard by the Director. The disciplinary provision cannot be implemented later than 10 days after the explanations have been made.

A student can challenge the disciplinary order by submitting an appeal to the General Directorate which oversees the legitimacy of the School's actions.

A student can challenge expulsion by presenting an appeal to the General Directorate and the Administrative Board which oversees the legitimacy of the School's actions.

The proceedings that take place before the School Directorate, the General Management and the Administrative Board shall not be considered as arbitration. The appeal is initiated by submitting the case to the Secretariat which issues a confirmation receipt with a note of the date and time; this submission must take place within the mandatory deadline and within 90 calendar days under penalty of expiration (if the deadline is on a holiday, it is extended by rights to the next business day; Saturday is considered as a holiday for this purpose).

The student must be duly informed no less than 15 working days after the date set for the session and s/he can present her/his written defence or ask to be heard during the meeting within the same deadline.