

# GENERAL RULES OF THE UNIVERSITY SCHOOL OF EXCELLENCE

## “TULLIO LEVI-CIVITA”

### INTRODUCTION

The objective of the University School of Excellence “Tullio Levi –Civita, located in Cisterna di Latina, is to provide advanced university education, research and high level training. The school is an instrument for the education and training of the selected students who are a concentration of highly qualified and specialized human capital. These students will have the possibility to reside as well as receive high level training. The service is also intended for a programmed number of non-residential students who are admitted to the course.

The School of Excellence “Tullio Levi-Civita” has the institutional purpose of promoting culture, learning, teaching and research in the scientific field. It therefore pursues the highest level of education, for both university and post-university levels, through in depth study courses, which support and complete the university courses. The students of the School must be enrolled in a degree course provided by one of the universities of the Lazio, Abruzzi and Campania regions and are required to attend the lectures held in the School.

The School was set up by the “Knowledge Institute”, an instrumental organization of the Municipality of Cisterna di Latina, after the establishment of the Foundation “Tullio Levi-Civita”, with the intent of spreading and developing scientific culture. The School is managed by the two organizations according to the terms of a specific collaboration agreement signed by them.

The administrative management and the book-keeping of the School of Excellence of Cisterna di Latina is entrusted to the Foundation, whilst the scientific management of the School is entrusted to the Commission appointed by the *ad hoc* “Technical Scientific Committee” of the Foundation.

### **Art.1**

The operative management of the educational activities of the School of Excellence is delegated to the Director of the School, who is appointed, according to art. 14, by the Guarantee Board and the Knowledge Institute, amongst professors of Mathematical-Physics who have acknowledged experience and are of documented value in the scientific field.

The Director has the following duties:

- Co-ordination of the activities of the Preparatory School for university studies managed by the Foundation;
- Selection of Tutors for the School of Excellence;
- Approval of the didactic and tutoring programs for the School of Excellence;
- Promotion of scientific initiatives, which support the activities of the School of Excellence;
- Assess profit gained from study and correct functioning of the educational activities of the School of Excellence;
- Promotion of the inclusion of the School of Excellence in the territory, as propulsion of economic and social growth;

- Promotion of scientific events, intensive didactic courses, seminars, Doctoral schools, shows and similar activities and granting the use for short periods of the rooms assigned to the “residential students”, see Art.2 of the present Rules, constantly taking care of the co-ordination of such activities with those of the School.
- The Director has also the duty to promote and coordinate projects in common with the Organizers of the laboratories, which are next to the School premises, with the purpose of better integrating the School with the university educational process. The Director must also co-ordinate activities with the Preparatory School, managed by the Foundation. The Director must promote interchange with the local public and private Institutions and create a good relationship with the local economic system.

## **Art.2**

The President of the Foundation publishes an announcement for the places available as “Residential Students”. The announcement will be made on the Foundation’s web site, through the press and via any other means deemed appropriate. The announcement will include the application deadline and the date set for the admittance exams. It shall also give the address to which the application forms must be sent using “registered mail with acknowledgement of receipt”. The “Residential Student” positions are reserved for those students studying within a technical/scientific faculty. The selected candidates after the above mentioned entrance exams are required to pay a fee to contribute to the school management expenses as partial reimbursement of the expenses incurred for the student’s board by the Foundation and the Institute. The fee must be paid into the Foundation’s account. The amount of the fee to be paid is determined by the Commission at the beginning of the semester, taking into account the funds available. The number of available places for each admittance exam will be indicated on each notification together with the number of foreseen payment exemptions each quarter. The Commission will decide which students deserve most to be exempted from paying the fee based on each “Residential Student’s” study results. The status of “Residential Student” lasts one semester and is renewed by the indisputable decision of the Commission.

## **Art.3**

The Administrative Council of the Institute and the Foundation Executive will identify the economic resources necessary for the school budget. Scholarships will be financed in particular for “Residential Students” and will be assigned on the definite and indisputable judgment of the Commission, appointed by the President of the Foundation recommended by the Guarantee Board and the Management commission. The amount of this scholarship will be variable, taking into account the financial budget and the results of the student’s study, as determined by the Commission.

## **Art.4**

The President of the Foundation, nominates an Admittance Exam Commission, composed of three Professors and/or University Researchers and a Secretary. The Admittance Exam Commission will select the candidates on basis of merit. The President, examining the minutes of the Admittance Exam Commission will then admit the “residential students” to the School. The “Tullio Levi-Civita” Foundation recognizes the right of all citizens of the EU and all states which ensure equal opportunity to the Italian citizens to participate in the selection process. There shall be no discrimination on the basis of sex,

race, political ideas or any other type. The selection will be based on the candidate's possessed or potential capacity for reasoning and abstract thought. Mastery in the English language is required.

The Admittance Exam will involve at least one oral and two written tests and will have to demonstrate the general knowledge of the candidate and his/her aptitude for study. The candidates who demonstrate original thinking and the potential capacity to conduct research in scientific and technological fields will be favored. The Commission can indisputably assign or retract the status of "Residential Student" to or from any candidate by means of the conferral of a place in the School. The "residential students" are required to respect the articles specified here and below and in the Internal Regulations of the School document (see Art.9). For the non-foreseen in this Regulation document, the norms for the Admittance Exams for PhD research at the University "La Sapienza" are to be applied, as reported on the official site of the University.

## **Art.5**

The "residential students" have to obtain results during university course attendance. The Commission will assign a tutor to every "residential student". On the basis of the tutor's assessment the Commission will deliberate the eventual renewal of the "residential student" status until the achievement of a research PhD.

The Commission establishes the content and the limit of the scholarship to be consigned. To this result, the Commission gives preferential consideration to the undertaking of a degree or doctorate thesis in the research laboratories situated in the provincial territory. The Commission establishes when a "residential student" can collaborate on research activity in the Laboratories present in the provincial territory: in this case the "residential student" is nominated "Research Collaborator" and can be exonerated from some of the course activities. There is a possible remuneration for a "research collaborator".

The Commission will detail a study program for every "residential student" each semester. Every student must follow this program specified by the Commission otherwise the program will be considered null and void. This study plan will include supplementary research and study activity compared to that foreseen for the degree course followed by the student. The study program identified for each "residential student" will be finalized by the accomplishment of an excellent level of educational knowledge, much higher than the average level obtained by university studies.

## **Art.6**

The Commission determines the direction of research to be developed on the basis of the indications from the Foundation Assembly and the Administrative Council of the Institute. It determines in particular the cultural profile of specialization desirable for the student. For the "Residential Students" the Commission will consequently organize seminars, study visits, support courses for university courses, laboratory and internship activities in other public or private universities or research bodies that develop scientific/technological innovation. The "residential student" is required to take part in activities that the Commission deems necessary for his/her education. The non participation in these activities will render the student's status null and void, as specified in the Internal Regulations document. The check of each student's status is exercised by the Commission, which can delegate the evaluation of the student's commitment and the results obtained. The Commission favors the

integration of the “residential students” with foreign students in the area of laboratory research based in the province of Latina. Foreign students shall be welcome in the School, able to communicate effectively in Italian or in English in the area of collaborative educational programs with abroad.

### **Art.7**

The School Director and the Management Commission reserve the right to use for short periods of time the rooms already assigned to the “residential students”, in order to host Scientific Events, intensive teaching courses, seminars, doctoral schools and similar activities. The Administrative Assistant or the Technical Assistant must inform the residential student at least 30 days before the event takes place. Moreover the Residential Student is required to give back the room and furnishings in the terms foreseen in art. 12 of the present Regulation.

### **Art.8**

Any behavior deemed illegal or unacceptable, that creates public scandal or impacts negatively on the Institute (Knowledge Institute), the Foundation “Tullio Levi-Civita”, the province of Latina, the Councils which adhere to the Foundation or which jeopardizes the tranquility for the School or the laboratories situated in the ex-Nalco building, will mean the immediate expulsion from the School of the “residential student” the suspension of the scholarship provision and the possible initiation of legal proceedings against the “residential student” identified as responsible. The expulsion order and the suspension of the scholarship, adopted simultaneously by the Institute Director and the President of the Foundation, will be delivered to the student’s tutor as well as to the personal postbox of the “residential student” at the School, as foreseen in the Internal Regulations document. It will be the responsibility of the tutor to give this communication to the interested party. The interested party can only have recourse to the Commission for clarification or protest. In case of confirmation of the expulsion order, the student agrees to leave the School immediately.

### **Art.9**

The community lifestyle of the School is regulated by an Internal Regulation document formulated and approved by the Commission. The “Residential student” is in any case required to behave respectfully towards the buildings where he/she is a guest, towards the Tutor, the Secretary, the Technical Assistant, the Administrative Assistant, the other students and towards the dignity of a University Institution. Acting on proposal from the Commission, the Director of the Institute can order the immediate expulsion of those students who make the community lifestyle difficult to fulfill.

### **Art.10**

Before the completion of the process of the admittance exam, the Commission can allow access to the School for a period of two months. The students who take advantage of this authorization will do periodic academic tests and agree to leave the School on the request of the Commission. The “Residential Students” and those students admitted temporarily are required to sign a declaration which is attached to and is an integral part of this Regulation document.

### **Art.11**

At the moment of admission, the student must give a damages and responsibility deposit of € 400 to the Foundation. The deposit will be held by the Foundation in case of damages caused to the School by the student during the semester. Any damage caused by the student will be paid for from the deposit.

The deposit will be given back to the student at the end of his/her stay in the school and following the official application to the President of the Institute, taking into account deductions for eventual damages caused by the student. Moreover the “residential student” will be considered a collective and will have collective responsibility if individual responsibility cannot be ascertained. As such, payment will be collective for damages to common areas of the school. If the damages caused amount to more than 20% of the total deposit sum, the student will have to give back this sum within 7 days of receipt of the communication, otherwise the status of “residential student” will be null and void. In case of damages amounting to more than the damage deposit, all damages must be repaid within 7 days of the communication, otherwise will be reported to the probate authorities and the status of residential student will be considered null. Every extra day of stay in the School beyond the fixed closing date will cost € 100 per day, plus all eventual management or organizational costs to the Administration. This penalty will be taken from the damages deposit. If the deposit amount is not sufficient to cover these costs, the Administration will recover the amount owed by invoking the legal authorities to pursue the matter through appropriate legal channels, as accepted by the student.

## **Art.12**

A valid Medical Certificate released by a recognized health service body, certifying the student’s general good health is required before admission to the School. If a “residential student” contracts a contagious illness or infection, he/she is obliged to immediately communicate this fact to the Administrative Assistant, whose duties are specified in the Internal Regulations, and hand in a medical certificate which proves the nature of the illness and the possibility of staying in the school. If the student cannot stay in the school following the results of certified medical visits, the student will leave the school until he/she will have recovered and will produce acceptable medical certification to that effect. The student will be readmitted to the didactic activities only after presentation of good health certificate. Failure to observe the above will lead to the definitive expulsion from the school.

## **Art.13**

The “residential students” are entitled to sleeping accommodations in a double or triple room. With the allocation of the bed-space, the “residential students” receive their assigned furnishings which have an inventory number. The allocation of a bed-space does not give the student exclusive rights to a particular room. With the exception of particular cases, students have the right to change rooms in the School with a notice period of 7 days. The recipient of the room is legally responsible for all that occurs in the room which they are allocated. The student admitted to the School takes delivery of the accommodation and the furnishings which are consigned to him/her, with the duty to not substitute and to return said accommodation and furnishings at the end of his/her stay. If ascertained at any moment that the furniture assigned to a student has been moved elsewhere, the recipient student is required to pay compensation of the costs incurred for the restoration of the status quo, if the student doesn’t provide for this directly. It is obligatory for the student to leave the room in exactly the same state as when it is assigned. At the moment of departure from the room, the student must inform the Administrative or the Technical assistant to allow an immediate check of possible damage to furniture.

In situations where mutual agreement on the state of the rooms cannot be reached between the aforementioned parties, the student will have to accept the findings of the Administrative or Technical assistant without contestation. The student will be collectively responsible with other students for the conservation and correct use of the furniture, the facilities and the fittings destined for general use.

The student is required to immediately inform the Administrative or Technical assistant of any eventual damage. If this damage is caused by a student, he/she is obliged to pay for the damage once the cost of the damage has been established.

#### **Art.14**

The residents must also ensure that their behavior doesn't risk damage to the safe keeping of the furniture or structure of the building. In particular, residents are asked to keep the door of their bedroom locked when not occupied and to always close the main door when entering or exiting the School.

#### **Art.15**

In case of obtainment of an academic degree, transfer to another university campus outside the Lazio, Abruzzi and Campania Regions or the abandonment of studies before the end of the period for the provision of sleeping accommodation, the holder of the bed-space is required to give timely notice to his/her tutor, to vacate the bed-space, to return the keys, and to define and resolve any outstanding administrative issues.

#### **Art.16**

The President of the Foundation, on the proposal of the Management Commission, designates a School Guarantee Board. This Board is formed by at least three internationally recognized scientific members and guards the political culture and the didactic choices of the Management Commission. The Board meets annually. The President of the Technical Scientific Committee is required to participate at the Board meetings and to write the minutes to be communicated to the President of the Foundation and the Technical Scientific Committee of the Foundation.

#### **Art.17**

The only recourse for any controversy between the Management bodies of the School and a "Residential Student" is through an Arbitration Board made up of three Arbiters, one appointed by the student, one appointed by the Commission and a third appointed by mutual agreement between the first two. For else not expressly foreseen by this General rules document, one refers to the Civil and Penal Code of the Italian Republic. The responsible court is the Court of Latina.