

Internal Regulations for the University School of Excellence “Tullio Levi-Civita”

Introduction

The objective of the rules outlined below is to create a favorable and stimulating environment in which “residential students” can be followed during their university studies in order to promote educational excellence.

Art.1

The students admitted are required to attend integrated elaborative courses organized by the Management Commission and by the tutors. More than three unjustified absences will mean the immediate expulsion from the School by expulsion order. Reasons for absences must be communicated to the tutor before the scheduled lesson time and if considered inadmissible, can be rejected.

Art.2

The Community lifestyle of the School is managed by an operational body, which is co-represented by the School Director, a secretary, a technical assistant, an administrative assistant and by one or more specifically selected tutors. The School Director accomplishes the duties reported in Art. 1 of the General Regulations and can rely on the collaboration of the secretary and of the Administrative and Technical assistants. The activities of the School Director will also be supported and coordinated by the secretarial staff which has the duty to contact the lecturers and will collaborate with the Administrative assistant to stipulate and renew contracts with the lecturers and the support staff.

Art.3

The Administrative assistant co-operates with the School Director for the organization of the School and arranges the budget plan and the balance sheet. The Administrative Assistant must also co-ordinate the administration and the book-keeping and should handle the issue and the renewal of contracts with teachers and support staff, as well as provide payment orders of the same. Furthermore the Administrative assistant should check the daily presence of the “residential students”, by compiling a record of attendance.

Art.4

The Technical assistant collaborates with the School Director for the conduct of educational activities and assists for the better functioning of the structure and organizes courses, seminars and conferences within the School. Furthermore the Technical assistant assists the lecturers appointed by the Management Commission during their activities, attends lectures and hands out training aid.

Art.5

For any situation or problem concerning educational aspects the "Residential Student" can only refer to the tutor assigned to him/her. The Technical or Administrative assistants can be referred to for technical, administrative or management problems. The aforementioned assistants are also resident within the School in order to guarantee the constant supervision of ongoing School activities. The demand of document services, certificates or copies thereof shall be submitted to the Administrative Assistant. The official transcript will be issued after approval of the Director and of the Management Commission, within 7 days of the request. Unauthorized copies will be prosecuted according to law and their distribution will result in disciplinary action, as required by the General and Internal Regulations.

Art.6

The "Residential student" will be available for personal meetings with their tutor which will be periodically held at the tutor's request.

Art.7

The Management Commission shall decide on the continuation of the residential agreement on the basis of the evaluation of the student's studies and the results of the aforementioned test sessions. The "residential students" can be expelled at any time for lack of results on the definite and indisputable judgment of the Management Commission.

Art.8

The School has a fully equipped kitchen and a dining-room. The terms and conditions of use of the kitchen and the dining-room will be established in concordance with the Technical assistant and the Administration assistant. In case of non-collaboration by the "residential student" the aforementioned assistants can decide to suspend the use of the kitchen for the entire semester.

Art.9

The School is a structure which is open to both national and international students. "Residential students" are therefore requested to welcome new members in furtherance of integration and with the objective of making every difference of nationality, language, tradition and experience an occasion for cultural exchange.

Art.10

Those who are not "residential students" cannot access the School without authorization. As a result the "residential students" are obliged to ask for authorization from their tutor for any eventual invitation extended to persons from outside the School. Giving access to unauthorized students will result in immediate expulsion from the School.

Art.11

The “residential students” will look after and maintain their room in excellent hygienic conditions as a form of respect towards the other members of the School who share the same surroundings. The “residential students” are required to clean their own rooms and also the bathroom that pertains to the student’s bedroom. If the “residential student” doesn’t respect the accepted levels of tidiness and cleanliness and the intervention of a cleaning company is required to re-establish suitable levels of tidiness or hygiene in a student’s room or rooms pertaining to the student, the cost will be borne by the students living in the offending apartment. Students are not to impede the cleaning of the common areas, the waste collection and the possible maintenance work in the School by the individuals or the staff. No one can enter the room of a “residential student” if he/she is not present except those persons authorized by the Institute, the Foundation or the Administrative or Technical assistant. Students should not give to others the keys to their rooms or their copies otherwise the residential status will be null and void. The Assistants are in charge of verifying the respect of these norms.

Art.12

The “residential students “ responsible for damage to property or structures of the School will be required to pay compensation for damages caused, as indicated in the General School Regulations.

Art.13

“Residential students” will respect the silence in order to favor an atmosphere of study and rest from 15.00 to 17.00 and from 23.00 to 8.00.

Art.14

“Residential students” must behave in a manner that is conducive to an atmosphere of study in the School and dress in a way that respects personal dignity and reflects professional status. Students must adopt an appropriate behavior in order to protect their own safety, of others and of the School and can express their own ideas within the limits of education and of the respect of the generic standards of decency and good sense. Any acts deemed offensive or disputes between residential students will be evaluated and regulated by the Director and the Management Commission in their absolute discretion.

Art.15

“Residential students” are encouraged to collaborate with each other in terms of study and personal relationships, sharing among themselves their knowledge, experience and skills.

Art.16

“Residential students” are required to communicate all movements and justify all eventual absences to the tutor, bearing in mind that absence from the School for over fifteen days without good reason, will mean the student losing his/her place in the School.

Art.17

The possession of arms, knives drugs and animals is strictly forbidden in the School. Disturbances and actions which can disturb the peace and the atmosphere of study are strictly forbidden. Students are obliged to respect the quiet of the night. Gambling and any other activity that goes against the principles of correctness and good manners are forbidden in the School. The use of fridges, freezers, hobs or stoves for heating or cooking as well as the use of gas, electric, kerosene, coal and other heaters is strictly forbidden in the student's rooms. It is absolutely forbidden to throw any objects out of the window and keep any objects on the window sill. Any pollutants or toxic substances, even if from the research laboratory, cannot be brought by "residential students" into their rooms. Candles and oil lamps of any type cannot be brought into or used in any part of the School. The "residential students" must communicate the presence of all electrical appliances or electronic equipment used in their rooms to the technical assistant in order to register the presence of this equipment or for a possible inspection. Low power equipment (radio, stereo, electric shaver, computer) can be used in the room after informing the technical assistant, as long as the corresponding electrical connections are compliant. Electrical appliances not according to law must be immediately removed. Electrical appliances of more than 1KW are not allowed. In case forbidden or unregistered objects, substances, animals or electrical appliances are found in the School, the objects will be confiscated and sent to the dump, the animals will be delivered to the relevant or associative authorities and the offending student will be charged for the cost, comprehensive of the hourly cost of staff employed for the removal of the aforementioned items. "Residential students" are required to know and observe safety rules and to participate in any exercises regarding the same.

Art.18

The School observes the following closing times unless otherwise specified or decided by the School Director:

-22 December – 6 January

-13 August – 1 September

The School must be left free of persons and objects; At the end of these periods the Director will communicate in good time to the students considered deserving that their status of "residential student" has been renewed for another semester. Every residential student not leaving the School within the date determined by the School, not returning his/her copy of keys and not leaving the bedroom free of all objects, will be required to pay a penalty of €100 per day plus all compensatory damages to the Administration, plus the expenses required for the management and care of the school during forced opening times. The "Residential students" who overstay in the School buildings out of the opening periods will be held personally responsible for any damage caused to the furnishings or the building. The closing date, if different from that indicated will be communicated to the "residential students" by the School Director. Furthermore, the monthly fee must be fully paid even for the stay of only one day.

Art.19

Where not clearly indicated, the respect of the norms present in this Internal rules Document is verified by the tutor and /or by the Technical assistant or the Administrative assistant.

Art.20

Each student will be assigned a postal box. Any written communication deposited to this postal box by the Administrative assistant and registered accordingly, will be regarded as an official communication to the "Residential Student".

Cisterna di Latina.....