



Civica Scuola
di Teatro
Paolo Grassi

ACADEMIC AGREEMENT BETWEEN

SCUOLE CIVICHE di MILANO – FONDAZIONE di PARTECIPAZIONE [MUNICIPAL SCHOOLS OF MILAN – PARTICIPATING FOUNDATION] and THE STUDENT of the Paolo Grassi Municipal School of Theatre

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 3 of the Articles of Association are primarily to:

1. operate in the field of education, instruction, training and ongoing training in the various cultural, professional and artistic areas of interest to the Foundation with annual and multiple-year courses, seminars and research projects in a reciprocal exchange with other educational entities, both domestic and international;
2. fully recognise the value of cultural projects concerning educational, academic and research activities, in a framework of interaction with the professional and art world and the new professions;
3. preserve, enrich and recognise the importance of the Foundation's historical, tangible and intangible heritage by making its documentation centres, archives and libraries of printed and audiovisual materials available to researchers, students and the public;
4. develop a cultural-educational service available to the public at large that offers educational and informational activities that are closely connected with the courses offered by the Foundation.

Art. 2

The Paolo Grassi Municipal School of Theatre

Founded in 1951 by Paolo Grassi and Giorgio Strehler as the "Scuola del Piccolo Teatro", it was taken over by the Municipality of Milan in 1967, operating as the Municipal School of the Dramatic Arts. It has been one of the departments of the Municipal Schools of Milan since July 2000.

The School constitutes a point of reference of the Italian world of theatre, due to the multi-tiered and diversified

training it offers. Artistic projects constitute the basis of its activities: while remaining faithful to tradition, the School celebrates different forms of research and experimentation. The School promotes collective and group work with open lessons, demonstrations, "mise en space", recitals, shows, seminars and laboratories held by personalities of the European theatre.

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 performing arts sector, in keeping with the employment requirements of the corresponding sector, while still respecting each person's ambitions and freedom.

Art. 4

Commitments of the Municipal Schools of Milan – FdP and of the Paolo Grassi School of Theatre

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 who are not admitted to the subsequent year are not entitled to repeat the year just ended; any exceptions may be allowed upon the justified decision of the Director, after the Course Council has expressed its opinion.
7. The curricular and supplementary academic activities are scheduled by the School.
8. The School shall fulfil the academic course or the study programme selected by the student and approved by the Director. Similarly, the study programme can always be adapted to current requirements of the theatre system.

9. Normally, transfer between the School's courses during the academic year is not allowed; exceptionally, the Directorate may authorise a student to transfer from one course to another.

10. The School encourages relations with the labour market. For this reason, the School will promote initiatives such as internship placements in entities operating in the sector.

11. The School welcomes initiatives that attract foreign students.

Art. 5

Students' commitments to the Municipal Schools of Milan – Paolo Grassi Municipal School of Theatre

Students shall undertake the following obligations.

1. Attend courses regularly and discharge all study obligations. Any exceptional and justified absences due to a valid impediment or difficulty, counted individually or together, cannot, however, exceed 15% of all the scheduled lessons during the same academic year. Students who exceed this limit shall not be allowed to sit for final examinations. The above is notwithstanding the provisions of art. 4 par. 6.

2. Ensure participation and presence at the artistic initiatives included in the academic schedule, and collaborate with the secretariat with regard to organizational aspects related to the various artistic-educational initiatives.

3. Follow the autonomy of the professors 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. Maintain correct conduct in line with the principles set forth in art. 3 in the exercise of their own rights and the discharge of their duties.

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 unrelated to the School to premises or places not open to the public, without permission.

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

11. For collective activities, such as practice/productions, be in the classroom five minutes prior to the beginning of the lesson, with the required material.

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 or consume alcoholic drinks of any type on Fondazione Milano

premises.

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

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. Students shall participate attentively in the productions of the School, considering them as curricular activities that are required for current educational purposes, under the direction and according to the instructions of the professors.

18. 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 Milano);

ii) must be approved beforehand by the Fondazione 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 Milano and the free-of-charge disposal of any right deriving therefrom.

19. While attending the School – including during vacations and holidays – students are not allowed to participate in any professional activities, unless authorised to do so.

20. Comply with the measures and the specific standards set by Mediateca and the Laboratory for usage of equipment handled by them.

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 penalties applicable to students are listed below in order of severity:

1. verbal warning;

2. written warning;

3. obligation to serve the School free of charge providing useful activities and/or services from among those that have previously been selected by the Director pursuant to a Service Order within the context of educational activities, which are respectful of human dignity;

4. temporary suspension (and subsequent exclusion from final examinations);

5. 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);

6. 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.