

CENTRO SPERIMENTALE DI CINEMATOGRAFIA

NATIONAL SCHOOL OF CINEMA

Notice of Open Competition

For admission to ordinary courses
Three years 2011 – 2013

The National School of Cinema of the Experimental Cinematography Centre will use the present Selection Process to identify, select, and train young film-makers who will participate in the development of the art and techniques of cinematography in all its various specializations.

The teaching programmes of the National School of Cinema are spread over a period of three years. They are designed to provide a complete education for students which combines tradition and innovation, experimentation and research, encouraging to the maximum extent collaboration between the various technical and artistic elements which come together to create a cinematographic work.

The plans of study outline the educational programmes followed by the individual disciplines (directing, script-writing, acting, photography, editing, set-design, props and costumes, production, and sound techniques), together with their individual specifications. However, they also explain how they come to form a part of the whole, highlighting the close network of internal relationships which determines and ensures overall coherence.

The programme of study entails obligatory attendance. In the first two years, the teaching modules are designed to stimulate, in a systematic manner, the attitudes and abilities of the students, based on the knowledge they acquire and using group activities and workshops. The third year, in addition to specific courses at advanced level, is dedicated to “diploma projects”, which see the involvement of all the specialist areas (compatible to the artistic requirements) in the creation of shorts or film episodes.

A further objective of the school is to find places for its graduates in the best professional circles in the field of cinema.

To that end, and specifically for graduates from the acting course, an internal body is in operation known as the “Artistic Cast Service” which functions as a real agency in the world of work

The **National School of Cinema** of the **Experimental Cinematography Centre** is currently offering a total of 64 places under its selection process, open to citizens of the European Union and also to non-EU citizens; although the latter are limited to one place per course. The places available are divided up as follows:

- 8 places for Photography
- 6 places for Editing
- 8 places for Production
- 8 places for Acting (women)
- 8 places for Acting (men)
- 6 places for Direction
- 6 places for Scriptwriting
- 8 places for Set Design, Props and Costume
- 6 places for Sound Techniques

The numbers given indicate the maximum number of students admitted to every course. Any courses which do not attract at least four suitable candidates will not be opened. The courses will normally take place at the headquarters of the School in Rome.

A) Requirements and documents needed for admission to the selection process

1) Educational qualifications.

Candidates must possess a high school diploma or equivalent, dated prior to September 30th 2010. **Preference** will be given to candidates with either a three-year or master’s degree, as specified for each of the courses:

- for the course in Photography: diploma in specific professional subjects and/or degree (or 120 credits) in History of Art or Computer Science;
- for the course in Editing: diploma in specific professional subjects and/or degree (or 120 credits) in Communications or Computer Science;
- for the course in Production: degree (or 120 credits) in Economics or Law;
- for the course in Directing: degree (or 120 credits) in Performing Arts, Communications, or Literature and Philosophy;
- for the course in Scriptwriting: degree (or 120 credits) in Literature and Philosophy, or in Languages and foreign Literature;
- for the course in Set Design, Props and Costume: diploma from the Academy of Fine Arts, and/or degree (or 120 credits) in Architecture, History of Art, or History of Costume;
- for the course in Sound Techniques: diploma in specific professional subjects and/or degree (or 120 credits) in Computer Science or Performing Arts.

2) Age

For the Acting course, date of birth between January 1st 1987 and December 31st 1992. For the other courses, date of birth between January 1st 1984 and December 31st 1992.

3) Knowledge of the Italian language

Foreign candidates must have a good knowledge of the Italian language.

With regard to the courses in Acting and Scriptwriting, foreign candidates are required to have an excellent knowledge of the Italian language, and this will be checked during the selection process.

4) Knowledge of the English language

Candidates must have a good knowledge of the English language, and this will be checked during the selection process.

B) Requirements and fees for admission to the selection process

Any request for inclusion in the competition will only be valid if sent electronically **from May 30th onwards** using the special on-line application procedure, published exclusively on the Foundation's web-site. All applications must arrive by:

June 30th 2010, at 23.59 (Rome time)

Therefore, any applications submitted in paper form will not be accepted. As a provisional measure, candidates who have not yet reached the age of majority at the time of application will be required to provide the necessary authorization from their parents or whoever acts in their stead. This authorization, accompanied by a photocopy of an identity document belonging to the parent or signatory, must be presented at any time the candidate is summoned to the Foundation to undertake selection tests. Consequently, all applications presented on-line by candidates who are still under age will be accepted with this reservation in mind.

No one candidate can present more than two requests for admission to different specialized courses, and whoever does so will be automatically excluded from the selection process.

Every application, submitted by means of the on-line procedure, must be accompanied by all the following, otherwise the candidate will be excluded from the process:

- 1) A photograph in “jpg” format (like a passport photo) to be attached at time of registration;
- 2) The text of the application form, properly compiled;
- 3) A brief CV in Italian;
- 4) A text written in Italian, not more than one page in length, describing the reasons why the candidate is applying for the particular course, and containing information about his/her aptitudes and interests. By one page is meant a total of 2000 characters. Any texts which exceed this length will not be considered and the candidate concerned will be excluded from the selection process. The decision of the selection committees over this matter is final.
- 5) The relevant material for the purposes of evaluating the candidate's suitability for admission to the examination tests for the selected course (see indications at point C: “Material to be sent with application for admission to the selection process”). Material which exceeds the quantity indicated cannot be considered, at the final discretion of the selection committees. All texts must be written in Italian. Any audio-visual material can be in languages other than Italian, but in such cases they must be accompanied by a written translation of the dialogue into Italian.
- 6) When the application for participation in the selection procedure has been properly completed, the candidate must then pay a fee of € 40.00 (forty Euros) as a contribution to the expenses of

administration. If the candidate intends to present an application for admission to the selection processes for a second course (see above), he will have to make a second payment of € 40.00 (forty Euros). Payment must only be made by means of credit card (including pre-paid cards). Failure to pay this contribution will result in the application for participation in the selection becoming inadmissible.

All the candidates who have forwarded the requisite materials and who, on the basis of the statements in their application, appear to fit the established criteria will be admitted to the selection process. Nevertheless, the School will make definitive checks to confirm the existence of the proper requirements for admission to the competitive process (for example, the adequacy and validity of educational qualifications which the candidate claims to hold). These checks will be done at the time that the candidates admitted to the course present the documents requested of them. If, at that moment, even just one of the requirements is found not to exist (for example, if a diploma declared by the candidate is non-existent, or does not resemble a high school diploma), then the candidate will be excluded from the course, and will face the possibility of sanctions for making false or mendacious declarations. However, the possible admission of a candidate to the examination tests does not constitute a prejudicial element with regard to any future checks on the actual existence of all the requisites demanded.

All communications on the part of the Foundation will be directed to the email address indicated by each candidate during the registration phase. The Foundation will not assume any responsibility for mistakes in delivery caused by imprecise or missing information.

C) Material to be sent along with an application for admission to the competition

The materials which are attached to the request for admission to the competition must be in the following formats:

- Images and drawings: “jpg” format;
- Videos: “avi”, “mpg”, “mov” formats (you are advised not to exceed 500 Mb);
- Audio: “mp3” format;

PHOTOGRAPHY

□ 20 photographs taken by the candidates to demonstrate all the phases of the photographic process (choice of subject – frame – light conditions – choice of film - shot – developing and fixing of the negative – choice of print paper – printing, developing and fixing of the positive). The photographs must be taken with both natural and artificial light (10 photos in 18 X 24 format for each type of light) and must be accompanied by a written text (maximum 2 pages – 4000 characters) which gives a clear description of the techniques used and the reasons for the particular choices made. The photographs must be scanned in “jpg” format.

Those candidates who pass the first phase of selection must bring the materials indicated above in their original format to the examination headquarters.

EDITING

- Cinematographic and/or audio-visual materials (maximum 10 minutes), edited by the candidate and accompanied by a written text (maximum 2 pages – 4000 characters) clearly describing the objectives and the reasons for the choices made.
- Written text containing analysis of the work of a cinematographic writer (maximum 2 pages – 4000 characters).

PRODUCTION

- Presentation of a project for a full-length film which would be a re-make of one of the following movies:
 - 1) *A SINGLE MAN* by Tom Ford
 - 2) *THE PLAYER* by Robert Altman
 - 3) *THE CLASS – BETWEEN THE WALLS* by Laurent Cantet
 - 4) *THE FIFTH POWER* by Sidney Lumet
 - 5) *CELL 211* by Daniel Monzòn

The proposal should include:

- a) A brief explanation for the choice;
- b) Suggestions for the cast of actors and technicians, with reasons for the selection;
- c) An organizational plan, and predicted time-scale for completing the project;
- d) An estimated budget.

ACTING

- A professional set of 3 photographs showing the candidate, without make-up, in three positions: full-face, in profile, and full-length (simple clothing is advised).

DIRECTING

- A short, narrative film, with a maximum duration of 10 minutes. The film should be accompanied by a short text (maximum length, one page – 2,000 characters), which includes a synopsis of the film and the following information:
 - a) The reasons for the choice of subject;
 - b) The reasons for the choice of collaborators and actors;
 - c) The time taken to shoot the film;
 - d) The cost of the film.

SCRIPTWRITING

- An original treatment for a feature-film (maximum 15 pages – 30,000 characters);
 - A synopsis of the same treatment (maximum 1 page – 2,000 characters);
 - 5 pages (maximum 7,500 characters) of screenplay constituting a part of the same feature that the candidate thinks is particularly significant. Particular value will be placed on the manner of writing dialogue. The screenplay should normally have 12 characters, descriptions on every page and the name of the character speaking before each cue. The dialogue should be arranged in a column in the centre of the page, with each line of dialogue taking up between a third and a half of a full line.
- Any candidate to have published, at the time of application, a literary work in the form of a novel or short story, can send the text, indicating the publisher and place and year of publication. The work can be taken into account by the committee when making their assessment. The candidates who are

admitted to the second stage of selection (examination test at the school's headquarters) are invited to present the published work.

SET-DESIGN, PROPS AND COSTUME

□ A maximum of 10 sketch-plans for set-designs for the cinema and/or the theatre, created using any technique. These should be scanned in “jpg” format, and accompanied by a written text (maximum 1 page – 2000 characters) which contains information regarding the scenes being portrayed.

□ A maximum of 10 drawings of people from life, and/or photographs and/or paintings. These should be scanned in “jpg” format and accompanied by a written text (maximum 1 page – 2000 characters), which contains information about the people depicted.

We recommend very careful preparation of the figurative material, particularly with regard to painting, architecture and furnishings.

SOUND TECHNIQUES

□ The recording (maximum 10 minutes) of a work recorded and/or personally created by the candidate. The sounds used in this work should help to provide the listener with sound images relating to narrative situations or themes which the candidate has chosen. The sound content in his montage should not just consist of music. The candidate must include a written text (maximum 1 page – 2000 characters) to explain the aim of his project and the techniques used.

□ Possible short films, documentaries, music videos or films in which the candidate has collaborated with regard to an aspect of the production of the soundtrack (live recording, sound editing, mixing).

D) Elements of evaluation and testing procedures

First selection

For candidates for the acting course there will be a preliminary investigation by the office with regard to candidates' possession of the requirements demanded by the selection process (age between the dates indicated and educational qualifications).

All the candidates who have passed these checks will be summoned to undergo the second selection (examination tests at the School's headquarters).

For all the other courses the choice of candidates to admit to the second selection (examination tests at the School's headquarters) will be carried out by the various Boards, who will evaluate the documents and material presented with the application. The results of the first selection process will be published on the official website of the Experimental Cinematography Centre from approximately September 20th 2010.

Those candidates admitted to the second selection will be summoned by e-mail at least seven days before the examination tests, which will take place at the School's Headquarters from approximately October 1st - 15th 2010. The number of candidates admitted for these tests will not exceed four times the number of places available on each course. However, should more than 100 candidates apply for any single course, the number admitted for the tests for that course will not exceed six times the number of places advertised. Those candidates who are not accepted will be informed by e-mail.

Second selection: Examination tests at the School

The candidates for the acting course will be summoned by e-mail, at least seven days in advance, to attend the tests at the School's headquarters in Rome, probably during September. Candidates will have an interview with the examiners, to be recorded on video, during which they will be asked to perform an oral test, consisting of the reading of a poem, to be selected by the candidate. This poem must be taken from 19th century Italian literature and must not exceed four minutes in length. At the end of this selection process, the examining committee will evaluate both the results of the interview and oral test and the documents submitted.

For all the other courses, the candidates will be summoned by e-mail at least seven days in advance. The examination tests are due to take place from October 1st - 15th. They will consist of an interview aim to evaluate the candidates' degree of preparedness, their general cultural knowledge, their personality and particular aptitudes. The Committees may also decide to give the candidates a written test, aimed at assessing more deeply the candidates' cultural knowledge and their insight with regard to cinematography. Unless otherwise stated, the tests will normally take place at the School's headquarters in Rome.

The tests for candidates for all courses may be divided up over several days, which may not be consecutive.

During this selection phase, those candidates applying for the specific courses of Photography, and Set Design, Props and Costume will be asked to present the material attached to their application forms. This material must be brought in its original format (photographic prints, plates and sketches).

Third Selection: Introductory Seminar

At the end of the introductory tests at the School's headquarters, for every course a list will be drawn up of the candidates to be admitted to the introductory seminar (for the acting course there will be two lists: one for women and one for men). The maximum number of those admitted is normally double the number of places available, although, for the Acting and Directing courses the number is usually triple the number of places on offer. The School will inform participants about the results of the examination tests via e-mail, and these results will also be published on the web-site of the Experimental Cinematography Centre (www.fondazioneccsc.it). Successful candidates will also be told the start date of the Introductory Seminar. If a candidate has been accepted to take part in introductory seminars for two different courses, he must inform the School via e-mail which course he has selected before the seminars begin.

The introductory seminar, which lasts approximately four weeks, will take place from about November 22nd to December 17th 2010. Admission is conditional on presentation of a medical certificate attesting that the candidate is in good health and of a strong constitution, and a copy of the student's Fiscal Code, which must be given to the School Secretary on the first day of classes. Attendance at the seminar is obligatory, no payment is required, and on class days students are entitled to a free meal at the School's canteen. Conduct during the seminar is governed by the Teaching Regulations, published below, which must be adhered to by all the students. At the end of the introductory seminar, and at least by December 23rd 2010, the final evaluations will be made and grades awarded, on the basis of which the winners will be admitted to attend the School's normal courses. The final evaluations and grades cannot be the subject of appeal.

The Foundation, whether directly or through its own production company, CSC Production, reserves the right to conserve and to make use of all the products created during the various activities promoted by the school involving students and also candidates (for example, the oral tests, the various phases of selection and examining, the interviews on video, the photos and all the products created during the

teaching activities). The Foundation reserves this right so that it can develop and promote the work of its aspiring professionals, students, short-listed candidates; the images they create and the educational activities of the School itself.

E) Documentation and fees for admission to the courses

Within a fortnight of receiving confirmation of their admission, and in any case before the date that lessons start at the beginning of the academic year, the successful candidates must present the following certificates, on plain paper, and also receipts for the payments indicated below. Failure to do so will result in **exclusion from the course**.

- 1) Certificate of citizenship;
- 2) Certificate of residency;
- 3) High school diploma (or authenticated copy, or certificate of diploma) as well as other diplomas (or authenticated copies of the same) and any certificates attesting to the credits indicated in the application for admission to the competition. Those diplomas not issued by Italian educational institutions must be accompanied by the translation, legalization and declaration of validity issued by the Italian embassy or consulate in the country where the diploma was achieved.
- 4) Any other documents which the School might deem necessary;
- 5) Proof of payment of the annual fee of € 1,500.00 (one thousand five hundred Euros);
- 6) Proof of payment of a non-interest-bearing deposit of € 1,000.00 (one thousand Euros) as a guarantee for the good preservation and restitution of the equipment made available to the students during their course of study, as well as the continued attendance of the student at the school for the entire three years. If the student withdraws from the School early, the sum € 333.00 (three hundred and thirty-three Euros) will be kept back for every year he does not complete. The payment can be made in cash, at the payments desk in the School, or by bank transfer using the method set out in the communication regarding admission. The breakages deposit is returned to every student at the end of his period of study, excluding any charges debited for the causes listed above. The successful candidates who do not present the required documents, or do not make the payments within the time limits stipulated, or who do not present themselves (without a justifiable reason) on the date fixed for the start of the classes, will be considered to have withdrawn from the course. In such cases, the vacant places can be awarded to the candidates judged to be in second place in the grading system established for admission to the normal courses. They cannot, however, enter the course until after the end of the first term in year one. The decision of the School Management in the choice of candidates is final.

F) Course procedures

Attendance at the lessons, workshops, and all the teaching activities is obligatory. Any student who is absent for more than 15% of the lessons or workshops, calculated on a term-by-term basis, will be excluded from the course. This holds true even when absence is due to circumstances outside the student's control, unless the Management of the School makes a definite decision to the contrary. Students are not allowed to do paid work, even occasional, during teaching hours, unless the School Management gives them permission to carry out artistic pursuits. The teaching activities usually take place from Monday to Friday, according to the time-table decided by the School Management (normally from 9.00 to 17.45). They can, however, also take place on the days preceding Sundays or Holidays, on these days themselves, in the evening, or at night. The activities of the School are governed by the Teaching Regulations which all the students have to respect. In the case of any breach

of these rules, the President and/or the Vice President and the Administrative Director of the School will convene the Disciplinary Committee, who can decide upon an appropriate warning, and after the issue of the third warning, can sanction the expulsion of the student.

At the end of the first term in year one, under the conditions of Article 6 of the Disciplinary Regulations, any students whose progress and/or behaviour is deemed unsatisfactory can be excluded from continuing with the course.

At the end of the School year an evaluation of every single student will be made, using the method indicated in Article 6 of the Disciplinary Regulations, for the purposes of admitting them or not to the following school year.

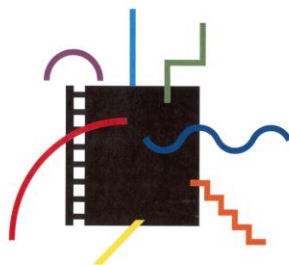
The School's diploma, which is not equivalent to a university degree and has no legal value, is awarded at the end of the period of study to those students who have profited from their attendance on the courses and have completed all the work set out in the teaching programme.

G) Canteen

For the duration of the courses, on teaching days when the students are required to be present for lessons all day, they have the right to one free meal in the canteen of the Experimental Cinematography Centre.

For information and clarification regarding the competition, please send an e-mail to:
concorso.snc@fondazionecsc.it

The President
Prof. Francesco Alberoni



CENTRO SPERIMENTALE DI CINEMATOGRAFIA

NATIONAL SCHOOL OF CINEMA

TEACHING REGULATIONS FOR ORDINARY COURSES

Article 1 Admission to the courses

Admission to the ordinary courses at the National School of Cinema is reserved for those candidates who **in the firm judgment of the Selection Committee** are the winners of a competition for places and who have presented the documents required under the terms of this process and paid the necessary fees.

The annual fee for attending each course amounts to € 1,500.00 (one thousand five hundred Euros).

Article 2 Withdrawal and Exclusion

Those candidates are considered to be excluded from the right to admission who fail to present the documents required or pay the sums owing by the established deadline. Any winner of the competition who is absent without good reason on the date fixed for the start of the academic year is considered to have renounced the right to admission to the courses. A student who leaves the course before the end of the three years will have, as penalty, the sum of € 333.00 detracted from his non-interest-bearing deposit for every year he fails to complete.

Article 3 Substitution of suitable candidates

When any candidates withdraw, or are excluded or exempted from one or more of the courses (see Articles 2 and 6) before the end of the first term of year one, they can be substituted, at the beginning of the second term, by other candidates who, in the firm opinion of School, come second to them in the order of merit. These candidates will be advised by e-mail and have to communicate to the School within ten days whether they wish to avail themselves of the opportunity for substitution. They must then present the necessary documents and make the payments required under the terms they have been indicated.

Article 4 Obligatory information from the students

Before the beginning of the academic year, the students must inform the National School of Cinema about their postal address and telephone number and subsequently advise them of any changes to these, bearing in mind the fact that they will be directly responsible for any mistakes in delivery arising from their delay or the School's lack of knowledge of their correct details.

Article 5 Duration of the courses and timetable

The courses run for three years. The teaching activity lasts from January to December, as a rule. The lessons generally take place from 9.00 to 17.45 every week day, excluding Saturday, with a break for lunch, normally between about 13.00 and 14.00. The lessons and the teaching activities may be extended, when necessary, outside the usual timetable. The academic year is divided into three terms, between each of which there is a variable interval of between two and nine weeks. The dates of the beginning and end of each term are communicated to the students at the beginning of every academic year. The classes include interdisciplinary lessons designed for a number of specialist courses, and lessons for the individual specializations, as well as workshops, seminars, practical tests and possible periods of work experience in Italy and abroad. The first two years are dedicated to general and specialist training. They lessons consist of both theory and practical activities, all organized and conducted by the teachers. The third year is mainly dedicated to creating the work for the diploma. The courses normally take place at the School's headquarters in Rome but can also be held at other locations, depending on the opportunities arising and the requirements of teaching and organization. Similarly, the practice and workshop activities and the shooting of films may take place outside, in various locations, at night, at weekends and on holidays, according to special arrangements made from time to time.

Article 6 Periodic evaluations

At the end of the first term of year one, the Teachers in charge and the Tutors for each individual course, taking account of the students' diligence during the lessons, the progress made and the aptitudes shown, can indicate to the Academic Management of the School (The President, Vice President and Administrative Director) which students they judge to be unsuitable for continuing with the course.

After considering every case in greater depth, if some extreme cases are noticed, the Director of the School can then make a firm decision to dismiss the student or students thought unsuitable to proceed with the course of studies. He can subsequently admit instead the candidate or candidates who came second in the ranking by merit, as established during the selection process.

At the end of each academic year, the teachers for every course draw up a written evaluation of each student, taking account of their diligence during the lessons, the progress they have made, and the skills they have shown. The decision regarding admission to the following year falls to the Academic Management of the School advised by the Teachers in charge, the Tutors, and the Teachers for particular course. The students not promoted to the following year can be allowed to repeat the year.

The students who are not judged adequate in terms of progress achieved, diligence during the lessons and aptitudes demonstrated are permanently excluded from the courses. This decision is the responsibility of the Academic Management, listening to the opinions of the Teachers in charge, the Tutors and the Director General. The final resolution is made by the President of the Foundation and cannot be subject to appeal.

Article 7 Work for the diploma

The third year involves the production of the "diploma project" which, as a rule consists of the creation of a short film, lasting no more than 20 minutes. All the students in all the courses have to take part in the "diploma project", according to their respective specializations. This obligatory exercise, also applicable to the students on the acting course, is evaluated on the basis of artistic and productive requirements.

The screenplays presented by the students of scriptwriting and directing must be approved in advance by the Teachers in charge and the Academic Management of the School. Subsequently, these scripts are submitted to the Director of CSC Production s.r.l. for his considered opinion regarding their

feasibility, the estimated costs of production, and time required for their execution. The final authorization for the creation of the diploma projects is the task of the President of the Foundation, who gives it in written form.

The diploma films can be either individual or collective (films in episodes). They are produced by CSC Production s.r.l., a company totally owned and controlled by the CSC Foundation, although they can also be made as co-productions with other entities. The decision to enter into a co-production lies with the President of the council of administration of CSC Production s.r.l., and is based on consideration of a written proposal submitted by the Director of the same company. If any students, for whatever reason, fail to complete their work on the diploma project, the Foundation and/or CSC Production s.r.l. reserve the right to substitute them with other reliable individuals.

To ensure the proper completion of the diploma films, the final task of the academic year, the financial and organizational responsibility for their creation is entrusted to CSC Production s.r.l. However, the Academic Management of the School remains constantly involved, in case specific needs arise on the artistic front.

The diploma is conferred on those students who abide by the administrative procedures, who have worked conscientiously during the lessons outlined in the plan of study, and who have participated fully in the diploma task, gaining the approval of the Academic Management of the School and the Teachers in charge. Those students who withdraw from the course before obtaining their diplomas are given a certificate which attests to their admission to the National School of Cinema of the Experimental Cinematography Centre and the activity carried out there.

Article 8 Products made during the course of attendance at the School

Those products made by the students during their attendance at the School are the property of the Foundation, although the moral right remains with their creators. The Foundation, either directly or through its production company, CSC Production s.r.l., retains the full and exclusive rights to the financial exploitation of the products created by the students, without any limitations regarding place, time or means of use. The Foundation, either directly or through CSC Production s.r.l., reserves the right to use and disseminate the audiovisual products by sending them to or entering them in festivals, exhibitions, shows and cultural events, and possibly by also allowing third parties to distribute them commercially. The students who have given their services (such as writers, actors and technicians) will receive, at the end of their course, a free video copy of the diploma film and of other works created, under the strict injunction that it is only for personal use, not to be given or lent to third parties and not to be put to any commercial use.

The practice exercises carried out before the diploma film are not normally printed on the final copy and are not projected outside the School. They are used exclusively for teaching purposes, except in those cases where the Academic management judges them to be of particular artistic value. All the students at the School can be involved in instructional periods of work experience, compatible with the needs of the teaching programme. These take place at the production company, CSC Production s.r.l., and enable the students to accrue professional experience by participating in productions created by this enterprise.

Article 9 Attendance and registering of student presence

Attendance at the lessons, practice exercises and seminars set out in the teaching programmes for the various courses is obligatory. Any student who is absent for more than 15% of the lessons and exercises, calculated on a term-by-term basis, will be excluded from the course. This also holds true for circumstances outside the student's own control, unless the Academic Management decided to the contrary. The calculation of the number of absences is carried out at the end of every term in the

academic year. Even if the number of absences comes to less than 15%, when they are said to be due to illness the School reserves the right to obtain direct verification of this, which the student must agree to accept. Students are not allowed to carry out any sort of work, even casual work, during teaching hours, unless permission is given by Academic Management to do so for artistic motives. On the other hand, students can take part in work experience programmes both in Italy and abroad, even for long periods, and also in film festivals, above all when presenting their own works. Authorization has to be obtained from the Academic Management of the School.

All the teachers, at the start of every class, mark the absences on a register, and have the right to exclude students who are late from the lessons. Work diaries are kept which record students' presence at the practice exercises and during the film project for the diploma. The Administrative Director of the School checks the record of presences and receives the students' written explanations or justifications for their absence. The President, the Vice President and Teachers decide whether the number of absences will hinder the student's academic progress, or his ability to follow the activities of his specialist course in a precise and productive way.

Article 10 Use of equipment and materials

The procedures for the use of the materials, technical equipment and services of the Foundation are communicated at the beginning of the courses, and Teachers and students must adhere to them. The students who, together with their Teachers, make use of shared equipment, materials and services are considered to be responsible for whatever has been entrusted to them, and consequently answerable for any damage that occurs. They must therefore immediately inform the Teachers of any defects they encounter and moreover of any circumstances that could have caused deterioration, deficiency or loss to whatever has been consigned to them. In cases when the student is responsible, the Foundation will recover the damages from the student's non-interest-bearing deposit, paid at the start of the course, and if such funds are not sufficient, by pursuance of the principles laid down by Article 2043 and following in The Civil Code.

Article 11 Disciplinary provisions and sanctions

Disciplinary proceedings may be taken against any students who assume any behaviour which is in some way prejudicial to the proper functioning of the courses, to the Foundation in general or to its image. To initiate such proceedings, the President convenes the Disciplinary Committee, made up of the President, Vice President, Administrative Director of the NSC, and a students' representative. The Committee can adopt the disciplinary measure of a warning, and at the third warning, can order the expulsion of the student. The measures taken by the Disciplinary Committee are not open to appeal: only in the case of threatened expulsion can the student have recourse to the President of the Foundation. During the period when the student's appeal against disciplinary measures is still pending, the Committee may decide to allow him/her to attend the lessons.

Article 12 The canteen

For the whole duration of the course, with application to the days of classes and practice sessions, the students have the right to one free meal in the canteen, as long as they can attest to their actual presence at all the classes during the day. Access to the canteen is governed by the provisions laid down by the Management of the School. In the case of lessons and practice sessions which take place outside the Foundation and last the whole day, a packed lunch should be provided, where possible.

Article 13 Study Grants

The Foundation does not supply any direct grants for attendance at the School. Any possible educational grants awarded by public or private bodies, or by third parties, should be assigned in accordance with the current regulations of the Foundation. Study grants should be provided solely for the months of academic activity. The provision of a study grant does not absolve the student from payment of the breakages deposit. The fiscal withholding system operated by the Foundation does not exempt the student beneficiaries from the obligation of making an annual declaration of earnings from the time that they begin to receive their grants, since, by Italian law, these constitute earnings.

Article 14 Final arrangements

The present Regulations apply to students on ordinary courses. Copies of these rules are delivered to all the interested parties who will sign them as proof of receipt and of express and unconditional acceptance of all the clauses, provisions and terms contained within them.

The President
Prof. Francesco Alberoni