

DIDACTIC REGULATION OF THREE-YEAR COURSES
PURSUANT TO D.M. 378 24/04/2019

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Article 1.

Object

1. In compliance with current legal provisions and consequent ministerial decrees as well as with Fondazione CSC Statute, this regulation governs the functioning of the courses provided by the Scuola Nazionale di Cinema.
2. School's activities are governed by these Teaching Regulations, which all students must comply with.

Article 2.

Definitions

- 1) According to Regulation, the words below must be intended as follows:
 - a) MUR - Minister or Ministry of University and Research;
 - b) MIBACT - Minister or Ministry of Cultural Heritage and Activities and Tourism;
 - c) Foundation - Fondazione Centro Sperimentale di Cinematografia, also CSC;
 - d) School - National Film School;
 - e) Statute - CSC Foundation Statute;
 - f) Website - Foundation's institutional website, www.fondazioneesc.it;
 - g) Courses - the courses authorised by Ministerial Decree 378 24/04/2019 of the MUR;
 - h) Call - annual selection to access the Courses;
 - i) Selection Commission - Commission responsible for admission tests;
 - j) Artistic Director - the Course Coordinator.
 - k) Headmaster - the person appointed by the Foundation's Board of Directors to run the School
 - l) Student - all those who have passed the examination and are enrolled in one of the courses provided by the School.

Article 3.

Admission to Courses

1. Candidates with a secondary school diploma or a foreign qualification recognised as suitable are admitted to attend the three-year courses at the National Film School, selected based on the merit lists drawn up by the Selection Commission.
2. The CSC also requires adequate initial preparation, verified by examinations, as specified in the specific calls, and/or attendance at a preparatory seminar, if any.

3. The selection committees are appointed by the President of the Foundation, after consultation with the Headmaster. The members are chosen based on proven artistic and/or teaching skills. To assure the respect of gender balance, and promote gender equality, half of the components of each selection committee will be chosen among women professionals, unless justified impossibility.
4. Examinations may be taken for more than one Course. The call for applications indicates how.

Article 4.

Course enrollment

1. No later than 15 days after being notified of their admission to the courses, candidates must submit the following documents, under penalty of exclusion:
 - a. copy of a valid identity document;
 - b. tax code;
 - c. residence permit, or appropriate residence permit, for non-EU students who are not resident in the EU;
 - d. diploma (or certified copy of diploma certificate) from secondary school or a foreign qualification recognised as equivalent, accompanied by a translation, legalisation and declaration of value *in situ* issued by the Italian diplomatic or consular representation of the country in which the diploma was obtained;
 - e. any other documentation indicated in the individual selection notices;
2. Students should also attach:
 - a. proof of payment of the annual fees as set out in the Application Requirements and Regulations. Students may pay their annual tuition fees in instalments in the form of 3 four-monthly instalments in advance. Failure to pay even a single instalment, or partial payment of the same, automatically invalidates the possibility of paying the fees in instalments and implies full payment of the instalments due, as well as future ones, in a single instalment.
 - b. proof of payment of the non-interest-bearing deposit of €500.00 (five hundred/00) to guarantee both the good conservation and return of the equipment made available to the pupils during their studies and the pupil's stay at the School for the entire three-year period.
3. A student must replenish the amount of the deposit mentioned above if it has to be used to compensate for any damage caused, without prejudice to any compensation for further damage.
4. The deposit is returned to each student on completion of his/her studies, subject to any charges for the above reasons.
5. In the event of early withdrawal or expulsion of the student from the School, the deposit is not refunded.
6. By the beginning of the first academic year, students must provide the National Film School Secretariat with their home address, postal address, e-mail address and telephone number.

Students are required to notify the School of any changes to the data provided, bearing in mind that they will be directly responsible for any misunderstandings caused by failure to provide the required data in time or inexactly.

Article 5.

Renunciation, forfeiture and takeover

1. Candidates admitted to the courses who do not present the documents required by the call, do not make payments by the deadlines indicated in the call, do not show up (unless justified) on the date set by the School for the start of the academic year, are considered withdrawn and therefore lose the right to be admitted to the courses.
2. In the event of one or more vacancies, the School reserves the right, at its sole discretion and compatibly with the teaching activities already carried out, to replace the eligible candidates according to the order of the lists drawn up for admission to the courses.
3. This takeover may occur no later than the end of the first semester of the first year of the course.
4. Students taking over must notify the School of their acceptance and complete their enrolment no later than ten days after receiving the notice of admission.
5. A student who leaves or is expelled from the course before the end of the three-year academic period will have his non-interest-bearing deposit retained.

Article 6.

Structure of teaching activities

1. All students are guaranteed the right to information through the publication and/or timely communication of teaching schedules.
2. The academic year is divided into two semesters. The start and end dates of each semester and the periods of suspension of teaching activities are communicated to the students at the beginning of each academic year.
3. Teaching activities take place on a full-time basis from October to September for approximately 180 days per year.
4. Classes and teaching and production activities may be extended beyond school hours, if necessary, and may also take place on pre-holidays and public holidays and during the evening and night hours.
5. As a rule, the courses are held at the institutional course seat but may also be held at other locations, depending on teaching and organisational opportunities and requirements. Similarly, practical and laboratory activities and the filming of audiovisual products may take place outdoors, in different locations, at night, on public holidays and days before public holidays, according to schedules and procedures established from time to time.
6. Some of the teaching activities may also be carried out online.

Article 7.

Frequency and attendance

1. Attendance at lectures and the teaching and production activities included in the program is compulsory.
2. The student is required to sign in and out of the School on a daily basis, in the manner indicated by the Secretariat.
3. Any student who is absent from more than 15% of the lessons or exercises, calculated on a six-monthly basis, will be excluded from the course, unless the School decides otherwise.
4. Students are not allowed to carry out any work, even sporadic, at the same time as lessons, workshops and productions, unless authorised by the Artistic Director and Headmaster with a special artistic permit, on pain of immediate exclusion from the School.
5. Each teacher has the right to exclude from the lessons students who arrive late.
6. Attendance at the School's exercises and productions is attested by the workbooks.
7. Through his/her office, the Headmaster checks attendance and receives written reasons for students' absences.
8. The Headmaster consulted the Artistic Directors, assesses whether the absences are to prejudice the student's educational pathway or not to affect the orderly and profitable running of the activities of the course he/she's attending.

Article 8.

Profit assessments

1. Teaching activities assessments, and examinations are expressed in thirtieths.
2. The admission mark to the final Diploma examination is the result of the weighted student's marks average.
3. Final Diploma grade is expressed in hundredths and is the result of the weighted average to which the Diploma grade is added, which may not exceed 10 points.
4. The Commission may unanimously award honours.
5. At the end of the first semester of the first year, the Artistic Directors and the teachers of each course, taking into account the assiduity of lessons, the profit achieved and the aptitude shown, may report to the Headmaster those students considered unsuitable to continue the course.
6. At the end of each academic year, the Artistic Directors of each Course will express an evaluation of the activity carried out by each student, taking into account the marks expressed by the other teachers, the assiduity to lessons and the specific aptitudes demonstrated.
7. The decision on admission to the following year rests with the Headmaster, after consultation with the Artistic Director of the course.
8. Students who are not admitted to the following year's course may be admitted to repeat the year or, if they are not considered suitable due to the profit they have made, their assiduity in

lessons and their demonstrated aptitude to continue their studies, they will be definitively excluded from the courses. This last decision is taken by the Headmaster, after consultation with the Artistic Directors and is irrevocable.

Article 9.

Diploma work

1. At the end of the third year, students are expected to realize their Diploma work, which generally consists of producing a short film or other audiovisual production. However, students of the Acting Course are expected to participate in a performance or an open rehearsal.

The Diploma work may alternatively consist of a portfolio (showreel) made up of all the work carried out by each student during the three-year period; or the development project for an audiovisual product, also in the form of a presentation dossier.

According to their professional specialisations at the Rome branch only, students from all courses usually participate in the Diploma work. For the Acting Course students only, this requirement will be evaluated based on artistic and production needs.

2. Projects relating to the realization of Diploma work must be submitted for prior approval by the Headmaster and the Artistic Directors of the courses, who will give their opinion about feasibility, costs and execution times.
3. The Headmaster and Artistic Directors may not approve projects deemed invalid and may propose to the students an alternative project that they must develop, failing which the Diploma will not be awarded.
4. Diploma works, which may be individual or collective, may also be co-produced with other subjects. The decision to participate in a co-production is the responsibility of the Headmaster, having consulted the artistic directors of the courses involved.
5. The School reserves the right to replace students who, for whatever reason, do not complete their Diploma work.
6. The Diploma is awarded to students who have complied with the administrative procedures, have successfully completed all the subjects in the program and have participated in a Diploma project.
7. At the end of the course, students who have worked on the course (as authors, performers, technicians) may obtain a free copy of the diploma film and other works they have produced, undertaking to make strictly personal use of it, not to give it or lend it to third parties, not to send it independently to festivals and exhibitions, and in any case not to make commercial use of it.
8. Those who leave the course before obtaining their Diploma will be awarded a certificate attesting their admission to the School and the activity carried out there.

Article 10.

Products created during attendance at the School

1. All the products created by students during their attendance at the School (eg.: ideas, subjects, concepts, dossiers, sketches, photographs, stage designs and audiovisual productions) are the Foundation's property, without prejudice to the moral rights of the authors.
2. Pursuant to the previous paragraph content, at the time of registration student is required to sign - under penalty of forfeiting the right to admission - a contract for the rights' transfer in favour of the CSC Foundation for all the materials that the student will produce individually or in collaboration with others, during the entire course. This contract must be drawn up using the form provided by the CSC Secretariat at the time of enrolment.
3. The Foundation is entitled, fully and exclusively and without any limitation as to territory, time or method of exploitation, to all rights of economic use of the products made by the students.
4. The Foundation, directly or through other companies and/or partners, reserves the right to use and disseminate the audiovisual products by sending them to and participating in festivals, reviews, exhibitions and cultural events and possibly also by transferring them to third parties and distributing them commercially.
5. All the School students can be involved, compatibly with teaching requirements, in *internships* at the Production Area of the School and thus gain professional experience in the context of the productions.
6. This article shall apply until the adoption of specific school regulations on the intellectual property of students' works protection.

Article 11.

Use of equipment and materials

1. Procedures for Foundation's equipment, technical means and services for correct use are communicated at the beginning of the courses and students must comply with them.
2. Students who use equipment, materials and common services during their teaching activities are considered the consignees and managers of the equipment entrusted to them and are therefore liable for any damage caused. Therefore, they must promptly inform the teachers and course assistants of any defects that may be found and of any circumstances that may lead to deterioration, deficiency or loss of the equipment.
3. In the event of liability on the part of the student, the Foundation will claim damages using the non-interest bearing deposit paid at the beginning of the course and, where this is not sufficient, according to the ordinary principles laid down in art. 2043 et seq. of the Civil Code.

Article 12.

Disciplinary measures and sanctions

1. Disciplinary proceedings may be initiated against students whose behaviour is in contrast with this Teaching Regulation and/or with the Foundation's Ethic Code and is in any way detrimental to the smooth running of teaching and production activities and the image of the Foundation.
2. In the event of underage breaches of the rules, the Headmaster may take disciplinary action.
3. In the event of the imposition of a sanction more severe than a verbal reprimand, the Headmaster shall convene a Disciplinary Committee within ten days of full knowledge of the facts and after hearing the accused without any particular formalities.
4. The Headmaster shall formulate the charge, which shall consist of a summary statement of the facts that are the subject of the disciplinary enquiry, the elements on which the charge is based and an indication of the provisions allegedly breached.
5. The Commission is composed of the Headmaster himself acting as secretary taking minutes. He may be assisted in this capacity by a member of the CSC administrative staff, the Course Artistic Director and a student representative appointed at the beginning of each academic year. Alternate members of the Disciplinary Committee are the Course Artistic Directors and the student representatives who, in the event of incompatibility, absence or impediment of the full members, are drawn by the Headmaster to make up the Disciplinary Committee.
6. The Headmaster may, in most serious cases and where necessary in order to ensure the serenity of the proceedings of the Disciplinary Committee or to prevent the pollution of the investigation in progress, provisionally suspend the accused student until the end of the proceedings of the Disciplinary Committee and in any case for no more than ninety days. A complaint against the suspension measure, which is adopted by decree, may be lodged with the Disciplinary Committee, which accepts or rejects the appeal with a brief justification. The mere lodging of a complaint does not invalidate the effects of the precautionary suspension.
7. In carrying out its task, the Board may acquire documents, hear witnesses, obtain the opinion of experts appointed by it, carry out investigative activities also at the request of the student if relevant and important for the purposes of the disciplinary judgement.
8. Minutes of each operation must be drawn up and signed by the members of the Commission and each person involved.
9. The Commission must conclude its work within sixty (60) days of the communication of the commencement of the disciplinary enquiry to the accused, whom a lawyer may assist. The Commission must produce defence papers, indicate matters for investigation, request to be heard, be present at the inquiry proceedings, have access to the acts of the disciplinary inquiry not covered by secrecy and proceed to cross-examine any witnesses.
10. The Commission concludes its work by adopting, a reasoned decision by a majority of its members, reconstructing the facts, reporting the investigations carried out, the defences proposed by the accused and the relevant results, dismissing the charge or imposing a disciplinary sanction.
11. The identification of the applicable sanction must take into account: the seriousness of the act, the seriousness of its consequences, any previous disciplinary record of the student, the appropriateness of the sanction in relation to any similar acts committed previously in the Foundation.
12. The following sanctions are applicable in the event of disciplinary offences:

- (a) verbal reprimand;
 - b) temporary disqualification from one or more subjects or the whole course;
 - c) exclusion from one or more examinations for the assessment of profit for one or more examination sessions;
 - (d) repetition of the academic year;
 - (e) expulsion.
13. In the case of an expulsion order only, the student may appeal to the President of the Foundation. The president of the Foundation decision is final.
 14. Disciplinary action does not exclude the possibility of a civil action, and the pendency of criminal proceedings for the same facts does not determine the suspension of disciplinary proceedings.
 15. The members of the Commission, and anyone who becomes aware of the facts and acts relating to the disciplinary procedure, are bound to maintain the strictest confidentiality.
 16. Disciplinary measures taken by the Headmaster and the Disciplinary Committee, other than expulsion, are final.
 17. The provisions set out in this article shall take effect until the adoption of specific school disciplinary regulations.

Article 13.

Scholarships

1. The Foundation does not normally provide direct scholarships for attendance at the School. Any scholarships made available by public or private bodies, or in any case by third parties, are allocated according to the rules established by the Foundation with a specific call for applications.
2. A scholarship award does not exempt the applicant from the requirement to provide a security deposit and cannot be offset against any outstanding tuition fees.
3. The Foundation's tax deduction does not, however, exempt the student beneficiaries from the obligation to submit an annual tax return since - under Italian law - the scholarships constitute income.

Article 14.

Moving up a course, recognition of previous studies, career shortening

1. Only students enrolled in the School who have a suitable qualification for admission to the courses provided by the Foundation, and who have passed the public selection process envisaged for enrollment, may transfer to the same or equivalent level course. taking into account The availability of places available for enrollment (drop-outs, renouncements, transfers and/or increase in training capacity) must be held into account, without prejudice to the possibility of activating specific courses, following an application submitted to the

Headmaster no later than June 30th each year, with possible recognition of previous studies up to a maximum of 60 university credits (or equivalent).

2. According to the provisions of paragraph 1 of the present article, the transfer from a course to another, is allowed after the end of the first academic year. The training credits acquired are recognized for the purposes of the new course of study, without prejudice to the student's obligation to attend all the basic and characterizing courses, for the entire duration of the new course of study, except for the possible recognition of previous studies.
3. Recognition of previous studies may take place by means of total or partial validation of credits acquired in certain disciplines or teaching/training activities that are the same or similar to those included in the CSC program, with recognition of the grade obtained and consequent shortening of the new course of study if needed.
4. Recognition of previous studies may undergo a validation of credits acquired in certain disciplines or training activities, without validating the profit exams taken, with the obligation to complete the missing parts of the courses and take the relevant profit exams.
5. Having consulted the Artistic Director and the teachers of the course, the Headmaster decides on the transfer of the course and the recognition of previous studies. He also decides on the possible shortening of the academic career, indicating any educational debts and supplementary courses or propaedeutic when elements of incongruity are found between the previous curricula and the curricula active and recognised by the CSC, as well as any training credits when excesses are found between previous curricula and curricula activated and recognised as equivalent by the CSC.

Article 15.

Suspension and temporary interruption of studies

1. Students may request temporary suspension of studies for an entire academic year, on a one-off basis, for serious and documented reasons that appear worthy of protection under the current regulations and do not allow attendance at the Courses.
2. The student is required to inform the Headmaster in writing of the reason justifying the request for suspension, enclosing a copy of any useful element that may prove the existence and seriousness of the temporary impediment to the continuation of studies.
3. The interruption does not result in the student's obligation to pay the fees being terminated.
4. Applications for suspension or temporary interruption of studies received after the second week of unexcused absence cannot be accepted.
5. The Headmaster, having consulted the Artistic Director of the course concerned, decides when and how the student may resume attending classes in the event of suspension or temporary interruption of studies.

Article 16.

Transitional and final provisions

1. Pending the issuance of the didactic Regulations of the study courses, the CSC may activate specific courses within the authorized courses due to the rapid evolution of the distribution, production, diffusion, conservation, enhancement and protection modalities of the audiovisual product connected to the new technologies development.
2. This Regulation enters into force simultaneously as it is published on the Foundation's institutional website.
3. All students are required to comply with the provisions contained in these Regulations.
4. With the entry into force of this Regulation, the previous provisions shall cease to have effect.