



Civica Scuola
di Musica
Claudio Abbado

**ACADEMIC AGREEMENT BETWEEN
SCUOLE CIVICHE di MILANO – FONDAZIONE
di PARTECIPAZIONE [MUNICIPAL SCHOOLS OF MILAN –
PARTICIPATING FOUNDATION] and THE STUDENT of
the Claudio Abbado Municipal School of Music**

Art. 1

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, operating as a Polytechnic Institute for culture, arts and linguistics.

A strong orientation towards innovation and effective management of its dynamic and flexible academic activities characterise the Municipal Schools of Milan.

The objectives of the Foundation as described in Article 2 of the Articles of Association are primarily to:

- pursue Higher Education in music, theatre, cinema, television and the applied languages sectors, as well as in languages and performing arts, especially through management and promotion of the academic departments, pursuant to the Agreement with the Sponsoring Founder – Municipality of Milan;
- pursue the best academic programme both in the cultural and the professional sectors by means of the excellent teaching staff;
- continue developing and concluding projects related to the academic activity in progress, implementing the “knowledge and practice” model.

Art. 2

The Claudio Abbado Municipal School of Music – (hereinafter CSM) was founded in 1862 to train the musicians of the Municipal Band and the choristers of the Teatro alla Scala.

Over the years the School developed different areas of specialization: early, classical, contemporary and jazz music and choral repertoire.

The current Faculty of Music at the Municipal Schools of Milan – FdP comprises the following Departments:

Classical Music, Early Music, Music Research (IRMUS), the Municipal Choirs, Municipal Jazz Courses and the Centro di Educazione Musicale (CEM [Musical Education Centre] formerly known as C.E.P. of the

Municipality of Milan).

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. CSM pursues the fulfilment of educational objectives which are appropriate for the development of skills needed in the music sector, in keeping with the employment requirements of the corresponding sector, while still respecting each person’s ambitions and freedom.

Art. 4

Commitments to students of the Municipal Schools of Milan – FdP and the Claudio Abbado Municipal School

CSM belongs to the Municipal Schools of Milan – Fondazione di Partecipazione and its relations with the students are based on 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 are duly informed, as necessary, via the applicable means of communication such as circulars, emails, bulletin boards, 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 entitled to repeat the year just ended; any exceptions may be allowed upon the justified decision of the Director, after the related professors have been heard.
7. A student has the right to freedom of learning and can select from among the integrative and/or optional curricular activities envisaged in the School’s academic

programme. The educational curriculum and the specialization courses are planned according to the times and following the procedures established by the School which take into account a student's learning speed and life requirements.

8. The School shall conclude the academic programme or the training for the study programme required for the course.

9. Changing courses or classes during the same academic year is not allowed. Exceptionally, the Director may allow an exception to this rule, pursuant to a written request.

10. Classes are formed by the School based on the number of students enrolled in consideration of their skills and aptitudes. Any individual preferences may be communicated to the Director in writing and examined only if they are compatible with the teaching structure.

11. The School welcomes initiatives that attract foreign students.

12. The School encourages relations with the labour market. For this reason, the School will promote initiatives such as internship placements in related sectors for specific courses that so provided.

Art. 5

Students' commitments to the Municipal Schools of Milan FdP – Claudio Abbado Municipal School of Music
Students shall undertake the following obligations.

1. Attend courses regularly and discharge all study commitments. Any exceptional and justified absences due to a valid impediment or difficulty, counted individually or together, cannot, however, exceed 25% of all the scheduled lessons during the same academic year except as provided under art. 4 par. 6.

Students that exceed the absence limit shall not be allowed to sit for exams and they shall receive a failing grade; moreover, if the Internal Regulation of the School permits it, they may be allowed to repeat the year.

The Director may grant dispensation only in serious justified cases, after having obtained the opinion of the relevant professors.

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. Respect the autonomy of the lecturers, 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 CSM 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.

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 that have no relation to the School to premises or places not open to the public, without permission.

10. Immediately inform the School about any change to residence and/or physical address both during the scholastic year as well as during the holiday periods.

11. For collective activities, such as orchestra practice, be in the classroom five minutes prior to the beginning of the lesson, with the required material for the specific course

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 observe all the rules of the School applicable to 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 CSM premises. Do not bring or consume alcoholic drinks of any type on CSM 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 CSM 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 free-of-charge disposal of any right deriving therefrom.

19. Comply with the measures and the specific standards set by Mediateca and Instrument Warehouse 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 provide, for a certain amount of time, useful activities and/or services 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.