

# RULES AND POLICIES FOR VISITORS STAYING ON CAMPUS

## *Vivarium novum Academy*

### **Stay on campus**

- All visitors in the *Vivarium novum Academy* (henceforth referred to as 'Academy') are expected to be familiar with these rules and policies before coming to the campus.
- Violations of these rules are handled through the disciplinary procedures of the Academy and may result in sanctions including immediate termination of residence on campus. In the event of such a sanction, the Academy will not compensate any further costs.
- Depending on the severity of the violations, the responsible party may be subject to legal actions.
- Individuals who pose a clear and present danger to other individuals are not eligible to stay on the campus.
- All room assignments and room transfers are made without regard to one's race, religion, sexual orientation, or nationality. Visitors of the opposite sex may not occupy the same room, unless they are a married couple.

### **Premises**

- The Academy occupies the prestigious Villa Falconieri, full of historical, artistic, and archeological interest, entrusted to us by the Italian Government. All visitors and guests within the Villa's premises are to treat it with utmost respect, and to refrain from behaviour that might cause harm to the place.
- The Academy and its community depend to a great extent upon the goodwill and generosity of others. Thus, since our conduct off campus forms the basis of our reputation, members of this community are required to follow all the rules on and off campus.
- The Academy reserves the right to sanction, in accordance to the law, any misbehaviour on the part of the visitors, either by expulsion, or by claiming compensation for any damage caused, or both.

### **Language, music and spectacles**

- Obscene and strong language is not allowed, neither in speaking, in films, in writing nor in any other context.
- Communication that is destructive to community life and interpersonal relationships, including gossip, slander and prejudice, is prohibited.
- Use, viewing, display, or possession of materials that are degrading, dehumanizing, intentionally demeaning, exploitive, hateful, or gratuitously violent, including but not limited to pornography, are prohibited.
- Only classical music is played and listened to, even with headphones.

### **Dress code**

In order to maintain the dignity of the Villa Falconieri, a moderate appearance is to be presented to all of our visitors. Therefore we ask all visitors

- Not to wear clothes that are ripped or too exposing (e.g. singlets, tank tops, trousers or skirts that are too short etc.).
- Not to walk barefoot or topless.
- Not to have an extravagant haircut.
- Not to expose tattoos, piercings or too remarkable ornaments.

### **Hours to be observed**

- For those who are attending any kind of course organised by the Academy, there are certain regular hours which must be ob-

served, namely, breakfast, lunch, dinner and classes.

- The gates of the campus are closed from 21:00 to 7:30.

### **Violence, harassment, and human rights**

- Our institution hosts people of any sex, race, color, nationality, religious belief, ethnical origin or affective orientation. We firmly believe that neither visitors nor employees should be discriminated for any of these reasons. As a consequence of this, any person that shows a discriminatory attitude on these subjects cannot take a part in our community.
- Harassment, verbal abuse, physical abuse, and threats of physical abuse are specifically prohibited in every space of our campus. Violence and harassment are not tolerated. When a case is reported and documented, severe sanctions will be imposed, including expulsion from campus.
- Staff members of the Academy are mandatory reporters for violence and harassment. Whenever a staff member receives information about conduct in violation with these rules, the staff member will forward the information to the President of the Academy for immediate review.

### **Standards of visitor's behavior on campus**

Communal life on the campus entails certain rights and responsibilities for all members.

Any visitor who commits, incites, or aids others in committing any acts of misconduct shall be subject to disciplinary action by the Academy. This applies to all visitors regarding their own actions:

- Unauthorized occupation or use or unauthorized entry into any area within campus, including the private rooms of other persons.
- Interference with the right of access to campus facilities or with any contractual right of any person on campus.
- Individual or group activities within any area of the campus that cause a disturbance, including disruptive sports inside the building, inappropriate behavior, or behavior that threatens the rights and safety of other persons and/or their property or the property of the Academy.
- Harassment, verbal or physical abuse, or the threat of physical abuse, including self-destructive behaviour, on campus or during any outdoor activity, or any other conduct that threatens or endangers the health or safety of any person.
- Failure to respond to a summon from any staff member of the Academy (including requests to meet to discuss alleged policy violations) and/or failure to follow directions from a staff member of the Academy, acting in the performance of his duties.
- Obstruction or disruption of disciplinary procedures, administrative procedures, or any other authorized function or event of the Academy.
- Tampering with or the misuse of fire alarms (including sounding a false fire alarm), fire extinguishers, or any fire equipment or limiting egress from the buildings by tampering with exit signs and doors.
- Unlawful manufacture, distribution, sale, use, or possession of illegal, addictive, dangerous, or controlled substances on the campus. Any kind of drug paraphernalia is prohibited.
- Theft, vandalism, misuse, or misappropriation of campus property or private property as well as possession of stolen goods.
- Possession or use of guns and other firearms.

- Possession or use of any explosives and combustible material.
- Misuse of room or building keys.
- Failure to follow emergency procedures.
- Violation of quiet hours and/or courtesy hours as determined by staff members.
- Setting a fire or the possession or use of candles or any type of open-flame (including incense) or open-filament device.
- Conviction of any crime committed on campus according to the Italian law.

In addition to sanctions imposed under these rules, persons staying on campus are subject to prosecution in civil or criminal court for their behavior.

#### **Violations warranting eviction**

The following violations are considered significant violations of community standards and would normally result in permanent suspension from the campus. These examples are not intended to be a complete list; persons may be subject to eviction in other serious circumstances

- Possession/consumption of drugs or paraphernalia.
- Possession/consumption of alcohol.
- Physical assault, including sexual assault.
- Possession of firearms and explosive material.
- Intentionally setting a fire, falsely pulling a fire alarm or causing a fire alarm to occur.

#### **Drug policy**

Illegal, addictive, dangerous, or controlled substances are not allowed on campus. Possession of drugs or drug paraphernalia, use, manufacture, distribution, or sale of illegal drugs is prohibited.

A resident found guilty of violating the drug policy will immediately be suspended from the campus.

#### **Alcohol policy**

It is not permitted to consume alcoholic beverages neither inside nor outside the campus. In accordance to Italian law it is absolutely forbidden for minors to consume any amount or type of alcoholic beverage.

#### **Smoking policy**

- For participants of the whole year programme, smoking is absolutely prohibited.
- For other visitors, the use of smoking or smokeless tobacco products is prohibited in bedrooms and in public areas. Public areas include classrooms, the library, the dining room, hallways,

stairways, elevators, restrooms, etc.. Visitors over 18 years of age may possess and are allowed to store tobacco and legal smoking products but may not use them in the indoor areas of our campus. Smoking is allowed in gardens and other outdoor areas of the campus.

#### **Computers and phones acceptable use policy**

For those who are attending any kind of course organised by the Academy, the use of computers or any other electronic device in the classroom is absolutely forbidden, unless required by the teacher. Outside the classroom we strongly advice participants to use computers moderately, i. e. for study and necessary communication, not for entertainment.

#### **Internet acceptable use policy**

As an additional feature, the Academy will provide the visitors of its courses with internet connections in designated spots. These connections shall however be considered a complimentary service, not a right. The Academy expects ethical and responsible behavior in the use of this network. Do not participate in any illegal or disruptive activity that will negatively impact the other users of the network or the reputation of the Academy.

The following standards are in effect. This list is meant to be illustrative, not exhaustive.

- The visitor is responsible for all activity originating from this connection. He/she must take reasonable precautions to prevent unauthorized use by others of this connection as well as his/her accounts, programs, or data.
- The visitor should not engage in activities that consume excessive amounts of network bandwidth.
- The visitor may not modify or extend campus network services and wiring. This applies to all network wiring, hardware and in-room jacks. The only device to be connected is a personal computer. Servers of any type, hubs or network printers may not be connected. Campus connections are provided for individual use only. The visitor may not create accounts on his/her computing system that provide campus network access for anyone else.
- The visitor may not participate in illegal activities such as software piracy (either the distribution of copyrighted software or illegal attainment of software or other copyrighted materials) from the campus connection.

At its discretion, the Academy may use its capability to examine network resources for violations of this policy. Sanctions for violation of this policy may result in disconnection from the campus network, other disciplinary action, or referral to external authorities.

**By filling and sending this form, the student states that he / she accepts these regulations:**

Given Name: \_\_\_\_\_

Family Name: \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Signature: \_\_\_\_\_