



**ACCADEMIA
DELLE ARTI
E NUOVE
TECNOLOGIE**

AANT Accademia delle Arti e Nuove Tecnologie
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INTERNAL REGULATION

In order to maximize the results from courses, each student should strictly abide by the following established disciplinary rules:

1. Students should strictly observe the class schedule and sign the entry and exit register.
2. Students should not leave the Academy before the regular term of the lessons if not authorized.
3. Students should compensate for any damage they may cause to the Academy's facilities and material.
4. Every provision issued by the Management is posted on the bulletin board. It is the student's responsibility to check it regularly.
5. The calendar and the timetable of the lessons may be subject to change at the discretion of the Institute.
6. All those who hinder in any way the normal course of the lesson will be expelled from the Academy, or in the less serious cases suspended, at the incontestable discretion of the Management.
7. Students who have attended at least 80% of the hours scheduled for the course and who are deemed suitable in the final scrutiny will be admitted to the final exams; professors have the right not to admit to the exams all those who have not achieved the required educational objectives of the course during the year.
8. Smoking is strictly prohibited in all the Academy premises.
9. Opening or standing in front of the emergency doors is permitted only in the event of a real emergency.
10. Non-urgent telephone calls and communications from outsiders will not be transmitted to students.
11. Cell phones cannot be kept on. If unavoidable, they can be kept on vibration or silent mode, to respect professors and fellow students.
12. Photocopy machines may be used only to do copies of handouts and only if requested by professors. Students are not allowed to photocopy whole books.
13. Each student will receive a password to manage a personal folder in which they may save their personal work. The Academy is not responsible for any documents saved on the desktop or outside the personal folder. It will periodically remove any files in order for computers to run smoothly.
14. The Academy is not responsible for valuable object, money, equipment, materials, and any other objects left unattended in the Secretary's Office, in the closet, in drawers or in the classrooms.
15. For administrative reasons, deadlines for payments must be met, otherwise students will no longer be attending classes. Permissible delay in payments maximum 10 days.