

Accademia Vivarium novum
Summer course of Latin - 2016
GENERAL REGULATIONS

Enrolment

1. Applications can only take place via the website by submitting the completed application form followed by payment by credit card or wire transfer. Applications via the website without immediate online payment will be considered as provisional applications. Following the provisional application the participant will receive information about the payment options. The participant cannot derive any rights from the provisional application.
2. By submitting the application form the participant declares to have received these regulations and in addition declares himself/herself in agreement with its contents.
3. Registration closes on the date indicated on the website. These date may be extended if there are still course places available, which is left to the discretion of the course provider.
4. The reception date of the full payment will be considered as the registration date.

Placement and admission

5. In the event that the number of registrations exceeds the number of available places, the course provider reserves the right to close the registration before the date indicated. Any changes will be announced in the website.
6. The Accademia *Vivarium Novum* reserves the right to test the participant's starting level in order to assess whether it fits in with the level of the course. If the Accademia *Vivarium novum* finds that the starting level is insufficient, it may decide not to admit the participant to the course. The Accademia *Vivarium novum* may offer a place in a more basic level of the course, depending on the number of available places.

Cancellation by the Accademia Vivarium novum

7. The Accademia *Vivarium novum* reserves the right to cancel the course. The Accademia *Vivarium novum* will within one week after the closing date (for registration) of the course either in writing or by e-mail inform participants of a cancellation due to lack of interest.
8. If in the opinion of the Accademia *Vivarium novum* placement or admission is not possible, or if the Accademia *Vivarium novum* has cancelled the course, the registration will be annulled without any costs and course fees already paid will be reimbursed as soon as possible.

Cancellation by the participant

9. Costs will be owed in the event of cancellation or if the participant interrupts the course or ends it prematurely. These costs are as follows:
 - If the participant cancels more than one month before the start of the course, he/she will have to pay 15% of the full course fee.
 - If the participant cancels within one month before the start of the course, he/she will have to pay the full course fee.

Terms of payment

10. The Accademia *Vivarium Novum* must have received the course fee owed before the first course session. The payment options are mentioned on the website www.vivariumnovum.net under Summer Course.
11. If the course fee is not paid on time the Accademia *Vivarium novum* shall be authorised to ban the participant from the course until the obligation to pay has been fulfilled.

Life on campus

12. Due to the methods coherence, that is based on a full immersion, the Accademia *Vivarium novum* does not warranty the success of the lessons if the student does not avoid the use of any other language but Latin during his stay at the Campus, does not follow all the lessons or does not engage himself with private studies.
13. All participants are expected to follow the rules and policies of our campus, both during the lessons and in the free time. Any violation of those rules, may result in sanctions as serious as immediate termination of the participant's inscription and subsequent banning from the Accademia's campus. In the event of a sanction of this kind, the Accademia *Vivarium novum* will not compensate neither the registration fee nor any further costs.

Final provisions

14. In the event of default on the part of the Accademia *Vivarium novum* the compensation will never be more than the course fee and any directly related costs. The maximum compensation of these latter costs, such as travel expenses, has been set at € 200.
15. In those cases for which the terms and conditions of registration do not provide, the director of the Accademia *Vivarium novum* will decide in reasonableness and in fairness.
16. Any disputes resulting from the agreement between the participant and the Accademia *Vivarium novum* that cannot be resolved in mutual consultation will be brought before the court of Rome.

Privacy statement

17. All personal information provided by visitors to the Accademia *Vivarium novum* website is treated with the utmost care, and is carefully processed and protected, according to the Italian D.Lgs. 196/2003.

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RULES AND POLICIES FOR LIFE IN CAMPUS

All residents are expected to be familiar with this Rules and Policies before coming to the campus of the *Accademia Vivarium novum*. Violations of these rules are handled through the disciplinary procedures of the *Accademia Vivarium novum* and may be cause of legal actions against the responsible individual or individuals. Individuals who pose a clear and present danger to other participants are not eligible to live on campus.

All room assignments and room transfers are made without regard to a student's race, religion, sexual orientation, or nationality. Participants of the opposite gender may not occupy the same room, unless they are a married couple.

Violence, Harassment, and Human Rights

Harassment, verbal abuse, physical abuse, and threats of physical abuse are specifically prohibited in every space of our campus. Violence and harassment is not tolerated. When a case is reported and documented, severe sanctions will be imposed, including the possibility of campus eviction and course suspension.

Staff members of the *Accademia* are mandatory reporters for violence and harassment. Whenever a staff member receives information about conduct in violation of this rules the staff member will forward the information to the President of the *Accademia Vivarium novum* for review.

Standards of Participant Behavior on campus

Living on campus is a community living experience where all members have certain rights and responsibilities.

Any participant who commits, incites, or aids others in committing any acts of misconduct shall be subject to disciplinary action by the *Accademia Vivarium novum*. This applies to any participant regarding his/her own actions.

1. Unauthorized occupation or use or unauthorized entry into any area within campus, including participants rooms.
2. Interference with the right of access to campus facilities or with any contractual right of any person on campus.
3. Individual or group activities within any area of the campus that causes a disturbance, including hallway sports, inappropriate behavior, or behavior that threatens the rights and safety of other persons and/or the property of the *Accademia*.
4. Harassment, verbal or physical abuse, or the threat of physical abuse, including self destructive behavior, on campus or during any outdoors activity of the course, or other conduct that threatens or endangers the health or safety of any person.
5. Failure to respond to a summons from a residence staff member of the *Accademia* (including requests to meet to discuss alleged policy violations) and/or failure to follow directions from a staff member of the *Accademia* acting in the performance of his duties.
6. Obstruction or disruption of disciplinary procedures, administrative procedures, or any other authorized function or event of the *Accademia*.
7. 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.
8. Unlawful manufacture, distribution, sale, use, or possession of illegal, addictive, dangerous, or controlled substances on campus. Any kind of drug paraphernalia is prohibited.
9. Theft, vandalism, misuse, or misappropriation of campus property or private property, or possession of stolen goods.
10. Possession or use guns and other firearms.
11. Possession or use of any explosives and combustible material.
12. Misuse of room or building keys.
13. Failure to follow emergency procedures.
14. Violation of quiet hours and/or courtesy hours as determined by staff members.
15. Setting a fire or the possession or use of candles or any type of open-flame (including incense) or open-filament device.
16. Conviction of any crime committed on campus according to the Italian law.

In addition to sanctions imposed under these rules, persons living 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 a participants' permanent suspension from the campus. These examples are not intended to be a complete

list; participants may be subject to eviction in other serious circumstances

- Possession/consumption of drugs or paraphernalia.
- Possession of a large amount 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.

Alcohol Policy

It is not permitted to have or use large quantities of alcoholic beverages. We strongly recommend all participant to make moderate use of wine and other beverages during lunch and dinner and also during free time on campus.

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 ordinarily be suspended from the campus.

Internet Acceptable Use Policy

As an additional feature, the *Accademia Vivarium novum* will share Internet connections to the participants of its courses. However, it shall be considered a complimentary service, not a right. The *Accademia Vivarium novum* expects ethical and responsible behavior in the use of this network. Don't participate in any illegal or disruptive activity that will negatively impact the other users of the network or the reputation of the *Accademia*. The following standards are in effect. This list is meant to be illustrative, not exhaustive.

- Participant is responsible for all activity originating from this connection. Participant must take reasonable precautions to prevent unauthorized use by others of this connection, and his/her accounts, programs, or data.
- Participant should not engage in activities that consume excessive amounts of network bandwidth.
- Participant must not modify or extend campus network services and wiring. This applies to all network wiring, hardware, and in-room jacks. The only device you can connect is a personal computer. You may not connect servers of any type, hubs, or network printers. Campus connections are provided for individual use only. Participant may not create accounts on his/her computing system that provide campus network access for anyone else.
- Guest 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 *Accademia* 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.

Smoking Policy

The use of smoking or smokeless tobacco products is prohibited in bedrooms and in public areas. Public areas include classrooms, auditorium, library, dining room, hallways, stairways, elevators, restrooms, etc. Students 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 campus.