2019-2020 MASTERS PROGRAM – INSTRUCTIONS (RULES)

Monday, November 18, 2019

Dear Members,
the Master Program to which you are going to participate is structured in a manner very simple with few clear rules of coordination and with a bureaucracy brought to the minimum extent.
There will follow some indications on the modality of communication within the Master's Program, in particular between the participants and the program office (Secretariat)

1. LANGUAGE

The official languages of the Master's Program are English and Italian. The workshops are therefore all bi-lingual. We maintain however, that it is helpful, if not necessary, that non-Italian students learn Italian because, regarding the subject matter of the Master's Program, that is the relationship with archeology, knowledge of Italian is essential. A substantial part of the literature on the subject is in fact in Italian.
Communications from the program office (Secretariat) will be in Italian and in english.

2. MODALITY OF COMMUNICATION

During the entire period of the Master's Program, that is, from today to the end of March 2019, the principal means of communication will be electronic mail. It is therefore necessary that each of you monitor your mail every day, knowing that in some cases quick turn around dialogues by email will be necessary. The email address to which all communication will refer is the one you have used to date to communicate with me, that is,
premio.piranesi@gmail.com
Your responses to the emails from the program office should be as concise as possible and STRICTLY RESPECTFUL OF THE DEADLINE DATES IN THESE PROPOSALS. The program office will send out four types of email:

- **The Call for participation**

  These are the notices that request participation in the workshops and in the other group activities organized by the Accademia. These mails it is always associated with a form to be filled in by each of the Members. A response to these emails is expected from all the enrollees. The answers must always be personal and not in group.
  To the Call and respective form MUST ONLY REPLY THOSE WHO INTEND TO PARTICIPATE.
  Any subsequent cancellations can be made later by sending a specific cancellation notice.

- **Ordinary Mail**

  These are exchange communications between the students and the program office and can be either collective or individual. Each communication from the students to the program office, must have a specific object. PLEASE DO NOT USE THE SIMPLE "REPLY" MODALITY WHEN A NEW COMMUNICATION IS BEGUN CONCERNING NEW CONTENT. Otherwise is very complicated an orientation in the huge number of emails that accompany the management of the

communication of the Master. **If you have to ask questions, please, open always a new email and do not use previous communications.**

- **Administrative Mail**

These are exchange communications between the students and the administrative office (from Ms. Maria Patti, mpatti@accademiaadrianea.net) and can be either collective or individual. These communications can be related to receipts of payment sending as well as to fiscal and personal data checking and/or other issues for administrative and fiscal purposes.
A response to these emails is expected if needed (in case of data requiring or issues to be resolved).
By the way we deeply recommend you to always include your complete name in the payment description when settling a payment for your enrollment fees, as indicated in the Master's Description.
I.e. "**Application for Registration to MASTER ITINERANTE IN MUSEOGRAFIA, ACCONTO, John Smith"**

Single Mail and Collective Mail

Email communication can happen by single email or by collective email. The Accademia, for its communication (requests for workshop participation, general and collective interest messages, change of schedules, times, etc.) will always send collective email.
To these email messages, participants should respond individually and from their personal email address.
Communications from the student enrollees to the Academia program office, from one email address but referring to more persons are possible in cases of "request for information" or "collegial reflections", AND SHOULD ALWAYS SHOW THE CC WITH THE LIST OF THE SIGNATORS.
Our response will therefore be not only to the sender of the message, but to all the signers, with the modality "reply to all". Anyone can of course communicate individual to individual using the simple modality that have governed interpersonal communication to date between the participants and the program office.

The staff of the Accademia is always available and at your service, even by phone. In this regard below are the essential phone numbers:
President Emeritus Accademia Adrianea: Prof. Romolo Martemucci 347 6686 443
President Accademia Adrianea and Director of the Master's Program: Prof. Pier Federico Caliari 335 5475910
Coordinator of the Master's Program: Arch. Carola Gentilini 392 9208383
In Charge of Administration: Ms. Maria Patti 340 9388353

3) PARTICIPATION IN THE WORKSHOPS

Call for participation in the workshops and logistical arrangements.

For each workshop, about 35-45 days before its commencement, an email will be sent with a request of confirmation of participation. WARNING! Only those wishing to participate must reply to this email.

Logistics. Group and personal reservations.

From the organizational point of view, workshops can have different and specific characteristics. THE GENERAL RULE IS THAT ALL PARTICIPANTS AND TEACHERS STAY IN THE SAME ACCOMMODATION BOOKED BY AN AGENCY. There may be the following ways:

- **All Inclusive Formula**, the entire logistical package works as a group trip. One travel agent handles all the flights, hotels, internal transfers and also provides for medical and travel insurance.
- **Formula Only Hotel**, the travel agent handles accommodations and medical insurances, while the flights are reserved individually by the participants.
- **College Formula**, where accommodations are suggested by the Accademia without intermediation of travel agencies, and the transfers are handled independently by the participants.
- **Free Formula**, where accommodations, travel and transfers are handled individually by participants.

WARNING! It is not allowed, except as expressed in the last point above (Free Formula), to stay in different structures or homes than those established by the Accademia Adrianea, even in the case of hospitality offered by friends or relatives.

Air and Train Reservations:

Booking flights and trains, can be made by participants only after the end of the call for participation and after confirmation by the Secretariat of Workshop activation.

It is recommended for all students, before making air or train reservations for individual workshops, which till then may not be confirmed, TO REQUEST FROM THE PROGRAM OFFICE A CONFIRMATION OF THE OFFICIAL DATES OF THE WORKSHOPS. For various reasons, the dates and times may undergo possible changes.

Variations in the calendar

It 'possible that, for reasons other than the will of the Accademia Adrianea occurring variations in the timing of the workshop, which can lead to change of dates, with a slip of the same or with moving them in another period. The Accademia will promptly notify, sufficiently in advance if this happens. For this reason, the purchase of tickets should be done only after the specific email sent by the Direction.

Activation of the Workshops

Necessary and sufficient condition that the workshops are activated is the attainment of a minimum of thirty five (35) participants on a community of ninety (88).

Privacy Policy

The Accademia Adrianea will use the folder of e-mail addresses only for internal communication purposes and will not provide any data to third parties, except for teachers who from time to

time are in charge of conducting the workshops, which in turn undertake not to disseminate outside the community any data relating to members.
Lists with names of members can be provided to hotels and to museums, exhibitions, archaeological areas, etc. Lists with the addition of the e-mail address can be provided to Consulates and other security agencies.
The internal emails will be sent with the addresses in clear, useful therefore also for the subscribers and to facilitate the function "answer all".
Subscribers undertake not to disseminate lists of names and e-mail addresses outside the community for any reason.
At the same time, all members authorize the Accademia Adrianea to process the data in the manner described above.

Read, accepted and signed

Place ……, Date ……

SIGNATURE