

BYLAWS OF THE

“Massimo Baldini”

GRADUATE SCHOOL OF JOURNALISM

OF LUISS UNIVERSITY

(with the latest changes approved by the Executive Committee
of LUISS University at its meeting of 23 July 2014)

Article 1

Scope of Application

The “Massimo Baldini” Graduate School of Journalism (hereinafter the “School”) is established at Libera Università Internazionale degli Studi Sociali Guido Carli (hereinafter “LUISS University”).

Article 2

Purposes

The School provides the specific, complete and constantly updated training required to work as a journalist – including for press offices and external relations departments – with a special focus on the economic, legal and socio-political fields.

The School adheres to the Guidelines for the Recognition of Schools of Journalism laid down by the National Council of the Union of Journalists (CNOG).

Article 3

Duration of the Program

The School’s program lasts two years and is full time.

Registered students that pass all of the official exams for the various constituent courses of the program and the final exam and that have completed their internship at a newspaper may sit the exam to qualify as a journalist in accordance with the agreement entered into between LUISS University and the National Council of the Union of Journalists.

Article 4

Governance Structure

The School’s governance is structured as follows: the Management Committee (*Comitato di Direzione*), the President (*Presidente*) and the Dean (*Direttore*).

The Executive Committee of LUISS University may appoint an Honorary President, invited to attend meetings of the Management Committee.

Article 5

Management Committee (composition)

The Management Committee consists of seven members, whose term of office is four years (coinciding with two of the School’s cycles) and who may stand for re-election.

The following are members of the Management Committee:

- the President of the School, as a rule a university professor appointed by the Executive Committee acting on a proposal made by the President;
- the Dean of the School, who is also the Editor of the Workshop Newspaper and a professional journalist and a member of the Union of Journalists for at least 10 years, appointed by the Executive Committee acting on a proposal made by the General Manager after consulting with the Rector, and who serves as the Committee’s secretary

- the General Manager of LUISS University or the latter's representative;
- two members of LUISS University's academic staff, appointed by the Executive Committee acting on a proposal made by the Rector after consulting with Dean of the Department of Political Science, with specific duties including development of the teaching program and development of national and international partnerships and internship opportunities;
- a member of the National Council of the Union of Journalists;
- a member of the Regional Council of the Lazio Union of Journalists.

The Management Committee meets at least twice a year. Meetings are called and chaired by the President of the School.

Management Committee resolutions are adopted by simple majority of those present and voting. In the event of a tie the President or, in the latter's absence, the Dean of the School shall have the casting vote.

Article 6

Management Committee (duties)

The Management Committee, by way of implementation of the general directives issued by the various bodies of LUISS University:

- appoints the academic staff of the School indicated jointly by the President and the Dean, and submits a proposal to the Executive Committee of LUISS University regarding their remuneration;
- approves the study program prepared, acting on a proposal from the member of academic staff on the Management Committee tasked with that function, by the President and the Dean on the basis of the indications set forth in article 16 of the Guidelines for the Recognition of Schools of Journalism;
- oversees school regulations and ensures compliance with the rules governing the functioning of the School;
- adopts decisions, acting on a proposal from the President, concerning the selection of members of the exam commission appointed in connection with the School's admission test. The commission may be made up of university professors, journalists with at least ten years of experience, indicated by agreement between the School and the Regional Council of the Lazio Union of Journalists, and at least one member of the National Council of the Union of Journalists as per the Guidelines for the Recognition of Schools of Journalism.

The President, assisted by the two members of academic staff on the Management Committee, and the Dean devise the School's general strategy and associated initiatives (events, specialist courses, etc.) and maintain relations with institutions in the sector as well as relations likely to develop the School.

The Dean of the School arranges for periodic checks on students' performance and learning outcomes. After the first three months of the program the Dean issues an assessment on the abilities demonstrated by the students, an assessment that is compulsory also for the purposes of compliance with the Guidelines for the Recognition of Schools of Journalism.

Article 7

The Dean

The Dean exercises the following functions:

- implements the Management Committee's directives;
- coordinates, assisted by the two members of academic staff on the Management Committee, teaching activities, the workshops and the newspaper;
- draws up the School's budget, to be submitted for approval by general headquarters as part of the process of approval of LUISS University's overall budget;
- organizes exams;
- sets the dates for the commencement and termination of classes and the date of official exams for the various constituent courses of the program and the final exam, to be held in a single session annually;
- liaises, in conjunction the member of academic staff on the Management Committee tasked with that function, with companies in connection with signing agreements for internships;
- organizes the School's advertising campaign and admission test.

Article 8

Admission

The School's program is open to candidates who hold a legally recognized degree of any level and in any discipline awarded by an Italian or foreign university.

The degree must be awarded by the deadline for the submission of applications to sit the admission test.

As regards the selection process, reference is to be made to article 24 of the Guidelines for the Recognition of Schools of Journalism.

Article 9

Training Periods (Internships)

The training periods (internships) at external newspapers last two months for each year. The objectives of the periods of guided practice are to interface with operating reality and to acquire newspaper room skills. At the start of each year of the program, the School notifies the technical-academic committee of the periods when internships are to be undertaken.

As regards the period of doing the internship, reference is to be made to article 18 of the Guidelines for the Recognition of Schools of Journalism.

The internships are governed by agreements, entered into from time to time between the School and companies in the news industry. Internships may not be done at those companies that the Ministry of Labor has declared are in crisis or undergoing restructuring: that ban lasts for the entire term of the ministerial order. The ban is extended to companies in liquidation or in crisis within the meaning of bankruptcy law.

In as much as trainees, students must comply with the relevant contractual rules and codes of ethics and may not in any case replace a journalist who is absent for any reason or fill vacancies in the company.

Students may sign articles, speak on radio or TV or appear on video only in exceptional circumstances and in any event under the direct responsibility of the editor of the newspaper where the internship is being done.

During the 2-year program students may not have a contract of employment, either as a journalist or otherwise. Any journalist-type collaborations must be authorized by the newspaper editor and be done outside the school hours and the School's premises.

At the end of every internship each student shall draw up a detailed report on the work done at the host newspaper. The School forwards the report to the relevant regional council and to the Executive Committee of the National Council of the Union of Journalists.

Article 10

Disciplinary Provisions

The disciplinary provisions governing LUISS University students are applicable also to the School's students in so far as they are applied by the Management Committee.

All of the School's students are covered for the entire 2-year period by an insurance policy paid for by LUISS University.

Article 11

Fees and Taxes

The 2-year tuition fee and how it is to be paid are established for every 2-year cycle by the Executive Committee, acting on a proposal from the Management Committee after consulting with the Lazio Union of Journalists.

The regular payment of the installments is a precondition to attending courses, sitting the official exams for the various constituent courses of the program and the final exam, and doing internships at companies on foot of special agreements signed between LUISS University and the companies concerned.

The Management Committee decides in an unappealable manner on any withdrawals from the school on the basis of reasoned applications submitted to it in that regard. Applications received more than three months after the beginning of the 2-year period do not entitle one to an exemption from payment of all of the installments envisaged for the entire program.

Any interruption in attendance and failure to sit exams does not entitle one to an exemption from duly paying the fees and taxes for the academic year in course.

Any interruption in attendance, failure to sit exams, non-payment of fees and taxes or an unfavorable assessment regarding an official exam for a constituent course of the program or the internship are all sufficient grounds on which the Management Committee may reject enrolment for the following year.

Article 12

Scholarships

Scholarships may be granted by LUISS University, public bodies or private entities.

The School guarantees a number of scholarships in line with the percentage stated in article 5 of the Guidelines for the Recognition of Schools of Journalism as a proportion of the places on offer in the relevant 2-year period.

The allocation of the Scholarships, if any, offered by third parties, on a proposal from the Dean, shall be a matter for unappealable decision by the Management Committee after

consulting with the tutors having regard to candidates' positions in the ranking of trainees, their personal aptitude, their behavior and observance of the rules. The wish expressed by the party funding the Scholarships shall be taken into account in the relevant call for applications.

Scholarships and other prizes and distinctions obtained by trainees during the 2-year period are not cumulable.

In order to be awarded a Scholarship it is necessary to boast a lesson attendance rate of at least 90% and have sat all exams for the various constituent courses of the program to date.

The awarding of a Scholarship does not exempt its recipient for having to pay the fees and taxes by the prescribed deadlines.

Scholarships are awarded through calls for applications issued on the basis of current laws and regulations.

Article 13

Teaching Autonomy

As regards teaching autonomy, the choice of academic staff and workshop tutors, reference is to be made to articles 15 and 21 of the Guidelines for the Recognition of Schools of Journalism.

Preparatory Courses

In order to ensure a homogeneous knowledge base, there will be preparatory courses on law, economics, history, sociology and statistics as well as periodic tests as provided for in the Guidelines for the Recognition of Schools of Journalism.

Official Exams for Constituent Courses of the Program

All registered students exams must sit official exams for the constituent courses of the program during various exam sessions. The minimum grade to pass such an exam is 18/30 while the maximum grade is 30/30 *cum laude*. A fail is not awarded any numerical grade. The exam grades awarded can take account of interim tests or interviews held during the course.

In the various sessions, students whose administrative position is in order may sit solely official exams in accordance with their study plan and subject to fulfilling whatever minimum attendance requirements there may be.

Final Exam

At end of the 2-year period and subject to having passed all the official exams for the various constituent courses of the program, there is a final exam consisting of discussing a piece of journalism about a topic pertaining to a subject that the student has sat an official exam for. The piece of journalism must display the critical, literary, technical and scientific maturity expected of a professional journalist and must be done by the student in an original way under the guidance of a supervisor. The topic is assigned to the student by a member of the academic staff, who will vouch for the work and follow the student in the preparation of the piece.

The grade for the final exam, expressed in one hundred and tenths, with a possible *cum laude* distinction, is awarded by the exam commission on the supervisor's proposal. In awarding the grade account is taken of the average mark obtained in the exams for the various constituent courses of the program. A proposal to award a *cum laude* distinction may be made by the supervisor but needs unanimous approval. The final exam must be sat at the end of the second year. Save for certified health reasons, a student who does not turn up for the final exam loses the right to discuss their dissertation and be awarded the diploma. At most only a certificate of attendance listing the exams sat for the various constituent courses of the program can be issued.

Journalism Traineeship

The journalism traineeship is undertaken through using an editorial system of word processing and video making and through experience in a radio and television studio. It is complemented by the *Repoter nuovo* and *Reporter nuovo online* newspapers that are registered at the Civil Court of Rome.

Article 14

Administrative Matters

The School's administrative and accounting aspects are handled by LUISS University.

A percentage of the School's turnover, determined by the Executive Committee, in relation to master's and advanced courses is allocated to covering its indirect costs.

Article 15

Entry into Force

These regulations enter into force with their approval by LUISS University's Executive Committee.