



“COLLEGIO QUARTIER NOVO” RESIDENCE HALL REGULATIONS

Attachment to deliberation no.1 dated January 25, 2023

PRINCIPLES AND OBJECTIVES

Art. 1 – The Residence Hall represents the place where students, without distinction of nationality, income, social/cultural background, or type of degree pursued, devote themselves to the highest level of university education in compliance with the rules of civil cohabitation. Open dialogue and debate are the preferred means of resolving any issue whatsoever.

Art. 2 – The primary objective of the Residence Hall is that of allowing students to reach the highest levels of education, culture, and professional training, even through the removal of social and financial barriers and making available to them, within the limits allowed by the EDiSU budget, all that can be done to make their attendance to undergraduate and graduate courses more productive.

The Residence Hall contributes to the attainment of full civil, social, and cultural maturity of its students, allowing them conscious involvement in community life.

Art. 3 – To reach the objectives stated in art. 2, the *Collegio* (Residence Hall) offers its students, besides a range of practical services, cultural and educational assistance as well, thanks to the organization of conferences (open even to the public) and internal seminars on topics and issues of cultural and social interest, supplementary courses, which may be arranged even in cooperation with other institutions specifically appointed, thus providing students with opportunities for debate, investigation and intellectual enrichment.

CONCERNING THE STUDENTS

Art. 4 – The students staying at the Residence Hall are those declared winners of the annual competition held by the EDiSU agency (*Ente del Diritto allo Studio Universitario*) of the University of Pavia and those whose placement has been re-confirmed in compliance with the Call for Applications.

Students who are enrolled in courses held at branch locations of the *Politecnico di Milano*, of the *Università Cattolica del Sacro Cuore*, and the *Università degli Studi di Brescia* can also be admitted by advancing a request to the Administration of the Residence Hall. Any available rooms are assigned, if there be any still vacant, only after the winners of the aforesaid Call for Applications have re-confirmed their stay.

Placements for graduates and for students attending specialization or PhD programs may be reserved within the Community, under the terms and conditions stated in the Call for Applications or as temporary guests of the "Accommodation Service".

Art. 5 – Student placement is maintained over the years after the student's first year at the Residence Hall by complying with the obligations prescribed and under the terms and conditions established by the Call for Applications.

In case of transfer from one BA degree course to another, the student can ask the Director of the Residence Hall to confirm his/her placement, as an exception to the principle of steadiness in academic progress referred to in the Call for Applications, by means of a duly justified request.

The Director can accept or turn down the request, notifying the President of EDiSU of his decision.

Art. 6 – Residence hall placement is normally awarded for one year and can be confirmed until students have completed their specific degree course, provided that beneficiaries pass the normal credit-earning exams prescribed by their individual study plan, or, in case said exams are not required, write a report, under the terms stated in the Call for Applications ("Re-confirmation" section), on the activity carried out and on the state of their research, approved by the Professor of Reference or by the Research Director.

Should graduate students, even during the academic year, end relations with the University of Pavia, for this sole reason they will lose entitlement to their assigned placement in the Residence Hall.

When re-confirming placements, the Director will also take into account the graduate's cooperation in promoting the various forms of cultural and tutoring activities in the Residence Hall.

STUDENT RIGHTS

Art. 7 – The room, which is complete with functional furniture, is assigned to the student who can use it for the entire academic year, with the exception of breaks for summer and Christmas holidays, as prescribed by the Call for Applications and in consideration of the residential unit's facilities and services. Depending on availability, vacant rooms are normally reserved for guests taking part in scientific and cultural events.

The student who has the need to stay at the residence hall in the month of September, should the Residence Hall not be officially open, can submit a written request to the Director of the Residence Hall in which evidence of the said need is duly documented, and the Director will make arrangements in keeping with the specific use made of the residential unit mentioned in the above paragraph.

Art. 8 – Each student can receive up to 4 guests, compatibly with the study needs of the other resident students and not exceeding the maximum number of individuals allowed in the communal areas as defined the EDiSU safety regulations.

Visitors cannot access the Residence Hall before 9:00 am and must in any case leave by 12:00 am. Students are personally responsible for the behavior of their guests.

Art. 9 – Students have the right to use the communal facilities and resources within the Residence Hall in compliance with the rules of civil cohabitation and courtesy, as well as with EDiSU safety

regulations. The communal areas can be used by students in compliance with regulations established by the Director of the Residence Hall.

Art. 10 – The student has the right to express, in compliance with the rules of civil co-existence, his/her ideas, to advance proposals, and to exercise his/her right to critique within the community.

STUDENTS' RIGHT TO PARTICPATE IN COMMUNITY LIFE

Art. 11 - Students at the beginning of the academic year can elect a Student Committee that will represent the Community in all internal matters of general interest.

The Student Committee promotes and organizes, with permission of the Director of the Residence Hall, cultural and sports activities, and highlights specific issues, as well as suggesting solutions aiming to improve community life.

Art. 12 - The Student Committee is made up of 3 student representatives.

Art. 13 - Elections of the Student Committee members normally take place every year on November 30th and are announced by the Director of the Residence Hall that must promptly notify EDiSU of election results.

All the students staying at the Residence Hall are entitled to vote and be voted; temporary guests at the Residence Hall do not have this right.

Each student will be allowed to indicate on the ballot one preference.

In case of withdrawal, the withdrawing member will be replaced by the first of the members to be voted but not elected.

The Student Committee designates a coordinator by majority rule.

The length of the Committee mandate is one academic year; Committee members can be re-elected for no more than three years, even non-consecutively.

STUDENT RESPONSIBILITIES

Art. 14 - Students are responsible for paying the yearly fee, the security deposit, and any additions to the fees required by the Bursar's Office and to fulfil the merit-based requirement under the terms and conditions prescribed annually by the Call for Applications.

The bursar will issue a regular tax receipt to students who have paid the fee in full or in instalments.

Payments made later than 14 days after the deadline result in a default interest accrual at a rate of 10 percent of the amount owed.

Should the student fail to fulfil obligations mentioned in paragraph 1, with the exception of waivers expressly stated in the Call for Applications, his/her placement will not be confirmed and he/she will have to leave the assigned room according to the terms and conditions established by the Director of the Residence Hall.

Students must:

- keep the Director constantly informed as to progress in their studies;

- submit within the established terms a self-certification stating the attainment of the C.F.U. (university credits) required for reconfirmation of the student's placement at the Collegio.

Art. 15 - Students must maintain proper conduct in the Residence Hall, behaving politely towards other students and any personnel operating within the residential unit; they must avoid any kind of disturbance to the Community and to citizens residing in the vicinity of the *Collegio* (Residence Hall) and cooperate with the personnel so as to make co-existence calm and peaceful.

For this reason, especially at night, loud noises and any kind of noisy activities in general are not allowed. Musical instruments, in particular, can be played in the students' rooms and in the communal areas only if they are muffled/muted. Otherwise students will be able to play them only in the General Purpose Hall at the allowed hours.

Art. 16 - Upon assignment of the room, the student is held to pay a security deposit, the amount of which is established by the EDiSU Administration.

It is responsibility of the student to use the assigned room, the furniture included, as well as all the facilities and equipment that pertain to the common areas within the Residential Hall in an appropriate manner.

Students are not allowed to modify the furniture of their room, nor the electrical, heating or air conditioning systems or network infrastructure.

Should the Student plan to introduce in the assigned room or in the areas in common elements and equipment that are additional to those provided when entering the Community, he/she must request permission of the Director of the Residence Hall before doing so. Only after having obtained written permission will the Student be allowed to introduce the aforesaid elements.

Any costs to cover damage done to the furniture of the assigned room or to other furniture, equipment, facilities or resources of the Residence Hall will be deducted from the security deposit of the student responsible for said damage.

Should the sum deposited be insufficient, the Student will be held to pay the difference directly and replenish the security deposit.

Should the person responsible for the damage remain unidentified, the costs will be deducted *pro rata* from the security deposits of all the Students.

On request of the Director, Students are held to replenish their security deposit should it be held inadequate.

Art. 17 - Each Student, when entering the *Collegio* (Residence Hall), is given a personal magnetic badge to access the residential unit and a copy of the keys to the entrance of the Residence Hall and to the student's assigned room, upon payment of a sum that will be returned when the student returns the keys and badge at the time of leaving the residential unit permanently.

Art. 18 - - Students must allow personnel to access, after 8:30 am, their assigned room for cleaning purposes and in any case to allow inspection for maintenance, security, and prevention purposes.

Art. 19 - Students must attend courses and educational activities pertaining to health, safety, and fire prevention measures that EDiSU organizes through the Prevention and Safety Service. They are also held to comply with all rules given for the purpose of ensuring safety of the Residence hall, of its personnel, and of the students residing there. Students must comply with the rules given by EDiSU and the Director of the Residence Hall concerning waste sorting.

Students must comply with the rules established by EDiSU and the Director concerning energy saving and sustainable use of resources.

Failure to comply with these obligations, without prejudice to the application of penalty regulations on behalf of the competent authorities, is sanctioned by disciplinary action in accordance with art. 23 below.

COMMUNAL SERVICES

Art. 20 – The study hall, the multipurpose room, communal kitchens, and every other communal area are available to Students during the hours established by the Director of the Residence Hall, compatibly with availability of personnel and budget. No smoking is allowed in all the aforementioned places, as well as in the rooms assigned to Students, pursuant to Law no. 3 of 2003. The Director can decide to temporarily close one or more of the communal areas, even in connection to student behavior deemed inappropriate or disrespectful of other students, personnel and the residential unit itself.

Art. 21 – In the event that, due to force majeure, the services provided by the Residence Hall be temporarily discontinued or limited, the student will not for this reason have any right to a reduction on fees or reimbursement for not having benefited from said services.

Students are to always cooperate with the staff of the Residence Hall towards minimizing any inconvenience caused by the aforementioned discontinuance and/or interruption of services.

DISCIPLINE

Art. 22 – The Director, in being the subject entrusted with the management of the Residence Hall, is obliged to monitor progress and advancement of students in their studies and student conduct in order to ensure that said conduct with the student body and staff working within the Residence Hall comply with the principles of civil co-existence. For the purpose of improving Community functionality and pursuing students' educational, training, and cultural goals, the Director can establish further rules not expressly stated in the present Regulations, provided that they are not in conflict with said Regulations.

Art. 23 – Violation of the present Regulations and any further rules established by the Director entail disciplinary measures.

Disciplinary measures, alternatively applied depending on the seriousness of the case or its recurrence, are the following:

- written admonition;
- financial penalty, up to a maximum amount of € 200.00
- suspension for 1 to 14 days or for 15 days to 3 months depending on the seriousness of the case or its recurrence, which upon proposal of the Director and with the consent of the addressee of the measure can be substituted with community service for organizations or associations with a social purpose;
- expulsion.

A violation after the second written admonition or after the first suspension will give the Director the duty to proceed with the request for the student's expulsion. Written admonition and suspension orders are given directly by the Director through a motivated provision.

The Director can substitute the disciplinary measure (written admonition or suspension) with the student obligation to carry out activities of management and "active" collaboration in collegiate life, according to a schedule fixed by the Director.

Expulsion is put into effect by motivated provision on behalf of the Board of Directors of EDiSU upon justified proposal of the President upon notification of the Director.

The student is always entitled to present his/her reasons and justifications in written form, within 5 days after receiving the written complaint.

In any case, when imposing a disciplinary measure and any alternative methods of its execution, the Director and the Board of Directors of EDiSU must take into due consideration the concrete situation in which the contested episode occurred and the history of the student's collegiate life.

Every disciplinary measure must be recorded in the student's personal file and, in case of suspension and expulsion, the student's family unit of reference or his/her legal tutors must be immediately notified. In case of written admonition the notification to the family can be ordered by the Director.

In case the student is suspended, a copy of the order must be delivered to the President of EDiSU.

Art. 24 – Students, by accepting the room assigned, commit:

- to complying with the present Regulations and any further orders that the Director of the Residence Hall may deem necessary provided that they are not conflict with said Regulations;
- to cooperating loyally towards maintaining a positive environment within the Residence Hall;
- to actively taking part in community life;
- (on their honor) to pay fees and other expenses, as well as the security deposits.

Art. 25 – For matters not expressly provided for in the present Regulations, reference is to be made to the annual Call for Applications, to regional laws concerning the right to higher education, and applicable laws.