



EDiSU
ENTE PER IL DIRITTO ALLO STUDIO UNIVERSITARIO
PAVIA

STUDENT COMMUNITY REGULATIONS

Attachment "A" to deliberation no.44 dated May 14, 2020



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PRINCIPLES AND OBJECTIVES

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

Art. 2 - The primary objective of the *Collegio* is that of allowing students to reach the highest level 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 financial statements of EDiSU, all that can be done to make their attendance to undergraduate and postgraduate courses more productive. The *Collegio* 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* offers its students, besides a range of practical services, cultural and educational assistance as well, thanks to the availability of libraries and the organization of conferences (open even to the public) and internal seminars on topics and issues of cultural and social interest, supplementary courses, that 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 residing in a *Collegio* are those announced as winners of the annual competition held by the EDiSU agency (*Ente per il Diritto allo Studio Universitario*) of the University of Pavia and those whose placement has



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been re-confirmed in compliance with the Call for Applications.

Placements for graduates and for students attending specialization courses or PhD programmes 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 in the *Collegio* 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 Dean (*Rettore*) 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 Dean can accept or turn down the request through a motivated provision approved by the President of EDiSU.

Art. 6 - Placement within a *Collegio* 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 a *Collegio*.

When re-confirming placements, the Dean will also take into account the graduate's cooperation in promoting the various forms of cultural and tutoring activities in the *Collegio* and, should the student be a graduate in Medicine and



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Surgery authorized to practice the medical profession, providing First Aid care.

STUDENT RIGHTS

Art. 7 - The room, which is complete with functional furniture, is assigned to the student who is entitled to use it for the entire academic year, with the exception of breaks for summer and Christmas holidays, as prescribed by the academic calendar 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 in the *Collegio* in the month of September, should the *Collegio* not be officially open, can submit a written request to the Dean in which evidence of the said need is duly documented, and the Dean will make arrangements in keeping with the specific use made of the residential unit mentioned in the above paragraph. Room cleaning, supply and laundry service of bed linen, bed cover and blankets (except for the *Collegio Golgi*) are guaranteed under the terms and conditions compatible with the organization of internal services and budget availability.

Art. 8 - Vending machines with products at reduced price are available for the students. Should there be kitchens available within the residential unit, these can be used by students in compliance with regulations established by the Dean.

Art. 9 - Resident students (except those staying at the *Collegio Golgi*) have the right to benefit from free bed linen laundry service and are to allow the personnel in charge to change the bed linen according to the schedule decided upon by the Bursar.

Art. 10 - Students can receive external guests in their assigned room by notifying beforehand the superintendent who



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will register the guests' names. In any case, no more than 4 external guests at a time, 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 by the EDiSU safety regulations.

Visitors can access the *Collegio* during reception desk hours. Students are personally responsible for the behavior of their guests.

Art. 11 - Students have the right to use the communal facilities and resources within the *Collegio* in compliance with the rules of civil co-existence and courtesy, as well as with EDiSU safety regulations.

Art. 12 - 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. 13 - Students at the beginning of the academic year elect a Student Committee that will represent the Community in all internal matters of general interest.

The Student Committee, an advisory body of the Dean, expresses its opinion concerning the use of funds for cultural, recreational, and sports activities, and for the acquirement of books and other material needed for the aforementioned activities; promotes and organizes, following permission of the Dean, cultural and sports activities, and highlights specific issues, as well as suggesting solutions aiming to improve community life.

Art. 14 - The Student Committee is made up as follows:

- for Communities of up to 120 students: 4 student representatives
- for Communities of up to 200 students: 6 student representatives



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- for Communities exceeding 200 students: 8 student representatives

Art. 15 - Elections of the Student Committee members normally take place every year on November 30th and are announced, based on proposal of the outgoing Committee, by the Dean of the *Collegio* that must promptly notify EDiSU of election results.

All the Resident Students of a *Collegio* are entitled to vote and be voted; temporary guests at the *Collegio* do not have this right.

Each student will be allowed to indicate on the ballot a number of preferences that cannot exceed the number of half of the eligible members.

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. 16 - Students are responsible for paying the yearly fee, the security deposit, and any additions to the fees required by the Bursar 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 the obligations mentioned in paragraph 1, with the exception of waivers expressly stated in the Call for Applications, his/her placement will



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not be confirmed and he/she will have to leave the assigned room according to the terms and conditions established by the Dean.

Students must:

- keep the Dean 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. 17 - Students must maintain proper conduct in the *Collegio*, behaving politely towards other students and any staff 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* 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.

Students can make use of the Internet, using only the personal credentials assigned to them upon entering the *Collegio*.

The use or illegal download of software and works that are not protected by copyright is not allowed, as well as carrying out any activity forbidden by current laws.

Art. 18 - Upon assignment of the room, the student is held to pay a security deposit, the amount of which is established by the 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 communal areas within the *Collegio* in an appropriate manner.

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



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forbidden to introduce animals in the bedrooms and communal areas, except for guide dogs for the blind.

Students are not allowed to introduce in the assigned room or in the communal areas elements and equipment that are additional to those provided when entering the Community without a prior, duly motivated request to the Bursar and, in copy, to the Dean. Any permission given must be undersigned by the Bursar and sent in copy to the Administrative Director and to the person in charge of the Risk Prevention and Protection Service, and must comply with current laws concerned with safety and fire prevention. Only after having obtained said 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 *Collegio* 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 Dean, students are held to replenish their security deposit should it be held inadequate.

Art. 19 - Evening closing time of the *Collegio* and of the reception desk are established by the Dean compatibly with staff availability and budgetary needs.

Each student, when entering the *Collegio*, is given a copy of the keys of the assigned room and entrance door upon payment of a sum of money that will be returned when the student returns the said keys at the time of leaving the residential unit permanently.

The student who leaves the *Collegio* for periods of time exceeding 72 hours must record his/her absence on the



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specific register at the reception desk, according to the modalities established by the Dean.

Art. 20 - After 8:30 am students must allow the personnel to access their assigned room for cleaning purposes and in any case to allow inspection for maintenance, security, and prevention purposes.

Art. 21 - Students must attend courses and educational activities concerned with health and 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 *Collegio*, of its personnel, and of the students residing within. Students must comply with the rules given by EDiSU and the Dean concerning waste sorting.

Students must comply with the rules established by EDiSU and the Dean 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. 25.

COMMUNAL SERVICES

Art. 22 - The library, gym, music hall, TV hall, communal kitchens, and every other communal area are available to students during the hours established by the Dean, 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 art. 51 of Law no. 3 of 2003.

The Dean can decide to temporarily close one or more of the communal areas, even in connection to student behavior



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deemed inappropriate or disrespectful of other students, personnel and the residential unit itself.

Art. 23 - If the services provided by the *Collegio* were temporarily discontinued or limited due to force majeure, the student will not for this reason have any right to a reduction on accommodation fees or reimbursement for not having benefited from said services.

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

DISCIPLINE

Art. 24 - The Dean, in being the subject entrusted with the management of the *Collegio*, 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 the staff working within the *Collegio* agrees with the principles of civil co-existence. For the purpose of improving Community functionality and pursuing students' educational, training, and cultural goals, the Dean can establish further rules not expressly stated in the present Regulations, provided that they are not in conflict with said regulations.

Art. 25 - Violation of the present Regulations and any further rules established by the Dean entail disciplinary measures.

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

- ✓ written admonition;
- ✓ 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 Dean and with the



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- 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 Dean the duty to proceed with the request for the student's expulsion.

Written admonition and suspension orders are given directly by the Dean through a motivated provision.

The Dean 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 Dean.

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

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 Dean 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 Dean.

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



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FINAL INSTRUCTIONS

Art. 26 - The student, by accepting the room assigned, commits:

- to complying with the present Regulations and any further orders that the Dean may deem necessary, provided that they are not conflicting with said Regulations;
- to cooperating loyally towards maintaining a positive environment within the Collegio;
- to actively taking part in community life;
- to ensuring that his/her parents commit to being jointly liable as guarantors, by underwriting a specific form, covering the full amount of accommodation fees and other expenses, as well as for security deposits.

Art. 27 - 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.