

# **EDUCATIONAL AGREEMENT**

## **BETWEEN THE STUDENTS AND THE COLLEGIO DI MILANO:**

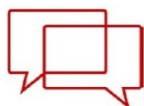
### **RIGHTS AND OBLIGATIONS**



**live**



**study**



**know**



**learn**

Academic Year 2017-2018  
In effect as of February 2018

Fondazione Collegio delle Università Milanesi – Via S. Vigilio 10, 20142 Milano

## THE COLLEGIO DI MILANO AND THE EDUCATIONAL AGREEMENT

*In line with the objectives of the Collegi di Merito ("to promote and valorize talent and merit; to guarantee to capable and motivated youth, independent of census, the optimal conditions in which to obtain the university title in the allotted time and with the best results; to encourage their introduction into the professional world, be it in Italy or internationally, with the best possible credentials; to provide a complimentary academic curriculum"), the Fondazione Collegio delle Università Milanesi intends to present to its own students an educational and cultural program that focuses principally on the values of merit and the sharing of diverse perspectives and cultures amongst students.*

*The proposed objective is that of constructing an interdisciplinary model that, thanks to the collegiality and quality of the educational and cultural activities proposed, permits our young students to develop a critical sense of responsibility for themselves, others, the Collegio, and society as a whole.*

*The Educational Agreement is a compass that orientates and regulates life in the Collegio, and as such it explicitly states what the Collegio offers and what it asks of its students: active participation in our cultural events, the abidance of the rules of cohabitation, and the will to take on a journey of personal and professional growth.*

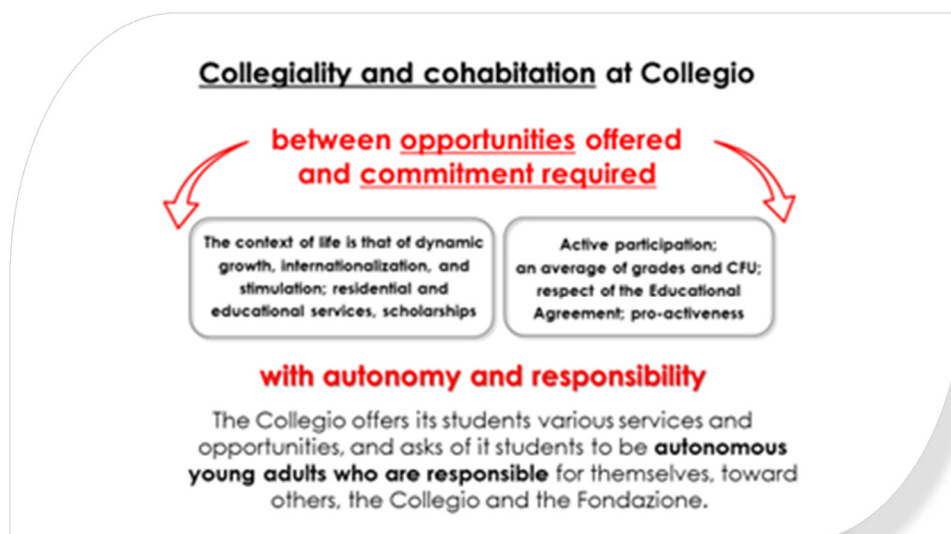
*At the Collegio di Milano, the students are considered equal parts responsible and autonomous, taking part in a journey that is not only cultural but also professional. The Collegio di Milano offers educational and tutorship services that are an extension of university courses. Through tutoring service, career service, and international relations, students are given the possibility to connect their university experience to the business world, aiming for the development of important professional values such as ethics, merit, and life skills.*

*Upon underwriting this Educational Agreement, commit to respecting it in full.*

*Dr. Stefano Blanco*

*General Director*

*Fondazione Collegio delle Università Milanesi*



## THE STUDENT OF THE COLLEGIO DI MILANO

After the confirmation of admission to the *Collegio di Milano*, "visiting student of the *Collegio di Milano*" status is acquired upon the moment of formal integration into the *Collegio* and the acceptance of the Educational Agreement; the status is lost with the definitive departure from the *Collegio di Milano*. The visiting student is a student coming to Milan for a short period of studying, specifically for Erasmus, Exchange Program, PhD, a Research Program or internship.

Required obligations to maintain student status at *Collegio* are:

- Be in good standing with exams and with the Crediti Formativi Universitari (CFU); maintain an average grade equal to about 27/30 (update all university documents when requested);
- Respect the Educational Agreement to its entirety.

To not abide by one of these requests will incur disciplinary action. The continuation of such behaviour will incur the procedure for expulsion.

Students are strongly encouraged to actively participate in the cultural activities, which complements their main university course of study.

The Educational Agreement must be accepted and signed at check-in, at the beginning of every Academic Year, and in the case of any modifications. At the beginning of each semester, students are invited to a meeting in which the educational agreement is illustrated and shared; the attendance to this meeting is mandatory for new students.

## OUR APPROACH TOWARD ACADEMICS AND LIFE IN COLLEGIO, RIGHTS AND OBLIGATIONS



## A) EDUCATIONAL AND CULTURAL ACTIVITIES

The Selection and Education Department is responsible for the stay and administration of the students of the *Collegio di Milano*.

### A.1 TUTORSHIP, CAREER SERVICE AND INTERNATIONAL RELATIONS

**TUTORSHIP:** Useful accompaniment for the students during their stay at the *Collegio* (on issues related, for example, to life in the *Collegio*, the university experience, and the reflection of previously developed skills), to valorize their talents and encourage their journey of personal and professional growth.

**CAREER SERVICE:** Helps students reflect upon their own career and comprehension of the professional world as well as their entry to it (i.e. writing their CV, addressing the selection process).

**INTERNATIONAL RELATIONS:** Promotes the creation of an international network, identifies work and study opportunities abroad and helps students manage these educational experiences (i.e. application phases).

Several activities are provided in accompaniment, for example:

- Individual meetings (can be requested by *Collegio* staff as well as the students) and personalized courses for personal, cultural, and professional growth.
- Group meetings;
- Educational activities;
- Distribution of information and selected initiatives.

For issues relative to residence at the *Collegio*, (i.e. related to living arrangements and educational issues) and relating to personal as well as university experience, you can refer to the people listed below.

SELECTION AND EDUCATION		
<b>DANIELA FRASCAROLI</b>	<a href="mailto:d.frascaroli@collegiodimilano.it">d.frascaroli@collegiodimilano.it</a> +39 02 87397151	Office 151
STUDENT LIFE OFFICE		
<b>FILIPPO TESTA</b>	<a href="mailto:segreteria studenti@collegiodimilano.it">segreteria studenti@collegiodimilano.it</a> +39 02 87397148	Office 150
CAREER SERVICE		
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INTERNATIONAL RELATIONS		
<b>NADINE SADEK</b>	<a href="mailto:n.sadek@collegiodimilano.it">n.sadek@collegiodimilano.it</a> +39 02 87397148	Office 150



## A.2 CULTURAL ACTIVITIES

Collegio di Milano offers a rich Cultural Activities program and all visiting students are strongly invited to join. If visiting students attend some activities and participate actively and continuously to them, at the end of the class they will receive a Certificate of Attendance.

The Cultural Program Guidelines have been elaborated upon by the Scientific Committee in accordance with the enacted legislation of the Ministry of Education, University and Research (MIUR) relative to the Collegi di Merito, in particular, those concerning three specific areas: development of life skills, internationalization, and connection with the professional world.

The Cultural Program practices the following teaching methods:

### - SEMINARS

A teaching approach which allows both the transmission of content and activation of critical and creative thinking. It is articulated in 5 research themes (*Languages and Cultures of the World, Education on Citizenship, Scientific Knowledge, Images of Man, Business and Economics*). Every Seminar corresponds to a 30-hour commitment (comprehensive to activities of study, research and depth).

### - WORKSHOPS

A teaching approach that includes practical, creative, and intellectual activities. The objective is aimed at developing soft skills and life skills. Workshops constitute activities aimed at providing fundamental tools to connect the University experience to the professional world. Depending on the training goals, the duration of workshops could be of 10, 20 or 25 hours (comprehensive to activities for the development of the assignment).

### - PROJECT WORK

The collaboration with public and private figures with which the *Fondazione* has constructed a stable and active bond over the years allows for the realization of projects in which students have the opportunity to give life to their own creativity. Through techniques and tools of their own knowledge, students are able to translate an idea for a project into concrete and specific work, calibrated within a real-world context. The project work corresponds to a 30-hour commitment (comprehensive to activities for the development of the project).

### - ENGLISH LANGUAGE COURSES

In the vein of favoring internationalization, the *Collegio* organizes English Language Courses:

- "Business English" courses;
- Courses finalized to obtain the linguistic certification IELTS (The *Fondazione* offers the opportunity once to every student during their stay at the *Collegio* to take the exam at no additional cost);
- Courses to improve English skills, mandatory to those that have a language level equal or inferior to B2.

Each course lasts 30 hours.

### - ITALIAN LANGUAGE COURSE

The *Collegio* offers an Italian Language Course, for students who are not Italian mother-tongue speakers, and for those who want to learn or develop Italian speaking skills. Course content and duration will be in accordance with the students' different needs.

### - SPECIAL GUEST EVENINGS

During the year the *Collegio* organizes evenings with special guests. Usually, these are national and international public figures. They come to speak about their personal and professional backgrounds, giving also some good input regarding their professional industry (e.g. politics, corporation, communication). Each talks lasts 2 hours.

### - COMMUNITY SERVICE

This type of educational practice is structured around the will to commit oneself to the development of activities useful in life in the community of the *Collegio* as well as work outside the *Collegio*. The duration of each activity may vary.

In order for the aforementioned activities to be validated and considered attended by the student, it is necessary to ensure a minimum of 80% attendance of the lessons for every activity and to complete within the time allotted by the instructor, any and all final projects established for the courses attended. Concerning Special Guest evening, single talks can be attended, and regarding the community service single shift can be attended according with Collegio's staff.

Students are required to participate in activities in a constant, active, and attentive manner, and to attend the presentation of the Cultural Program and any other events of particular relevance as indicated by Collegio's staff.

For more details upon Cultural Activities, refer to the supplementary and explanatory documents that will be provided during the Academic Year.

In case of absence or tardiness to any lesson, it is always mandatory to inform in anticipation via e-mail to [programmaculturale@collegiodimilano.it](mailto:programmaculturale@collegiodimilano.it).

When lessons are in session, the use of cellphones or any other computing device is absolutely prohibited, unless otherwise stated by the instructor.

The Collegio di Milano adheres to the process of recognition and certification of transversal skills promoted by the Conferenza Collegi Universitari di Merito. Specific Cultural Activities included in this certification project will be communicated during the Academic Year.

For every requirement inherent to the Cultural Activities, you can refer to:

HEAD OF CULTURAL ACTIVITIES		
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ENGLISH ASSISTANT		
<b>ENGLISH ASSISTANT</b>	<a href="mailto:englishassistant@collegiodimilano.it">englishassistant@collegiodimilano.it</a> +39 02 87397148	Office 150



**USEFUL  
CONTACTS**

## **B) LIVING IN COLLEGIO**

### **RESPECT TOWARDS PEOPLE, THE ENVIRONMENT AND SURROUNDINGS:**

- To live at *Collegio* means to live in a tranquil and safe environment in accordance with an academic atmosphere. Students have complete liberty of movement, but must respect individuals' property and personal space as well as communal spaces by maintaining organization and cleanliness. We ask the collaboration of all students to maintain order and cleanliness throughout all of the *Collegio di Milano* and we remind you that every student is responsible for the property of the *Collegio*. Should any damage be caused in the communal areas by students, the same students will be charged for the damages.
- Any behaviour that puts lives in danger or demonstrates disrespect towards other students, spaces, and Fondazione is absolutely prohibited.
- Quiet hours, in the building or in the park, are from 11:00PM to 8:00AM.
- We ask students to not leave personal effects or other objects outside their rooms or in the corridors, to both facilitate the cleaning and for safety reasons.
- In all communal spaces, inside and outside, it is important to behave and dress in a manner of decency and respect towards others (i.e. of diverse traditions and cultures present) and within context. This is a sign of respect toward the people who, for various reasons, you will meet at *Collegio*.
- It is prohibited to have animals anywhere on the *Collegio's* campus, inside the building or outside.
- It is mandatory to follow the instructions given by the Head of Selection and Education and by the Head of Cultural Activities.
- To utilize, for example, teaching aids, IT support, and electronic media at *Collegio* (i.e. projectors, PCs) it is necessary to ask for authorization at the Office OF Student Life. These devices must be used with the utmost care, and any failure to comply/damage done should be reported promptly.

### **CHECK-IN AND CHECK OUT:**

The directions and procedures upon arrival (i.e. arrival of new students, return to *Collegio* at the beginning of a semester) and departure (i.e. departure for the summer, definitive departure) will be indicated by the Office of Student Life

The arrival to *Collegio* of every student must be within the hours of operation of Reception.

During the Check-In procedure, every new student must sign a document attesting to the present state of the room assigned to them and a list of the furniture in it.

This same document will be used at Check-Out to verify the state of the student's room before their definitive departure. Check-Ins and Check-Outs are carried out by appointment with the.

The definitive departure from *Collegio* should take place, preferably, within the hours of operation of Reception.

### **BADGE AND ROOM KEY:**

- Every student is assigned a badge and room key for their own room: these are personal and non-transferable. They should be kept and used with utmost responsibility.
- The badge permits access into the building (through the entrance on Via Ovada, the pedestrian entrance on Via San Vigilio, and the park) and services in the cafeteria/canteen. Be sure to ALWAYS have in your possession your badge and key.
- In case of loss/theft a penalty fee of € 50,00 (ea.) will be incurred by the student.

### **SAFETY STANDARDS:**

- It is essential to know and respect the procedures relative to safety explained in the document attached to this Educational Agreement.



- As a safety measure, all emergency exits and safety routes must be kept free of obstructions. These exits and routes should only be used in cases of emergency. Likewise, passage through the shafts of the basement is only allowed in case of danger.
- Respecting construction signs in the construction areas for the expansion of the *Collegio di Milano* and following the safety signs both inside and outside the building in case of emergency.

### **RECYCLING:**

Differentiate between refuse with attention and care, using the correct and specifically indicated deposit containers and following the rules that regulate the disposal of waste. (For reference, refer to the document attached to this Educational Agreement and other indications present around *Collegio*).

### **SMOKING RESTRICTIONS**

Smoking is prohibited in all areas of the *Collegio*, and we advise against smoking in the park. We recommend using the ashtray areas in the park and outside of the entrances.

### **PARKING AND GARAGE**

It is possible to park bicycles and motorcycles in the roofed parking lot of Via Ovada (garage). It is necessary to inform the Office of Student Life of the license plate number of the motorcycle and identify the bicycle owned. The parking of cars and motorcycles in the open lot of Via Ovada is prohibited, and for security purposes, motorcycles cannot remain during periods when the *Collegio* is closed.

#### **RECEPTION**

Reception hours of operation are the following:

Monday to Thursday: 8:30AM – 9:30PM

Friday: 8:30AM – 6:30PM

Reception is not authorized to assume responsibility for objects and money left at the desk by students. Should this occur, the Fondazione will neither assume responsibility of said objects or be liable for such.

#### **EMERGENCY SERVICE**

During the hours in which Reception is not available, an Emergency Service may be reached by phone in case of serious or emergency situations (i.e. fires, signs of an intended intrusion/break in). The cellphone number is **+39 342 1562252**

#### **HOLIDAY**

*Collegio di Milano* is open 11 months a year, with the exclusion of the month of August and about a week in correspondence with Christmas festivities.

## **B.1 MEDICAL ASSISTANCE**

A free service of medical assistance is available to students and can be contacted for any necessity. It is possible to get in touch with the doctor through the Office of Student Life.

It should be noted that the only national number for emergencies is 112.



## B.2 ROOM

- Personally utilize the room assigned to you and do not grant use to third parties.
- Maintain your room and balcony clean and in order (i.e. do not store materials on your balcony, do not leave garbage lying around that could attract insects or other animals).
- When you leave your room, always close and lock the window door and the entrance door. Turn off the air conditioner, all lights, and disconnect all other electrical devices.
- Each student is personally responsible for the conservation of their area and the furnishings in their room. Any resulting breaks, damages, or missing items at the end of a stay will be charged to the student and deducted from their deposit. Writing, drawing, or painting on the walls is prohibited as is the affixing of posters, photos, adhesives, etc. to the walls or furniture (utilize the available cork boards). In case of infraction, the cost to repaint the walls and fix any damage made to the furniture will be incurred by the student.
- For Fire Prevention and electric overcharge reasons, it is prohibited to have the following electro domestics in the rooms: microwave ovens, electric heaters, cookers, kettles, and vaporizers. The following are allowed: hairdryers, electric shavers and hair straighteners. It is important that these electro domestics be always disconnected from outlets after their use. The installation of a router is also prohibited.
- Furniture not already supplied such as chests of drawers, shelving units, shoe racks, folding beds, etc. are not allowed. Such furnishings brought in by students without authorization will be removed without discussion. If authorized by the Head of Selection and Education, it is possible to provide one's own mini fridge in their room (power consumption: maximum 75W; maximum dimensions 550x400x470; type A+ o A+++).

### CLEANING SERVICE

- During the weekly cleaning service (day and time slot will be communicated to each student during check-in) the student will have to vacate their room, leaving it organized (i.e. do not leave personal items, laptops, etc. on the bed or floor). In case of excessive disorder, the service employee will not carry out the cleaning and will inform the Head of Selection and Education. This can result in disciplinary action.
- Students in flats are required to wash their own dishes, maintain their kitchen clean, and separate their refuse.

### AIR CONDITIONING

- Bedrooms and flats are equipped with remote control air conditioning. Any damage or tampering will result in an official warning. In case of damage or loss of the remote, a penalty fee of € 50,00 will be incurred by the student.

### MAINTENANCE OF THE ROOM

- Report any malfunctions or repair needs directly to Reception. Timely reporting of any malfunction will aid in shortening response time and minimize any inconvenience.

## B.3 CANTEEN SERVICE

HOURS OF OPERATION	
<b><u>MONDAY – FRIDAY:</u></b>	 <p><b>ACCESS ALLOWED UNTIL 15 MINUTES BEFORE CLOSURE</b></p>
- Breakfast: 7:15AM – 9:30AM	
- Dinner: 7:30AM – 9:00PM	
<b><u>SATURDAY AND SUNDAY:</u></b>	
- Breakfast: 09:00AM – 10:30AM	
- Lunch: 12:30PM – 1:45PM	
- Dinner: 7:30PM – 8:45PM	
Meal services are not available outside of hours of operation or during the Easter period (Saturday, Sunday and Monday).	

- To use canteen service you can buy at reception meal tickets. The following solutions are available:
  - Single meal ticket: €9 / single breakfast ticket: €4.50
  - 5 meals ticket: €40 / 10 breakfasts ticket: €40
  - Monthly subscription (including daily breakfast and dinner and during weekend also lunch): €350 (please contact Student Life Office for this option).
- Meals must be consumed within the canteen—it is the only designated place for this purpose; the removal of food or dishes from the canteen is not allowed.

## B.4 STRONG SUGGESTIONS FOR SOME COMMUNAL AREAS:

### - COMMUNAL KITCHEN AND LUNCHROOM

The Kitchen and Lunchroom are open 24/7 and are accessible to everyone at *Collegio*.

For motives of hygiene, safety, and respect, a correct use of such spaces is fundamental. The correct management of the kitchen (i.e. cleanliness, conservation of food, order) is indispensable to your own health and that of others, and it is a sign of respect towards everyone.

### - LIBRARY AND STUDY ROOMS

The *Collegio* provides students spaces and services dedicated to the facilitation of their studying and concentration. Be it the Library or the study rooms on the second floor, all are open 24/7, and as a courtesy to all colleagues, we ask that everyone observe silence and leave all areas in clean and orderly.

### - Wi-Fi CONNECTION

The entire building has Wi-Fi coverage (SSID: Collegio di Milano) which can be accessed free of charge using the personal credentials provided by the Office of Student Life upon Check-In.

It should be noted that, as it is according to copyright law, the downloading of films, musical files, etc. is absolutely prohibited. There is a system installed which tracks all internet navigations and stores data in compliance with the D.Lgs. 196/2003 (Art. 23 -"Code regarding the protection of personal data") for any Postal Police or other competent authorities that may request such information. For the protection of the network and to guarantee its correct use, inspections and monitoring may be carried out on users' web searches.

The installation of a router and/or connecting an Ethernet cable to the LAN is strictly prohibited.

#### - **GYM AND SPORTING FIELDS**

The *Collegio* recognizes and values sport for its contribution to one's physical and mental health, its contribution to the development of social relations, and its possible use as an educational and informational tool.

To access the gym and sporting fields, it is necessary to present to the Office of Student Life a valid medical certificate which states that the student is in good physical health and capable of participating in non-competitive sporting activities. We ask that you keep in mind the importance of practicing physical activities in accordance with your own technical capabilities, experience, and physical preparation, and to always wear appropriate attire.

As a safety precaution, we strongly advise the use of the gym only if there is at least one other person present.

#### - **MUSIC ROOM AND ART ROOM**

These areas are available to allow students to cultivate their own artistic interests both individually or in a group.

**MUSIC ROOM:** Students are allowed to play music from 9.30AM to 10.00PM. To move any equipment or accessory from the Music Room, a request must be made to the Office of Student Life.

**ART ROOM:** The Art Room is open 24/7; we cordially remind students that it must always be kept clean and orderly, and no personal effects/objects can be left inside the room.

#### - **LAUNDRY**

The laundry area is open 24/7 and is equipped with two washers and one dryer that are coin operated (1,50 € ea.).

We again ask that this area be kept in order and we ask students to not leave clothes unattended for too long (clothing left in the laundry room for more than two weeks will be donated to charity).

## **B.5 STUDENT'S GUESTS**

Students may receive, at maximum, one guest that can stay at *Collegio* from 8:00AM to 12:00AM. Overnight guests are not allowed.

Students assume responsibility for their own guest and are advised to have their guest respect the rules and regulations as defined in this Educational Agreement as well as the attached documents in case of any damages caused by the guest.

Visitors must always register at Reception. During hours in which Reception is not available, the student must take it upon themselves to register their guest, both upon entering and upon leaving the *Collegio*, in the allocated registry present at the Reception counter. Guests who cannot present an official document of identification cannot and will not be admitted into the *Collegio*.

## **C) DISCIPLINARY ACTION**

A student's stay at the *Collegio di Milano* is bound by the Educational Agreement to its entirety and the discretion of the General Director as well as the Head of Selection and Education.

If at any moment a student does not respect the Educational Agreement, he/she may receive an official, written warning. If a second warning is required, the student will be expelled. In the case of a grave infraction, expulsion will be immediate.

It should be noted that the non-payment of fees before the 15th of the month in which they are due, without valid reason, may also be grounds for processing an expulsion.

The expelled student will be forbidden access to the *Collegio* even as a guest.