

EDUCATIONAL AGREEMENT  
BETWEEN THE STUDENTS  
AND  
THE COLLEGIO DI MILANO:  
RIGHTS AND OBLIGATIONS



LIVE,  
STUDY,  
KNOW,  
LEARN.

Academic Year 2018-2019  
In effect as of September 2018

## THE COLLEGIO DI MILANO AND THE EDUCATIONAL AGREEMENT

*In line with the objectives of the Collegi di Merito, accredited by the Italian Ministero dell'Istruzione, dell'Università e della Ricerca ("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.*

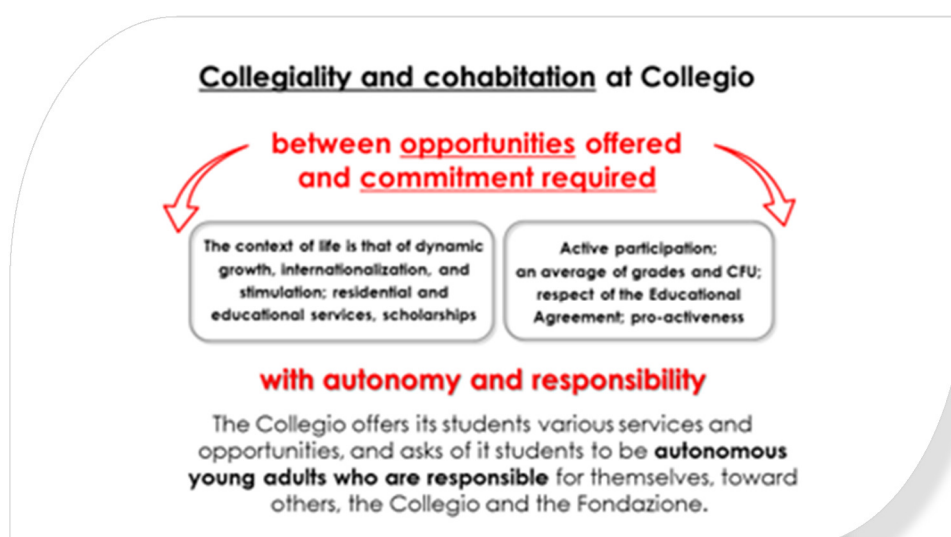
*The Educational Agreement is a compass that orientates and regulates life in the Collegio, and as such it explicitly states what the Collegio offers and what it asks of its students: active participation in our cultural events, the abidance of the rules of cohabitation, and the will to take on a journey 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 tutoring services that are an extension of university courses. Through tutoring, career service, and international relations services, 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, "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.

Required obligations to maintain student status at Collegio are:

- Being in good standing with exams and with the Crediti Formativi Universitari (CFU); maintaining an average grade more or less inside 27/30 (updates on all university documents when requested);
- Respecting the Educational Agreement fully;
- Attending the Cultural Activities ensuring continuity, active participation, and engagement, and carrying out the required activities (see paragraph A.2);
- To comply with every request coming from the Italian Ministero dell'Istruzione, dell'Università (MIUR), from the Agenzia Nazionale di Valutazione del Sistema Universitario (ANVUR) and from the Conferenza Collegi Universitari di Merito (CCUM).

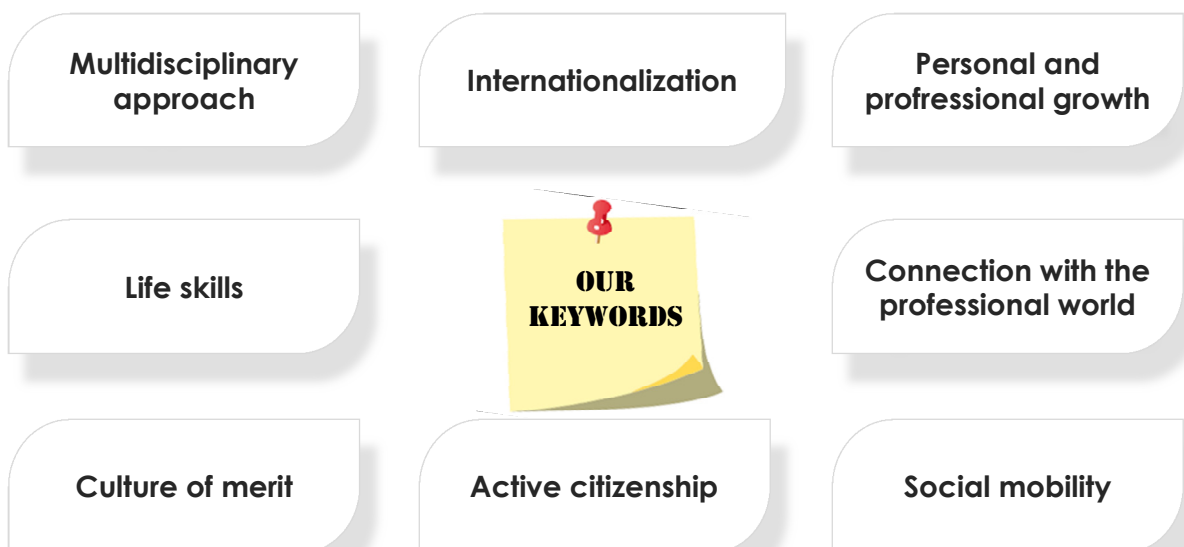
Not abiding, even to one of these requests, will incur disciplinary action and continuation of such behavior will incur the procedure for expulsion.

Permanence in the Collegio is semestral and the maximum length of time is equal to the length of time needed to conclude one's course of study.

A Diploma will be issued to all students who have satisfactorily completed their stay, having fulfilled all requirements (minimum 2 semesters), and without having suffered any expulsions.

The Educational Agreement must be signed and accepted at the moment of signing the agreement of admission to the Collegio di Milano. 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:** Useful to maintain the creation of an international network and to identify overseas study and work opportunities, to accompany the students' educational experience (i.e. during applications) and to develop multicultural competencies.

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 person in charge of Selection and Education and to the Student Life office.

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## A.2 CULTURAL ACTIVITIES

The Cultural Activities guidelines have been elaborated upon by the Scientific Committee in accordance with the enacted legislation of the Italian Ministero dell'Istruzione, dell'Università e della Ricerca (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 Activities 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 up to a maximum of 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 AND ACTIVITIES WITH THE ENGLISH ASSISTANT

In the vein of favoring internationalization, the Collegio organizes three specific types of English Language Courses: Business English courses, courses with IELTS certification (the Fondazione covers the cost of the IELTS certification for each student once only during their stay at the Collegio) and language development courses (compulsory for students with a language level of B2 or below). Each language course corresponds to 30 hours.

In addition, to strengthen English language level and increase internationalization, the English Assistant of the Collegio performs the function of supporting students in English through specific learning activities. The instructional hours spent with the English Assistant will count towards the total required number of hours of the Cultural Activities, up to a maximum of 20 hours, for one Academic Year (or 10 hours for a semester).

### - ITALIAN LANGUAGE COURSE

The Collegio offers an Italian Language Course, for students who are not 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. The community service is recognized for a maximum of 20 hours for each Academic Year (or 10 hours in case of semestral stay)

Updates on additional cultural activities will be communicated throughout the Academic Year.

Students are required to attend a minimum period of 140 hours of educational activities for each Academic Year (students staying at Collegio for the whole Academic Year, are required to participate to at least 50 hours of activities during the first semester; student staying at Collegio only one semester are required to attend at least 70 hours of activities), in accordance with Collegio modality, and the participation in compulsory activities (i.e. Inauguration of the Academic Year, presentation of the Cultural Activities at the start of the Academic Year, group discussions and completion of opinion questionnaires on the Cultural Activities), some of which will also be counted towards the previously mentioned 140 hour requirement.

In order to count the student's participation in Cultural Activities and to have hours counted, the student must:

- Attend at least 80% of lessons of each activity;
- Attend at least 2 seminars during the Academic Year (or 1 in case of semestral stay) and attend at least 12 special guest evenings (or at least 6 in case of semestral stay);
- Attend the Cultural Activities with continuity, active participation and engagement, as requested by professors and staff;
- At the beginning of each semester, attend the Cultural Activities Presentation meeting and other additional activities communicated by the staff;
- Participate in activities indicated by the staff as compulsory;
- Complete, in the manner and at the times indicated by the professors, the final output requested in the cultural activities attended.

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 professor.

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 need inherent to the Cultural Activities, you can refer to:

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## **B) LIVING IN COLLEGIO**

### **RESPECT TOWARDS PEOPLE, THE ENVIRONMENT AND THE CONTEXT**

- To live at Collegio means to live in a tranquil and safe environment in accordance with the study and 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. 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. 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.
- It is mandatory to follow the instructions given by the Head of Selection and Education and by the Head of Cultural Activities.
- Quiet hours, in the building or in the park, are from 23:00 to 8:00.
- 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.
- It is not permitted to move furniture or equipment from its original position.
- 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 Student Life Office. These devices must be used with the utmost care, and any failure to comply/damage done should be reported promptly.
- It is prohibited to have animals anywhere on the Collegio's campus, inside the building or outside.

### **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 Student Life Office.

Check-in is possible only on the days the Reception is open, from Monday to Friday, from 16:00 to 18:00, except special cases identified by the Student Life Office.

During the check-in inspection, 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 inspection 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 Student Life Office.

Vacating the rooms at the end of residency or for temporary purposes must take place between 11:00 on the designated date of check-out, except in special circumstances indicated by the Student Life Office.

Upon departure, personal effects must not be left in the rooms nor in any of the common spaces of the Collegio.

### **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. In case of loss/theft a penalty fee of € 50,00 (each) will be incurred by the student.
- 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.

### **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 and these 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

We recommend utmost care be taken with the recycling of rubbish; for further information, revert to the attached document of the Educational Agreement and the instructions provided at the Collegio.

## SMOKING RESTRICTIONS

Smoking is prohibited in all areas of the Collegio, and we advise against smoking in the park. Smoking is only permitted in the Smoking Area with use of the provided ashtrays.

## 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 Student Life Office 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: 8:30 – 21:30

Friday: 8:30 – 18:30

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**

## 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 Student Life Office.

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 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 af-



fixing of posters, photos, adhesives, etc. to 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. It is possible to use: hairdryers, hair straighteners, and electrical shavers, but it is important that these appliances be in accordance with regulation (marked CE) and that they always be disconnected from the power source after use. It is forbidden to install routers.
- It is forbidden both to remove furniture from or add furniture to rooms (any furniture added to a room without permission will promptly be removed by the administration). Only upon advising the Student Life Office, 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 Student Life Office. This can result in disciplinary action.
- Students in flats are required to wash their own dishes, maintain their kitchen clean, and separate their refuse, following correct protocol.

### AIR CONDITIONING

- Room and flats are equipped with remote control air conditioning. It is requested that students follow the instructions provided for the use of the air conditioning system. 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 CAFETERIA/CANTEEN SERVICE

HOURS OF OPERATION	
<p><b><u>MONDAY – FRIDAY:</u></b></p> <ul style="list-style-type: none"> <li>- Breakfast: 7:15 – 21:30</li> <li>- Dinner: 7:30 – 21:00</li> </ul> <p><b><u>SATURDAY AND SUNDAY:</u></b></p> <ul style="list-style-type: none"> <li>- Breakfast: 09:00 – 10:30</li> <li>- Lunch: 12:30 – 13:45</li> <li>- Dinner: 19:30 – 20:45</li> </ul>	 <p><b>ACCESS ALLOWED UNTIL 15 MINUTES BEFORE CLOSURE</b></p>
<p>Meal services are not available outside of hours of operation or during the Easter period (Saturday, Sunday and Monday).</p>	

- To use the cafeteria service you have to get pass the badge (the badge is strictly personal, and you can get pass it only one time for meal).
- Meals must be consumed within the cafeteria area exclusively. It is forbidden to take out food or tableware from the cafeteria as it is to bring in outside food or tableware.

## B.4 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 Student Life Office 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 Regulation UE 679/2016) 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.

## B.5 SUGGESTIONS FOR SOME COMMUNAL AREAS (open h 24)

In addition to the general rules with regards to use of common spaces and to the rules posted in these areas, following are some specific indications for these space:

### - **COMMUNAL KITCHEN AND LUNCHROOM**

For motives of hygiene, safety, and respect, a correct use of such spaces is fundamental, as well as washing all dishes and kitchen ware utilized after every use. 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.

### - **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 Student Life Office 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**

Students are allowed to play music from 9:30 to 22:00. To move any equipment or accessory from the Music Room, a request must be made to the Student Life Office.

### - **ART ROOM:**

We cordially remind students that the Art Room must always be kept clean and orderly, and no personal effects/objects can be left inside the room.

### - **LAUNDRY**

The laundry is equipped with two washers and one dryer that are coin operated (€ 1,50 each).

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.6 STUDENT'S GUESTS**

Students may receive, at maximum, one guest that can stay at Collegio from 8:00 to 24:00. 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.

For security reasons, 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 and will not receive the Diploma.

## **ATTACHEMENTS TO THE EDUCATIONAL AGREEMENT:**

- "*Notice Regarding the Processing of Students' Personal Data* (sec. 13 of Regulation 679/2016)";
- "*Extract from 'Emergency and evacuation plan'*" (Updates will follow regarding the works on the new building);
- "*Categorized waste collection guidelines and energy-saving policy*" (Updates will follow regarding the works on the new building).