

ACADEMIC YEAR
2019-2020

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



In effect as of September 2019

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 young people, independent of census, optimal conditions in which to obtain the university title on schedule and with the best results; to encourage their introduction into the professional world in Italy and abroad with the best possible references; 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 is focused principally on the values of merit and the sharing of diverse perspectives and cultures amongst students.

The objective that the Fondazione Collegio delle Università Milanesi proposes is to consolidate 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.

The Educational Agreement is a compass that guides and regulates life in the Collegio and explicitly states what the Collegio offers and asks to its students: active participation in our cultural events, the observance 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 as responsible and autonomous interlocutors which take part at a journey of cultural but also professional growth. The Collegio di Milano offers educational and tutoring services that are an extension of university courses. Through tutoring, career and international relations services students are given the possibility to connect their university experience to the business world focusing on the development of important professional values such as ethics, merit and life skills.

By signing this Educational Agreement, you commit to respect it in full.

Dr. Stefano Blanco

Managing Director

Fondazione Collegio delle Università Milanesi

Collegiality and cohabitation at Collegio di Milano between opportunities offered and commitment required

Dynamic, international and stimulating context of life and growth; residential and educational services; scholarships

Active participation; average grade and CFU; respect of the Educational Agreement; proactivity

with autonomy and responsibility

The Collegio offers its students various services and opportunities and asks the students to be autonomous and responsible young adults towards themselves, towards others and towards the Collegio and the Fondazione.

THE STUDENT OF THE COLLEGIO DI MILANO

After the confirmation of admission to the Collegio di Milano, the status of “Student of the Collegio di Milano” is acquired at the time of formal entry into the Collegio and the acceptance of the Educational Agreement; it is lost with the definitive exit from the Collegio di Milano.

Required obligations to maintain the student status of Collegio di Milano are:

- maintaining the average of the votes equal to about 27/30 and be in compliance with the Crediti Formativi Universitari (CFU) (update the university documentation when requested);
- respecting the Educational Agreement in its entirety;
- attending the Cultural Activities ensuring continuity, active participation and engagement and carrying out the required activities (see paragraph A.2);
- fulfilling 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 respecting even to one of these requirements implies a disciplinary warning. The continuation of these situations involves the start of the expulsion procedure.

The commitment of stay in the Collegio is semestral and the maximum duration of stay is equal to the time necessary to complete one's studies without going off course.

A Diploma will be issued to all students who have satisfactorily completed their stay (minimum 2 semesters), having fulfilled all requirements 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 participate at a meeting in which the educational agreement is illustrated and shared. The attendance at this meeting is mandatory for new students.

OUR PROPOSAL BETWEEN EDUCATION AND LIFE IN COLLEGIO, BETWEEN RIGHTS AND DUTIES



A) EDUCATIONAL AND CULTURAL ACTIVITIES

The Selection and Education Department is responsible for the stay and education 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 developed skills), to valorize their talents and encourage their journey of personal and professional growth.

CAREER SERVICE: it helps students to reflect on their own career and on their understanding of the professional world as well as the entry to it (i.e. writing CV, addressing and facing the selection process).

INTERNATIONAL RELATIONS: useful to support the creation of an international network and to identify study and work opportunities abroad, to accompany the students in the management of these educational experiences (i.e. during the application process) and to develop multicultural competencies.

Several activities are provided in accompaniment, for example:

- individual meetings (they can be requested by Collegio staff as well as the students) and personalized path for personal, cultural, and professional development;
- group meetings;
- educational activities;
- diffusion of information and of selected initiatives.

USEFUL CONTACTS:

HEAD OF SELECTION AND EDUCATION			
DANIELA FRASCAROLI	✉ d.frascaroli@collegiodimilano.it	☎ +39 02 87397151	📍 Office 151
STUDENT LIFE OFFICE			
FILIPPO TESTA	✉ segreteria studenti@collegiodimilano.it	☎ +39 02 87397148	📍 Office 150
CAREER SERVICE			
FEDERICA FUSARO	✉ f.fusaro@collegiodimilano.it	☎ +39 02 87397153	📍 Office 160
INTERNATIONAL RELATIONS			
JANA TROCHYMIUK	✉ j.trochymiuk@collegiodimilano.it	☎ +39 02 87397150	📍 Office 150

A.2 CULTURAL ACTIVITIES

The Cultural Activities guidelines have been drawn up by the Scientific Committee in accordance with the enacted legislation of the Italian Ministero dell'Istruzione, dell'Università e della Ricerca (MIUR) concerning the Collegi di Merito. In particular, those concerning three specific areas: development of life skills, internationalization and connection with the work world.

The identification and planning of the Cultural Activities are based on the most current and functional themes, on the educational needs identified by the staff and by the Scientific Committee and on the interests expressed by the students. The program of Cultural Activities is always supervised and approved by the Scientific Committee.

Based on the subject matter, different teaching methods will be proposed:

- SEMINARS

A teaching approach which allows to combine the transmission of content, the confrontation in the classroom and the activation of critical and creative thinking. The seminars are of variable duration depending on the theme and include activities of study, research and in-depth analysis.

- WORKSHOPS

A teaching approach that allows an active experimentation in different areas (e.g. soft skills, sport, art, digital skills). The workshops are of variable duration, depending on the educational goals and the production of a documentation can be requested.

- PROJECT WORK

The collaboration with public and private institutions, with which the Foundation has built an active and stable connection over the years, allows the realization of projects in which students have the opportunity to experiment in the relationship with a client and in translating an idea into a concrete project, specifically designed for a real context. The project works are of variable duration and include the activities for the development of the project.

- ENGLISH LANGUAGE COURSES AND ACTIVITIES WITH THE ENGLISH ASSISTANT

To pursue the aim of fostering internationalization, the Collegio organizes English Language Courses, such as:

- courses with IELTS certification (the Fondazione covers the cost of the IELTS certification for each student only once during her/his stay at the Collegio)
- language development courses (compulsory for students with a language level B1 or below).

In addition, the English Assistant of the Collegio performs the function of supporting students in English through specific learning activities. A maximum of 20 hours per Academic Year (or 10 hours in the case of semester stays) for the educational meetings with the English Assistant will be recognized as hours of the Cultural Activities.

- ITALIAN LANGUAGE COURSES AND ACTIVITIES WITH THE ITALIAN ASSISTANT

Italian language courses are organized for non-Italian native speakers willing to learn or improve their Italian language knowledge (Beginners and Advanced level).

Furthermore, to strengthen the Italian language level the figure of the Italian Assistant is present in the Collegio which supports students in Italian through specific learning activities. A maximum of 20 hours per Academic Year (or 10 hours in the case of semester stays) for the educational meetings with the Italian Assistant will be recognized as hours of the Cultural Activities.

- SPECIAL GUEST EVENINGS

The cycle of special guest evenings proposes meetings with personalities of the public life who, in addition of talking about their story and their personal and professional experience, can give the students a cross-section of the professional field in which they operate.

- COMMUNITY SERVICE

This type of training involves the performance of activities useful to the life of the community within the Collegio, as well as external volunteering activities. Each activity corresponds to a number of hours that varies according to the commitment required; the commitment recognized for Community Service activities is a maximum of 20 hours per Academic Year (10 hours in the case of a semester stay).

- JOB-SHADOWING

This educational activity takes place within a company or business and entails the observation of a professional in his/her job in order to reach a better understanding of the job role. The observation sessions will go along with moments of re-elaboration.

- COMPANY VISITS

In agreement with several host companies, there is the possibility for small groups of students to organize visits to companies of interest of the national and international scene, for a better understanding of the organizational functioning of a company, by having the opportunity to visit different divisions. Depending on the availability of the involved company, it will be possible to think of ways of interaction with the figures that will guide this experience, in order to make participation effective for one's professional growth.

For more details regarding the Cultural Activities please see the supplementary documents that will be provided during the Academic Year. Any additional Cultural Activities will be communicated during the Academic Year.

Students are required to attend, following the guidelines provided by the staff, a minimum 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; students staying at the Collegio only one semester are required to attend at least 70 hours of activities) and to participate at the compulsory activities which are mandatory (i.e. Inauguration of the Academic Year, presentation of the Cultural Activities at the beginning of the Academic Year, group discussions and completion of valuation surveys of the Cultural Activities), some of which will be recognized in the mentioned 140 hours of the Cultural Activities.

In order to create a personalized program each student can choose the Cultural Activities he/she wants to attend by following the instructions provided by the staff. The Cultural Activities program chosen by the student must be shared and validated by the contact person of the Educational Activities.

In order to recognize the full amount of hours of the participation of the activities the following requirements must be respected:

- attend at least 80% of lessons of each activity;
- 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 the professors and staff;
- participate in the activities indicated by the staff as mandatory;
- complete in the manner and at the times indicated by the professors, the final output requested in the Cultural Activities frequented.

Punctuality and attention in the classroom are essential elements and a sign of respect for professors and the other students. During the lessons it is prohibited to use mobile phones or other computer devices, except otherwise stated by the professor.

In case of absence or tardiness to any lesson it is always mandatory to inform in anticipation via e-mail to programmamaculturale@collegiodimilano.it.

The Collegio di Milano joined 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 any requirement concerning the Cultural Activities, you can refer to:

HEAD OF CULTURAL ACTIVITIES			
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EDUCATIONAL ACTIVITIES			
JANA TROCHYMIUK	✉ programmamaculturale@collegiodimilano.it	☎ +39 02 87397150	📍 Office 150
ENGLISH ASSISTANT			
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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 quiet 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 the 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 have a respectful behavior towards others (i.e. of diverse traditions and cultures) and the 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 behavior that puts lives in danger or demonstrates disrespect towards other students, spaces and the Fondazione is absolutely prohibited.
- Rest period, both inside the building or in the park, are from 11:00 pm to 8:00 am.
- We ask students to not leave personal effects or other objects outside their rooms or in the corridors both for safety reasons and to facilitate the cleaning service.
- It is not allowed to move furniture and equipment from the communal areas. To use, for example, teaching aids, IT and electronic devices of the Collegio (e.g. projectors, PCs) it is necessary to request authorization from the Student Life Office. These objects must be used with the utmost care and any failure/damage must be reported promptly.
- 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.

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.

Arrival is possible only on the days the Reception is open, from Monday to Friday, from 4:00 pm to 6:00 pm, except special cases identified by the Student Life Office.

During the check-in inspection every new student must sign a document attesting the present state of the room assigned to them and a list of the furniture in it. This same document will be used at the check-out inspection to verify the state of the student's room before her/his 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 (definitive or temporary) must take place not later than 11:00 am on the designated date of check-out, except in special circumstances indicated by the Student Life Office.

Upon definitive or temporary departure, personal effects must not be left in the rooms nor in any of the communal spaces of the Collegio.

BADGE AND ROOM KEY

- To every student is assigned a badge and room key for her/his 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 to the building (through the entrance on Via Ovada, the pedestrian entrance on Via San Vigilio and the park) and to the meal service. Be sure to always have in your possession your badge and key.

SAFETY STANDARDS

- It is essential to know and respect the procedures related 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.

RECEPTION

Reception hours of operation are the following:

From Monday to Friday: 8:30 am – 9:30 pm

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.

HEAD OF SERVICES AND SECURITY

ALBERTO BORRONI

✉ a.borroni@collegiodimilano.it

☎ +39 02 87397160

📍 Office 153

IN CASO OF EMERGENCY (e.g. fire, intrusion attempt)

SERVIZIO DI REPERIBILITÀ

When the Reception is not operative

☎ +39 342 1562252

TELEFONO DI EMERGENZA

H24, attivabile con badge

📍 Reception

RECYCLING

We recommend utmost attention to the recycling of the waste. For further information see 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 it is not recommended to smoke in the park. Smoking is only permitted in the Smoking Area with use of the provided ashtrays.

B.1 ROOM

- Utilize the room personally assigned to you and do not transfer the 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 please 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 of the proper preservation of her/his rooms and the furnishings in the room. Any resulting breaks, damages or missing items at the end of the stay will be charged to the student and deducted from the deposit. Writing, drawing or painting on the walls and affixing posters, photos, adhesives, etc. to the walls or furniture is prohibited (utilize the available cork boards). In case of infraction, the cost of whitewashing of the walls and fix any damage made to the furniture will be charge to the student.
- For Fire Prevention and electric overcharge reasons, it is prohibited to have the following appliance in the rooms: e.g 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 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 the 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 the room and leaving it organized (i.e. do not leave personal items, laptops, etc. on the bed or floor). In case of excessive disorder, the cleaning staff will not carry out the cleaning and will inform the Student Life Office. This could involve a disciplinary action.
- Students in flats are required to wash their own dishes, maintain their kitchen clean and separate their waste, following the indicated procedures.

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 control a penalty fee of € 50,00 will be charged to the student.

MAINTENANCE OF THE ROOM

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

B.2 SUGGESTIONS FOR SOME COMMUNAL AREAS (open h24)

In addition to the general rules already indicated concerning the use of communal spaces and the rules posted in these areas, following please find some specific indications for these spaces:

- COMMUNAL KITCHEN AND DINING ROOM

For motives of hygiene, safety and respect, a correct use of these spaces is fundamental, as well as washing after every use all dishes and kitchen ware utilized. The correct management of the kitchen (i.e. cleanliness, conservation of food, order) is indispensable to your own health and of others and it is a sign of respect towards everyone.

- 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 tool.

To access the gym and sporting fields it is necessary to provide 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. As a safety precaution we ask to use the gym only if there is at least one other person present.

- MUSIC ROOM

Students are allowed to play music from 9:30 am to 10:30 pm. 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 (€ 2,00 each).

This area must 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.3 MEAL SERVICE

HOUR OF OPERATION	
<p>MONDAY – FRIDAY: Breakfast: 07:15 am – 09:30 am Dinner: 07:30 pm – 09:00 pm</p>	<p>SATURDAY AND SUNDAY: Breakfast: 09:00 am – 10:30 am Lunch: 12:30 pm – 01:45 pm Dinner: 07:30 pm – 08:45 pm</p>

- Use the badge in order to enter the restaurant service (the badge is strictly personal and you can get pass it only one time per meal).
- Meals must be consumed exclusively within the restaurant area, the only place for this purpose. Furthermore it is forbidden both to remove and to introduce food or dishes.
- Access is allowed up to 15 minutes before closing time.
- The meal service is not provided during Christmas and Easter (from Saturday to Monday) holiday and during the entire month of August.

B.4 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.5 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.

Please note that, as required by copyright law, downloading movies, music 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 the 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 prohibited.

B.6 STUDENT'S GUESTS

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

Students assume responsibility for their 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 and to pay any damages caused by the guest. For security reasons the guest must always register at Reception. In the closing time of the Reception the student compulsorily registers the guest both entering and leaving the Collegio in the allocated register present at the Reception desk. Guests who cannot present an official document of identification cannot be admitted into the Collegio.

C) DISCIPLINARY ACTION

A student's stay at the Collegio di Milano is bound to the respect of the Educational Agreement to its entirety and the discretion of the Managing 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 ground 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).



FONDAZIONE COLLEGIO
DELLE UNIVERSITÀ MILANESI