

**ACADEMIC YEAR
2020-2021**

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



In effect as of July 2021

THE COLLEGIO DI MILANO AND THE EDUCATIONAL AGREEMENT

In line with the objectives of the Collegi di Merito, accredited by the Italian Ministry of University and Research (“to promote and valorize talent and merit; to guarantee to capable and motivated young people, independently 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 references possible; 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.

*Dr. Stefano Blanco
Managing Director
Fondazione Collegio delle Università Milanesi*

THE COLLEGIO DI MILANO AND THE EDUCATIONAL AGREEMENT



The goal of the Collegio di Milano is to develop and give value to the talent of its students and to give them the possibility to grow both personally and professionally. For this purpose the Collegio offers, besides accommodations, a rich program of high-level Cultural and Educational Activities and several services, in a lively and inspiring context.

The Educational Agreement is a compass that guides and regulates life in the Collegio and explicitly states what the Collegio offers and asks of its students: the 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 who take part in a journey that offers cultural, educational and tutorship activities, that are an extension of university courses, the possibility to connect their university experience to the business world focusing on the development of important values such as ethics, merit and life skills.

Now even more relevant in the scenario characterized by the Covid-19 pandemic, the choice to live in a context like ours requires a great sense of responsibility towards oneself and towards others and the awareness of the need to limit one's freedom in favor of the common good.

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

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 a grade-point average equal to 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’Università e della Ricerca (MUR), from the Agenzia Nazionale di Valutazione del Sistema Universitario (ANVUR) and from the Conferenza Collegi Universitari di Merito (CCUM).

Not respecting even one of these requirements implies a disciplinary warning. The continuation of these situations involves the start of the expulsion procedure.

A Diploma will be issued to all students who stayed at Collegio di Milano for a minimum of 2 semesters, who have always respected the Educational Agreement, who are up to date with the payments and who have not 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 in a meeting in which the educational agreement is illustrated and (re-)shared. The attendance at this meeting is mandatory for new students.

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

OUR KEYWORDS



Multidisciplinary approach



Social mobility



Culture of merit



Active citizenship



Internationalization



Connection with professional world



Soft skills



Personal and professional growth

A) EDUCATION AND DEVELOPMENT

Our goal is to tutor its students in their career choices and in entering the professional world.

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. The tutorship aims also at supporting students in recognizing and developing their soft skills.

CAREER SERVICE: it helps students to reflect on their own career and on their understanding of the professional world as well as the entry into it (i.e. writing curriculum vitae, 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 development;
- group meetings;
- educational activities;
- diffusion of information and of selected initiatives.

Depending on the evolution of the Covid-19 Health Emergency, individual and group meetings could be held on-line.

As an integration to Cultural Activities, we also propose:

- **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.

- **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 in 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 organization, it will be possible to think of ways to interact with the figures that will guide this experience, in order to make participation effective for one's professional growth.

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 Ministry of University and Research (MUR) concerning the Collegio di Merito. In particular, those concerning three specific areas: development of soft 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.

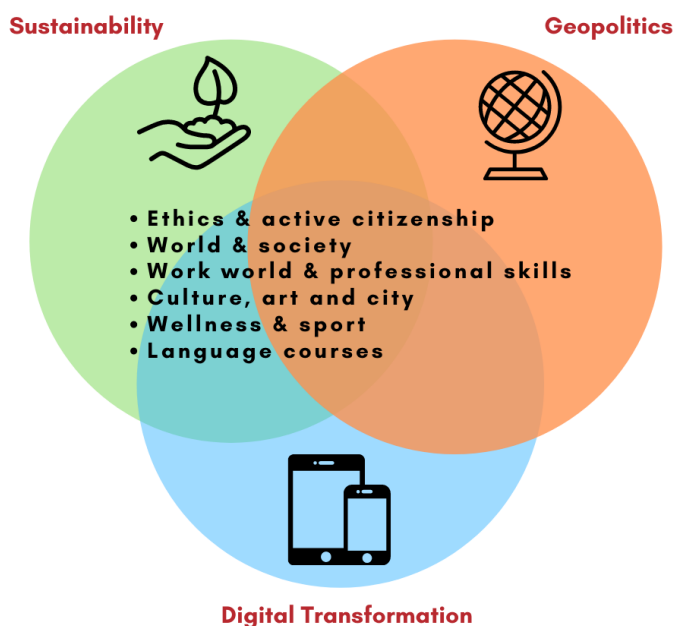
In order to create a personalized program each student can choose the Cultural Activities he/she wants to attend by following the instructions provided by the staff. The Cultural Activities program chosen by the student must be shared and validated by the contact person of the Educational Activities.

Depending on the evolution of the Covid-19 Health Emergency, the Cultural Activities could be delivered on-line (distance learning).

Cultural Activities are organized in 6 thematic areas and 3 transversal macrotopics.

Each activity will be organized following the thematic areas and in each area you will find also specific focuses on one or more of the transversal topics.

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 in 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 in 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 evaluation surveys of the Cultural Activities), some of which will be recognized in the mentioned 140 hours of the Cultural 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 10 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, following the indications given by the professors, the **assignments** requested during the Cultural Activities attended.

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 programmaculturale@collegiodimilano.it.

B) LIVING IN COLLEGIO

To live at Collegio means to live in a quiet and safe environment in accordance with the study and with an academic atmosphere. In all communal spaces, inside and outside, it is important to have be respectful towards others (e.g. of different traditions and cultures) and the context. This is a sign of respect toward the people who, for various reasons, you will meet at Collegio.

The Student Life Office (slo@collegiodimilano.it) is the place where this spirit of hospitality and cohabitation finds its natural home. It is possible to make an appointment or show up during opening hours for information about staying at the Collegio and the organization of Cultural Activities.

RESPECTING PEOPLE, THE ENVIRONMENT AND THE CONTEXT

- Should any damage be caused in the communal areas by students, the same students will be charged for the damages.
- Any behavior that puts you or others' lives and/or health in danger or is disrespectful towards other students, spaces and the Fondazione is absolutely prohibited.
- Rest period at Collegio di Milano (park included), is from 11:00 pm to 8:00 am.
- We ask students to not leave personal effects or other objects outside their accommodation 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. In order to use, for example, teaching aids, IT and electronic devices of the Collegio (eg. projectors, PCs) it is necessary to request ahead of time an authorization from the Student Life Office.
- For privacy and security reasons, it is forbidden to use drones of any type over the entire area of Collegio di Milano.
- Animals may have access to the Collegio, inside and outside, in areas only with prior authorization from the General Management.

Considering the Covid-19 Health Emergency, students are required to follow carefully the indications of the proper Authorities and of the staff of the Fondazione Collegio delle Università Milanesi.

CHECK-IN AND CHECK-OUT

Please, see the undersigned agreement for the details regarding both the arrival and the departure from Collegio di Milano, and the check-in and check-out inspection procedures.

Upon definitive or temporary departure, personal effects must not be left in the accommodation (room or flat) nor in any of the communal spaces of the Collegio.

BADGE AND ROOM/FLAT KEY

- Every student is assigned a badge and a physical or electronic key for her/his accommodation: 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 (pedestrian entrance and entrance at the reception in Via San Vigilio, entrance at via Ovada, and the park) and to the meal service. Be sure to always have your badge and key with you.

SAFETY RULES

- It is essential to know and respect the procedures related to safety explained in the documents 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 emergency.
- Respecting construction signs and following the safety signs both inside and outside the buildings in case of emergency.

RECYCLING

It is mandatory to recycle waste. For further information, see the attached document, the instructions provided at the Collegio and the website www.amsa.it.

SMOKING RESTRICTIONS

Smoking is prohibited in all areas of the Collegio and in the park. Smoking is only permitted in the identified Smoking Areas.

RECEPTION AND SECURITY

Reception hours of operation are 24/7

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 nor be liable for such.

In case of an emergency please call +39 02 87397 000 or +39 342 156 2252

CONTACTS

DIRECTOR – COLLEGIO DI MILANO

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FUSARO

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ENGLISH ASSISTANT

ADRIANA
CERAMI

✉ englishassistant@collegiodimilano.it

B.1 ACCOMMODATION

- Utilize your accommodation personally assigned to you and do not transfer the use to third parties.
- Maintain your accommodation and keep the balcony clean and in order (i.e. do not store materials, do not leave garbage lying around that could attract animals).
- When you leave your accommodation, please always close and lock the window door and the entrance door. In the building Z, turn off the air conditioner, all lights and disconnect all other electrical devices.
- Each student is personally responsible for the proper preservation of her/his accommodation and the furnishings in it. 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 boards). In case of infraction, the cost of whitewashing of the walls and fixing any damage made to the furniture will be charged to the student.
- For fire prevention and electricity consumption reasons, it is prohibited to have the following appliance in the accommodation: eg. microwave ovens, electric heaters, cookers, kettles, coffee machines and vaporizers. It is possible to use hairdryers, hair straighteners and electrical shavers, but only if they are in accordance with regulation (marked CE) and that they always be disconnected from the power source after use.
- It is forbidden to both remove furniture from and add furniture to the accommodation (any furniture added to a room/flat without permission should be promptly removed by the administration). Only upon advising a.borroni@collegiodimilano.it, it is possible to provide one's own mini fridge in the room (power consumption: maximum 75W; maximum dimensions 550x400x470; type A+ o A+++).
- In rooms or flats equipped with remote controlled air conditioning, in case of damage or loss of the remote control for the AC a penalty fee of € 50,00 will be charged to the student.

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 her/his accommodation and leave it organized (i.e. do not leave personal items, laptops, etc. on the bed and/or floor). The weekly cleaning service is mandatory for hygienic and safety reasons.

Students in flats are required to wash their own dishes, keep their kitchen clean and separate their waste, following the indicated procedures.

In case of excessive disorder, the cleaning staff will not carry out the cleaning and will inform the Head of services and security.

In case the aforementioned rules aren't respected, this could involve a disciplinary action.

MAINTENANCE OF THE ACCOMMODATION

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

Please remember that your request for maintenance implies the authorization to the maintenance service staff to enter your accommodation.

B.2 SUGGESTIONS FOR SOME COMMUNAL AREAS

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

- **COMMUNAL KITCHEN, DINING ROOM AND BREAK AREA**

For motives of hygiene, safety and respect, a correct use of these spaces is fundamental, as well as cleaning and washing all dishes, cooking utensils and surfaces utilized after every use. Students must use their own cooking utensils (dishes, pots...). It is forbidden to leave this material in the communal kitchen; if left behind it will be eliminated.

The correct management of the kitchen/break area (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.

Please remember to follow the rules present in the communal kitchen, in the dining room and in the break area.

- **GYM AND SPORTING FIELDS**

To access the gym and sporting fields it is necessary to provide the Student Life Office with 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 one other person present.

- **MUSIC ROOM**

Students are allowed to sing/play music from 9:30 am to 10:30 pm.

- **LAUNDRY**

In both buildings there is a laundry room equipped with washers and dryer operating by coins or with a specific App "CashlessLoundry" (€ 1,80 each).

This area must be kept in order and we ask students to not leave clothes unattended (clothing left in the laundry room will be donated to charity).

B.3 MEAL SERVICE

OPENING HOURS	
<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 dining service (the badge is strictly personal and you can pass it only one time per meal).
- Meals must be consumed exclusively within the dining area; it is forbidden both to remove and to introduce food or dishes. The take-away meal is allowed only with an authorization.
- To ensure the smooth running of the service for all, students are invited to use the entire opening hours of the meal service and to spend time in the dining room only for the time necessary to eat the meal. Access is allowed up to 15 minutes before closing time.
- The meal service is not provided during Christmas and Easter (from Saturday to Monday) holidays 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 by sending an e-mail to d.frascaroli@collegiodimilano.it.
- It should be noted that the national number for emergencies is 112.

B.5 Wi-Fi CONNECTION

Collegio di Milano has Wi-Fi coverage (“Student”) 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 of one user web searches.

B.6 STUDENT’S GUESTS

Students may receive, at maximum, one guest that can stay at the 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. 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. The expelled student will be forbidden access to the Collegio even as a guest and will not receive the diploma.

It should be noted that due to force majeure, at the sole discretion of the Management of the Fondazione Collegio delle Università Milanesi, some services and / or facilities may be subject to changes or suspensions.

ATTACHEMENTS TO THE EDUCATIONAL AGREEMENT:

- Extract from *Emergency and evacuation plan* (updates will follow, they will take into consideration the evolution of the construction site);
- *Services, Facilities and Agreements*;
- *Collegio Green*: Waste management guidelines and energy-saving policy.