

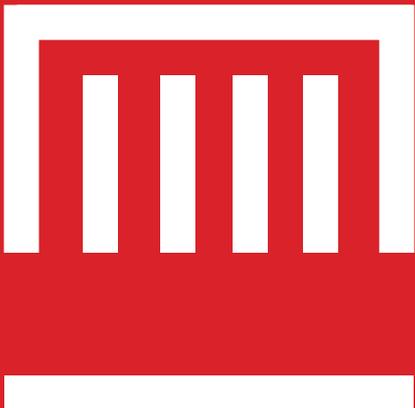
Academic Year 2023 - 2024

# EDUCATIONAL AGREEMENT

BETWEEN THE STUDENTS AND THE COLLEGIO DI MILANO

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## RIGHTS AND OBLIGATIONS



*In effect as of September 2023*

# FONDAZIONE COLLEGIO DELLE UNIVERSITÀ MILANESI

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 entrance 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.

**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 the admission, 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.

The required obligations to maintain the status of "Student of the 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 assignments (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 will result in a disciplinary warning. The continuation of these situations will result in 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 been any expelled.

**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 KEYWORDS



## A) EDUCATION AND DEVELOPMENT

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

**TUTORSHIP:** accompany the students during their stay at the Collegio (on issues related, for example, to life in the Collegio, the university experience and the reflecting on developed skills) to enhance 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:** help the students to reflect on their own career path 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:** 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**

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 AND TRAINING ACTIVITIES**

The **Cultural and Training 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 Collegi di Merito. In particular, those concerning three specific areas: **development of soft skills, internationalization and connection with the work world.**

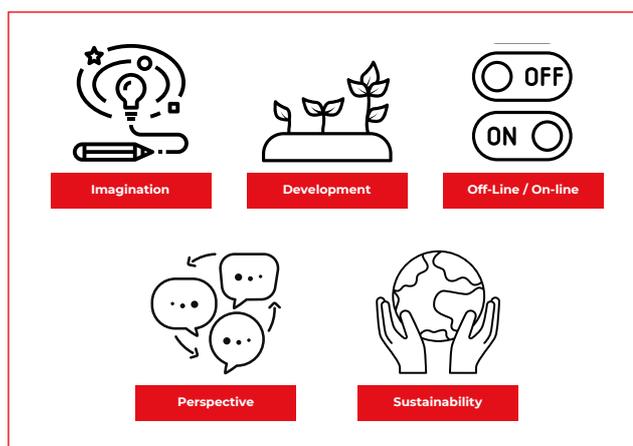
The identification and planning of the Cultural and Training Activities are based on the most current and functional themes, on the educational needs identified by the staff and by the Scientific Committee and on the interests expressed by the students. The program of Cultural Activities is always supervised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

**OUR PROPOSAL: BETWEEN EDUCATION AND LIFE  
IN THE COLLEGIO, BETWEEN RIGHTS AND DUTIES**

In order to create a personalized program each student can choose the Cultural and Training Activities they want to attend by following the instructions provided by the staff. The Activities chosen by the student must be shared and validated by the contact person of the Cultural and Training Activities.

**The Cultural and Training Activities are organized in 5 focuses:**

- **Imagination**
- **Development**
- **Off-line / On-line**
- **Perspective**
- **Sustainability**



For more details regarding the Cultural and Training 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 a minimum of 140 hours of educational activities each Academic Year (at least 50 hours of activities during the first semester for students staying a whole Academic Year; at least 70 hours of activities for students staying at the Collegio only one semester). The total amount of hours includes the participation in compulsory activities, such as: 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.

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



attend the minimum of lessons required for the recognition of each Cultural Activity, as indicated in the presentation.



participate in the Activities continuously and actively, following the indications given by the teachers and the staff.



complete the assignments required during the educational activities following the indications given by the teachers.

Punctuality and attention in the classroom are essential elements and a sign of respect towards 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 [programmamaculturale@collegiodimilano.it](mailto:programmamaculturale@collegiodimilano.it).

## B) LIVING IN THE 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](mailto:slo@collegiodimilano.it)) is the place where this spirit of hospitality and cohabitation finds its natural home. It is possible to schedule an appointment or show up during opening hours for information about staying at the Collegio and the organization of Cultural and Training Activities.

### STUDENT LIFE OFFICE

#### OPENING HOURS

Tuesday	10:00 AM - 12:00 PM
Wednesday	3:00 PM - 5:00 PM
Thursday	10:00 AM - 12:00 PM

## RESPECTING THE 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.
- Resting 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.

## CHECK-IN AND CHECK-OUT

- Consult 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, no personal effect can be left in the accommodation (room or flat) nor in any of the communal spaces of the Collegio.

## BADGE AND ACCOMMODATION KEY

- Each student is given a physical key (with a badge) or a key card to enter their accommodation: they are personal, non-transferable and have to be kept and used with the utmost sense of responsibility. In case of loss or theft, the student will have to pay a penalty fee of € 50,00 for each item.
- The badge and/or the key card gives access to the building (pedestrian entrance and entrance at the reception in Via San Vigilio; entrance in via Ovada; the park) and to the meal service. Be sure to always have your badge or keycard with you.

## SAFETY RULES

- It is essential to know and respect the safety procedures as 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.

## WASTE SORTING

Waste sorting is mandatory. For more information see the attached document, the instructions provided at the Collegio and the website [www.amsa.it](http://www.amsa.it).

## SMOKING RESTRICTIONS

Smoking is allowed exclusively in the designated smoking areas. Throughout the rest of the campus, both indoors and outdoors, it is strictly forbidden to smoke.

## RECEPTION AND SECURITY

- The Reception operates 24/7. It is not authorized to assume responsibility for objects and money left at the desk by students. In case this happens, the Fondazione doesn't take any responsibility.
- In case of an emergency, please call:
  - **+39 02 8739 7000**, or alternatively
  - **+39 342 15 622 522**

## B.1 ACCOMMODATION

- Use your accommodation personally assigned to you and do not transfer the use to third parties.
- **The accommodation can be exclusively used by the student who undersigned the contract.**
- **Keep your accommodation, including the balcony, clean and in order** (i.e. do not store materials, do not leave garbage that could attract animals lying around).
- **Follow all indications regarding energy saving on the *Collegio Green* document.**
- **Each student is personally responsible for the proper preservation of their accommodation and the furniture in it.** Any breaks, damages or missing items noted at the end of the stay will be deducted from the deposit. Writing, drawing or painting on the walls and affixing posters, photos, adhesives, etc. to the walls or furniture is prohibited (use the available boards). In case of violation, the cost of the 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 electric razors**, but only if they are in compliance with the regulation (marked CE) and are always unplugged after use.
- It is forbidden to remove and/or add furniture to the accommodation (any furniture added to a room/flat without permission will be promptly removed by the administration). However, exclusively upon communication to [a.borroni@collegiodimilano.it](mailto:a.borroni@collegiodimilano.it), it is possible to get a mini-fridge for one's accommodation (power consumption: maximum 75W; maximum dimensions 550x400x470; type A or B, according to the new energy labels).
- 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.
- **Non-fireproof duvets, covers and/or bedsheets are not allowed.** In case the student has specific requirements, they will have to communicate them beforehand and follow the given instructions.

## CLEANING SERVICE

- **The weekly cleaning service is mandatory for sanitary and safety reasons.**
- During the weekly cleaning service, the student will have to stay out of their accommodation and leave it organized (i.e. do not leave personal items, laptops, etc. on the bed and/or floor).
- Students in flats are required to wash their own dishes, keep their kitchen clean and sort 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 the Services Department.
- In case the aforementioned rules aren't respected, a disciplinary action may take place.

## CLEANING SCHEDULE

### BUILDING Z

<b>Monday</b>	2nd floor (single rooms)
<b>Wednesday</b>	1st floor (single rooms)
<b>Thursday</b>	Flats
<b>Friday</b>	Ground floor (single rooms)

### BUILDING L

<b>Tuesday</b>	Ground floor (all rooms)
<b>Wednesday</b>	From L110 to L123 (1st floor)
<b>Thursday</b>	From L124 to L128 (1st floor) From L224 to L228 (2nd floor)
<b>Friday</b>	From L210 to L223 (2nd floor)

## ROOM MAINTENANCE

- To report malfunctions or to ask for maintenance, contact the Reception ([reception@collegiodimilano.it](mailto:reception@collegiodimilano.it)). Timely reporting any malfunction will help shorten the response time and minimize any inconvenience.
- Please remember that your request for maintenance implies that you authorize the maintenance service staff to enter your accommodation.

## B.2 INDICATIONS FOR 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 sanitary and safety reasons and for respect, it is essential to use these spaces correctly, as well as **cleaning and washing all dishes, cooking utensils and surfaces after every use.**
- Students must use their own cooking utensils (dishes, pots...). **It is forbidden to leave these items in the communal kitchen; if found by the staff, it will be eliminated.**
- The correct management of the kitchen/break area (i.e. cleanliness, conservation of food, order) is essential to your and others' health. It is also a sign of respect towards everyone.
- **Refrigerators and freezers are cleaned and sanitized according to the calendar hung on each fridge. Open packages and/or loose food will be thrown out.**

### GYM AND SPORTS GROUNDS

- To access the gym and sports grounds it is necessary to present to the Student Life Office a valid certificate of eligibility for the practice of non-competitive sports.
- As a safety precaution we ask to use the gym only if there is one other person present.

### MUSIC ROOM

Playing music and/or singing are allowed from 9:30 AM to 10:30 PM.

## LAUNDRY

- In both buildings there is a laundry room equipped with washing machines and dryers operating with a specific App “CashlessLoundry” (€ 2.50 each).
- This area must be kept in order and we ask students to not leave clothes unattended (any clothes left in the laundry room will be donated to charity).

## B.3 MEAL SERVICE

- **Use the badge or the key card in order to enter the canteen** (the badge and/or the key card is strictly personal and you can pass it only once 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 upon authorization.

 <b>OPENING HOURS</b>	
<b>MONDAY - FRIDAY</b>	<b>Breakfast: 07:15 AM – 09:30 AM</b> <b>Dinner: 7:30 PM – 9:00 PM</b>
<b>SATURDAY AND SUNDAY</b>	<b>Breakfast: 09:00 AM – 10:30 AM</b> <b>Lunch: 12:30 PM – 1:45 PM</b> <b>Dinner: 7:30 PM – 8:45 PM</b>

- 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

- For any medical necessity students can contact the medical assistance service by sending an e-mail to [d.frascaroli@collegiodimilano.it](mailto:d.frascaroli@collegiodimilano.it). The service is free of charge.
- The emergency telephone number is 112.

## B.5 WI-FI NETWORK

- Collegio di Milano has a Wi-Fi network (“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 inspection by the Postal Police or other competent authorities that may request such information. For the protection of the network and to guarantee the correct use, users' web searches may be inspected and/or monitored.

## B.6 STUDENTS' GUESTS

- Students can host maximum one guest who can stay in the Collegio between 8:00 AM and midnight.
- It is possible to let relatives, people under 30 years old and/or people over 30 years-old (only if enrolled at a university or an AFAM institute) stay overnight. It is mandatory to ask for authorization at least two days prior, by sending an e-mail to the Student Life Office ([slo@collegiodimilano.it](mailto:slo@collegiodimilano.it)). The fee per night is 60.00 €.
- Students take 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 for any damage 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 in its entirety and the discretion of the Managing Director.
- If at any moment a student does not respect the Educational Agreement, they may receive an official written warning. In case of a second warning, 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.



**Please note that in case of 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.**

# ATTACHMENTS

- **Extract from Emergency and evacuation plan** (updates will follow considering the evolution of the construction site)
- **Services, Facilities and Agreements**
- **Collegio Green:** Waste sorting guidelines and energy-saving policy

## STUDENT LIFE OFFICE

### Jana Trochymiuk

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### Francesca Maria Pasciuti

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## TRAINING AND DEVELOPMENT

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## CULTURAL AND TRAINING ACTIVITIES

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## CAREER SERVICE

### Federica Fusaro

 [f.fusaro@collegiodimilano.it](mailto:f.fusaro@collegiodimilano.it)

## LANGUAGE ASSISTANT

 [englishassistant@collegiodimilano.it](mailto:englishassistant@collegiodimilano.it)  
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## SERVICES AND FACILITY

### Alberto Borroni

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## RECEPTION

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 +39 0287 397 000  
+39 342 15 622 522

## ADMINISTRATIVE OFFICE

 [accounting@collegiodimilano.it](mailto:accounting@collegiodimilano.it)  
 Office 159

 **For the payment of the monthly fee**  
Up until the 5th of the month  
10:00 AM - 1:00 PM  
2:00 PM - 6:00 PM

 **For other payments**  
Monday to Thursday  
5:00 PM - 6:00 PM

## DIRECTOR • COLLEGIO DI MILANO

### Silvia Pasolini

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