

# REGULATIONS OF "G. MORIGI" COLLEGE

## INTRODUCTION

### The structure

The "MORIGI" College was founded in Piacenza in 1869 in order to accommodate students from the province of Piacenza that come to study in the city.

During 2008, the "Morigi" College has made an important legal transformation, becoming a public company for personal services (ASP) and merging together with another non-profit organization, the Foundation "De Cesaris-Nicelli".

There are several residential services currently made available to students and female students, after an extensive renovation work of the historical headquarters of the College, the fifteenth-century palace "Scotti da Fombio":

- single or double rooms, properly furnished, with toilets;
- a laundry room with coin washing machines, dryers and iron for washing of clothes and linen,
- kitchen room (complete with tables and chairs) with ovens and electric hobs to prepare and eat the meals;
- a game room;
- a multifunctional room for carrying out the Meetings of the College, for cultural meetings and TV viewing.
- two rooms used as study rooms.

The college has a canteen service where guest students of the Università Cattolica del Sacro Cuore can eat a daily meal (from Monday to Friday) in addition to the breakfast (from Monday to Saturday).

Furthermore, the guest students:

- have access to IT resources. For those that have their own personal computer, it is possible to have an Internet connection directly from their room;
- They have access to gyms and swimming pools affiliated with the College as well as theater performances and concerts of the city's theaters, exhibitions and other cultural events such as conferences, meetings, etc.

### The educational project

This Regulation is intended for guests of the College and comes directly from the educational project to which the "MORIGI" College refers from 2010.

In the Educational project is a declaration of the founding qualities of the student community that "MORIGI" college wants to be, as to say the mutual respect among persons, respect for private and community places, attention to the needs of others, the integration of cultural and religious differences, with an open attitude and participation in the life of the community, the willingness to the community, training and culture initiatives, that will be proposed in order to foster integration and contribute to the personal growth of each one.

These qualities constitute the guideline to create an educational community: therefore, not only a necessary structure to allow the university attendance and individual study, but a context in which to acquire the ability to live together and that supports the formation of young people.

All guest students have the right to promptly be informed on planned initiatives and have the duty to participate to them. The readmission in college the following year will be assessed also on the basis of the student's response to the proposals made and on the involvement shown in the community life.

### Article 1 - General Provisions

- paragraph 1 -** Each student is committed to know the Educational project, to deeply share it and have anywhere a behaviour in line with values and principles that it expresses.
- paragraph 2 -** Each student has the responsibility to give his/her contribution of presence, collaboration and sharing in different moments of the College's life and s/he is committed to participate in the activities proposed by the Management.
- paragraph 3 -** The overall absence, without a valid reason, for more than 30 days during the lesson period, holidays excluded, implies to be not re-admitted for the next academic years,
- paragraph 4 -** In private and common areas, it is required to behave in line with the characteristics of the College and according to the instructions of the Management.
- paragraph 5 -** The College depends on the Director of the College for all cultural and discipline aspects.

**paragraph 6 -** The period of operation of the College is set annually in the call.

## **Article 2 - How to use the rooms and related responsibilities**

**paragraph 1 -** The guest student receives by the Management the room with furnishings, fixtures and equipment therein included, and s/he states that through the signature on the dedicated form; this form will be used to proceed with verifications on the status of the goods at the time of vacating the room during the summer closure of the College or during the year if the student decides to renounce to the place of study in the college.

The student agrees to return the room in the same condition, unless the natural deterioration. The student that causes damage or breakdown within the premises of the College is required to report it to the Management.

The student is responsible for the damage and missing objects in his room and will have to arrange the direct compensation. The compensation for damages does not exclude the adoption of disciplinary measures according to the seriousness of the events.

The student uses the room assigned to him/her and cannot provide it in use to others, even temporarily, or use it in association with others.

It is prohibited, without the permission given each time by the Director, or his delegate, the access to rooms by external persons of the College; meetings with them, as well as the meeting of the students of the College, should normally take place in the premises intended for that purpose. All those that are not internals cannot stay in the College from 11.00 pm to 8.00 am. The internal student is personally responsible of his/her host's behaviour.

Management is not responsible of valuables or money kept in the room by the student.

Each student has the personal responsibility to provide, in addition to the service operated by the College, cleaning and tidying of his/her room. The Management reserves the right to take appropriate measures if the room is not properly cleaned and this implies serious inadequacies under the hygienic-sanitary profile.

**paragraph 2 -** Students are specifically prohibited from:

- introducing and storing weapons, flammable materials, fuels and explosives in the room;
- holding, using and selling drugs in the premises of the College (failure to comply with this rule leads to automatic expulsion from the College);
- Introducing and using any type of stoves for heating food in the room;
- Introducing and using fuel heaters or with exposed electrical resistance in the room;
- introducing and using electrical appliances in the room;
- introducing and using electrical equipment that not comply with the law in the room (without EC mark, IMQ or other approved);
- to have any kind of animal;
- making changes or modifications to furniture and equipment in the room and in common rooms;
- replacing the curtains or the original mattresses of the rooms;
- introducing and holding soft furniture not classified as 1 IM;
- taking out of the College anything provided by it;
- occupying with objects corridors, emergency exits, stairs and any other escape route;
- smoking in common areas and where the appropriate notice of prohibition is exposed;
- dirtying the walls of the room or applying stickers or posters directly on walls, doors or furniture;
- having behaviours that may cause moral or material damage to the other guests or on-duty staff or to the structure and assets made available;
- leaving in the room or in public areas personal effects or furnishings at the summer closure of the College.

Students are required to:

- participate in exercises of fast evacuation of the College's premises for emergency cases;
- report promptly to the Management any breakdown found in the rooms and in public areas in order to allow the competent technical interventions;
- deliver the key at the Management at the summer closure and during Christmas and Easter holidays (therefore the coming back to College, after the periods indicated, will take place during the opening hours of the Management).

**paragraph 3 - How to use the premises and common equipment and related responsibilities.**

The guest student is required, in the use of facilities and common services, to follow the instructions given by the Management of the College and provided by the communication placed on the specific notice boards, by paying particular attention to the provisions on self-management of kitchens, laundry and common rooms, and available equipment.

Improper use or misuse of facilities and common services implies to take specific responsibilities for the harmful consequences that may occur to persons and things. In this respect, the Management reserves the right to sanction individual behaviour that not satisfies these rules and, in the case of material impossibility to verify the personal responsibilities, to take collective disciplinary measures according to the principle of joint liability.

For service and safety reasons, the Management has a second badge to access each room; therefore, it is not allowed to install types of closures different from the existing ones.

Access to the rooms can also take place without the presence of the student when it is carried out by the college staff and third parties for maintenance, if accompanied by the College staff, as well as for demonstrable needs and urgencies, or for security reasons.

#### **Article 4 - Internal commissions of students**

In order to provide real spaces for guest student participation in the life of the College, sectoral committees dedicated to specific areas of community life are created:

- the sport and recreational commission;
- the "internal affairs" commission;
- informatics and press office commission.

The commissions are intended to draw, on behalf of the guest student community, proposals for initiatives in their respective areas of expertise (for sport and recreation commission: sports tournaments, community trips and aggregation moments, shows and theatre; "internal affairs" commission: proposals for improving the structure or for provision of services).

The commissions should also cooperate in a constructive way with the Management of the college for their practical organization and any associated management aspects.

Each commission will be composed of three students elected by secret ballot among the candidates presented on a voluntary basis; nominations must be received by mid-October and the voting process will be organized by the Management within the end of the same month of October.

The commission will choose, internally, its representative; at least three meetings per year must be made, and a small report must be drawn up by June.

To those mentioned above, a fourth commission must be added, specifically dedicated to update the College's website and to create the community newspaper. Participation in this latter commission will be free and without numerical limits and it will work closely with the coordinator of educational activities and tutors.

#### **Article 5 - Behaviours with third parties and related responsibilities**

Guest students are required to avoid behaviour that might cause discomfort or damage to persons and property within the College or in the immediate vicinity.

Failure to observe this rule implies personal responsibilities with regard to the consequences of improper actions made by the guest students and visitors, when these are found within the College.

#### **Article 6 - Compensation on guarantee deposit**

The guarantee deposit that each guest student is required to pay to the Management of the College or to the affiliated Body at the admission to the College and, if required, to be then integrated, is used as compensation in case of damage or loss, or additional expenses that the College could have for reasons attributable to the student. In this case, the Management of the College gives prompt written communication to the person concerned, together with the request to the affiliated Body to refund the damage caused and to restore the security amount originally deposited. If the guest student fails to restore the security deposit within the terms provided, s/he loses the right to his/her place in the College.

#### **Article 7 - Relationships among guest students and with the College' staff**

The guest student is required to have, with regard to his/her colleagues, employees and other collaborators of the College, a behaviour based on absolute fairness and respect. In particular, s/he must avoid to annoy the other guests of the other rooms.

S/he must also avoid any discussion with the cleaning staff of the premises, taking care to ask only to the staff of the Management for any complaints about the poor service.

#### **Article 8 - Disciplinary provisions**

The guest student, that behaves improperly or, in any case, in contrast to what indicated in this Regulation or that does not comply with instructions given by the Management about the use of facilities and services of common interest, may be subject to disciplinary action.

In relation to the nature and seriousness of the infringement, the following disciplinary measures are provided:

- written warning;

- administrative fine;
- temporary expulsion from the College;
- non re-admission to the College for the following academic year;
- expulsion from the College.

In any case, the College will make request for specific damages against the guest student who has been responsible of economic damages.

#### **Article 9 - Transitional provisions**

For all matters not provided in this Regulation, it will be possible to temporarily refer to decisions made by the Management in waiting of ratification by the Board of Governors of the College.

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