



# COLLEGE REGULATIONS

(updated 2023/2024)

## INTRODUCTION

### The structure (entirely non-smoking)

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 both male and female students

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

Inside the colleges there is a canteen service where student can have meals at discounted prices (from Monday to Friday)

There is WiFi connection inside all the building. The service does not ensure a minimum band speed.

### Article 1 - General Provisions

**paragraph 1 -** Each guest is committed to respect the cohabitation rules expected in a community

**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 -** Each guest must sign their accommodation contract.

### 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 through key delivery.

The student agrees to return the room and the refrigerator (at San Vincenzo) 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 forbidden the access to the common areas to external guests, except for the cases in which the director or delegates give their permission. They must provide a telephone number and a copy of an identity document.

All the external guests can only stay in the College from 8:00 am. to 11:00 p.m. The internal student is personally responsible of his/her host's behavior. In the event of overnight stay is necessary ask the authorization four working days before the guest arrives by e-mail to [ospiti@collegiomorigi.it](mailto:ospiti@collegiomorigi.it) and wait for the approval.

Students in a single room with private bathroom can be authorized to have one guest for a maximum of 10 nights in a year, of which a maximum of 2 consecutive nights are allowed, at no additional cost, always limited to what is allowed by the fire prevention regulations. In case of request over 10 nights, a cost of € 25 per night will be applied. However, the additional nights cannot be more than 10, with 2 consecutive nights maximum at a time. This is to allow all students to have a guest in rotation. The authorization cannot be given to double rooms. The authorized guests cannot access to the shared areas.

It is also necessary to ask for authorization for daytime access to outsiders (both to closed and open areas), with the exception of the canteen, during its opening hours.

In case of contagious diseases that require a quarantine period, the students cannot remain in the structure.

Management is not responsible of valuables, products, food or money kept in the room by the guest, nor in the refrigerator. So please always lock the door.

It is asked to be informed about regulation changes all the times.

Each guest has the personal responsibility to provide, in addition to the service operated by the College, cleaning and tidying of his/her room and its own refrigerator, supplied to the Collegio San Vincenzo. The Management reserves the right to take appropriate measures if the room and the refrigerator are 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 use into the room appliances, except for a small refrigerator of class no lower than B in the Morigi college, if previously authorized;
- introducing and using electrical equipment that does not comply with the law in the room (without CE mark, IMQ or other approved);
- to have any kind of animal, except specific approval by Director;
- 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 in places where a smoke detector is installed and indicated by appropriate signs;
- dirtying the walls of the room or applying stickers or posters directly on walls, doors or furniture;
- having behaviors 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 if they do not pay for the August rent;
- making noise, speak loudly or turn on at high volume television and or radio from 10 p.m. to 7 a.m.
- it is forbidden to step on the gardens (San Vincenzo)

**paragraph 3 - Students are required to:**

- participate in exercises of fast evacuation of the College's premises for emergency cases;
- report promptly to Management by e-mail to [direzione@collegiomorigi.it](mailto:direzione@collegiomorigi.it) and [ufficiotecnico@collegiomorigi.it](mailto:ufficiotecnico@collegiomorigi.it) or through assistants or by WhatsApp any breakdown found in the rooms and in common areas in order to allow the competent technical interventions;
- use the college WhatsApp group exclusively to communicate technical problems of the building and not for personal matters;
- 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 office opening hours, except for different agreement with Management). Additional costs might be charged if necessary to replace the locks;
- follow the rules regarding the garbage recycling.

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

The guest 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.

In particular, after using the kitchens and laundry rooms, each guest must leave everything clean and organized.

All material, food or cookware, including that stored in the wall units or kitchen cupboards, left in the kitchens, will be thrown away by the service personnel.

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 behavior that does not satisfies these rules and, in the case of material impossibility to verify the personal responsibilities, totake 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.

The management also has a second access key to the cabinets and refrigerators in the kitchen. They can be inspected at any time, with 48 hours notice, to check their state of maintenance and hygienic-sanitary conditions. In the case of rotten food or in a state of decomposition, they will be directly thrown away at the end of the inspection, in order to safeguard the hygienic safety of the premises for the other guests.

To access the building, each student is provided with a badge that can be used at any hour. If the badge gets lost or broken, an extra one will be provided with the additional cost of 8,00 euros.

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 - Behaviors with third parties and related responsibilities**

Guest students are required to avoid behavior that might cause discomfort or damage to persons and property within the College or in the immediate vicinity, especially about noise from 10 p.m. to 7 a.m.

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 5 - Compensation on guarantee deposit**

The guarantee deposit equivalent to three monthly rates that each guest 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 guest. In this case, the Management of the College gives prompt written communication to the person concerned, together with the request to refund the damage caused to the room, locker or refrigerator, or common equipment (washing machines, dryers, ovens or microwave ovens) 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 6 - Relationships among guest students and with the College' staff**

The guest is required to have, with regard to his/her colleagues, employees and other collaborators of the College, a behavior 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.

On the day set for room cleaning, the student is required to leave the room in perfect order, not to leave shoes on the floor and to keep the desk and sanitary ware free as much as possible. The assigned staff carries out the cleaning, not tidying up.

#### **Article 7 - Disciplinary provisions**

The guest, 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 who has been responsible of economic damages.

#### **Article 8 - 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 Sole Administrator of the College.

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