

## REGULATION FOR GUESTS

### Rights of Guests

#### Art. I. Principles and definitions

I.1. This regulation constitutes an implementation tool: (a) of the statutory purposes pursued by the Collegio; (b) of the provisions of the same statute in articles 24.1.I), 24.1.III) and 18; (c) of the provisions of DD.MM. nn. 672 and 673/2016.

I.2. The Collegio respects the principle of transparency; therefore, all the procedures carried out regarding admission to the Collegio, the confirmation of study places, and the awarding of study/degree awards are published on the website and allow the interested party to check the correct application of the statutory rules and criteria established.

I.3. The president of the Collegio is the body to which any complaints or disputes may be addressed.

I.4. A "guest" is defined as anyone who has access to the sections of the Collegio and uses services and common spaces, even only temporarily.

I.5. A "study place holder" is defined as any student who is a member of the Collegio who has signed a hospitality contract in accordance with the provisions of legislative decree n. 68/2012.

#### Rights of every guest

#### Article II - Criteria for the allocation of places of study

II.1. According to the provisions of art. 24.1.I) the criteria for the assignment of study places are governed by the regulation for the implementation of the statutory purposes and must be considered fully referred to herein.

II.2. The admission process is completed, for each student assignee of a place of study, by signing the hospitality contract in accordance with the provisions of legislative decree n.68/2012.

#### Article III – Confirmation of the place of study

III.1. Holders of study places who, according to the provisions of the regulation implementing the statutory purposes, have the right to maintain the place of study for

subsequent academic years, may submit a specific confirmatory application within the time limits set annually by the Collegio in the relative notice.

III.2. The right dictated in the previous paragraph is subject to the possession, at the moment, of all the requisites - also of merit - which will be indicated in the annual announcement.

III.3. If the guest has obtained the place of study as a first and second level university student and enrolls in third level courses (such as masters, specialisation or specialisation schools), he/she has the right to re-apply for admission in the field of interest for postgraduate students.

III.4. The procedure for confirming the place of study is completed by signing a new hospitality contract.

III.5. The guest who is engaged in international mobility programs and/or internships abroad can obtain confirmation of the place of study by requesting temporary suspension for the period of stay abroad. The request must be sent to the Collegio within the terms and in the manner established in the announcements for admission and confirmation of the academic year for which he/she intendeds to effect the suspension.

III.6. The guest who, at the end of the mobility and/or internship program, intends to return to the Collegio during the academic year in which he/she obtained the temporary suspension described in paragraph III.5., will be able to obtain the return to the Collegio according to the rules established in the announcements for admission and confirmation of the academic year in which the return occurs.

III.7. The provisions of the above paragraphs III.5. and III.6 also apply in the event that the guest, during the academic year, must be absent for periods longer than two months for reasons other than those provided for in the paragraph.

#### **Article IV – Criteria of the assignment of the room**

IV.1. The assignment of the room in favour of each study place holder takes place according to a special ranking which takes into account the preferences indicated by the guest in the application for participation in the announcement.

IV.2. In the sections where not all the rooms have private facilities, the rooms with private facilities are assigned by ranking based, in order of priority, on length of stay in the Collegio, university experience, academic merit and finally random selection of the applicants.

IV.3. In case of confirmation of the place of study, the guest has the right to continue to reside in the Section to which he was assigned in the previous academic year, except for

reasons of extenuating circumstances (such as, for example, the unavailability of the structures).

IV.4. One third of the places available in each section at the end of the academic year is allocated for transfers. Therefore the guest, together with the confirmation request, may submit a motivated request for transfer to another section.

IV.5. During the academic year, the exchange of rooms within the same section is allowed after agreement between the occupying guests, and upon written request to the section director.

IV.6. Disabled guests are assigned specially equipped rooms. In the event that there are no disabled guests, the rooms equipped for them can still be assigned to able-bodied guests. If during the year there is the need to welcome a disabled guest with specific needs, the general manager will evaluate the individual case, so as to respect the needs of both the disabled guest and the non-disabled guest.

#### **Article V – Services offered by the Collegio**

V.1. The Collegio makes available to guests a multiplicity of services described in the guide to services, revised at the same time as the publication of annual announcements and made available through publication on the Collegio's website.

V.2. The Collegio also provides the guests with the training service provided by the DD.MM. nn. 672 and 673/2016 and other cultural, sporting and recreational initiatives

#### **Article VI - Budget available to the Student Council**

VI.1. The board of directors of the Collegio, upon approval of the budget, annually assigns to the student council an amount to be allocated to purchases of various kinds and to educational, cultural, sporting and recreational initiatives of general or specific interest for each individual section . These expenses must be made during the academic year and under the direct responsibility of the proposing delegates who will have the material availability of money and will be jointly responsible for the custody of the same.

VI.2. Decisions regarding the use of the budget are made independently by the student council, subject to verification by the section director that they do not conflict with the statutory purposes. At the end of each academic year, the delegates of each section in consultation with the section director must present to the general management a detailed account of the expenses incurred and the management of the takings.

VI.3. Although the operational responsibilities for carrying out these activities are the responsibility of the student council, all study place holders must be guaranteed the

opportunity to participate in the choice of activities to be carried out and above all to their full use.

VI.4. All study place holders are guaranteed, in any case, the possibility to advance at any time, through their delegates, proposals regarding training, cultural, sporting and recreational activities not otherwise provided, for which the Collegio is called to sustain some organisational expense or duty. Each proposal is examined by the general management in terms of compliance with the statutory purposes and feasibility; if it meets the aforementioned requirements, it is brought into discussion and approval by the competent bodies.

### **Article VII – Collaboration assignments entrusted to study place holders**

VII.1. Holders of places of study at the Collegio may be appointed to perform, on behalf of the same, as paid collaborators, certain duties considered of particular interest or utility for the proper functioning of the Collegio's structures and services (such as, by way of example only) : reception services, libraries, IT support, etc.).

VII.2. For the conferment of such duties the general management, without prejudice to the faculty to stipulate specific contracts with each of the interested parties, when possible draws from the rankings of part-time collaborations of Turin universities. Alternatively, it promotes possible collaborations through specific notices published on the intranet, or it reserves the right to entrust collaborative duties, without prior publication of a specific announcement, when: (a) conditions of particular urgency exist; (b) it is impossible or even inappropriate to separate complementary tasks and services from activities already being carried out by specific guest students; (c) the duty consists of the repetition of tasks or services similar to those already performed by specific guests.

### **Article VIII – Student Council: composition and election, distrust**

VIII.1. The student council, having the functions provided by article 18 of the statute, is composed of the delegates elected for each section of the Collegio in the manner set out below. A member remains in office for one year and until the next election.

VIII.2. Each section has an election commission of three members: the section director and two indicated by the current student council. The student council indicates the two names among those who are candidates.

VIII.3. The section managers organise, by October 30th of each year, the voting operations for the election of the two section delegates, for which all the study place holders have active and passive electorates. Prompt notification of the date of the elections and the way it is carried out must be given to all guests.

VIII.4. The date for the elections is fixed in consultation with the current student council. Where special requirements exist, the date set may be different for each section. Applications must be submitted for each section by the fifth day before the elections. Those who intend to present their candidacy must complete the appropriate form prepared by the directorate general published on the intranet site and collect at least 10 signatures of guests in the same section.

VIII.5. The elections are held by secret ballot, with the possibility of expressing at most two preferences among the candidates of the individual sections.

VIII.6. The functional quorum for the election is 20% of the holders of places of study of each section. If this quorum is not reached, a new vote will be held on the next 15th working day. If the 20% quorum is not reached in the second vote: (a) if the voters reach at least 10%, only one representative will be elected; (b) if the voters have not even reached 10%, no representative will be considered elected in that section nor, for the current academic year, further votes will be taken.

VIII.7. The operations of acceptance of the candidacies and of voting and scrutiny take place under the direct responsibility of the electoral commission.

VIII.8. The electoral commission draws up the minutes of the voting operations and certifies the results of the vote, taking care of their publication.

VIII.9. Regarding replacement of the delegates who have resigned during the academic year or have lost their study place in the Collegio, the candidates who are the first non-elected in the last elections are automatically appointed.

### **Article IX – Student Council: operation**

IX.1. The student council collects and evaluates any proposal for improvement and/or integration of the educational, cultural, sporting and recreational activities carried out in the Collegio that the individual study place holders consider to be of interest, forwarding to the general management any requests in this regard.

IX.2. For the examination and discussion of the various issues, the student council and/or the section delegates meet whenever the need or the opportunity arises.

IX.3. The student council maintains direct relations with guests on the occasion of meetings open to all guests. These meetings can be attended, if invited, by officers of the Collegio or members of the board of directors.

## **Article X – The coordinator of the student council**

X.1. At the first meeting following the elections, the student council elects its own coordinator by simple majority of the members.

X.2. The coordinator: (a) ensures that the work plan, approved by the council, is implemented and coordinates the activities of the council itself; (b) fixes the dates and the agenda of the council meetings, including online; (c) draws up the minutes of the sessions and ensures that all the guests of the Collegio are adequately informed; (d) promptly informs the council about any ongoing proceedings by the disciplinary commission; (e) represents the council itself with respect to the Collegio.

## **Article XI – The Student Representative on the Board of Directors of the Collegio**

XI.1. According to article 18.2 of the statute, the student council designates the student representative on the board of directors from among all the holders of study places, by simple majority of the members. This designation must be communicated in writing to the general management.

XI.2. Since the student representative on the board of directors remains in office for three years and can be replaced during the three-year term of office, if necessary, the student council also appoints the replacement who will remain in office for the remaining period.

## **Article XII – The Student Representative in the Scientific Committee of the Collegio**

*--- Article repealed by resolution No. 45/2022 of 12/16/2022 ---*

XII.1. In accordance with the regulations of the scientific committee, the student council designates the student representative in the scientific committee from among all holders of study places, by simple majority of the members. This designation is communicated in writing to the board of directors.

XII.2. Since the student representative on the scientific committee remains in office for three years and can be replaced during the three-year term of office, if necessary, the student council also appoints the replacement who will remain in office for the remaining period.

## **Duties of each guest**

## **Article XIII – Reference to annual announcements**

XIII.1. In the announcements for the assignment and confirmation of places the Collegio determines the duties that each study place holder assumes following the acceptance of the application. These duties will also be reaffirmed in the hospitality contract finalised with each guest.



XIII.2. In the announcements for the assignment and confirmation of places, the conditions for renouncing the place of study that intervene, during the specific academic year, after the assignment are also regulated.

#### **Article XIV – Health regulations**

XIV.1. All study place holders are required to provide the general management, upon admission or confirmation, with a special self-certification stating their state of health.

XIV.2. Within 30 days from entering the Collegio, Italian study place holders, destined to remain in the Collegio for a period longer than 6 calendar months, are required to demonstrate that they can use the health service for healthcare in Turin, national Health Service, and have the obligation to choose a doctor in Turin. Foreign study place holders are, on the other hand, subject to the current national healthcare regulations, also in relation to what is required for the completion of the residence permit, where applicable.

XIV.3. In the event of failure to observe the above provisions regarding the use of the SSN, the Collegio reserves the right to declare the application for confirmation of the study place for the following academic year to be inadmissible.

XIV.4. Guests who, during the academic year, have suffered the onset of pathological conditions incompatible with community life must immediately inform the general management. Failure to comply with this communication obligation, in addition to the immediate removal from the Collegio, causes him/her to lose the status of a study place holder and excludes any refund of the amounts paid as a fee and a security deposit.

#### **Article XV – Responsibilities regarding care and use of the rooms and common areas**

XV.1. The guest is responsible for the proper preservation of the room and the goods entrusted to him/her with the room. Consequently, he/she is required to pay for the repair of any damage to the systems, furniture and furnishings resulting from the disappearance and/or incorrect use of them.

XV.2. At the beginning of the period of stay in the Collegio it is required to sign an acceptance report of the room that certifies the state of preservation of the same, of the furnishings and linen contained therein; what is written in this report will serve as a comparison to the preservation of the room and its contents at the time of the release of the room at the summer closure of the Collegio, the temporary suspension of the study place, or following the decision to renounce the place of study in Collegio. If the need arises, the section manager reserves the right to operate, by appointment with the interested parties



and in their presence, inspections in the rooms assigned to the guests to verify their state of conservation.

XV.3. During the academic year, the cleaning of the rooms, as well as of any annexed rooms, is entrusted exclusively to the guests. If their lack of or insufficient cleaning is such as to cause serious deficiencies in terms of health and hygiene, the section director reserves the right to report them to the disciplinary commission.

XV.4. Guests are strictly prohibited from carrying out criminally relevant conduct and the following:

a) bringing flammable materials, fuels, weapons and explosives into the room and keeping them in storage;

a) possessing and using on the premises of the Collegio narcotic and psychotropic substances for non-therapeutic use;

b) using equipment/devices in such a way as to overload the sockets and power lines of the room, thus risking to put the safety of oneself and of the other guests at risk, for example by powering many equipment/devices simultaneously from a single socket using the so-called "power strips", or by connecting them to an unsuitable socket;

c) using equipment/devices with an inadequate and/or non-compliant degree of protection (eg not bearing the CE, IMQ or other approved mark);

d) using/install equipment/devices which have a high consumption on the electricity network. In particular, it is strictly forbidden to use/install stoves, irons, electric stoves and/or radiators of various kind, own air conditioning systems (such as portable air conditioners and/or portable evaporative coolers), which consume 80 Watts or more;

e) using equipment and/or private hardware devices (such as, for example, hubs, routers, switches, access points, power lines, etc.) capable of interfering with the Collegio's network systems, causing them to malfunction or limit performance;

f) keeping animals of any kind;

g) introducing nets, camp beds or other furniture and/or making changes or adaptations to furniture and systems in both the bedroom and common areas; this prohibition can only be exceeded by a provision of the general manager issued at the request of the guest if there are objective reasons for him/her to make use of his /her own property;

h) replacing the original curtains and/or mattresses and/or pillows of the rooms;

i) installing different or additional chamber locking devices with respect to the existing ones;

j) taking linen, blankets, furniture, etc. out of the Collegio's premises, even for short periods of time, supplied with the room or common rooms;

k) bringing goods belonging to the common rooms into the bedrooms;

l) loitering in the corridors, at emergency exits, stairs and any other escape route;

m) smoking, both in the bedroom and in the common areas;



- n) using the courtyard as a parking space for cars or motorcycles of students or people connected to them (eg parents, friends, etc.);
- o) painting the walls without the authorisation of the section director, or applying stickers or posters directly onto walls, doors or furniture;
- p) allowing access to, or staying on, the Collegio's premises after 1:00 am;
- q) sharing or renting rooms to others, even if they are family members;
- r) behaving in a manner that by nature is contrary to civil cohabitation or likely to cause harm to other guests, the staff in service, the structure, or to the furnishings (example of such forbidden behaviours: 'gavettoni', tampering with the security and service systems of rooms and equipment in common use available to guests, etc.);
- s) leaving personal belongings or furnishings in the room or common areas (especially in the kitchens of the floor), at the summer closing of the Collegio;
- t) disposing of waste considered special by current legislation, dangerous or not, in ways other than those indicated in the specific operating procedures prepared by the council;
- u) using, within the Collegio, appliances or systems that limit hearing ability, especially in a guest's own room; for example, the use of: loud headphones, high-volume earphones on both ears, high-volume radios, earplugs or other noise-reduction systems, etc. is prohibited.

XV.5. All Guests are obliged to:

- a) participate in any rapid room evacuations in preparation for cases of emergency;
- b) promptly report on the appropriate register, kept at the reception desk of each section, the faults detected both in the rooms and in the common areas, in order to allow the appropriate technical interventions;
- c) at the summer closure, perform a thorough cleaning of the room before leaving the Collegio;
- d) deliver the key to your room to the receptionist of the section where you stay at the summer closure and during the Christmas holidays; consequently the return to the Collegio, after the indicated closing periods, must take place during the opening hours of the reception itself.

XV.6. The Collegio accepts no responsibility, either inside the room or within the common areas, in relation to valuables and/or money owned by the Guest, including those delivered to the reception by couriers.

## **Article XVI – How to use the premises and equipment of common use and inherent responsibilities**

XVI.1. The guest is obliged, in the use of common facilities and services, to comply with the instructions given by the general management, detailed in the notices posted on the appropriate notice boards and on the intranet. Furthermore, particular attention must be paid to the provisions concerning the self-management of kitchens, laundries, common

rooms and other equipment supplied with each section. The guest is obliged to preserve his/her own and others' safety: therefore, he/she must at all times base conduct on this duty.

XVI.2. Damage to and/or improper or incorrect use of common facilities, goods and services leads to the assumption of civil liability with the consequent duty to compensate for the damage caused. The Collegio reserves the right, in this case, to withdraw from the hospitality contract stipulated with the guest(s) in question, with consequent forfeiture of the holding of the place of study.

XVI.3. If it is not possible to determine the perpetrator(s) of the damage and/or improper or incorrect use, the section manager has the right to temporarily suspend, at the level of the floor and/or section, the services which were found to be deficient from a sanitary and/or functional point of view. Where compensation is necessary, based on the common areas affected by damage and/or improper or incorrect use, the Collegio will forward the relative request to the guests of the specific floor and/or the entire section.

XVI.4. Guests wishing to use fitness areas and equipment rooms, even if only occasionally, are required to sign a special declaration of awareness of the associated risks.

### **Article XVII – Behaviour towards third parties and their responsibilities**

XVII.1. Guests are required to avoid behaviour that could cause discomfort or harm to persons or property both within the Collegio and in the immediate vicinity.

XVII.2. Should the Collegio be held liable by third parties for prohibited conduct committed by the guest in violation of the prohibitions indicated in this regulation and in violation of the law, it will have the right of compensation from the guest who is the perpetrator of the prohibited conduct.

### **Article XVIII – The deposit**

XVIII.1. Each guest, at the time of the assignment of the place of study, is required to pay the Collegio a deposit of the amount stated in the hospitality contract.

If the deposit is reduced due to the infra expected, the guest will be required to reinstate it, according to the provisions of paragraph XVIII.5. At the time of its definitive release, the Collegio is required to reimburse the entire security deposit, except as indicated in the following paragraph.

XVIII.2. The Collegio has the right to withhold - totally or partially - the security deposit in the cases stated in the hosting contract and possibly by specific announcements.

XVIII.3. If the guest, or persons unrelated to the Collegio attributable to the same guest, cause loss or damage to the Collegio's assets entrusted to the guest in question, the security deposit paid will be used by the Collegio to cover the costs of restoration.

XVIII.4. If the guest does not adequately clean the room on the occasion of the Christmas or summer closing, thus violating the provisions of paragraph XV.5 lett. c), the general management reserves the right to withhold an amount not exceeding € 50.00 to cover the necessary work.

XVIII.5. In the event of compensation taken from the security deposit by the Collegio, the guest in question has the obligation to reinstate it within 15 days by the request of the Collegio. If the guest fails to do so within the aforementioned deadline, the Collegio reserves the right to withdraw from the hospitality contract with consequent forfeiture of the ownership of the study place.

#### **Article XIX – Sectional celebrations**

XIX.1. In the event of a graduation or other similar, one or more study place holders may request in writing to the section director of where they stay, at least 5 days before, the authorisation to organise a party within common areas, a party open to other guests of the same section as well as to third parties not guests of the Collegio. The request must indicate the date, place and space in which the party is to be organised. The number of participants must be limited to that permitted by the safety regulations and the organising guests will be held responsible for the behaviour of the participants and for any damage caused to the movable property and equipment of the section, as well as for the restoration of the premises used (cleaning, reorganisation, etc. ) no later than 11:00 on the day after the party. In no case may the celebration end after 1:00 a.m.

XIX.2. If, during the celebration, common areas and/or properties of the Collegio are damaged, the section director shall provide written notice to the person(s) who requested to organise the party by ordering them to pay for the damage caused by their guests. At the same time, the section director may temporarily refuse the authorisation to organise other parties in the same section without prejudice to the right of the Collegio to claim compensation for damages.

XIX.3. Le c.d. "Floor dinners" fully fall within the case referred to in paragraph 1 of this article, as well as the floor kitchens in the "common spaces" category.

#### **Article XX - Relations between guests and the Collegio staff**

XX.1. Guests are obliged to conduct, with regard to colleagues, employees and other collaborators of the Collegio, behaviour marked by absolute correctness and respect. In particular, guests must avoid disturbing the guests of the other rooms of the section where



they are staying, taking care to stop all activities that cause sounds or noise outside of rooms or specific common rooms by midnight.

XX.2. Complaints about disruptions must be addressed exclusively to the section director and, if necessary, brought to the attention of the Collegio's general management.

## **DISCIPLINARY PROCEDURES**

### **Article XXI – Disciplinary responsibility**

XXI.1. Any guest who violates the provisions of the articles XIV, XV, XVI, XVII, XIX and/or the signed hospitality contract, or any guest who does not comply with the written instructions given by the section director or the general management with regard to the use of facilities and services of common interest, is subject to disciplinary responsibility as provided below.

XXI.2. In all cases, any guest who causes damage to the Collegio will be required to pay compensation according to the provisions of the Civil Code (article 1218 ss.c.c. and/or article 2043 ss.c.c.). If the conduct held by the guest can be considered a criminal offense, the general manager will immediately notify the Public Prosecutor's office.

### **Article XXII – Disciplinary procedures**

XXII.1. At the beginning of each academic year, the disciplinary committee is set up by order of the general manager. The commission is composed of three members: the general director who leads it, a person chosen by mutual agreement by the president of the Collegio and student representative within the board of directors, and the coordinator of the student council.

XXII.2. The provision of appointment of the disciplinary commission is made public by means of an indication on the Collegio intranet.

XXII.3. Commission meetings may also be held in audio or video conference. In this case, the president of the commission must identify, personally and in a certain way, all the participants possibly connected in audio or video conference and make sure that the telematic tools allow them, in real time, to follow the discussion and intervene in the discussion of topics: the decision can be made by mutual agreement and approval with telematic tools whether communication is clear enough to go ahead.

XXII.4. Within 5 days from the occurrence of the conduct described in article XXI.1, the president of the disciplinary commission formulates a detailed notification to the guest by means of a PEC letter, detailing the facts attributed to him/her and at the same time informing him/her of the opening of the disciplinary procedure.

XXII.5. The guest, within 5 days of receiving the communication referred to in the previous paragraph, may present his/her observations in writing, asking to be heard and/or request that the commission carry out preliminary investigations relating to the disputed occurrence.

XXII.6. Upon completion of the preliminary investigation, the disciplinary committee may, by a majority of two thirds of the members, file the dispute or provide one of the sanctions indicated in the following article.

XXII.7. If the disputed conduct is serious and potentially dangerous or harmful to other guests and/or the Collegio staff, the disciplinary committee has the right to suspend the offending guest from the holding of the study site.

### **Article XXIII – Sanctions**

XXIII.1. In relation to the nature and seriousness of the infringement committed, the following disciplinary measures may be taken:

- (a) written warning (which highlights the infringement committed and formally demands that the guest ceases to behave incorrectly);
- (b) pecuniary sanctions to the extent of between € 25.00 and € 150.00;
- (c) pecuniary sanctions to the extent between Euro 151.00 and Euro 300.00;
- (d) disqualification from the possibility of applying for a place in the Collegio for the following academic year;
- (e) the withdrawal from the hospitality contract and the consequent forfeiture of the ownership of the study place, with removal from the Collegio.

XXIII.2. If the disciplinary commission intends to impose the penalties indicated above in letters (d) and (e) it must obtain the prior favourable opinion of the board of directors.

Approved by the BoD with resolution 14/2019 of May 30, 2019, effective from September 1, 2019 and subsequently amended with resolution No. 45/2022 of 12/16/2022