



# AMMISSIONE 23/24

*Per iscriversi\*  
al I, II, III anno  
di laurea  
di I livello e/o ciclo unico  
e per iscriversi\*  
al I anno  
di laurea magistrale  
o Master di I livello*

*Apertura  
15.03.2023*

*Chiusura:  
30.06.2023*



Fondazione  
Collegio  
Universitario

**Einaudi**

*English translation*  
**Your *brightest*  
future**

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# Chapter 1 - Application

## 1.1 Scope and recipient students

**COLLEGIO UNIVERSITARIO DI TORINO RENATO EINAUDI** (henceforth 'Collegio'), Foundation ex art. 14 ss. c.c. registered to the Register of Legal Persons at the Prefecture of Torino and private-law entity with no profit-making purposes, as well as merit-based University College legally recognized and accredited by Ministero dell'Istruzione, dell'Università e della Ricerca (MIUR) in accordance with DD.MM. nn. 672 and 673,

**makes available for the academic year 2023/2024  
no less than 150 accommodation benefit awards in private room**



**maximum period of stay:** September 11th, 2023 - July 31st, 2024 included.  
The Christmas holiday period is excluded, during which the Collegio will close on December 23, 2023 and will reopen on January 7, 2024)



for the categories of students/classes grouped as follows:

### **“Politecnico” Group (MAT-P)**

Students enrolling in 1st level of a Bachelor degree or of a 5/6-years Master degree for the academic year 2023/24 (MATRICOLE) at **Politecnico di Torino**

### **“University” Group (MAT-U)**

Students enrolling in 1st level or of a 5-6 year Master degree for the academic year 2023/24 (MATRICOLE) at **University of Turin, Accademia Albertina di Belle Arti di Torino, Conservatorio Statale di Musica di Torino, Istituto d'Arte Applicata e Design (IAAD), Istituto Europeo di Design (IED), Vittoria School for Language Mediators (SSML)** - “University” group.

### **2-L1**

Students enrolling in the 2nd year of a Bachelor degree or of a 5/6-years Master degree for the academic year 2023/24 at any University in Turin.

### **3-L1**

Students enrolled in the 3rd year of a Bachelor degree or of a 5/6-years Master degree for the academic year 2023/24 at any University in Turin.

### **1-LM**

Students enrolled in the 1st year of a Master degree for the academic year 2023/24 at any University in Turin.

## Admissions 23/24

*For students enrolled in the 1st, 2nd, 3rd year of Bachelor degree and for students enrolled in the 1st year of Master degree*

In the case of enrolment to a university course that involves also universities/institutions other than those in Turin (namely **CdL interateneo**), students can apply for admission provided that:

- the student must attend lessons in one of the Turin universities/institutions for at least one semester;
- during the semester(s) spent in universities/institutions other than those in Turin, students must leave their accommodation and follow the dispositions detailed in ch. [2.7 – Mobility and absences from Collegio](#).

The provided services, which characterize the Collegio experience, are:



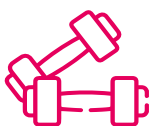
**Residential services:** the accommodation benefits and the provided services in the various residence halls are described within the [Guida ai Servizi](#), that will be updated on Collegio official website no later than June 30, 2023;



**Personal training:** multidisciplinary training activities aimed at strengthening transversal competences useful to support students' studies and to effectively prepare to enter the world of work;



**Counseling, coaching and tutoring activities** aimed at effectively accompanying and supporting the student during her/his studies;



**Sport activities** at a discounted price, thanks to the agreement between Collegio and [CUS Torino](#).

## Admissions 23/24

For students enrolled in the 1st, 2nd, 3rd year of Bachelor degree and for students enrolled in the 1st year of Master degree

## 1.2 How to apply

The admission process aims to intercept students willing to take full advantage of the opportunities of **community life** and motivated to seize the opportunities of the proposed training offer.

Everyone's **motivation** is almost as important as merit in the course of study; for this reason, in addition to the academic merit component, the willingness to social relations, orientation for the common good, curiosity, imagination and openness to experience, commitment and motivation to do, awareness of the opportunities offered and sustainability as a way of life will be evaluated. These evaluations will be made with the application of objective criteria derived from the evaluation tools used, namely the report of the PerfEcho® self-assessment questionnaire, which returns a personal profile of skills and motivation, and the evaluation grid of the individual interview.

The admission process must be completed



**between March 15, 2023 and June 30, 2023**

and is divided into several phases, as detailed below:

### WHEN

**Starting from  
March 15, 2023**

### WHAT

1. Register<sup>2</sup> yourself on the Student Portal
2. Fill in and send the application(BAM)<sup>3</sup>, upload the required documents in UPLOAD DOCUMENTS BAM area;
3. Request the ISEE Certificate and fill in the INCOME DATA area<sup>4</sup>

### WHERE

**Student  
Portal**  
[click here](#)

The Student Affairs Office will send by email all the information to take part into the motivational assessment tests

<sup>1</sup> You have to upload a valid identity document to the Student Portal for accreditation.

<sup>2</sup> Please note that it is possible to modify the submitted application until the closing date of the indicated period; after this date it will no longer be possible in any way to modify what has been declared. It should also be noted that if the application is modified, the date and time of compilation will be updated accordingly

<sup>3</sup> The ISEE Certificate: must be issued in 2023, must apply to benefits for the right to university study, and must not present discrepancies/omissions. For further information, please contact a CAAF center or consult the institutional website of INPS.





## Admissions 23/24

*For students enrolled in the 1st, 2nd, 3rd year of Bachelor degree  
and for students enrolled in the 1st year of Master degree*

### WHEN

Within June 30

No later than July  
10, 2023.

### WHAT

4. Accept the invitation to participate in the motivational assessment tests.

**Complete the  
application for  
admission**

5. Be sure that you have completed the online self-assessment questionnaire and taken the individual interview.

### WHERE

Email containing the access link to the self-assessment questionnaire and link to book the individual online interview

The Student Affairs Office will send by email all the information to take part into the motivational assessment tests.

## 1.3 Admission criteria

In order to be included in the rankings, students must comply with the provisions in the table below, on the basis of their academic category of reference:

ADMISSION CRITERIA	MAT-P	MAT-U	2-L1	3-L1	1-LM
<b>Arithmetic average</b> equal to or higher than 7,5/10 of the final grades of the 3rd and 4th year of High School	✓	✓			
Achievement within 15/3/2023 of <b>10 CFU</b> with weighted average equal to or higher than 24/30			✓		
Achievement within 15/3/2023 of <b>40 CFU</b> with weighted average equal to or higher than 24/30				✓	
Achievement within 15/3/2023 of <b>90 CFU</b> with weighted average equal to or higher than 24/30					✓
Completion of the PerformanSe Echo <sup>®5</sup> online <b>self-assessment questionnaire</b>	✓	✓	✓	✓	✓
Participation in the <b>online individual interview</b>	✓	✓	✓	✓	✓
<b>Enrollment</b> in a Bachelor degree <b>no earlier than a.y. 2022/23</b>			✓		
<b>Enrollment</b> in a Bachelor degree <b>no earlier than a.y. 2021/22</b>				✓	
<b>Enrollment in Bachelor degree</b> no earlier than <b>a.y. 2020/21</b>					✓
By 15/11/2023, <b>enrolment</b> as a full-time student in the course and year declared in the application	✓	✓	✓	✓	✓

<sup>5</sup> The student who decides not to consent to the processing of data TR010-T/TR012-T when filling out the application form on the Student Portal will not be invited to complete the online self-assessment questionnaire.

## Admissions 23/24

For students enrolled in the 1st, 2nd, 3rd year of Bachelor degree and for students enrolled in the 1st year of Master degree

ADMISSION CRITERIA	MAT-P	MAT-U	2-L1	3-L1	1-LM
Not be enrolled in a degree program that has already been completed (e.g., I received my Bachelor's degree in Biology; I cannot participate in the admission process if I re-enroll in another Bachelor degree).	✓	✓	✓	✓	✓
<b>Age not more than 30 years old</b> at the closing date of the application period	✓	✓	✓	✓	✓
Not having been a study place holder in Collegio for a period exceeding 5 months in the a.y. 2022/23	✓	✓	✓	✓	✓
Commitment to achieve by 31/07/2023 the high school diploma with a grade equal to or higher than 80/100	✓	✓			
Commitment to achieve within 31/07/2023 26 CFU with weighted average equal to or higher than 24/30			✓		
Commitment to achieve within 31/07/2023 72 CFU with weighted average equal to or higher than 24/30				✓	
Commitment to achieve by 23/12/2023 the Bachelor's degree with a grade equal to or higher than 95/110					✓

At the end of the compilation of the application form, **students must upload the documentation listed below**, under penalty of ineligibility of the application:

Documentation to be uploaded in the UPLOAD DOCUMENTS BAM area of the Student Portal	MAT-P	MAT-U	2-L1	3-L1	1-LM
<b>Certificate attesting the final grades</b> obtained in the school subjects <b>of the 3rd and 4th year</b> of High School <sup>6</sup>	✓	✓			
<b>Self-certification</b> , according to D.P.R. 445/2000, certifying all the <b>exams passed by 15/3/2023 included</b> , with indication of exam name, CFU, grade and date of achievement <sup>7</sup>			✓	✓	✓

<sup>6</sup> This document can be downloaded from the online register of your School.

<sup>7</sup> This document can be found in the PoliTO Teaching Portal (path "Certificates > Print self-certifications", select "Study plan with grades" and "Career history", then select "Print") and in MyUnito of UniTO (path "Career > Career certifications", document title: "Self-certification of enrollment and matriculation with exams").



## Admissions 23/24

For students enrolled in the 1st, 2nd, 3rd year of Bachelor degree and for students enrolled in the 1st year of Master degree

### Documentation to be uploaded in the INCOME DATA area of the Student Portal

	MAT-P	MAT-U	2-L1	3-L1	1-LM
<b>ISEE certificate</b> issued in 2023 and applicable for university use <sup>8</sup> (see <a href="#">chap. 2.3</a> )	✓	✓	✓	✓	✓

Students who decide **not to take advantage of the option to present the ISEE 2023 certificate** may declare this intention in the application form and not fill in the INCOME DATA area of the Student Portal in order to be **automatically included in the maximum contribution bracket (bracket VII)**.

**In the calculation of the weighted average**, no rounding is carried out, since the corresponding real number is evaluated: therefore, if the average is lower than 24/30 (even if only to a few decimal places) the requirements for inclusion in the ranking are not met

If the number of credits acquired exceeds the minimum number required, the best single credits needed to reach the minimum number will be taken into consideration when calculating the average.



Moreover, **linguistic exams and other specific exams that do not involve a grade** and for which only a passing grade is recognized (grade reported on the certificate: “passed” or “suitable”) contribute to forming the number of credits acquired: these will be conventionally graded equal to 25/30.



Only exams pertaining to the degree course attended and included in the documentation produced by the university of reference (certificate/self-certification of exams taken) contribute to the number of credits acquired: in particular, **in the case of students enrolled in training courses at affiliated Institutions with the Collegio** (e.g. SSST, CCA, etc.), the supernumerary exams taken as part of these courses will not be considered for the purposes of calculating for confirmation.

Please note that, in order to calculate the average number of credits acquired by students enrolled in **binational degree courses**, reference will be made to the ECTS (European Credit Transfer and Accumulation System) evaluation scale.

<sup>8</sup> It should be noted that the ISEE Certificate: must be issued in 2023, must apply for university use, and must not present discrepancies/omissions. For further information, contact a CAAF center or consult the institutional website of INPS.

## 1.4 Rankings, waiting list and accomodation benefit assignment

For each academic reference category, a sub-ranking will be created for each of the seven ISEE contribution brackets, for a total of **35 separate rankings** drawn up on the basis of:

- **total score** given in hundredths and obtained by the sum of the academic merit score (up to a maximum of 60/100) and of the potential (up to a maximum of 40/100);
- **in the case of equal score, the minor ISEE value prevails.**  
The position in the ranking of VII band students with equal score is established by looking at the date/time of submission of the application<sup>8</sup> and, in case of a tie, by drawing lots

All candidates who will have completed the process of admission and in possession of the minimum academic merit criteria will be included in the rankings.

### 1.4.1 Publication of admissions outcome

The results of the admission process will be published on the **Student Portal in the RANKIGS area**.

**By August 4, 2023** the temporary rankings will be published and, after three calendar days, these rankings will become definitive.

The winner students, within four working days of the publication of the final rankings, will receive notification of the assignment of their place of study via ticket on the Student Portal or via email.

Eligible and unsuccessful students will see an indication of their position on the waiting list within the specific ranking, i.e. according to the contribution bracket to which they belong and according to the academic category of reference.

Ineligible students will display the reason for exclusion in the specific ranking.

### 1.4.2 Waiting list and related criteria

After appropriate updates of the waiting list made by Collegio, students in waiting list could be awarded with an accommodation benefit as, during the academic year, new accommodations will be vacated.

These updates will be possible until the exhaustion of the waiting lists and in any case **no later than June 30, 2024**.

The notification of assignment of the accommodation benefit, following an update of the waiting list, will be sent to the student via ticket on the Student Portal or via email.

### 1.4.3 Accommodation benefit distribution

The (at least) 150 accommodation benefits available are distributed as described in the following:

- 40% of the benefits will be allocated to MAT-P category;
- 20% of the benefits will be allocated to MAT-U category;
- 15% of the benefits will be allocated to 2-L1 category;
- 10% of the benefits will be assigned to 3-L1 category;
- 15% of the benefits will be assigned to 1-LM category.

For each of the abovementioned categories, available accommodations will be distributed among the 7 contribution bands, following this distribution:

RANKING	I BAND	II BAND	III BAND	IV BAND	V BAND	VI BAND	VII BAND
Percentage-goal of overall composition of accommodation	15%	10%	15%	15%	15%	15%	15%

In case of exhaustion of candidates within a specific sub-ranking by bracket, the excess seats will be assigned, within the specific academic category of reference, to the sub-ranking related to the highest contribution bracket (in case of exhaustion of candidates in the sub-ranking of the VII bracket, the seats will be automatically assigned to the VI bracket, in case of exhaustion of the latter to the V and so on up to the I).

In case of exhaustion of candidates within a specific academic category of reference, the excess seats will be assigned, with the same band, to the category in which - at the time of reassignment - there is a higher ratio of students on the waiting list to available seats.

In the event that all 35 waiting lists are exhausted, available study places will be assigned to candidates competing in other Call of Admission.

### 1.4.4 Waiting list management period

Collegio will periodically proceed, indicatively during **October 2023 and February 2024**, to update the waiting lists by asking to the candidates their willingness to keep on staying on the waiting list.

In order to maintain their position in the waiting lists, candidates have to fill out a form on the Student Portal within the time-limit communicated by Collegio. Those candidates, who will not participate to the waiting list update, will be automatically considered as withdrawal candidates and will be deleted from the waiting list.

## Chapter 2 - Accommodation benefit award

### 2.1 Acceptance of the accommodation benefit and required documents

The notification of assignment of the accommodation benefit sent via ticket on the Student Portal or via email contains the modalities of acceptance of the accommodation benefit and of payment of the contribution, to be strictly carried out within the indicated time-limit (indicatively four calendar days).

In order to accept the accommodation benefit, selected students have to:



**pay the 1st instalment and the deposit**, within the deadlines stated here at paragraph [chap. 2.3 - ANNUAL FEE AND CONTRIBUTION BANDS](#) and detailed in the notification of the assignment of the accommodation benefit;



**sign and upload the Housing Agreement** (available in the HISTORY & RECEIPTS area of the Student Portal) in the OTHER DOCUMENTS area;



**upload the Annex A** from the [piattaforma PFP](#) ("Personal Training Program") in the OTHER DOCUMENTS area of the Student Portal.

**Not following the procedure detailed in the notification of assignment within the time limit will result in rejecting the award, which will be assigned to another student.**

The assignment of a specific Residence Hall of Collegio will be made based on the preference expressed in admission application, taking into account the accommodations available in each Residence Hall, and on the progress of the assignments in order of descending order of merit.

It will not be possible to switch of Residence Hall after the assignment or during the academic year; a possible relocation to another Residence Hall will be possible only after the publication of the Call of Confirmation of the following year.

Collegio reserves the right, even after the signing of the housing agreement, and for objective reasons, to change, during the academic year, the room initially assigned and also the Residence hall of first assignment.

Students resulting winners of an accommodation benefit have to upload in the OTHER DOCUMENTS area of the Student Portal, the following documents:



**1. within 30 days from the check-in**, appropriate documentation stating the **choice of the general practitioner in Turin**<sup>10</sup>;



**1. by November 15, 2023** a scanned **certificate** or a self-certification (signed by the student), according to D.P.R. 445/2000, **stating the university enrolment for the academic year 2023/24** with all these information: university of enrollment, year of enrollment, title of the degree program.<sup>11</sup>;

During the academic year, students who obtain the Master degree or 5/6-years Master degree are required to fulfill the appropriate form available in Student Portal and to upload in the OTHER DOCUMENTS area a transcript of record or a self-declaration – according to D.P.R. 445/2000 – to certify the achievement of the degree title and all the exams completed. Collegio could require the mentioned documents in paper (original documents) at any moment, if deemed necessary.

<sup>9</sup> As defined in the art. XI of the Regolamento per i Titolari di Posto di Studio, the choice of the general practitioner in Turin is mandatory for any student obtaining the accommodation benefit in Collegio for at least 6 months, regardless of the location of the municipality of residence.

## 2.2 Students with special needs

In the respect of safety norms and conditions, the application to this Call by disabled students, must include appropriate health documentation to be uploaded through the Student Portal.

Collegio reserves the right to verify - also through health advice - the condition of functional self-sufficiency with respect to the rooms' structure and the usability of the shared areas. It is highlighted that the accommodations awarded by this Call are individual rooms; therefore, it is not possible to host any companions. At the end of the application call, applicants will be contacted for a preliminary interview.



## 2.3 Annual fee and contribution bands

The annual fee for a.y. 2023/24 is fixed at **€ 7.800,00**, of which the contribution from the student is calculated based on the ISEE document for university use of the family unit (issued from January); the other part is charged to Collegio. The student's family unit is made up of the components who make up the family registry at the date of the DSU's presentation (Dichiarazione Sostitutiva Unica) which must be completed to obtain the ISEE certificate.

**Students will automatically be placed in the maximum contribution bracket (bracket VII):**

- students who declare in their application that they will make use of the option not to submit the ISEE statement issued in 2023 and applicable for university use;
- students who, despite having applied for inclusion in one of the seven contribution brackets, have presented an ISEE certificate that is NOT applicable for university use and/or an ISEE certificate that presents discrepancies/omissions and/or an ISEE certificate that was NOT issued in 2023;
- students who, despite having applied for inclusion in one of the seven contribution brackets, have not completed the INCOME DATA area of the Student Portal by the end of the application period.

The below table includes the annual fee valid for the academic year 2023/24 and the students' contribution for each contribution band:

<b>Annual Fee : € 7.800</b>			 Student contribution	 Collegio contribution
<b>1 BAND</b> ISEE value Less than or equal to € 15.600	<b>€ 2.288</b>	<b>€ 5.512</b>		
<b>2 BAND</b> ISEE value From € 15.601 to € 19.600	<b>€ 2.651</b>	<b>€ 5.149</b>		
<b>3 BAND</b> ISEE value From € 19.601 to € 25.000	<b>€ 3.113</b>	<b>€ 4.687</b>		
<b>4 BAND</b> ISEE value From € 25.001 to € 33.000	<b>€ 3.707</b>	<b>€ 4.093</b>		
<b>5 BAND</b> ISEE value From € 33.001 to € 42.600	<b>€ 4.455</b>	<b>€ 3.345</b>		
<b>6 BAND</b> ISEE value From € 42.601 to € 55.000	<b>€ 5.489</b>	<b>€ 2.311</b>		
<b>7 BAND</b> ISEE value More than or equal to € 55.001	<b>€ 5.995</b>	<b>€ 1.805</b>		



## Admissions 23/24

*For students enrolled in the 1st, 2nd, 3rd year of Bachelor degree and for students enrolled in the 1st year of Master degree*

In case of assignments during the a.y., the student contribution will be recalculated on the basis of the beginning and the ending of the stay mentioned in the Housing Agreement and following the conditions below:

- for assignments from the 1st day and the 15th day of the month, the cost of the entire month will be charged;
- for assignments later than the 15th day of the month, the cost equal to half the cost of the month will be charged.

For students who obtain the assignment of the accommodation benefit with this admission process, belonging to the **same family unit**, a **reduction of the 10% of the contribution** – on condition that the reduction is requested via ticket on the Student Portal – will be applied.

### 2.3.1. Special cases

#### INDEPENDENT STUDENT

the parents of the student with a different residence, who are not legally separated and/or divorced, are in any case part of the same family unit unless both of the following requirements are met:

- residence outside the home of the family of origin for at least two years compared to the date of the application for registration for the first time in their course of study, in accommodation not owned by one of its members or for which no member enjoys a real right
- income from employment or similar fiscally declared, for at least two years (2021 and 2022), not less than €6.500,00 or declared or assimilated received in the tax years 2021 and 2022, as well as any other income component exempt from tax.

#### CURRENT ISEE (ISEE CORRENTE)

Should the **income significantly change**<sup>12</sup>, it is possible to declare a **Current ISEE valid at the moment of application or during the academic year** in order to update the DSU income data already declared. The student contribution will be calculated on the basis of the CURRENT ISEE for the instalment/s related to academic year 2023/2024 subsequent/s to the date in which the CURRENT ISEE has been presented.

<sup>12</sup> To obtain more information, see Decreto Crescita, converted with amendments from law no. 28/2019 and D.P.C.M. 159/2013.



## 2.3.2. Students' contribution payment modalities

The student contribution foreseen for the different contribution bands will be divided in three instalments to be paid using the following modalities:

	1st instalment: deadline 12/08/2023	2nd instalment: deadline 18/12/2023	3rd instalment: deadline 05/04/2024	Total fee by the student
<b>1 BAND</b> ISEE value Less than or equal to € 15.600	€ 832	€ 832	€ 624	€ 2.288
<b>2 BAND</b> ISEE value From € 15.601 to € 19.600	€ 964	€ 964	€ 723	€ 2.651
<b>3 BAND</b> ISEE value From € 19.601 to € 25.000	€ 1.132	€ 1.132	€ 849	€ 3.113
<b>4 BAND</b> ISEE value From € 25.001 to € 33.000	€ 1.348	€ 1.348	€ 1.011	€ 3.707
<b>5 BAND</b> ISEE value From € 33.001 to € 42.600	€ 1.620	€ 1.620	€ 1.215	€ 4.455
<b>6 BAND</b> ISEE value From € 42.601 to € 55.000	€ 1.996	€ 1.996	€ 1.497	€ 5.489
<b>7 BAND</b> ISEE value More than or equal to € 55.001	€ 2.180	€ 2.180	€ 1.635	€ 5.995

In the case of assignments during the academic year, the subdivision in instalments and their amounts will be calculated based on the dates of beginning and ending of the stay mentioned in the Housing Agreement.

**Following the payment of the 1st instalment, it is required a deposit of 200€**, regardless of the contribution band. The deposit will be refunded according to the conditions mentioned in [chap. 2.6.3](#) and in the Housing Agreement.

Payment modalities (PagoPa or other payment channels) will be communicated to the student near the deadline of each instalment.

**Non-payment of the 1st instalment and the deposit within the above-mentioned deadline will result in rejecting the award, which will be assigned to another student**

## 2.3.3. Arrears for late payment

In case of late payment of the 2nd and 3rd instalments (or of a share part of them), arrears will be applied as follows.

## Admissions 23/24

*For students enrolled in the 1st, 2nd, 3rd year of Bachelor degree and for students enrolled in the 1st year of Master degree*

**Delay  
≤ 3 days<sup>13</sup>**

**10 €**

**Delay  
≤ 10 days<sup>13</sup>**

**25 €**

**Delay  
> 10 days<sup>13</sup>**

**50 €**

Arrears' payment modalities will be indicated when the student requests to pay it. In case of non-payment of the arrears, Collegio will utilize to the student's deposit. The amounts received as arrears during the academic year 2023/24 will be used to finance institutional activities of the Foundation during the year 2024.

## 2.4 Housing agreement

The legal relationship between Collegio Universitario di Torino Renato Einaudi and the students is regulated by a Housing Agreement, according to the Italian law (D.L. 68/2012, art. 13 co. 5).

## 2.5 Personal Formative Program and Diploma di Collegio

Each student of Collegio must sign a Personal Training Program (henceforth "PFP") for each year spent in Collegio Einaudi, as required by the Italian law (art. 4, 1. V of D.M. 673/2016). The signing of PFP is simultaneous with the signing of the Housing Agreement, mentioned here at the previous chapter. The PFP aims to offer integrative, transversal and interdisciplinary education, aiming to train responsible adults, having attention to the common good.

Each student can choose his own path within the Annual Learning Plan (PFA) prepared by Collegio and with the support of his Community Manager. As per the above mentioned Ministerial Decrees, the minimum hours of training provided for each student are as follows: if a student is attending the 1st, 2nd or 3rd year of university studies, he/she will have to attend 70 hours of training activities, while if a student is attending the 4th or higher academic years, he/she will have to attend 25 hours of them. At the end of each academic year or of their stay at the Collegio, each student is required to sign his PFP Student Booklet which contains evidence of the educational activities participated in during their stay at the Collegio. At the end of the stay in Collegio each student receives the Diploma di Collegio, certifying the attended formative activities

For more info about PFP, [click here](#)

## 2.6 Final check-out by the end of the academic year

### 2.6.1 Early termination of the agreement

After the admission and the subsequent signing of the Housing Agreement, the student may withdraw from the accommodation benefit and definitively exit Collegio before the end of the academic year. Such early termination must be communicated by sending, within the deadlines mentioned in chap. [2.6.2](#), the specific form of final check-out in Student Portal.

Therefore, any communication sent by email or other channel of communication will not be considered.

## 2.6.2 Partial refund on the paid student contribution

In case of early withdrawal from the Housing Agreement, the following refund will be applied:

### 1st instalment

Check-out within	Leaving Collegio within	Deadline for the submission of the form	Refund of instalment by contribution band						
			1 Band	2 Band	3 Band	4 Band	5 Band	6 Band	7 Band
September	30/09/2023	20/09/2023	€ 624	€ 723	€ 849	€ 1.011	€ 1.215	€ 1.497	€ 1.635
October	20/10/2023	10/10/2023	€ 416	€ 482	€ 566	€ 674	€ 810	€ 998	€ 1.090
December	Christmas holidays	1/12/2023	No refund will be applied as the 1st instalment is valid until the date of leaving						

### 2nd instalment

January	31/01/2024	20/01/2024	€ 624	€ 723	€ 849	€ 1.011	€ 1.215	€ 1.497	€ 1.635
February	28/02/2024	15/02/2024	€ 416	€ 482	€ 566	€ 674	€ 810	€ 998	€ 1.090
April	05/04/2024	15/02/2024	No refund will be applied as the 2nd instalment is valid until the date of leaving						

### 3rd instalment

May-July	After 5/04/2024								
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**Students who, after the signature of the Housing Agreement, wish to leave the Collegio before entering the Collegio, will receive the refunds according to the deadline of 30/09/2023.**

The reimbursements provided for in the table above will NOT be paid in the event that the student has:

- opted for early withdrawal from the housing agreement and has not successfully completed the minimum training hours (PFP) provided for by the relative regulations based on the period of stay.
- opted for early withdrawal from the housing agreement and has not uploaded the "PFP Student Booklet" to the OTHER DOCUMENTS area on the Student Portal.

If ordinary and/or extraordinary maintenance works are carried out within the Residence Hall in which the study place is

assigned, the student will have no right to obtain a refund of the contribution, whether partial or total, or any reimbursement and/or compensation for damage.

## 2.6.3 Deposit return

Deposit return will occur within the end of the month which follows the one of the check-out period and only on condition that the definitive check-out form on the Student Portal has been filled out within the deadlines specified in [chap. 2.6.2](#) and that a signed scanned copy of the Student Booklet has been uploaded on the Student Portal when you do the check-out.

Collegio will withhold deposits in the cases mentioned in the Housing Agreement and when one of the following cases occur:

- the student has not successfully completed the hours of Personal Formative Training laid down by the relative document;
- terms and deadlines laid down by this admission process have not been respected, so that the deposit will not be paid back;
- the student has not communicated within the deadlines and with the modalities indicated in chap. 2.7 the temporary suspension of the study place;
- the student has not communicated within the deadlines and with the modalities indicated in chap. 2.6.2 the final check-out from Collegio.

If damage to the furniture or to the room is found during the check-out process, this will be quantified and the relative amount will be withheld from the deposit.

## 2.7 Mobility and absences from Collegio

### 2.7.1 Participation to mobility programs/internships

Students who benefit from an accommodation in Collegio and who will be engaged in mobility programs/internships for the AY 2023/24, lasting more than 2 months, are required to request the suspension of the accommodation benefit for the mobility period exclusively through a specific form on the Student Portal<sup>1</sup>.

Such students are also required to upload, in the UPLOAD DOCUMENTS UT area of the Student Portal, appropriate documentation attesting the participation to the mobility program (documentation issued by the Home University to confirm the international mobility period throughout the AY 2023/24 and, if the mobility period is not indicated, a self-declaration, pursuant to DPR 445/2000, containing all the information on the project).

Any communication sent by email or other means will not be considered. All the students who, throughout the AY 2023/24, will participate in mobility projects and/or internships lasting more than 2 months and which disallow the regular stay in Collegio, will be obliged to proceed as mentioned above and to leave the room assigned to them within the scheduled deadlines summarized in the brackets below.

During this period, Collegio will not request the payment of the contribution charged to the student and will proceed, where appropriate, to refund part of the instalment paid according to the table of [chapt 2.6.2](#).

<sup>12</sup> It should be noted that, if conditions for international mobility will not guarantee the physical movement at the partner university, the student involved in a mobility program, for the AY 2023/24, will be given the opportunity to keep hold the accommodation at Collegio, on condition that the student fulfils the number of hours corresponding to that of students who are not involved in mobility programs (according to the "DISCIPLINARE PFP" in force)

## 2.7.2 Storage during the temporary suspension of the accommodation

Students who will be engaged in mobility programs/internships for the AY 2023/24 and who will get the temporary suspension of the accommodation availability, will be able to use a **dedicated storage** (namely 'Erasmus') at the residence Crocetta to leave, during the mobility period, their non-valuable personal belongings in closed boxes with their names on them.

The transfer of packages from the student's residence to the 'Erasmus' storage must be done by the students and an appointment must be arranged with Crocetta Residence Hall.

Such service allows students to leave **6 boxes** at most for each student, subject to the availability of space in the depot.

Students will be able to deliver and collect their boxes on weekdays, upon reservation arranged with Crocetta Residence Hall.



Each box must not weigh more than 25 kilos and must comply with the following dimensions:

- depth 55 cm
- width 40 cm
- height 40 cm

It is responsibility of each student to obtain the boxes for the delivery. Those boxes not complying with the dimensions mentioned above will not be accepted to be left in the depot.

Each box must:



- have a label with name, surname, residence hall, room number and sequence number (i.e. Mario Rossi, PO, 547, n° 1/5);
- be closed with duct tape;
- be left on the shelves of the depot so as not to provoke falls from the shelves themselves.

Should an accidental fall of one box cause damage to people or things, the owner of the box will be responsible for it.

It is forbidden to leave:



- Flammable material (for instance lighters, fuel products, varnishes, matches, components of vehicles that have contained fuel products);
- Food/perishables;
- Toxic chemicals (for instance insecticides and pesticides);
- Compressed gases (for instance butane, propane, oxygen and diving cylinders);
- Valuables (for instance laptops, mobiles, etc).

The Collegio accepts no responsibility whatsoever with regard to conservation and storage of the boxes.

Students wishing to collect their boxes have to do it:



- By the end of the month following the end of the mobility period;
- In case of waiver of the accommodation during the mobility period, within 15 days from the waiver.

Upon expiry of that period, Collegio will clear the depot, by debiting the student with a cost of 50€ +1,20€/kilo per each box.

The receptionists of the Crocetta Residence Hall, keepers of the keys of the depot, have to notify in a register name and surname of the student, number of boxes left, date and time of deliver, date and time of collection; students have to sign the register.

## 2.7.3 Students returning from mobility programs/traineeship

Students who have had accommodation availability suspended for mobility programs/traineeship and willing to return to the Collegio in the AY 2024/2025, will be able to apply for the Call of confirmation for the AY 2024/2025.

Students involved in mobility programs abroad, whose study period is due to finish before the end of the academic year, willing to return to the Collegio, will be able to apply for a room within two different periods (henceforth brackets) of reentry described below.

A ranking list of the re-entry applications received will be established, according to the following criteria:

1. Number of years spent at Collegio Einaudi ;
2. In the event of a tie, by the number of University years;
3. In the event of further tie, by the lower ISEE value;
4. In the event of further tie, by the drawing of lots.

Students returning from mobility programs will be given a room in the same residence hall they were assigned to before the temporary suspension, subject to the availability of the residence hall itself. Should no place be available in that residence hall, students will be assigned to one of the remaining residence halls.

Re-entry from mobility period will be run in the following ways:

### 1st BRACKET

Students involved in mobility programs abroad, whose study period is due to finish by March 1, 2024, will be able to apply for a room during this bracket.

#### How to apply:

Those students who have obtained a temporary suspension have to fill in the application form (available on the Student Portal) by November 30, 2023, to request to return to the Collegio within this bracket and to confirm or possibly to update the date when the mobility project abroad ends, which may be at most March 1, 2024.

#### Ranking and room award:

Collegio will establish a ranking of the re-entry applications received by the deadline according to the criteria described above; with regard to this ranking, Collegio will therefore assign the rooms, if available, to the returning students within Christmas holidays, as soon as possible once all the renouncement and leaving procedure have been elaborated. Around 75% of the rooms left before Christmas holidays will be reserved to students returning from mobility programs, except for rooms reserved to particular agreements for the second semester.

Students obtaining a room within the 1st bracket will have to pay the whole 2nd installment, no matter what the date of their re-entry is (at most March 1, 2023).

Those students who will not be able to return to Collegio during the 1st bracket due to unavailability of rooms, will be listed in the ranking for the 2nd bracket, without priority right.

### 2nd BRACKET

Students involved in mobility programs abroad, whose study period is due to finish by May 29, 2024, will be able to apply for a room during this bracket

#### How to apply

Those students who have obtained a temporary suspension have to fill in the application form (available on the Student Portal) by February 15, 2024 to ask for re-entry in Collegio within this bracket, by confirming or updating the end date of the study period abroad.

#### Ranking and room award

Should the number of applications be higher than the available rooms, Collegio Einaudi will establish a ranking of the reentry applications received by the deadline according to the criteria described above, including those students within the 1st bracket who have not been able to return to Collegio Einaudi due to unavailability of rooms; according to this ranking, Collegio Einaudi will therefore assign the rooms, if available, to the students within the payment of the 3rd





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*For students enrolled in the 1st, 2nd, 3rd year of Bachelor degree and for students enrolled in the 1st year of Master degree*

instalment's deadline, as soon as possible once all the renouncement and leaving procedure have been elaborated. Around 75% of the rooms left after the payment of the 3rd instalment will be reserved to students returning from mobility programs.

Students obtaining a room within the 2nd bracket will have to pay 4 monthly installments (April to June), no matter what their date of re-entry is (which, by the way, is at most May 29, 2024).

**Collegio Einaudi will not provide students whose study period abroad ends after May 29, 2024** willing to return to Collegio Einaudi in June and July 2024: Collegio has not provided a specific bracket for these cases because it is not possible to estimate if some accommodations will be freed after the payment of the 3rd instalment; however, should some rooms be available, Collegio Einaudi will accept further applications of re-entry for the months of June and July: a ranking will be established in the order of their receipt only if the ranking of the 2nd bracket is empty and if there are free accommodations.

### 2.7.4 Prolonged absences

Students who - during a.y. 2023/24 - will be absent from Collegio for a period longer than two months for reasons other than international or national mobility programs/traineeships, regulated by [chapt 2.7](#) of Admission/Confirmation call, will have to notify it on the Student Portal via ticket, specifying the period of absence and the reason why. In these cases, students may receive the same treatment as those students in mobility programs.

## Chapter 3 - Agreements

Regarding peculiar agreements stipulated either with national and international institutions in the high university education field or with legally recognized foreign universities every year – with the specific resolution made by the Board of Directors – the Collegio establishes the number and the type of the rooms to be reserved to each agreement for the next academic year, specifying if students belonging to the agreement have to made the PFP or not.

The selection of students to whom the study place of the Collegio must be assigned occurs according to peculiar merit-based criteria defined by the affiliated organizations according to its own admission procedure.

## Chapter 4 - Confirmation of the accommodation benefit

The accommodation benefit will be confirmed by those students interested in applying for the Confirmation Call, if they will comply with the conditions set into the future Confirmation Call for the following academic year.

## Chapter 5 - Declarations

By submitting the application, the student accepts, for the entire permanence in Collegio during its university studies:

- the provisions contained in the ministerial decrees of MIUR 8 September 2016, nn. 672 e 673;
- the provision contained in Admission and Confirmation Calls for a.y. 2023/24;

and accepts obligations related to these measures with respect to the position of the student in the Collegio di Merito.

Additionally, declares, under own exclusive responsibility:

- to be aware of the criminal and civil penalties, in the case of false declarations, production or use of false acts, referred to art. 76 del DPR n. 445 del 28/12/2000;
- to be aware of the fact that information (personal data) required for the finalities mentioned here are necessary to conduct and manage the activities tied with the purposes of the Foundation. At the moment of accreditation in the Student Portal, the student is committed to know the policy ex art. 13 del Reg. 675/96, expressing consent, where necessary, to the processing of personal data, as provided for in the Privacy Policy.

Moreover, the student authorizes Collegio to make use of the results of the potential evaluation emerged from the admission process with the purpose to guide the student with respect to the personalization of the formative training and to the definition of a pathway for the development and reinforcement of soft skills

## Chapter 6 - Assessment of the truth of declarations

Both during the preparation of the rankings and during the academic year, Collegio will exercise careful control over the declarations produced during the participation in the process and will carry out, by every means at its disposal, all the investigations it deems appropriate, requesting information and any assessments to all competent bodies and Institutions.

The candidate forfeits the benefits obtained at any time (also following the assignment of the study place and consequent entry into the College) if the untruthfulness and/or irregularity of the content of the declarations produced emerges and will be invited to vacate the room and leave definitively Collegio within the period of competence of the last installment paid. Untruthful declarations are punished pursuant to the Criminal Code and the special laws on the subject (art. 75 and 76 Presidential Decree 28 December 2000, n. 445).