



ADMISSION  
A. Y. 23/24  
POST-GRADUATION

*For students enrolled in:  
PhD, 2nd Level Master,  
Specialization Schools,  
Advanced Courses*

**OPENING**  
30 June 2023

**CLOSING**  
30 June 2024



Fondazione  
Collegio  
Universitario  
**Einaudi**

**Your *brightest*  
future**



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## CH. 1 - PARTICIPATION

### 1.1 SUBJECT AND RECIPIENTS

The «**Collegio Universitario di Torino Renato Einaudi**» Foundation, pursuant to art. 14 ff. cc already registered in the Register of Legal Persons at the Prefecture of Turin, a non-commercial and non-profit organization, as well as manager of accredited merit-based University Colleges pursuant to DD.MM. MUR n. 672 and 673/2016,

**makes available for the academic year 2022/23 no less than:**

study places	Students
9	For students enrolled in the academic year 2023/24 to PhD courses at the University of Turin and the Pol-ytechnic of Turin.
9	For students enrolled in the academic year 2023/24, to 2nd level master courses, advanced courses and specialization schools at the University of Turin, the Polytechnic of Turin, the European Institute of Design (IED), the Institute of Applied Art and Design (IAAD) and other higher education institutions, public or private, present in the student registry of the MUR and based in Turin. The advanced courses must have a duration of not less than one year.
6	For students who already hold a study place in Collegio for the academic year 2022/23 as Master's Degree or single cycle students enrolling for the academic year 2023/24 to PhD courses, 2nd level masters, postgraduate courses and specialization schools at the University of Turin, the Turin Polytechnic, the European Institute of Design, the Institute of Art Applied and Design and other higher education institutions based in Turin, public or private, present in the student registry of the MUR.

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 study places mentioned above are available for the following maximum period of stay:

**11 September 2023- 31 July 2024 inclusive**, excluding the Winter holidays, during which the Collegio will close on December 23, 2023 and reopen on January 7, 2024.

The assignment will take place in a single room<sup>1</sup> in one of the Residence Halls.

1 Collegio reserves the right to proceed with double room assignments during the academic year for additional study places than those advertised therein, if single rooms are not available. Such an arrangement entails the application of an annual student fee of € 2,882



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The services offered that characterize the experience at the Collegio are the following:



**Residential services:** accommodation and services offered in the various Residence Halls of Collegio de-scribed in the [Guide to Services](#) , which will be updated on Collegio website by 30 June 2023.



**Personalized training:** training courses in a multidisciplinary field aimed at consolidating transversal skills useful to accompany the course of study and effectively prepare for entry into the world of work.



**Counseling, coaching and tutoring courses** aimed at accompanying and supporting the student / her / him along the course of study.



**Sports activities** at particularly discounted rates in agreement with the CUS Torino.



## 1.2 METHODS AND REQUIREMENTS FOR PARTICIPATION

The study places will be assigned to students enrolled in the academic year 2023/24 to PhD courses, 2nd level masters, postgraduate courses, specialization schools at the University of Turin, the Polytechnic of Turin, the European Institute of Design, the Institute of Art Applied and Design and other higher education institutions based in Turin, public or private, present in the student registry of the MUR.

The application for admission must be submitted through Collegio Student Portal



**between 30 June 2023 and 30 June 2024**

To proceed with the completion of the admission application, it is necessary to register on the Student Portal where the uploading of a valid identification document will be requested.

A **self-certification**, pursuant to **Presidential Decree 445/2000**, of **admission or enrollment to the specific course of study in the 'a.a. 2023/24** must be **uploaded** in the UPLOAD DOCUMENTS POL area of the Student Portal.

Incomplete applications for the required documents will not be taken into consideration.

## CH. 2 - ASSIGNMENT OF STUDY PLACES

Considering the distinctive merit criteria underlying the selection processes initiated by higher education institutions for the admission of candidates to post-graduate study courses, the assignment of study places will take place in the order in which the applications are received and will be notified to the / a student / it via ticket on the Student Portal.

The results of the applications received on the dates indicated below will be published in the RANKING RESULTS area of the Student Portal:

	Date of publication of the rankings compatibly with the places available
1st assignment	04/9/2023
2nd assignment	11/9/2023



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	Date of publication of the rankings compatibly with the places available
3rd assignment	23/10/2023
4th assignment	11/10/2023
Further Assignments	Collegio will proceed with further assignments in the following months depending on the availability of single or double rooms (ref. footnote to section 1.1)

Acceptance of the study place by the winner(s) must be done by ticket within three working days after receiving email notification.

Eligible and non-winning students will see the indication of the position in the waiting list.

These students, following subsequent updates of applications and new availability of study places, will be able to obtain the assignment of a study place during the academic year.

Students who are not eligible will instead see the reason for exclusion.

Collegio reserves the right to increase the number of places for students enrolled in PhD courses to be assigned proportionately among the doctoral students enrolled at the University and the Polytechnic of Turin, in the case of study places intended for enrolled in specialization courses that cannot be assigned due to lack of candidates. Con-versely, Collegio reserves the right to increase the number of places for students enrolled in 2nd level master courses, advanced courses, specialization schools and advanced training courses, in the case of study places for students enrolled in courses. of doctorates not assignable due to lack of candidates.

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.





## 2.1 ACCEPTANCE OF THE STUDY PLACE AND RELATED DOCUMENTATION

To report the assignment of a study place, Collegio will send the winners a notification of the assignment of the study place via a ticket on the Student Portal. The ticket will indicate all the modalities for accepting the place and paying the contribution, to be made strictly within the indicated deadline (approximately five calendar days).

In order to accept the assigned study place, the winners must:

- pay the 1st installment and the security deposit and upload the payment receipts in the OTHER DOCUMENTS area of the Student Portal, according to the deadlines indicated in chap. 2.3 - FEE AND CONTRIBUTION TO BE PAID BY THE STUDENT.
- sign the housing agreement available in the area HISTORY & RECEIPTS of the Student Portal and upload it to the OTHER DOCUMENTS area of the Student Portal.
- download the Attachment A relating to your Personal Training Program (PFP) from the appropriate platform and upload it to the OTHER DOCUMENTS area of the Student Portal.

Failure to comply within the established deadline with the indications provided in the notification of assignment will mean tacit renunciation of the study place.

The student assignee of the study place must also upload in the OTHER DOCUMENTS area of the Student Portal:

- within 30 days from the assignment of the study place, suitable documentation (ASLTO1 confirmation email or electronic scan of the health card) regarding the acceptance of the request for choice of a general practitioner in Turin<sup>2</sup>;
- by November 15, 2023, a certificate or self-certification duly signed and scanned electronically, certifying regular enrollment for the academic year 2023/24.

Collegio may request, at its discretion and at any time, the presentation of the relative original paper documents.

## 2.2 STUDENT WITH SPECIAL NEEDS

In compliance with the rules relating to safety, participation in this admission procedure by students with disabilities must be accompanied by appropriate health documentation to be provided through the Student Portal.

Collegio reserves the right to verify - also through a medical examination performed by its consultant - the condition of functional self-sufficiency with respect to the structure of the rooms and the use of the common areas.

Since this admission procedure only concerns accommodation in a single room, there is no possibility of hosting any accompanying persons.

At the end of the application period, candidates with disabilities will be contacted for an interview.

<sup>2</sup> It should be noted that, as established by art. 18 of the Regulations for study place holders (available on the Collegio website), the choice of a general practitioner in Turin is mandatory for students who obtain the assignment of study place in the College for at least 6 months, regardless of location, of the Municipality of residence.

## 2.3 FEE AND CONTRIBUTION TO BE PAID BY THE STUDENT

The amount of the annual fee for the academic year 2023/24 is set at € 7.800,00: of this, the contribution to be paid by the student is equal to € 3.113; the remaining part is borne by Collegio.

The contribution to be paid by the student must be paid in installments within the deadlines indicated below.

The payment methods (PagoPA or other payment channel) will be communicated to the student near the deadline of each single installment.

### 1ST INSTALLMENT

security deposit of € 200.00

Before entering Collegio with the deadlines and procedures that will be announced in the notification of assignment of the study place received via ticket on the Student Portal.

The 1st installment will be calculated over the entire months of use of the service starting from the moment of assignment, that is to say:

- Assignment in September 2023 | € 1.132,00
- Assignment in October 2023 | € 849,00
- Assignment in November 2023 | € 566,00
- Assignment in December 2023 | € 283,00

### 2ND INSTALLMENT

of € 1.132,00

No later than 16/12/2023

Candidates who will obtain the assignment of the study place starting from January 2024, will not be charged any amount as a 1st installment and the 2nd installment will be calculated on the entire months of use of the service starting from the moment of assignment, that is to say:

- Assignment in January 2024 | € 1.132,00
- Assignment in February 2024 | € 849,00
- Assignment in March 2024 | € 566,00
- Assignment in April 2024 | € 283,00

### 3RD INSTALLMENT

of € 849,00

No later than 05/04/ 2024

For candidates who will obtain the assignment of the study place starting from May 2024, the 3rd installment will be calculated on the entire months of use of the service starting from the moment of assignment, that is to say:

- Assignment in May 2024 | € 849,00
- Assignment in June 2024 | € 566,00

In case of duly documented situations of particular difficulty, the Board reserves the right to evaluate payment deadlines other than the three installments listed above.



## 2.3.1 Penalties for late payments

In case of late payment of the 2nd and 3rd installments (or part of them) the following penalties will be applied:

	DELAY $\leq$ 3 DAYS <sup>3</sup>	DELAY $\leq$ 10 DAYS <sup>3</sup>	DELAY > 10 DAYS <sup>3</sup>
PENALTIES	€ 10,00	€ 25,00	€ 50,00

The methods of payment of the penalty will be indicated at the time of the request.

In case of non-payment of the penalty, Collegio will claim against the student's security deposit.

The sums collected as a penalty during the academic year 2023/24 will be allocated to the institutional activities of the Foundation in year 2024.

## 2.4 HOUSING AGREEMENT

The relationship between Collegio Universitario di Torino Renato Einaudi and each new student admitted is regulated by a housing agreement, pursuant to art. 13 co. 5 of Legislative Decree 68/2012.

<sup>3</sup> These are calendar days, including holidays.



## 2.5 PERSONAL TRAINING PROGRAM AND COLLEGE DIPLOMA

Each student of Collegio is required to sign a Personal Training Program (PFP), to be carried out during the academic year of stay in Collegio, as per Ministerial Decree 673 of 08/09/2016, art. 4, 1.V. The choice of training activities for the academic year 2023/24 and the signing of the PFP is contextual to the signing of the housing agreement, referred to in the previous point of this announcement.

The PFP aims to offer integrative, transversal and interdisciplinary training, aimed at training aware adults, with particular attention to the common good.

Each student is asked to choose his / her training program within the Annual Training Plan (PFA) prepared by Collegio and through the support of his / her Community Manager/Training Design Expert.

As per the aforementioned DM, the minimum training hours provided for each student are as follows:

- at least 70 hours per academic year for the first three university years;
- at least 25 hours per academic year for the following years.

At the end of the period of stay in Collegio, each student obtains Collegio Diploma, certifying the training activities carried out.

For more information on the PFP, [click here](#).

## 2.6 DEFINITIVE LEAVES BY THE END OF THE ACADEMIC YEAR

### *2.6.1 Early withdrawal*

Following admission and the consequent stipulation of the housing agreement, the student can in any case renounce the place of study and leave Collegio definitively before the end of the academic year.

This withdrawal must be communicated by filling in, within the deadlines detailed in chap. 2.6.2, the specific final exit form on the Student Portal.

Therefore, any communications sent by email or other means will not be taken into consideration.



## 2.6.2 Partial reimbursement of the contribution paid by the student

In the event of early withdrawal from the housing agreement, the refunds provided for in the table below will apply:

### ***Rata 1***

Exit window	Leaving Collegio within	Deadline for filling in the form	Reimbursement of part of the installment
September	30/09/2023	20/09/2023	€ 849,00
October	20/10/2023	10/10/2023	€ 566,00
December	Christmas closing	1/12/2023	There is no refund as the 1st installment covers up to the release date

### ***2nd installment***

Exit window	Leaving Collegio within	Deadline for filling in the form	Reimbursement of part of the installment
January	31/01/2024	20/01/2024	€ 849,00
February	28/02/2024	15/02/2024	€ 566,00
April	05/04/2024	15/02/2024	There is no refund as the 2nd installment covers up to the release date



## 3rd installment

Exit window	Leaving Collegio within	Reimbursement of part of the installment
May -J uly	After 05/04/2024	There is no refund, unless in situations where the vacated room is assigned to another student, for which it is possible to provide for pro-quota refunds on the basis of the months enjoyed by the new assignee of the vacant study place.

For students who are successful in this admission procedure who, after signing the relative housing agreement, decide to renounce their study place before entering Collegio in September, **the refunds provided for leaving by September will be applied on 09/30/2023.**

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 to the period of stay.

If ordinary and / or extraordinary maintenance works are carried out, the assignee student will have no right to obtain the refund of the contribution, whether partial or total, or any reimbursement and / or compensation for damage.

If the return of part of the instalment paid should be made by foreign bank transfer, any additional costs will be borne by the student.

## 2.6.2 Return of the security deposit

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 checkout.

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>4</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 selfdeclaration, 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.

### 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.

<sup>4</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



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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. Reentry 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:

**by November 30, 2023**

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:

**by February 15, 2024**

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 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.



## CH. 3 - CONFIRMATION OF THE STUDY PLACE

Students who have won a study place with reference to this admission process, if interested, may request confirmation of the study place for the following academic year, provided that they comply with the requirements set out in the relevant future Confirmation Call.

The hospitality service can be extended until the month of July of the academic year in which the degree was awarded at the latest.

## CH. 4 - TERMS AND CONDITIONS

By signing the application for admission, the candidate, throughout his / her stay in Collegio, declares to know:

- the provisions contained in the MIUR ministerial decrees 8 September 2016, nos. 672 and 673;
- the provisions contained in the Admission and Confirmation documents for the academic year 2023/2024;
- to accept the obligations arising from these provisions in relation to the position of student of Collegio of Merit.

Furthermore, he declares, under his sole responsibility:

- to be aware of the criminal and civil sanctions, in the case of false declarations, formation or use of false documents, referred to in art. 76 of Presidential Decree no. 445 of 28/12/2000;
- to be aware that the information (personal data) requested for the purposes indicated herein is necessary for the performance and management of the activities related to the purposes of the Foundation.

At the time of accreditation on the Student Portal, he / she undertakes to take note of the information pursuant to art. 13 of Reg. 675/96, giving where necessary your consent to the processing of personal data, in accordance with the provisions of the Privacy Policy.



## CH. 5 - VERIFICATION OF THE TRUTHFULNESS OF THE 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 bodies.

The candidate forfeits the benefits obtained at any time (also following the assignment of the study place and consequent entry into Collegio) if the untruthfulness and / or irregularity of the content of the declarations produced emerges and will be invited to vacate their room and leave Collegio definitively 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 DPR December 28, 2000, n. 445).