Your keys to the future





For International regularly enrolled students (EU and Extra-EU)

INTERNATIONAL A. A. 2024/25



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CH. 1 - PARTICIPATION

1.1 SUBJECT AND RECIPIENTS

The **«Collegio Universitario di Torino Renato Einaudi»** Foundation, 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



In the event that a student is enrolled in a Degree Course in which other universities / institutes other than those of Turin are involved (so-called **inter-university degree program)**, the student can apply for admission provided that:

- Attendance of lessons in one of the Turin universities / institutes is foreseen for at least one semester;
- In the semester(s) in which the attendance of lessons is foreseen in universities / institutes other than those in Turin, leave your room and comply with the provisions of the provisions of chap. 2.7 - MOBILITY AND ABSENCES FROM COLLEGIO.







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 described in the <u>Guide to Services</u>, which will be updated on Collegio website by 30 June 2024;



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 organized by CUS Torino in partnership with Collegio Universitario Renato Einaudi.







1.2 METHOD OF PARTICIPATION

The application for admission can be presented



between July 1, 2024 and September 15, 2024

through the Student Portal.

To proceed with the completion of the admission application, it is necessary to register on the Student Por-tal 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.y. 2024/25 must be uploaded in the UPLOAD DOCUMENTS INT area of the Student Portal.

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

1.3 REQUIREMENTS FOR PARTICIPATION

For the purposes of inclusion in the ranking, the students must, on the basis of their academic category of reference, compulsorily comply with the provisions of the following table:

PARTICIPATION REQUIREMENTS	MAT	1-LM
Achievement of the secondary school diploma	\checkmark	
Achievement of the first level degree		 Image: A second s
By November 15, 2024, enrollment as full-time students in the cours and in the year declared in the application	~	 Image: A second s
Not being enrolled in an already completed degree program (e.g. I have a first level degree in Biology, I cannot participate in the admission process if I re-enroll in another first level degree course).	~	 Image: A second s
Chronological age not exceeding 30 years of age on the closing date of the application period	~	 Image: A second s
Not having already been holders of a study place in Collegio in the academic year 2023/24 for a period exceeding 5 months	~	 Image: A second s

Admission (INT) a.y. 24|25



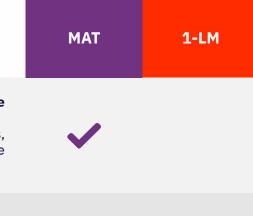


The documentation listed below must be **uploaded**, **under penalty of inadmissibility of the application**:

Documentation to be loaded into UPLOAD DOCUMENTS INT area of the Student Portal

Official document with translation into Italian or English certifying the achievement of the Higher Secondary School diploma with relative mark (For those who do not have the final evaluation in numbers, letters or judgments, the uploading of a self-certification is alternatively required certifying the score obtained at the TIL of the Politecnico or at the TOLC of the University).

Official document with translation into Italian or English certifying the achievement of the bachelor's degree and relative marks.



1.4 FORMULATION OF RANKINGS, WAITING LISTS AND ASSIGNMENT OF STUDY PLACES

Collegio will prepare two distinct rankings (one for students enrolling in the 1st year of a first-level or single-cycle degree program and one for those enrolling in the 1st year of a master's degree course), respectively drawn up on the basis of a conversion in scale 100 and in scale 110.

In the event that, in the grading system in force in the country of origin where the qualification was award-ed, there is no baccalaureate grade, the score obtained at the TIL of the Politecnico or the TOLC of the Uni-versity will be used.

In the event that, in the grading system in force in the country of origin from which the qualification was awarded, there is no grade for the bachelor's degree, the candidacy will be placed in the last position in the ranking.

In the event of a tie, for the purposes of inclusion in the ranking, it will be considered the date / time of submission of the application for admission (the candidacy presented earlier will have a higher position in the ranking).

1.4.1 Publication of the results

Provisional results will be announced on September 23, 2024 via e-mail and on the Student Portal, and after two calendar days, they will become final.

Students who will win a study place will receive within three working days from the publication of the final rankings, via ticket on the Student Portal and communication via email, the notification of assignment of the study place.

Eligible and non-winning students will receive a ticket and email communication indicating their position on the waiting list.

Unsuitable students will see the reason for exclusion in the specific ranking.







1.4.2 Waiting lists and scrolling criteria

Following appropriate scrolling carried out by Collegio, students on the waiting list will be able to obtain the assignment of a study place as new study places become available during the academic year.

These scrollings will be possible until the waiting lists are exhausted and in any case no later than 30 June 2025.

The notification of assignment of the study place, following the scrolling of the ranking, will be sent to the student within three working days via ticket/email on the Student Portal.

1.4.3 Distribution of study places

The study places will be assigned as follows:

Categories	Students enrolling in the 1st year of a 1st level or single cycle degree program (Freshmen)	Students enrolling in the 1st year of a master's degree program
Study places	5	5

In case of exhaustion of the candidates within one of the two categories, the excess places will be assigned to candidates of the other category.

In case of exhaustion of both categories, the available study places will be assigned to candidates in other admission procedures of Collegio.







CH. 2 - ASSIGNMENT OF STUDY PLACES

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 or email communication. The ticket/email 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 the notification of assignment of the study place;



sign the housing agreement received via ticket on the Student Portal and email communication and upload it to the OTHER DOCU-MENTS area of the Student Portal;



download the Attachment A relating to your Personal Training Program (PFP) from the appropriate **<u>platform</u>** 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 as-signment will mean tacit renunciation of the study place and will cause the exclusion from the admission rankings for A.Y. 2024/25.

The first entry into the College (check-in) must be made within 60 calendar days from the date of the start of the stay stipulated in the hospitality agreement. Failure to submit within that time will be considered as a renunciation of the study place (without the possibility of obtaining a refund of the security deposit and in-stallment already paid).

The assignment to the specific Residence Hall will take place in accordance with the order of preference ex-pressed in the admission application, taking into account the study places available in each Residence Hall and the progressive assignment in descending order of merit.

It will not be possible to request a transfer to another Residence Hall after the assignment and during the academic year; this transfer may be requested as part of the participation in the Call for Confirmation for the following academic year. It is understood that Collegio reserves the right, even after the signing of the housing agreement, and for ob-jective reasons, to change, during the academic year, the room initially assigned and also the Residence Hall of first assignment.

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

- within 30 days from the assignment of the study place, suitable documentation (ASLTO1 confirmation email or electronic scan of health record) regarding the acceptance of the request for choice of the general practitioner in Turin¹;
- 2. by 15 November 2024 a certificate or self-certification, pursuant to Presidential Decree 445/2000, duly signed and scanned electronically, certifying regular enrollment for the academic year 2024/25;

During the academic year, students who achieve a master's or single-cycle degree are required to upload a certificate or self-certification in the OTHER DOCUMENTS area, pursuant to Presidential Decree 445/2000, which certifies its occurrence achievement and all the exams taken. Collegio may request, at its discretion and at any time, the presentation of the relative original paper documents.

1 It should be noted that, as established by art. XIV of the Regulations for holders of study posts, the choice of the general practitioner in Turin is mandatory for students who obtain the assignment of a study place in the College for at least 6 months, regardless of the location of the Municipality of residence.







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. 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.

2.3 FEE AND CONTRIBUTION BANDS

The amount of the annual fee for the academic year 2024/25 is set at \in **7,800.00**: of this, the contribution to be paid by the international students (UE and Extra-UE) duly enrolled, will be **fixed** and equal to \in 3,938.00, i.e. that of the IV band of the Admission and Confirmation notices of the a.y. 2024/; the remaining part is borne by Collegio.

In the case of assignments during the academic year, the contribution to be paid by students will be recalculated on the basis of the start and end dates indicated in the housing agreement and according to the conditions detailed below:

- for assignments between day 1 and day 15 of the month, a cost equal to the whole month will be charged;
- for assignments after the 15th day of the month, a cost equal to half the month will be charged.

2.3.1 Method of payment of the contribution to be paid by the student

The contribution to be paid by the student will be divided into installments to be paid in the following ways:



In the case of assignments during the academic year, the breakdown into installments and the relative amounts will be calculated on the basis of the start and end dates of the stay indicated in the housing agreement.

Upon payment of the 1st installment, the payment of the security deposit, equal to \in 200.00, is required, regardless of the contribution bracket. This deposit will be returned upon the occurrence of the conditions detailed in chap. 2.6.3 and in the housing agreement.

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

Failure to pay the 1st installment and the security deposit by the deadline indicated in the notification of as-signment will mean tacit renunciation of the study place.







2.3.2 Penalties for late payments

In case of delayed payment of the 2nd and 3rd installments (or part of them) the penalties indicated in the table below will be applied.



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 dur-ing the academic year 2024/25 will be allocated to the institutional activities of the Foundation in year 2025.

2.4 HOUSING AGREEMENT

Relationship between the Collegio Universitario di Torino Renato Einaudi and each newly admitted student is regulated by a housing agreement of a hotel nature, pursuant to Art. 13 co. 5 of Legislative Decree 68/2012. It is not a rental contract of a residential property therefore it is not allowed and it is strictly forbidden to apply for a change of registry residence at one of the sections of the College where one is hosted. The con-tract will be valid until the end of the academic year at the latest.

2.5 PERSONAL TRAINING PROGRAM AND COLLEGIO 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 2024/25 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, <u>click here</u>.







2.6 DEFINITIVE LEAVES BY THE END OF THE ACADEMIC YEAR

2.6.1 Early withdrawal

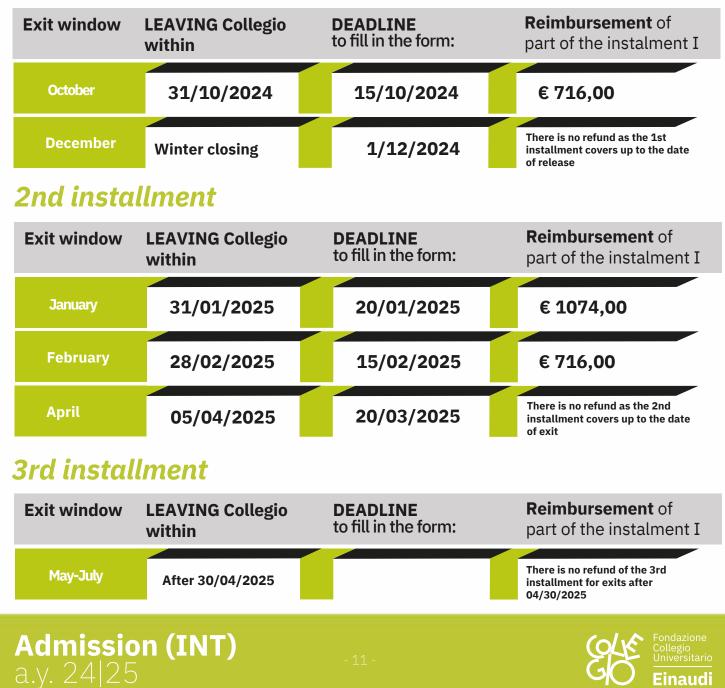
Following admission and the consequent stipulation of the housing agreement, the student can in any case renounce the place of study and leave Collegio definitively before the end of the academic year.

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 refund of the contribution to be paid by the student

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

1st installment





For students who are successful in this admission procedure who, after signing the relative housing agree-ment, decide to renounce their study place before entering Collegio in October, the refunds provided for leaving by October will be applied on 20/10/2024.

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 relevant specification based on the period of stay;
- opted for early withdrawal from the hospitality contract and has not uploaded in the UPLOAD DOC-UMENTS UD area of the Student Portal the "PFP Student Booklet" signed by the student.

If ordinary and / or extraordinary maintenance works are carried out 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. If the return of part of the installment paid should be made by foreign bank transfer, any additional costs will be borne by the student.

2.6.3 Return of the security deposit

Deposit return (and possibly part of the contribution paid) will take place two months after the exit window and only on condition that:

- final exit form on the Student Portal has been completed, within the deadlines detailed in Section 2.6.2.
- that a signed scanned copy of one's Student Booklet has been uploaded to the Student Portal at the same time as the room check-out;
- that the IBAN area within the Student Portal has been filled out correctly

Collegio will proceed to withhold the security deposit in the cases stipulated in the hospitality contract and if the student:

- Has not successfully completed the minimum hours of training (MFP) required by the relevant dis-cipline-king;
- Has not uploaded in the UPLOAD DOCUMENTS UD area of the Student Portal the signed "PFP Stu-dent Booklet";
 Failed to meet the terms and deadlines of this admission process;
- Has not communicated within the deadlines and in the manner indicated in Section 2.7 the tempo-rary departure from the College and the related suspension of the study place;
- Has not reported by the deadline and in the manner indicated in Section 2.6.2 the permanent exit from the College and completed their bank details.

In the event that damage to the furniture and/or room is recorded at check-out, it will be quantified and the amount will be deducted from the security 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 pro-grams/internships for the AY 2024/25, 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 Portal² by following deadlines:

- By July 31, 2024 for departures in the first semester of the academic year;
- By November 25, 2024 for departures in the second semester of the academic year.

Such students are also required to upload, in the UPLOAD DOCUMENTS UT area of the Student Portal, ap-propriate documentation attesting the participation to the mobility program (documentation issued by the Home University to confirm the international mobility period throughout the AY 2024/25 and, if the mobility period is not indicated, a selfdeclaration, pursuant to DPR 445/2000, containing all the information on the project).

2 It should be noted that, if conditions for international mobility will not guarantee the physical movement at the partner university, the stu-dent involved in a mobility program, for the AY 2024/25, will be given the opportunity to keep hold the accommodation at Collegio, on con-dition 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







Any communication sent by email or other means will not be considered. All the students who, throughout the AY 2024/25, 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 2024/25 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 belong-ings 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 stu-dents and an appointment must be arranged with Crocetta Residence Hall. More information is available at the following <u>link</u>.

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 2025/2026.

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 Einaudi³;
- 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 as-signed 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, 2025, 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, 2024, 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, 2025.

3The years spent at Collegio are calculated regardless of the actual month of entry into Collegio during the academic year. As an example, a student who entered the Collegio on 23/9/2019 and a student who entered on 20/5/2020 both have, as of 22/2/2021, 2 years of Collegio seniority.







Admission 24|25 - International

For International regularly enrolled students (EU and Extra-EU)

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 re-turning students within Christmas holidays, as soon as possible once all the renouncement and leaving pro-cedure have been elaborated.

Around 75% of the rooms left before Christmas holidays will be reserved to students returning from mobili-ty 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, 2025).

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, 2025, 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, 2025** 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 rank-ing 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 unavaila-bility 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, 2025).

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 2025: 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. 2024/25 - 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 Ad-mission/ Confirmation call, will have to notify it on the Student Portal via ticket, specifying the period of ab-sence 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 procedure, if interested, may request confirmation of the study place for the following academic year, provided that they meet the specific re-quirements foreseen by the related 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 documents for the academic year 2024/25;

and 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, the student undertakes to take note of the information pursuant to art. 13 of Reg. 679/2016 (GDPR), 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 assess-ments 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 declara-tions 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).



