

Regulations for Guests¹

(Art. 24.1 sub III) of the current Statute)

Article I. Principles and Definitions

I.1. This Regulation serves as a tool for implementing: (a) the statutory purposes pursued by the Collegio; (b) the provisions of the Statute in Articles 24.1.I), 24.1.III) and 18; (c) the provisions of DD.MM. nn. 672 and 673/2016.

I.2. Collegio adheres to the principle of transparency; therefore, all procedures concerning admission to the Collegio, confirmation of study places, and awarding of study/prize scholarships are published on the website and allow the interested parties to verify the correct application of statutory rules and established criteria.

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

I.4. An 'guest' is defined as anyone who has access to the Collegio sections and uses common services and spaces, even temporarily.

I.5. A 'scholarship holder' is defined as any student guest of the Collegio who has signed a hospitality contract in compliance with D.LGS n.68/2012.

Rights of Every Guest

Article II – Criteria for the Assignment of Study Places

II.1. According to art. 24.1.I), the criteria for the assignment of study places are governed by the Regulation for the implementation of statutory purposes and are fully recalled here.

II.2. The admission process is completed for each student awarded a study place through the signing of a hospitality contract in compliance with D.LGS n.68/2012.

Article III – Confirmation of Study Place

III.1. Scholarship holders who, according to the Regulation for the implementation of statutory purposes, have the right to retain the study place for subsequent academic years, can apply for confirmation within the deadlines set annually by the Collegio in the relevant notice.

¹ Approved by the Board of Directors by resolution 14/2019 dated 30/05/2019, subsequently amended by resolution No. 45/2022 dated 16/12/2022 and resolution No. 4/2024 dated 03/15/2024. Effective from the 2024/25 academic year.

III.2. The right provided in the previous paragraph is subject to the holder possessing all the requirements – including merit-based ones – that will be indicated in the annual notice.

III.3. If the guest has obtained the study place as an undergraduate or master's student and enrolls in third-level courses (such as master's degrees, specialization, or advanced courses), they have the right to reapply for admission in the context of the postgraduate student notice.

III.4. The process of confirming the study place is completed through the signing of a new hospitality contract.

III.5. Guests engaged in international mobility programs and/or internships abroad may obtain confirmation of their study place by requesting a temporary suspension for the period spent abroad. The request must be submitted to the Collegio within the deadlines and in the manner established in the admission and confirmation notices for the academic year for which the suspension is intended to apply.

III.6. Guests who intend to return to the Collegio during the academic year in which they obtained the temporary suspension described in paragraph III.5. may return according to the provisions in the admission and confirmation notices for the academic year in which the return occurs.

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

Article IV – Criteria for Room Allocation

IV.1. The allocation of a room to each study place holder is carried out according to a specific ranking that takes into account the preferences indicated by the Guest in the application for participation in the Call.

IV.2. In the case of confirmation of the study place, the Guest has the right to continue residing in the Section to which they were assigned in the previous academic year, except for reasons of force majeure (such as, for example, the unavailability of the facilities).

IV.3. One third of the places made available in each Section at the end of the academic year are reserved for transfers. Therefore, the Guest, together with the confirmation request, may submit a motivated request for transfer to another section.

IV.4. During the academic year, room exchanges within the same section are allowed with the agreement of the occupying Guests, as well as a written request to the Collegio director or acting director.

IV.5. Rooms specifically equipped for differently-abled Guests are assigned to them. In the absence of differently-abled Guests, these rooms may be assigned to able-bodied Guests. If during the year it becomes necessary to accommodate a differently-abled Guest with specific needs, the General

Director will evaluate the individual case to respect the needs of both the differently-abled Guest and the able-bodied Guest.

Article V – Services Offered by the Collegio

V.1. The Collegio offers Guests a variety of services described in the Services Guide, reviewed in conjunction with the annual call publications and made known through publication on the Collegio's website.

V.2. The Collegio also provides Guests with the training service provided for by DD.MM. nos. 672 and 673/2016 and other cultural, sports, and recreational initiatives.

V.3. Although the operational responsibilities for carrying out these activities lie with the Student Council, all study place holders must be guaranteed the opportunity to participate in the selection of activities to be carried out and especially in their use.

V.4. All study place holders are in any case guaranteed the possibility to propose at any time, through their delegates, activities regarding formative, cultural, sports, and recreational activities not otherwise provided for, for which the Collegio is called to bear some expense or organizational burden. Each proposal is evaluated by the General Directorate in terms of compliance with statutory purposes and feasibility; if compliant with the aforementioned requirements, it is brought to discussion and approval by the competent bodies.

Article VI – Collaboration Assignments Given to Study Place Holders

VI.1. The study place holders of the Collegio may be assigned to carry out certain tasks on behalf of the Collegio, as paid collaborators, deemed of particular interest or usefulness for the proper functioning of the Collegio's facilities and services (such as, by way of example: reception services, office support, IT support, etc.).

VI.2. For the assignment of such tasks, the General Directorate, while retaining the ability to enter into specific contracts with each interested party, draws from the rankings of part-time collaborations of Turin universities whenever possible. Alternatively, it promotes possible collaborations through specific calls published on the intranet or reserves the right to assign collaboration tasks without prior publication of a specific call when: (a) there are conditions of particular urgency; (b) it is impossible or even just inappropriate to separate complementary work and services from activities already being carried out by specific student Guests; (c) the assignment consists of the repetition of similar work or services already provided by specific Guests.

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Article VII – Student Council: Composition and Election, Distrust

VII.1. The Student Council, with the functions provided for in Article 18 of the Statute, is composed of Delegates elected for each section of the Collegio in the manner established below. It remains in office for one year and until the election of the next council.

VII.2. Each Section has an Electoral Commission composed of three members: the Collegio director or acting director and two indicated by the current Student Council. The Student Council indicates the two names among those who have applied.

VII.3. The section directors organize, by October 30th of each year, the voting operations for the election of the two section Delegates, for which all study place holders have active and passive voting rights. Timely communication of the election date and its modalities must be given to all Guests.

VII.4. The election date is set in agreement with the current Student Council. If there are particular needs, the date set may be different for each Section. Candidacies for each Section must be submitted by the fifth day before the elections. Those who intend to submit their candidacy must fill out the appropriate form prepared by the General Directorate, published on the intranet site, and collect at least 10 signatures from Guests in the same section.

VII.5. The elections are held by secret ballot, with the possibility to express a maximum of two preferences among the candidates of the individual sections.

VII.6. The functional quorum for the election is 20% of the study place holders of each Section. If this quorum is not reached, a new vote will be held on the 15th working day following. If even in the second vote the 20% quorum is not reached: (a) if the voters reach at least 10%, only one representative will be elected; (b) if the voters do not even reach 10%, no representative will be considered elected in that Section, nor will other elections be held for the current academic year.

VII.7. The acceptance of candidacies, voting, and counting operations are under the direct responsibility of the Electoral Commission.

VII.8. The Electoral Commission drafts a specific report of the voting operations and certifies the election results, ensuring their publication.

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

Article VIII – Student Council: Operation

VIII.1. The Student Council collects and evaluates any proposals for improvement and/or integration of formative, cultural, sports, and recreational activities carried out in the Collegio that individual study place holders consider of interest, submitting any requests to the General Directorate.

VIII.2. For the examination and discussion of various issues, the Student Council and/or the Delegates of individual Sections meet whenever necessary or appropriate.

VIII.3. The Student Council maintains direct relations with the Guests during assemblies open to all Guests. Collegio officials or members of the Board of Directors may participate in these assemblies if invited.

Article IX – Student Council Coordinator

IX.1. At the first meeting following the elections, the Student Council elects its Coordinator by a simple majority of the members.

IX.2. The Coordinator: (a) ensures that the work plan, decided by the Council, is implemented and coordinates the Council's activities; (b) sets the dates and agendas for Council meetings, including virtual ones; (c) drafts the minutes of the meetings and ensures that all Collegio Guests are adequately informed; (d) promptly informs the Council about any proceedings in progress by the Disciplinary Commission; (e) represents the Council to the Collegio.

Article X – Student Representative on the Collegio Board of Directors

X.1. Pursuant to Article 18.2 of the Statute, the Student Council designates, by a simple majority of the members, the student representative on the Board of Directors from among all study place holders. This designation must be communicated in writing to the General Directorate.

X.2. Since the student representative on the Board of Directors serves a three-year term and can be replaced during the term, the Student Council also provides for the designation of a replacement who will serve for the remaining period if necessary.

Duties of Each Guest

Article XI – Reference to Annual Calls

XI.1. In the calls for the allocation and confirmation of the study place, the Collegio determines the duties that each study place holder assumes following the acceptance of the application. These duties will also be reiterated in the hospitality contract finalized with each Guest.

XI.2. The calls for the allocation and confirmation of the study place also regulate the conditions for renouncing the study place during the specific academic year after the allocation.

Article XII – Health Regulations

XII.1. All study place holders are required to provide the General Directorate, at the time of admission or confirmation, with a self-certification attesting to their state of health.

XII.2. Within 30 days of entering the Collegio, Italian study place holders destined to stay in the Collegio for more than 6 calendar months must demonstrate that they can use the National Health Service (SSN) for health care in Turin and are required to choose a general practitioner in Turin. Foreign study place holders are subject to the current regulations regarding national health care, also in relation to what is required for the issuance of the residence permit, where applicable.

XII.3. In case of non-compliance with the above provisions regarding the use of the SSN, the Collegio reserves the right to declare inadmissible any application for confirmation of the study place for the following academic year.

XII.4. Guests who, during the academic year, suffer from pathological conditions incompatible with community life must immediately notify the General Directorate. Failure to comply with this communication obligation, in addition to leading to the immediate removal of the Guest, results in the loss of the study place holder status and excludes any refund of the amounts paid for tuition and the security deposit.

Article XIII – Responsibilities regarding Care and Use of Rooms and Common Areas

XIII.1. The Guest is responsible for the proper upkeep of the room and the assets entrusted to them along with the room. Consequently, they are required to reimburse the cost of repairing any damage to the installations, furnishings, and equipment resulting from their disappearance and/or improper use.

XIII.2. At the beginning of their stay at the Collegio, Guests are required to sign a report acknowledging the condition of the room, furnishings, and linens contained therein; this report will serve as a comparison for inspections on the condition of the items at the time of room release during the summer closure of the Collegio, temporary suspension of the study place, or following the decision to relinquish the study place at the Collegio. If necessary, the Collegio director or acting director, or another delegated Staff member, reserves the right to conduct inspections of the assigned rooms in the presence of the occupants to verify their condition.

XIII.3. During the academic year, room cleaning, including any annexed premises, is the sole responsibility of the Guests. If failure or insufficient cleaning leads to significant hygiene and health deficiencies, the Collegio director or acting director or another Staff member reserves the right to report the matter to the Disciplinary Commission, or alternatively, to promptly issue a specific written warning and/or fine to the Guest.

XIII.4. Guests are expressly prohibited from engaging in criminal behavior and, in any case, from:

a) introducing and storing flammable materials, combustibles, weapons, and explosives in the room;

- b) possessing and using narcotics and psychotropic substances for non-therapeutic use in Collegio premises;
- c) using equipment/devices in a manner that does not overload the electrical outlets and lines of the room, thus risking endangering themselves and other guests, such as by powering many devices simultaneously from a single outlet using "power strips," or connecting them to an unsuitable outlet.
- d) using equipment/devices with inadequate protection levels and/or not compliant with standards (e.g., not bearing the CE, IMQ, or other approved marks).
- e) using/installing equipment/devices characterized by high power consumption on the electrical network. In particular, the use/installation of stoves, irons, electric heaters, various radiators, personal air conditioning systems (such as portable air conditioners and/or portable evaporative coolers), characterized by consumption equal to or greater than 80 Watts (except for hairdryers), is expressly prohibited.
- f) using private hardware devices (such as hubs, routers, switches, access points, powerlines, etc.) that may interfere with the Collegio's network systems, causing malfunctions or performance limitations.
- g) keeping animals of any species;
- h) introducing beds, cots, or other furniture and/or making modifications or adjustments to the furniture and installations of both their room and common areas; this prohibition can only be overridden with a provision from the General Director issued at the Guest's request if there are objective reasons for the latter to use their own goods;
- i) replacing the original curtains and/or mattresses and/or pillows in the rooms; j) installing locking devices on the room door other than or in addition to the existing ones;
- l) removing linens, blankets, furniture, etc., provided in the room or common areas from the Collegio premises, even for short periods; l) bringing into the room items belonging to common areas;
- m) occupying even partially the corridors, emergency exits, stairs, and any other escape routes;
- n) smoking, both in the room and in common areas;
- o) using the courtyard as a parking space for cars or motorcycles of students or persons connected to them (e.g., parents, friends, etc.);
- p) painting the walls, or applying stickers or posters directly on walls, doors, or furniture;
- q) allowing visitors to access or stay in the Collegio premises after 1:00 a.m.;
- r) sharing or transferring their room to others, even family members;
- s) engaging in behaviors that are contrary to civil coexistence or likely to cause harm to other Guests, service staff, the structure, or even just the goods and services offered (examples of such prohibited behaviors include: water fights, tampering with safety and service systems in common areas available to guests, handing over their personal badge/keys to third parties, failure to notify absence from training courses they have registered for except in emergencies and/or justifiable cases, etc.);
- t) leaving personal belongings or furnishings in the room or common areas (especially in floor kitchens) during the summer closure of the Collegio;
- u) disposing of waste considered special under current legislation, hazardous and non-hazardous, in ways other than those indicated in the Collegio's operational procedures;
- v) using devices or systems within the Collegio that nullify or limit a person's hearing abilities, especially within their own room; for example, using: high-volume headphones, high-volume earphones in both ears, high-volume radios, earplugs, or other noise-canceling systems, etc.

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XIII.5. All Guests are required to:

- a) participate in any evacuation drills for emergency situations;
- b) promptly report on the appropriate register, kept at the reception of each section, any faults detected in both rooms and common areas, to allow for the necessary technical interventions;
- c) perform a thorough cleaning of their room before leaving the Collegio at the summer closure;
- d) hand over their room key to the reception staff of their section at the summer closure and during Christmas holidays; consequently, return to the Collegio after the indicated closure periods must occur during reception opening hours.

XIII.6. The Collegio assumes no responsibility for the custody of valuables and/or money belonging to the Guest, either within the room or common areas, including those delivered to the reception by couriers.

Article XIV – How to use the Premises and Equipment, Use of Provided Services, and Related Responsibilities

XIV.1. The Guest is required, in using the facilities and common services, to comply with the directives issued by the General management, contained in notices posted on bulletin boards and on the intranet. Specifically, attention must be paid to directives concerning access to their section, self-management of kitchens, laundries, common rooms, and other equipment available in each section, and the rules for enrolling and participating in PFP training activities and other services dedicated to personal and community growth. The Guest must always ensure their own safety and that of others; thus, their behavior must always reflect this duty.

XIV.2. Damage and/or improper or incorrect use of the facilities, goods, and common services result in civil liability and the consequent duty to compensate for the damage caused. In such cases, the Collegio reserves the right to terminate the hospitality contract with the responsible Guest(s), resulting in the loss of the study place.

XIV.3. If it is not possible to identify the perpetrator(s) of the damage and/or improper or incorrect use, the Collegio director or acting director has the authority to temporarily suspend, at the floor and/or section level, the services for which significant hygiene-health and/or functional deficiencies have been identified. If compensation is necessary, based on the common areas affected by the damage and/or improper or incorrect use, the Collegio will forward the related request to the guests of the specific floor and/or entire section.

XIV.4. Guests who intend to use, even occasionally, fitness areas and equipment rooms are required to sign a declaration of awareness of the associated risks.

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Articolo XV – Behaviors towards Third Parties and Related Responsibilities

XV.1. Guests are required to avoid behaviors that may cause annoyance or damage to persons or property both within the Collegio and in the immediate vicinity.

XV.2. If the Collegio is held liable towards third parties for conduct by the Guest in violation of the prohibitions set forth in this regulation as well as in violation of the law, it shall have the right of recourse against the Guest responsible for the prohibited conduct.

Articolo XVI – The Deposit

XVI.1. Each Guest, at the time of assignment of the study place, is required to pay the Collegio a deposit in the amount specified in the hospitality contract. If this deposit is reduced as specified below, the Guest shall be required to replenish it, as provided in paragraph XVIII.5. Upon their final departure, the Collegio is obligated to refund the entire security deposit, subject to the following paragraph.

XVI.2. The Collegio has the right to retain—wholly or partially—the security deposit in cases provided for by the hospitality contract and possibly by specific announcements.

XVI.3. If the Guest, or persons not affiliated with the Collegio but attributable to the Guest, cause loss, disappearance, or deterioration of Collegio property entrusted to the Guest's custody, the deposited security shall be used by the Collegio to cover restoration expenses.

XVI.4. If the Guest fails to adequately clean their room on a daily basis, as well as during the Christmas or summer closure, thereby violating paragraph XV.5, letter c), the General Directorate reserves the right to withhold an amount not exceeding €50.00 to cover such expenses.

XVI.5. In the event of a recourse against the security deposit by the Collegio, the Guest concerned is obliged to replenish it within 15 days of the Collegio's request. If the Guest fails to do so within the aforementioned period, the Collegio reserves the right to terminate the hospitality contract, resulting in the loss of the study place.

Articolo XVII – Organization of "Small Parties"

XVII.1. Definition: a "small party" is defined as follows: 1) a party that takes place EXCLUSIVELY in a single common room of the specific section, 2) the number of participants does not exceed the capacity of the common room where the party takes place.

XVII.2. In the case of graduation or other significant events, one or more study place holders may request in writing from the Collegio director or acting director of the section where they reside, at least 5 days in advance, authorization to organize a party within common spaces, open to other Guests of the same section as well as non-Guests of the Collegio. The request must specify the date, location, and spaces where the small party is to be organized, and the responsibilities of the organizing students. The number of participants must be limited to that allowed by safety regulations, and the organizing

Guests shall be responsible for the behavior of the participants and any damage caused to movable property and equipment of the section, as well as for the cleanup and tidying of the premises used (cleaning, reordering, etc.) by 11:00 a.m. the following day at the latest. Under no circumstances may the festivities continue beyond 1:00 a.m.

XVII.3. If common areas and/or Collegio property therein are damaged during the party, the Collegio director or acting director shall notify the party organizers in writing, requiring them to compensate for the damage caused by their guests. At the same time, the Collegio director or acting director may temporarily refuse authorization to organize other parties in the same section, with the Collegio's right to claim compensation for damages remaining in force.

XVII.4. "Floor dinners" fall fully under the provisions of paragraph 1 of this article, as do floor kitchens in the category of "common spaces."

Articolo XVIII – Relationships between Guests and Collegio Staff

XVIII.1. Guests must conduct themselves with absolute correctness and respect towards fellow residents, Collegio employees, and other collaborators of the Collegio. In particular, they must avoid disturbing guests in other rooms of the section where they are staying, ensuring that any activities causing noise or sound outside their room or specific common areas cease by midnight.

XVIII.2. Complaints regarding any shortcomings must be addressed exclusively to the Collegio director or acting director and, if necessary, brought to the attention of the General Directorate of the Collegio.

Disciplinary Procedures

Articolo XIX – Disciplinary Responsibility

XIX.1. A Guest who engages in conduct in violation of Articles XII, XIII, XIV, XV, XVII, or otherwise contrary to the provisions of the announcement to which they participated and/or the hospitality contract signed, or who fails to comply with written directives issued by the Staff or the General Directorate regarding the use of common interest facilities and services, is subject to disciplinary responsibility as provided below.

XIX.2. In any case, a Guest causing damage to the Collegio shall be liable to compensate for the damage as provided by the Civil Code (Articles 1218 et seq. and/or Articles 2043 et seq.). If the Guest's conduct may be considered of criminal significance, the General Director shall immediately report it to the Public Prosecutor's Office.

Articolo XX – Disciplinary Procedure

XX.1. At the beginning of each academic year, the Disciplinary Committee is established by order of the General Director. The Committee consists of three members: the General Director who presides, a person jointly chosen by the President of the Collegio and the Student Representative on the Board of Directors, and the Coordinator of the Student Council.

XX.2. The appointment decree of the Disciplinary Committee is made public by posting it on the Collegio's intranet.

XX.3. Committee meetings may also be conducted via audio or video conference. In such cases, the Committee President must personally and clearly identify all participants connected via audio or video conference and ensure that the remote tools allow them to follow and participate in the discussion in real-time. Resolutions may be adopted by electronically signing and mutually approving the minutes using remote means.

XX.4. Within 5 days of the occurrence of the conduct described in Art. XIX.1, the President of the Disciplinary Committee formulates a detailed allegation to the Guest, transmitted by certified email (PEC), informing them of the initiation of the disciplinary procedure.

XX.5. The Guest, within 5 days of receiving the communication from the previous paragraph, may submit written observations and request to be heard, and/or request that the Committee conduct investigative activities related to the contested episode.

XX.6. Upon completion of the investigative activities, the Disciplinary Committee may, by a two-thirds majority of its members, either dismiss the allegation or impose one of the sanctions indicated in the following article.

XX.7. If the conduct under investigation is serious and potentially harmful to other Guests and/or Collegio staff, the Disciplinary Committee has the authority to provisionally suspend the author of the conduct from the entitlement to the study place.

Articolo XXI – Measures Adoptable by the Disciplinary Committee

XXI.1. Depending on the nature and seriousness of the offense committed, the following disciplinary measures may be imposed:

- a) a fine ranging from Euro 151.00 to Euro 300.00;
- b) prohibition from applying for confirmation for the following academic year;
- c) termination of the housing agreement and consequent forfeiture of the study place, with expulsion from the Collegio.

XXI.2. If the Disciplinary Committee intends to impose the sanctions mentioned in letters b) and c), it must obtain the prior favorable opinion of the Board of Directors.

Articolo XXII – Written Warnings and Fines

XXII.1. In cases of infractions of lesser severity than those evaluated by the Disciplinary Committee, the Staff may independently impose minor disciplinary measures, namely:

- a) written warning (highlighting the detected infraction and formally instructing to cease the incorrect behavior);
- b) a fine with a maximum amount of €150.00.

Specific violations subject to fines include those already mentioned in Article XIII and further outlined below:

1. allowing access or remaining in Collegio premises of visitors after 1:00 a.m.: this violation results in a first written warning followed by a fine of €100.00 if repeated;
2. sharing or transferring one's room to others, even if they are family members: this violation results in a first written warning followed by a fine of €100.00 if repeated;
3. engaging in behaviors that are inherently contrary to civilized coexistence or capable of causing harm to other Guests, or staff on duty, or the facility, or even just to goods and services offered (examples of such prohibited behaviors include "practical jokes," tampering with safety and service systems of common premises and equipment available to Guests, handing over one's personal badge/access keys to third parties, failure to notify absence from PFP training courses to which one is registered except in emergencies and/or justifiable cases, etc.): these violations result in a first written warning followed by a fine ranging from €25.00 to €150.00 if repeated.

If a Guest who has been issued a written warning and/or a fine believes there is a need to appeal, they may contact the direct responsible person from the Staff involved in the proceedings, optionally involving a delegate from their section.

In case of notification of multiple fines where the total amount exceeds €150.00, automatic referral to the Disciplinary Committee for initiation of a disciplinary proceeding will occur.

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