

GUIDELINES FOR STUDENTS LIVING ON CAMPUS



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

ISTITUTO TONIOLO
ENTE FONDATORE
DELL'UNIVERSITÀ CATTOLICA DEL SACRO CUORE

 **EDUCatt**
Ente per il Diritto allo Studio Universitario
dell'Università Cattolica

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Codice Fiscale: 97489410155 – P. IVA: 06529660968

Iscrizione al Registro delle persone giuridiche private presso la Prefettura di Milano con atto n. 14-12-1341 del 29 novembre 2016.

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Il presente documento è stato redatto e approvato
dalla Commissione appositamente costituita.

Edizione 2016 / 1.0

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PRESENTATION

Dear student,

The *Guidelines for Students Living on Campus* is the result of the reflection of the university working group, created with the goal of renewing the documents representing the guidelines of the experience you chose to live in one of the university colleges on campus.

Such documents aim at conveying the educational project at the heart of the housing system promoted by Cattolica through EDUCatt, the institution in charge for the Students Support Services.

As follows, you will find these documents:

- Fundamental Charter of the Residential Colleges;
- Educational Project;
- Regulations.

The *Fundamental Charter of the Residential Colleges* presents the guidelines about life in the Residential Colleges, their management and the activities organized for the students.

The *Educational Project* is the document describing the educational proposal at the heart of the experience in the Colleges. The educational proposal of the colleges is based on a concept of sharing the life experience in connection with the university, the Catholic community and the whole society.

Through this proposal, EDUCatt aims not only at offering housing solutions but also at the overall personal growth of the single person.

In the end, the *Regulations* define precisely the behavioral rules for the students, the internal representatives of the college and explain how the students can actively take part in the community life. All these documents aim at satisfying the needs and the expectations of the young people hosted in our residential structures, being aware of the educational challenges due to the deep changes among the socio-cultural context we live in.

I hope that you will share and support these guidelines in your daily community life.

The Direction of your college stays at your disposal for any needed clarification.

My most sincere greetings

Antonella Sciarrone Alibrandi

FUNDAMENTAL
CHARTER
OF COLLEGE RESIDENCES

CLAUSE 1

The College Residences (“Colleges” or “College”) of the Sacred Heart Catholic University (the “University”) host students who are enrolled on diploma or degree course programmes taught by its Faculties and Institutions on its various campuses. Their purpose is to provide an environment in which each individual can grow in personal maturity and the Christian faith, and also gain a deeper cultural formation, in line with the aspirations of the University and the Educational Project developed by the Colleges (the “Educational Project”).

CLAUSE 2

Students undertake to conduct themselves in a manner that reflects the aims of the University and the College. Students are required to acknowledge the content of and explicitly accept the provisions of this Charter, the Educational Project and the Colleges’ Regulations, of which the Internal Bodies Regulations are an integral part.

CLAUSE 3

Admission (and Re-Admission) to a College takes place by way of an application process prepared in compliance with applicable laws and the procedure set out in the selection notice published every year by EDUCatt.

In consideration of the distinctive character of the proposal offered by the University’s Colleges and the values promoted by them, elements of the evaluation include, especially for application for

re-admission, a student's conduct – which must reflect what is set out in the Educational Project and the Colleges' Regulations -, as well as a student's participation in the activities promoted by a College together with any other educational and supplementary activities promoted by the University and the G. Toniolo Institute.

CLAUSE 4

As constituent parts of the University, the Colleges fall under the direct responsibility of the Rector Magnificus who appoints, as his representative, a Director of each College, a Vice-Director and any other collaborators, who are responsible for the educational aspects of the Colleges.

The General Ecclesiastic Assistant appoints a Pastoral Assistant to each College, whose activities and participation in the life of the College community ensures a more complete proposal of Christian formation is provided. The President of EDUCatt appoints an EDUCatt representative to each College, whose aim is to look after the managerial and organisational aspects of the College in complete synergy with the educational aspects.

Each of the abovementioned persons, to the extent of his/her personal expertise, comprises the coordination team (the "Coordination Team") that is responsible for coordinating the activities of the College and ensuring there an atmosphere of mutual respect and sharing, and authentic plurality.

CLAUSE 5

The Director is responsible for the realisation of the Educational Project at both an individual and community level.

The Director is also responsible for discipline in the College. He/she is expected to ensure these Regulations are respected and notify the Disciplinary Authority of the Colleges' Commission, pursuant to clause 10 of the Colleges' Regulations, of any serious breaches that occur in order to ensure that appropriate measures are taken.

Every Director is expected to provide a full account of his/her actions to the Rector Magnificus.

CLAUSE 6

The general guidelines for the activities of the Colleges are agreed on an annual basis and verified by a Colleges' Commission set up for that purpose, called and chaired by the Rector (or his/her delegate) and comprised of the President of EDUCatt (or his/her delegate), the General Ecclesiastic Assistant (or his delegate) and the Directors of the Colleges. In view of the subject matter on the agenda of a meeting, the President may invite other persons to the meetings to provide additional information and opinions. If deemed necessary, the Colleges' Commission may be conducted in two sub-commissions, one for the Colleges based in the North of Italy and one for the Colleges based in Rome, called by the President (or their representative).

The Colleges' Commission is responsible for planning the annual training activities for the Coordination Team.

The Disciplinary Authority of the Colleges' Commission is also set up by the Colleges' Commission pursuant to the provisions set out in the Colleges' Regulations.

CLAUSE 7

Every student is required to contribute personally to the life of the College through their attendance, collaboration and willingness to share in the various moments of the life of the College, and also undertakes to participate in the activities promoted by the College.

Moments of shared and personal self-examination are arranged with the College Management and the Pastoral Assistant.

Students also undertake to actively participate in the life of the College by means of the following internal bodies:

- a) the Student Assembly;
- b) the Organisational Commission and the individual commissions;
- c) the President and Vice-President of the Student Assembly.

CLAUSE 8

The operation of the College and the internal bodies referred to in clause 7 above (the "Internal Bodies") is regulated by this Charter and the Colleges' Regulations of which the Internal Bodies Regulations forms an integral part.

CLAUSE 9

The Rector reserves the right to amend these Regulations, in agreement with the General Ecclesiastic Assistant and the President of EDUCatt. Each Director and/or Student Assembly (subject to attaining a $2/3$ majority vote from the collegians in each College) may propose amendments, which must be approved by the Rector, the General Ecclesiastic Assistant and the President of EDUCatt.

CLAUSE 10

These Regulations apply, so far as is practicable, *mutatis mutandi* also to students who are hosted by Colleges that have a special agreement with EDUCatt and where the Management of the College in question has explicitly agreed to be bound by these Regulations.

EDUCATIONAL PROJECT

CORE OBJECTIVES

The university years constitute the period in which a young person prepares him or herself for life by the formation of his or her character, in all of its various aspects: human, professional, religious and moral.
(P. Agostino Gemelli, founder of the University)

The underlying intention of the University's on-campus College Residences ("Colleges" or "College") may be summarised in some core beliefs.

The university years represent a moment in a person's life which is particularly rich in educational opportunities. It is a period in which students can develop greater knowledge, refine their specific professional skills, consolidate and enrich their own personal convictions, and grasp, in an ever deeper way, the values and reasons for living.

A person grows in authenticity in the measure to which he or she has an opportunity to exercise the fundamental aspects of his or her person (relational, freedom, responsibility, spirituality) and in the degree to which he or she is supported by persons and contexts which act as a point of reference for him or her.

The environments in which a person's life unfolds play a key role in the process of forming the person and the progressive choices a person makes in his or her life, as does the quality of the relationships a person has and which act as the fabric of his existence, together with the wealth of stimuli that a person receives in certain contexts.

In carrying out his or her responsibilities, including study and research, a person needs to be supported by a good quality everyday life including all the

practical basics: where a person lives, sleeps, eats, the company he or she mixes with, the ability to enjoy oneself and look after oneself. The fact that the College may offer students a lifestyle that corresponds with these requirements is, however, only the starting point for creating a much richer and all-encompassing experience which aims to nurture the aspirations and more profound dimensions of the person.

The freedom and personal responsibility of the person come into play thanks to meaningful encounters with persons who are capable of ‘speaking’ to the person without excluding any aspect to him or her. The University Colleges aim to be meaningful environments where people can experience the values of Christian humanism and personalised environments where each student can be accompanied in the development of his or her own ‘being a person’. In view of these convictions and based on the educational principles of the same and the broader objectives of the Catholic Church’s educational work “in the furtherance of culture and the students of these institutions are molded into men truly outstanding in their training, ready to undertake weighty responsibilities in society and witness to the faith in the world” (Vatican Council II, *Gravissimum educationis*, 10), the University Colleges exhibit the following characteristics:

a) educational communities for the holistic development of the person who will be capable of uniting high level professional qualities with his or her faith and act as a mediator for Christian cultural; a community with an educational outlook in an ecclesiastic community in a specific territory;

b) places for human and spiritual growth in the light of Christian values and the teachings of the Catholic Church, serving as a light for understanding reality and as a guide for life;

c) an intense and shared life experience that brings to life and makes visible the very vocation of the University which is “dedicated to research, to teaching and to the education of students who freely associate with their teachers in a common love of knowledge” and “that joy of searching for, discovering and communicating truth” (John Paul II, *Ex Corde Ecclesiae*, 1).

Each student who desires and freely chooses a College, whether admitted for the first time or re-admitted, is asked to be aware of his or her educational objectives, to undertake to follow them and honour them by living this educational journey as a protagonist.

Furthermore, each student is asked to transform this personal awareness into action by collaborating in all the various aspects of life at the College and the University.

PART ONE

The objective of a Catholic University is to assure in an institutional manner a Christian presence in the university world confronting the great problems of society and culture

(John Paul II, *Ex Corde Ecclesiae*, 13)

One has to admit that this period is tied to such an abundance of opportunities the like of which will never happen again

(R. Guardini, *Tre scritti sull'Università* [*Three words on universities*], ed. Morcelliana, Brescia).

THE PROTAGONISTS

The University Colleges aim to be a community environment that is an active and integral part of the university community, the Christian community and the social and civic fabric of society. At the heart of this community environment lies each individual student. Without the direct involvement of each student, the educational proposal does not have an interlocutor. Each student is asked to collaborate with the other students to create a life experience that is both positive and constructive. The student is not the only protagonist but goes hand in hand with all the other figures who partake in the life of the College and who, in their respective roles, support the educational work: Management, the Pastoral Assistant and the administrative and auxiliary personnel. Equally involved in the life

of the Colleges and represented by the Magnificus Rector is the University community itself.

OBJECTIVES

The College is an educational environment that promotes the harmonious development of the person in all his or her aspects – physical, affective, intellectual, relational and spiritual. Each person, aware of his or her own dignity and limits and abilities is called upon to:

- a) recognise his or her rights and responsibilities and make informed and free choices;
- b) develop his or her talents and gifts, put them at the service of others and contribute to the common good;
- c) discover the value of those around you, accept their differences, mutually respect one another in a spirit of dialogue and collaboration;
- d) develop a lifestyle, including research and shared work, that does not retreat from questions of the human spirit that can guide a person in his or her search for God and His full revelation in Jesus Christ.

As such, the College seeks to be an environment where one can tangibly experience a humanistic perspective on life, one which is:

- holistic, attentive to all aspects of the person;
- relational, which recognises in the encounter with another a fundamental element of being oneself;

- transcendent, open to the mystery of God as the basis of existence;
- aware of its fragility and that recognises one's limit and fatigue as elements of human life that cannot be eliminated;
- communitarian, that recognises the connection between and destiny common to all mankind beyond those simple individualistic interests;
- ethical and certain, that lives the story of humankind as a duty for the fulfilment of the Common Good.

EDUCATIONAL PRINCIPLES

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With a view to actively collaborating in the holistic formation of the person, the University Colleges ask that each student actively adheres to certain principles that are intended to form the building blocks on which the day-to-day life of the College can develop.

a) Care for oneself

The educational proposal made by the Colleges aims at promoting and increasing each student's ability to look after him or herself in all aspects, pursuant to pedagogic guidelines and the doctrine of the Catholic Church, to be respectful of one's intelligence, affectivity and sexuality, dutiful towards one's study and life, respectful of one's own belongings and the goods that are entrusted to them.

b) Relational

College life requires students to experiment with co-habitation and the daily encounter with other people. The Colleges' educational proposal aims to support relationships characterised by an ability to listen, respect, dialogue, where each person is a protagonist and participant.

c) Gift of self

Starting with daily life, particular importance is placed on the opportunity to gratuitously experience spending one's time and energies in being attentive towards the needs of one's neighbour.

d) Spirituality

A serious reflection on the transcendental dimension of life is proposed to each student. They are asked to seriously acknowledge the question of the infinite that is in the heart of every human being. They are not only asked to strengthen and discipline their body and mind but also their spirit, and to appreciate what has been wisely proposed by Christian pedagogy through the wealth of its practices, forms and instruments. Taking the personal position of each student as its starting point, this contemplative and practical proposal aims at instilling in each person an openness towards universal values, to make them their own and to translate them into their own life and, in the light of a fraternal brotherhood with humankind, to share them with others.

THE THREE FORMATIVE AREAS

Closely connected to its aims and principles, the educational project of the Colleges has three specific focus areas.

Study and cultural and social formation

The Colleges are a privileged place for study, a place where people can have educational, cultural and social experiences. They promote study as an activity that helps to form the person by way of:

- a) a disciplined and constant commitment;
- b) an intellectual disposition that goes beyond the limits of one's subject matter and Faculty and is open to reality in all its aspects;
- c) an ability to look at reality, in all its values and ambiguities, in a critical way;
- d) a constantly fresh and new search for truth enlightened by faith;
- e) a serious preparation in view of taking on responsibly and competently one's profession;
- f) a commitment to participate as responsible persons in transforming society;
- g) an openness and appreciation for all cultures, with an ability to discern the richness that lies within diversity.

Community life

Within the life of the University, the Colleges constitute an experience of community life that has very precise educational aims, one that permits those who live such an experience to exercise their freedom in an atmosphere of dialogue and trust.

Those who enter the Colleges must demonstrate a ready willingness and ability to enter dialogue with others and a willingness to establish interpersonal relationships based on integrity and reciprocal respect.

The College contributes to the formation of mature persons that are open to the social aspects of life, who have a balanced awareness of their own personal growth, intelligence and freedom. It provides space and opportunities for extensive solidarity, bringing together people who come from different geographic areas. It promotes encounters and the establishment of dialogue between students from the various University Colleges.

Within this perspective the College prompts students to:

- a) overcome an egocentric approach to acquiring knowledge and appreciating and welcoming the other in all his or her richness, limits and needs;
- b) discover their abilities and willingness to live the value of gratuitousness and service within the College, also in view of taking on weightier tasks within society itself and the Church;
- c) recognise and appreciate the different roles of each component of the educating community and appreciating that their presence is for the greater common good;
- d) recognise the importance of rules (the Fundamental Charter of College Residences and the Colleges' Regulations on Internal Bodies) as a means to create an orderly community life within the College;

- e) appreciate the value of diversity as proposed in the various community experiences organised by the University Colleges.

Faith proposal

The College is quite clearly a qualified environment where students can encounter the Christian faith. In line with the aims of the University, the College offers students the opportunity to grow experientially and intellectually with the ultimate aim that they may develop a high moral character and attain a harmonious integration between their life and faith, which is the response to the universal call to sanctity.

As such, the College, contributes by:

- a) taking an active part in the life of the Christian community by listening to the Word of God, by organising moments of prayer and catechism, through the celebration of the liturgy (the Eucharist, Reconciliation...) and through active service towards one's fellow brothers and sisters (volunteering activities);
- b) assisting students in becoming credible witnesses of the faith, pursuant to the teachings of the social doctrine of the Church in the various professional realities in which they will be called to live their lives;
- c) teaching students how to dialogue with persons who live a different religious experience, beginning with those who are present in the Colleges;
- d) helping students to embrace the challenges which culture throws "in the here and now" at the incarnation of the faith, in accordance with the vocation of each person.

THE EDUCATIONAL METHOD

It is the intention of the University's Colleges to build, day by day, a community that educates and in so doing promotes the personal growth of each student, in accordance with a method that exhibits the characteristics set out below.

a) By personal experience

To understand the values that underpin an authentic human life it is above all important to experience them. It is for this reason the educational focus of the College primarily translates into an attention to ensure the students experience for themselves through the concreteness of daily life those all-important meaningful first encounters. Indeed, a student only discovers the beauty of an encounter with another, of looking after oneself, of looking after one's own duties, of the gift of oneself in the degree to which he or she experiences them personally or sees them lived in others.

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b) Proposals

In order to grow a person needs to be stimulated, that is he or she needs to receive proposals that touch his or her heart and intelligence. It is with this aim in mind that the College constantly seeks to offer students educational proposals, invites them to accept proposals coming from the whole university environment and encourages them to broaden their cultural outlook.

c) Being responsible

A person can only use his or her own freedom in its entirety if he or she has learned to exercise personal responsibility. For this reason, the educational

proposal made by the College is keen to promote and support personal student responsibility. It seeks to be a place where each student can enrich his or her own personal resources and be an experiential place of learning where students can “be answerable” to others by undertaking certain tasks.

d) Accompaniment

A person needs relationships, encounters and support in order to grow and develop. The Director and Pastoral Assistant, each through their distinct roles, not only invite students to enthusiastically and courageously embrace the educational proposal but they are also careful to accompany students on their personal journey, with the aim of strengthening their personal growth, so that each feel supported in their university adventure and in community life.

e) Verification

A project dedicated to a person’s personal growth also needs to offer some occasions for him or her to stop and take stock, occasions in which the person can reflect and evaluate the journey travelled thus far. It is for this reason that the educational method identifies different moments during the year, especially at the beginning and at the end of the year, when each student is asked to speak to management and the Pastoral Assistant about his or her experience at the College. This moment of verification is not simply about the individual student but it is about the community at the College as a whole. Each year the College members are required to reflect on the College’s progress, identify its strengths but also any areas which can be improved upon.

PART TWO

At University, a mentality is shaped that lasts a lifetime, the characteristics of which are freedom and knowledge.

(Cardinal Henry Newman)

PERSONS AND ENTITIES THAT SUPPORT THE EDUCATIONAL VALUE OF THE COLLEGES

The educational project involves many different interlocutors who are the protagonists of a serious and committed rapport. It involves an asymmetrical relationship involving people with many different characteristics from their age, culture, education, sensibility, maturity and vocation but who share an ability to recognise it as an opportunity for each of them to grow so long as it is lived authentically. In the knowledge that only those women and men who are aware of themselves, who are passionate about life, who are courageous seekers of truth, beauty and goodness, of that which can be loved, can awaken in others the desire to live their existence in a profound way, can this relationship translate into an exchange of experiences, and thereby become both a method and a sign. The entire work of education requires an appropriate “educational environment”, a place that is favourable to letting things happen. The educators can only carry out their tasks in an adequate manner if they have an environment that is lived in, where people feel accompanied and welcomed, an environment that is rooted in a much greater expe-

rience, that of the experience of faith that embraces and is the root of their commitment to education. At the point where the value of the education promoted by the College becomes a reality at a practical level, several different figures and entities are required, whose functions and roles are regulated by the Fundamental Charter of College Residences and the Colleges' Regulations.

- a) The Director is ultimately responsible for carrying out the College's educational project and ensuring the active participation of the students. In carrying out his or her duties, the Director is assisted by a Vice-Director and, where necessary, other collaborators. In the exercise of their duties they act with a unity of intention and in close collaboration.
- b) The Pastoral Assistant works very closely with Management in respect of its educational role. The Pastoral Assistant is a key resource and is of fundamental importance for the quality of community life at the College and for the formation of each student. The Director and the Pastoral Assistant are the points of references for the day-to-day education, organisation, and regulation of the College.
- c) To ensure complete synergy between the formative aspect, the Christian educational proposal and the care for the managerial and organisational aspects of each College, Management, the Pastoral Assistant and the EDUCatt representative, each in their respective expertise, comprise the Coordination Team which is responsible for coordinating the College activities and ensuring

there is mutual respect in an atmosphere of shared and authentic plurality.

- d) The Coordination Team may enlist experts from specific fields of education to achieve pre-defined objectives set out in the planning stage of the educational project.
- e) Students are wholly involved in ensuring the quality of the educational proposal through their individual participation and personal involvement in the regulating bodies that represent a key characteristic of the College's community environment.

EDUCATIONAL INSTRUMENTS

The educational objectives described in this project are annually translated into general working guidelines to be further elaborated upon by and shared between all the University Colleges through the Colleges' Commission, which is called and chaired by the Rector or one of his or her delegates.

These guidelines, in turn, are set out in detail by the individual Colleges, which will pay special attention towards their particular history, the educational requirements and aspirations of their students, the context within which they are situated and the human resources available within the University's academic, ecclesiastic and social communities when they are planning their own activities.

Each year at the planning stage, and notwithstanding its specific objectives, a plurality of common instruments is taken into account such as:

- a) setting up working groups (organised into commissions and sub-commissions) with the aim of enlivening and improving the community life of the College;
- b) organising recreational, sports and cultural events firstly for the students of the College but potentially open to students outside the College too.
- c) organising liturgical and spiritual moments and catechism, the key aim of which is to cultivate an encounter between the life of each student and the beautiful and decisive proposal offered by the Gospels of Jesus;
- d) a proposal to assist in various fields through volunteering and acts of solidarity.

Alongside these educational instruments that require the commitment of many people, the life of each College also provides individual educational instruments such as personal appointments with Management and the Pastoral Assistants, to evaluate the experience that has been lived by the student at the College but also in view of re-admission to the College in subsequent years. Furthermore, each student can seek spiritual assistance from the Pastoral Assistant by making an appointment or seeking spiritual guidance. The Pastoral Assistant is a very important point of reference for the student's existential growth.

REGULATIONS

PART I

RULES ON COMMUNITY LIFE

CLAUSE 1 – COLLEGE MANAGEMENT

1.1 The Director, Vice-Director, together with any other collaborators, are appointed by the Rector on an annual basis. They are based in the Colleges and carry out the duties set out in the Fundamental Charter of College Residences (the “Charter”) and Educational Project.

1.2 If necessary, each Director may delegate, temporarily, his or her duties to the Vice-Director, subject to notifying the Rector of same.

CLAUSE 2 – COORDINATION TEAM

The College Management, Pastoral Assistant and EDUCatt Representative comprise the Coordination Team pursuant to the provisions of clause 4 of the Charter.

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CLAUSE 3 – EDUCATIONAL UNDERTAKINGS

3.1 Each collegian’s conduct is required to reflect the principles set out in the Charter, the Educational Project and these Regulations. Such conduct shall be maintained both in respect of fellow collegians and the personnel working in the Colleges.

3.2 Each collegian is expected to put their utmost into their studies, and make use of the support and advice of the College Management.

3.3 Each collegian is expected to contribute to the College by attendance, collaboration and sharing during the various moments of College life, participating in the activities promoted by the College. Furthermore, the undertaking to be open to discuss questions pertaining to faith comes into play with the proposals made by the Pastoral Assistants.

3.4 Each collegian is also required to participate in the supplementary educational activities (language courses, personal development, etc) promoted by the University in conjunction with Istituto G. Toniolo di Studi Superiori and EDUCatt in accordance with the general guidelines set out by the Colleges' Commission, who meets annually in order to coordinate the activities planned for the academic year, in compliance with the Clause 6 of the Charter of College Residences.

3.5 Each collegian is required to promote good decorum, order, cleanliness and hygiene, and to avoid any form of waste. In the communal areas there are prescribed rules on conduct, use of language, style and form of dress that are in line with the needs of community life, the spirit of these Regulations and the guidelines set out by the Coordination Team.

CLAUSE 4 – RESPECT OF SPACES

4.1 Collegians will use the room assigned to them and are not permitted to change rooms with another fellow collegian. Together with its furnishings and furniture, the room is entrusted to the care of each collegian pursuant to a shared sense of good taste which extends to putting up and displaying posters of any kind. The collegian is personally responsible

(or jointly with their room-mate if sharing a two-bed room with another collegian) for the correct maintenance of the room, its cleanliness and furnishings and is responsible for any damage caused to same. It is forbidden to change or modify the layout of the furniture unless explicit permission has been granted to do so by an EDUCatt representative.

4.2 Throughout the building and particularly on the floors where the bedrooms are located, it is prohibited to make noise that interferes with the need to study or rest, especially during the evening time (between 23.00 and 08.30).

4.3 In the event any services are out of order the EDUCatt representative should be notified, if present in the building, alternatively Management should be notified who will, in turn, inform the EDUCatt representative. If a collegian is responsible for causing damage in the College, s/he must promptly communicate the damage to Management and the EDUCatt representative. The collegian is responsible for any missing objects and any damage caused, and is directly responsible for paying for the cost of such damage. If the damage is caused to goods or communal areas or if the missing objects are for communal use, then the cost of compensation shall be shared pro quota between all collegians unless the individual responsible for the damage is identified. Depending on the seriousness of the fact, the form of compensation chosen by the EDUCatt representative may include the commencement of disciplinary proceedings.

CLAUSE 5 – COLLEGE OPENING PERIOD AND OPENING TIMES

5.1 The opening period for each College is set out in its application for admission to that College.

5.2 The opening times of the Colleges, including the entry and exit times, vary according to the specific requirements of the individual Colleges, pursuant to what has been decided by the Coordinating Teams.

5.3 Subject to providing reasonable advance notice, any exceptions and special requests will be evaluated by the Management of the College.

5.4 Each time a student leaves the College, or as may be otherwise required by the particular needs of the College, he/she must hand in their room key at the porter's desk. Any student who intends to stay outside the College overnight is required to give advance notice of same to the College Management.

5.5 The student who intends, only in exceptional cases, to stay overnight outside the College has to communicate it in advance to the College Direction. The Direction checks on the respect of the criterion of exceptionality and, in case of violation, can consider the possibility of taking measures coherent with the overall meaning of the experience of the educational project of the College. Such violations may be also taken into account, in case the student applies for readmission for the following academic year.

5.6 The porter's desk is responsible for opening and closing the College. The porter is responsible for ensuring the rules relating to the movement of people in and out of the College are adhered to. The porter is responsible for distributing the room

keys, post and relaying telephone call messages. The porter receives and looks after the personal identification documentation left at the porter's desk by visitors for the duration of their stay. To ensure the correct operation of the service, collegians are invited to communicate the presence of unknown persons in the College and to obey any requests made by the porters.

CLAUSE 6 – RESPECT FOR THE SAFETY REGULATIONS

6.1 It is forbidden to use electrical appliances in the rooms that consume high levels of energy and/or have external resistance (for example camp stoves, air conditioning units, heaters) that have not been provided or installed by EDUCatt. All collegians are obliged to use the facilities and equipment provided for them (refrigerators, televisions, irons or other high energy consumption electronic equipment) in the designated areas and in compliance with the guidelines on their correct use. In compliance with good practice on correct food preservation, and to ensure correct levels of hygiene are maintained to protect student health, it is prohibited to store perishable foods in the student rooms just as it is not permitted to exhibit or throw any object out of room windows or balconies.

6.2 In order to service the rooms or in case of an emergency or for safety reasons, EDUCatt and Management may access the rooms using the second room key/room card which is kept for such purposes. Other than the original door locks, students are not permitted to install other door locking systems.

6.3 Management and/or EDUCatt are not responsible for any missing money or valuables that were kept in the College.

6.4 Each College has an “Emergency evacuation plan” prepared by EDUCatt.

6.5 EDUCatt and Management are required to record the presence of every person in each College. To this end, the entry and exit of persons to and from the Colleges must be monitored in accordance with the rules of each College (if there is a porter’s desk at a College, the room key/card must be handed in at the porter’s desk on leaving and re-entering the College).

CLAUSE 7 – EXTERNAL GUESTS

Each collegian may, if he or she so wishes, bring guests into the communal spaces of the College. Guests may not enter the College unless accompanied by a collegian and only if they have handed in an official form of personal identification at the porter’s desk. The collegian is personally responsible for a guest’s conduct. Guests are not permitted access to the floors where the student rooms are located and may not stay beyond the hours operated by the porter’s desk unless otherwise agreed, on a case by case basis, with Management and the EDUCatt representative in view of the particular requirements of and activities run by a particular College.

CLAUSE 8 – GUESTROOMS

Some Colleges have guestrooms. Subject to any specific requirements relating to their use and set down on a case by case basis by the EDUCatt representa-

tive in agreement with the Management of the particular College, any use of these rooms is regulated by the provisions set out in these Regulations.

CLAUSE 9 – LIFE IN COMMUNITY AND RE-ADMISSION

9.1 For the purposes of maintaining a sense of order in the life of the community, members of the Coordination Team are, pursuant to their particular expertise, required to ensure the provisions of these Regulations are complied with together with any rules set out by each College. Members of the Coordination Team will be responsible for evaluating, pursuant to their individual expertise, each collegian's experience and conduct at the College.

9.2 In particular, and also for the purposes of re-admission, the Director and the Pastoral Assistant will carry out an evaluation interview with each collegian both at the beginning and the end of the academic year (or whensoever it shall be deemed necessary).

In particular, the following elements shall be evaluated:

- a) compliance with these Regulations, in particular the educational undertakings set out in clause 3;
- b) adherence to the Educational Project, in compliance with the general guidelines foreseen by the Colleges Commission;
- c) any disciplinary proceedings and absences;
- d) any prerequisites of merit set out in the EDU-Catt application for re-admission document.

CLAUSE 10 – INSPECTIONS AND PENALTIES

10.1 The Directors of the Colleges and the disciplinary authority of the Commission of the Colleges chaired by the Rector of the university, the President of EDUCatt, the General Ecclesiastic Assistant (or their representatives), together with the Director of the College where the event occurs, are in charge for the checks about the respect for the rules with power to impose penalties.

The Directors can take actions on their own initiative, such as disciplinary actions, internal official written or verbal warnings and can also communicate them to the President or the disciplinary authority of the Commission of the Colleges (the Rector or their representative), even considering the possibility of not readmitting the involved student in the following academic year.

In case of events considered so serious to imply the temporary or immediate and definitive expulsion from the college, every Director questions the event in written form to the involved student and immediately informs, again in written form, the competent disciplinary authority of the Colleges Commission. The Authority, after having received the communication by the Director, is immediately called by the President and notifies the taken decision to the involved student within 15 days through the President of EDUCatt (or their representative).

10.2 Any unjustified absence from the College for a period in excess of 20 days (including non-consecutive days but excluding holidays) during the period in which the educational activities are due to be carried out in accordance with the academic calendar of each Faculty, shall result in the non-readmission of the collegian in subsequent years.

PART II

RULES ON THE REGULATION OF THE INTERNAL BODIES

CLAUSE 11 – INTERNAL BODIES

Community life is organised by each College by the following bodies, which work very closely with Management:

- the Student Assembly;
- the President and Vice-President of the Student Assembly;
- the Organisational Commission and individual commissions.

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SECTION I: STUDENT ASSEMBLY

CLAUSE 12 – ROLE OF THE ASSEMBLY

12.1 The Student Assembly is the privileged means by which students can participate actively in the life of the College. The tasks of the Student Assembly are as follows:

- a) elect the President and Vice-President of the Student Assembly by secret ballot;
- b) elect the heads of the Organisational Commission and individual commissions;
- c) propose cultural, recreational and sports activities in line with the Educational Project;

- d) set out general guidelines for the management of the finance fund for internal activities.

12.2 Resolutions of the Student Assembly are carried by an absolute majority of those present and entitled to vote but only come into effect on receipt of approval by Management.

CLAUSE 13 – COMPOSITION OF THE STUDENT ASSEMBLY

Each collegian is a member of the Student Assembly. The Management of the College, the Rector Magnificus (or his/her delegates), the General Ecclesiastic Assistant (or his/her delegates), the President of EDUCatt (or his/her delegates) have the right to partake in the Student Assembly. External participants may be invited to partake in a Student Assembly when deemed necessary.

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CLAUSE 14 – CALLING A STUDENT ASSEMBLY

14.1 Subject to College Management being notified which will, in turn, notify all members of the Coordination Team, the Student Assembly is called:

- a) by the President (or, in his/her absence, by the Vice-President);
- b) following a written request to do so by at least 1/3 of the collegians and which is addressed to the President (or, in his/her absence, to the Vice-President).

If the President and the Vice-President are both absent, the Student Assembly will be called by Management who will appoint an internal modera-

tor to conduct the meeting and draft the minutes of the Student Assembly.

14.2 The Student Assembly may be called when 2/3 of collegians are present in the College and it is valid when 2/3 of collegians present at the College are present at the first calling of the Student Assembly. After the first Student Assembly is called, a simple majority of those present at the College will suffice to validate the calling of the Student Assembly. The required legal threshold is presumed, subject to a verification of same which may be requested by anyone entitled to participate in the Student Assembly.

14.3 The Student Assembly is called by displaying the Order of Business on the noticeboard no later than 48 hours prior to the time when the Student Assembly is due to take place, subject to certain exceptions which are assessed by Management. Two ordinary Student Assemblies take place in each academic year:

- a) the Student Assembly (at the beginning of the academic year) for elections and planning;
- b) the Final Student Assembly (at the end of the academic year).

Additional Student Assemblies may be called to make decisions or give information relating to the life of the College.

SECTION II: PRESIDENT, VICE-PRESIDENT AND TREASURER

CLAUSE 15 – ROLE OF THE PRESIDENT

The President represents all of the collegians, acting as their spokesperson in bringing their needs and interests to the attention of Management and ED-UCatt. The President is responsible for the proper conduct of the Student Assembly and drafting the minutes of the Student Assembly.

CLAUSE 16 – ROLE OF THE VICE-PRESIDENT

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The Vice-President assists the President in carrying out his/her duties and acts in his/her place when the President is absent.

CLAUSE 17 – PRESENTATION OF CANDIDATURE

Candidates for the role of President or Vice-President must be presented in pairs, each candidate must specify for which role he/she is running, to Management no later than 24 hours prior to the commencement of the Student Assembly and must be published by displaying a notice on the notice-board.

CLAUSE 18 – PROCEDURE FOR ELECTION

18.1 The President and Vice-President are elected by the Student Assembly by an absolute majority of those present at the College at a first ballot. If an absolute majority is not attained at the first ballot, then a second ballot takes place between the two most voted pairs of candidates.

18.2 The President and Vice-President remain in office for one academic year.

18.3 The President and Vice-President can be re-elected once only.

CLAUSE 19 – REMOVAL FROM OFFICE

19.1 The President and Vice-President may be removed from office following a motion for a vote of no-confidence. The motion must be signed by no less than 1/3 of the collegians, must identify a pair of new candidates and must be presented at a specially called Student Assembly in order for the motion to be carried by an absolute majority of the collegians.

19.2 The same procedure set out in clause 19.1 above is applicable also to the heads of the Commission.

CLAUSE 20 – THE TREASURER

20.1 The Treasurer is responsible for the ordinary management and supervision of the finance fund.

20.2 The Treasurer is nominated by Management at the suggestion of the President of the Student Assembly.

SECTION III: ORGANISATIONAL COMMISSION

CLAUSE 21 – ROLE

The Organisational Commission, based on what the majority at the Student Assembly agreed, undertakes to:

- a) improve the quality of life at the College, look after the building and services provided (kitchens, libraries, TV rooms, etc.);
- b) ensure the cultural, recreational and sports initiatives become a reality;
- c) work with Management in the administration of the finance fund set aside for the activities. An annual report must be prepared and submitted by the Treasurer together with Management and EDUCatt relating to the use made of the finance fund.

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CLAUSE 22 – COMPOSITION AND OPERATION

22.1 The Organisational Commission is comprised of:

- a) the President of the Student Assembly, who chairs it;
- b) the heads of the commissions that have been set up.

The Treasurer is present at the meetings.

22.2 One or more representatives of the Coordination Team may be present at the meetings. Other students from the College may attend but are not entitled to vote. A summary report must be drafted

and displayed on the noticeboard by a member of the commission acting in the capacity of secretary.

22.3 The decisions of the commission are passed by a majority vote of those present at a meeting, but only become effective on receipt of the approval of the Coordination Team.

SECTION IV: COMMISSIONS

CLAUSE 23 – THE COMMISSIONS

23.1 The Commissions are responsible for particular aspects of College life.

23.2 The following are essential for the life of the College:

- a) the Liturgical-charity Commission;
- b) the cultural Commission;
- c) the recreational Commission;
- d) the residential-logistical Commission;

23.3 Additional commissions may be set up by the Student Assembly each academic year, in accordance with specific requirements.

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CLAUSE 24 – HOW THE COMMISSIONS ARE SET UP

The commissions are comprised of collegians grouped together according to their interests. As a general rule, collegians can be a member of only one commission. Each commission must be comprised of a number of members that is sufficient to

ensure the activities run smoothly and involves sufficient participation from the students. Members of each commission hold their position for the entire academic year.

CLAUSE 25 – OBLIGATIONS RELATING TO INFORMATION

The commissions are obliged to inform the students and the Direction about their activities, usually through a report drafted by the Representative of the commission.

SECTION V: INTER-COLLEGIAL ORGANISATIONAL COUNCIL

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CLAUSE 26 – THE INTER-COLLEGIAL ORGANISATIONAL COUNCIL (OR THE “COUNCIL”)

26.1 Each College sets up an Inter-Collegial Organisational Council to promote cultural, spiritual, recreational and sports activities, with the aim of promoting a shared experience where students can get to know one another better and grow in maturity in line with the Educational Project.

CLAUSE 27 – COMPOSITION

27.1 The Inter-Collegial Organisational Council is necessarily comprised of:

- a) a member of the Management from each College;
 - b) a Pastoral Assistant appointed by the General Ecclesiastic Assistant;
 - c) the President and Vice-President of the Student Assembly of each College, from among which the Chairperson of the Council must be selected and who is responsible for calling the Council and conducting the meetings;
 - d) a EDUCatt representative;
- The following can take part in the Council as well, if requested by the nature of the specific activity
- e) a student representative, one for every 30 students at each College;
 - f) the representatives of the involved Commissions for each College.

27.2 The student representatives on the Council are selected at the same time as the President and Vice-President are elected to the Student Assembly by each College. Candidatures are collected immediately and if there are more candidates than positions available on the Council then it proceeds to a vote. The candidates who receive the most votes out of all of the candidates are deemed to be elected. Where candidates have received equal votes, then the candidates deemed to be elected are chosen on the basis of their seniority (by course year).

27.3 The Council may divide itself into work groups which aims are to promote the planning and realisation of specific activities for the wider student community (by way of example, pilgrimage(s) and/or religious events, cultural events, activities involving volunteering and acts of solidarity, travel

and trips, sports competitions and musical-artistic events).

27.4 Based on the subject matter and proposals which are from time to time on the agenda for any given meeting, the relevant representatives of the various commissions from each College may attend the meetings of the Inter-Collegial Organisational Council.

CLAUSE 28 – CALLING MEETINGS AND PROCEDURES

28.1 The Council holds two meetings yearly:

- a) one for planning, held at the beginning of the academic year and after the election of the President and Vice-President of each College;
- b) one final meeting held at the end of the academic year.

Further meetings may be called from time to time when deemed necessary for the planning and organisation of events for the entire community.

28.2 Notice of the meeting and the Order of Business must be displayed on the noticeboards of the Colleges not less than 3 days prior to the date of the meeting, save in certain exceptional circumstances which will be evaluated by the Chairperson of the Council. The meeting will be valid if at least 50% plus one of the members entitled to attend and vote at the meeting are present and at least one representative for each College is present. The required legal threshold is presumed, subject to a verification of same which may be requested by anyone entitled to participate in the meeting.

28.3 The Council appoints one of its members as secretary who will be responsible for drafting a

summary report of the meeting and displaying it on the noticeboards in the Colleges.

28.4 The meetings of the Council are public and are conducted by the Chairperson who may, depending on the circumstances, invite non-members to speak at the meetings. The resolutions of the Council are passed by a simple majority of raised hands but remain subject to the right of veto which rests with the Colleges' respective Management in agreement with the appointed Pastoral Assistant and EDUCatt Representative, where the subject matter relates to questions of morals, ethics, safety or decorum of the University.

28.5 The Inter-Collegial Organisational Council can be divided into working groups aimed at encouraging the planning and the realization of specific common activities (such as pilgrimages and/or religious, cultural events, volunteering and solidarity action, trips and journeys, sport competitions and musical/artistic activities).

28.6 The working groups are composed as follows:

- a) President or Vice-President of the Council;
- b) One or more representatives of the Directions of the Colleges;
- c) One or more members of the Council for each College;
- d) The Commission competent representatives of every possibly involved College.

The working group indicates an internal representative who shall coordinate the activities of the group itself. The working groups composed this way have the power of making proposals and taking decisions concerning the activities, while these are being implemented. In case of doubts related to

the moral, the ethical, the safety aspects or to the decency of the university, as well as in case there are decisions to be taken as to the organization of the activity itself, the representative of the group, the President, the Vice-President and the member representing the Colleges Directions can call the Council to discuss such themes, in compliance with the modalities described in the clause 28.4.

CLAUSE 29 – FINANCE FOR INTER-COLLEGIAL ACTIVITIES AND ADMINISTRATION OF THE FINANCE FUND FOR SHARED COMMUNITY ACTIVITIES

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29.1 In order to ensure the realisation of community activities, each Student Assembly will set aside one tenth of its finance fund (or such other sum as may from time to time be determined) for its own internal activities for the purpose of setting up a shared finance fund that can be managed by the Inter-Collegial Organisational Council.

29.2 The finance fund for shared community activities is administered by a treasurer, selected from among the members of the Council, who is responsible for maintaining a record of all expenses sustained and uses made of the finance fund. He/ She will provide semester reports to the Colleges' Management and EDUCatt.

29.3 The maximum share of the fund that can be addressed to every activity proposed by the Council is established by the Council during the first planned meeting of the year by the Council itself. The financing of possible activities not foreseen at

the beginning of the academic year or the reassessment of the established share for a planned activity can be discussed again during the Council meetings.

FINAL PROVISIONS

CLAUSE 30 – ACCEPTANCE OF THE REGULATIONS

These Regulations are deemed to be known and accepted by each student at the time of signing of the undertaking provided by EDUCatt and the subsequent confirmation by the student of his/her place following receipt of notification of their admission or re-admission to a College.

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CLAUSE 31 – AMENDMENTS AND VARIATIONS

The Rector Magnificus reserves the right to amend or vary the regulations relating to the internal bodies in agreement with the General Ecclesiastic Assistant and the President of EDUCatt. The Director and/or the Student Assembly, with a 2/3 majority vote from the collegians may propose amendments by presenting them to the Rector Magnificus.

