

INTERNATIONAL COLLEGE STUDENT REGULATIONS 2021-22 ACADEMIC YEAR

Effective from October 1st, 2021

SECTION I – ACADEMIC REGULATIONS

Paragraph 1 – College Students

1.1 Applicants acquire “Student of the International College Ca’ Foscari” status (henceforth student) when they sign this Regulation and Privacy agreement for acceptance. Student status is lost when the applicant leaves the structure definitively or in the cases described below.

1.2 To access the College, students must have fulfilled the enrollment requirements in a Bachelor or Master’s Degree with the Ca’ Foscari University and to be up to date with their payments (residency deposit and other College fees as indicated).

1.3 The duration of the College cultural programme is of three (3) academic years for students enrolled in a Bachelor's Degree and of two (2) academic years for those enrolled in a Master's Degree.

Paragraph 2 - Rights

2.1 Students have the right to reside at the International College from September to June for a total of ten months or for that part of the year they are not involved in student mobility programmes or in foreign internship programmes. Exceptions will be made, based on a case by case evaluation, for unavoidable circumstances such as, by way of example: natural disasters, wars, health emergencies etc. Student residency is allowed for the sole purpose of attending university lessons as well as participating in the foreseen College Cultural Programme. Residents are offered accommodation in a twin shared room to be shared with another student. The University has the faculty to modify room allocation according to availability and will, in any case, always guaranteeing an equal or superior standard room in one of the accommodation facilities offered by the College.

2.2 Students have the right to assemble, vote one or two representatives and to make proposals that may improve or integrate services offered or the Cultural Programme. Proposals may be made to the College Administration Office (Segreteria), using the specific form, every two weeks that will then be sent on to the the College Director to be evaluated. Any proposals made to the Administration Office that do not comply with the above indications will not be considered.

2.3 Student representatives may participate in Teaching Committee meetings at the moment “Notices” are given and which include a discussion of their proposals.

2.4 Students may refer to the lecturer nominated as *Academic Tutor* for any issues concerning their courses, performance at the College or to modify their internal credit plan. Student will be informed which *Academic Tutor* they are to refer to on entering the College.

2.5 Students may refer to a resident *Tutor (tutor on site)* at the College for issues regarding their stay at the College. The Staff will provide students with the name and contacts of the *Tutor* on site at the arrival on the Island.

2.6 Should students complete the College Cultural Programme, they may request, at the end of every academic year, a certificate attesting to the courses they participated in and the internal credits

accrued. Once students have completed their Bachelor or Master's at the College and have satisfied the merit requirements, they will receive, along with their degree, a further "College Diploma".

2.7 Should students foresee to complete their Bachelor's or Master's Degree ahead of regular time, they have to inform the Teaching Committee of the College in advance. In order to receive the "College Diploma" (Bachelor or Master's) students have the possibility to customise a personal programme that guarantees the acquirement of the College credits expected within the three or two-years cultural programme.

Paragraph 3 - Duties

3.1 Students must satisfy the following requirements to maintain their status at the College:

- the final credits-weighted grade point average cannot be lower than the top 75% of the distribution of credits-weighted grade point average for the academic degree where the student is enrolled; information about the exact threshold is made available at the beginning of the academic year; if the student is enrolled in a new programme for which there are no historical data, the threshold is conventionally set to 27/30;
- Students cannot achieve a final mark lower than 24/30 in any exam.

An exception to this rule, by which the student may accept a final mark lower than the threshold, is possible only from the second attempt onwards, provided that the final mark be greater than the median of the distribution of grades for the specific course.

- Obtain at least 42 University Credits (CFU) a year within the summer exam sessions held at the end of July. As rankings for yearly student funding (vouchers) are calculated at the end of June, all exams taken during the September exam session will be evaluated in the following academic year;
- Complete a minimum of 14 College Credits a year by participating in the courses of the assigned Minor, in Interactive labs and activities. These activities will be evaluated as outlined by the College Cultural Programme. To this end, students are required to plan and submit a credit programme at the beginning of the year indicating all the internal cultural activities they intend to participate in (including the mandatory workshops).

Any changes to the plan are to be concurred with the Academic Tutor as described below.

For students enrolled in a Bachelor's or in a Master's Degree programme spending a period of their studies abroad, research or work experience is compulsory. The Administration Office needs to be informed in advance on students' mobility plans in order to facilitate the setting of the accommodation on the island. The mobility programme cannot last more than 10 months (in total) within the span of the three or two years of studies.

In order to guarantee the continuity of the College experience, first-year Master's students who were not College students during their Bachelor's Degree cannot apply for a mobility programme abroad during their first academic year.

Students who for study, research or work experience reasons spend a part of or the entire academic year abroad must:

- respect the minimum mark requirement;
- complete all the activities foreseen by the agreement entered into with the University regarding exams and duties tied to training programmes or international internships;
- successfully complete the specific additional activities agreed on (together with their evaluation system) with the Academic Tutor and the professor holding the *Minor* courses. These activities, that will substitute the part of the College Cultural Programme they cannot follow on site, will subsequently be evaluated by the Academic Administrator and by the professors holding the *Minor* courses.

3.2 Each student is expected to check the e-mail in-box made available to them by Ca' Foscari University every day as it is considered the principal and official means of communication between the student and the University. Students may indicate an alternative email address at the beginning of the academic year but must accept that this becomes the sole official address and assume responsibility for its correct functioning.

3.3 Students are required to conclude their degree programme within the prescribed time, gaining their degree within the extraordinary examination session of the third year for the Bachelor and the second year for the Master's.

3.4 Should students complete their Bachelor's or Master's Degree ahead of time, they have to attend a customised College cultural programme agreed on with the Teaching Committee in order to acquire all the College credits foreseen by the annual cultural programme. On the contrary, should students decide not to agree on a personalized programme so as to acquire the College credits left, it will be considered as an abandon without justification, as per the article 5.8.

Paragraph 4 – Cultural Programme Participation

4.1 Students are expected and obliged to sign attendance sheets for the educational activities they participate in.

To satisfy attendance requirements students must be present at a minimum 75% of the courses, workshops and planned activities that enrolled in at the beginning of the year.

4.2 Students are required to attend the Cultural Programme Presentation at the beginning of the academic year, the University Inaugural Ceremony, project and workshop presentations and the end of semester workshops. The College Administration Office will inform students of any other important event that requires their attendance.

4.3 Students are expected to be punctual for the programmed courses and activities and to remain in the hall until these have ended.

4.4 Students must keep their cell phones off during lessons.

4.5 Students may only use their pc/laptop/iPad, speakers or headphones during lessons for activities connected to their coursework. Students are forbidden to connect to social network sites and to connect to their email accounts or use their pc for personal reasons.

Paragraph 5 – Admittance, rankings and vouchers

5.1 Admittance to the College depends on student fee payments (University fees, regional study taxes, College admission fees and enrollment fees) being made in the ways and within the times indicated by the Administration Office. If you are entitled to a reduction (voucher), the Administration Office will indicate the amount due to settle accounts covering those costs not accounted for by the voucher.

5.2 To gain admittance to the College, students are required to deposit a sum of money as assurance of their intent to complete the whole learning experience at the College and as guarantee against damages to their assigned room. The deposit will be refunded to students upon their final departure from the College, once they have checked out and no damage or breakage has been verified, or once they have successfully concluded their study programme at the College. Final departure is defined as student exit from the College after having successfully concluded their Bachelor or Master's Programmes or student exit that does not require confirmation of their presence the following academic year.

5.3 At the end of each academic year, the College will draw up a merit ranking in order to confirm student status at the College and to assign vouchers for the following year. The College can decide to draw up more than one ranking to uniform ranking criteria related to the current academic year. Students are required to accept their assigned voucher and permanence at the College for the following year in writing and within five days of ranking publication.

5.4 The vouchers and services offered by the International College aim to support deserving students that share the University values of community, internationalism and responsibility. To that end, the College dissuades entry and permanency to those students who take advantage of College admittance and impede the admission of more motivated students.

5.5 Should students **meet the status requirements and decide to confirm** their placement at the College, after having completed the agreed annual Cultural Programme and the final evaluation of the requirements, they are admitted to the coming year and can leave the deposit.

5.6 Should students **do not meet the status requirements** after having completed the agreed annual Cultural Programme and after the final evaluation, they are not admitted to the coming year and will not receive the "College Diploma". Once they leave the College residence definitively, students will be refunded of the deposit.

5.7 Should students meet the status requirements and decide not to confirm their place at the College, after having completed the agreed annual Cultural Programme and the final evaluation of the requirements, they will lose the deposit sums already paid to the College will not be reimbursed. They must pay the enrollment fees due to the University for the entire academic year and, if Master's students, refund the College of the annual supplementary rate sum corresponding to 1.000,00 Euros. This also holds for students sojourning abroad. These regulations are valid for all the academic years; the only exception is made for 1st year Bachelor's students.

5.8 Should students **abandon the Cultural Programme during the year without justification** after

having confirmed their place at the College, the deposit made as assurance will not be refunded and they will not receive the "College Diploma". Should students awarded full or partial vouchers abandon the Cultural Programme with no justification, they will be held to pay the enrollment fees due to the University for the entire academic year and, if Master's students, to refund the College of the annual supplementary rate sum corresponding to 1.000,00 Euros. This also holds for students sojourning abroad. In case of abandon without justification, sums paid to the College will not be reimbursed. Abandon without justification is defined as the impossibility or the will not to attend or make up for the activities foreseen by the agreed College cultural programme related to major causes and attested motivations (such as: illness, mourning, etc.).

SECTION II – RESIDENCY REQUIREMENTS

Paragraph 6 – Permanence and residency

- 6.1 Students residing at the College must reside in one of the accommodation facilities in the rooms assigned to them by the College during the lesson and exam periods (from September to June).
- 6.2 Students may lodge at the College for the maximum period equal to the number of semesters necessary to conclude their degree programme within the prescribed time, gaining their degree within the extraordinary examination session of the third year for the Bachelor and the second year for the Master's. Bachelor's degree students may lodge for a maximum of thirty (30) months; Master's students may lodge at the College for a maximum of twenty (20) months. Exceptions to this rule will be considered based on a case-by-case evaluation, for unavoidable circumstances such as, by way of example: natural disasters, wars, health emergencies, etc.
- 6.3 During Orientation Week, each new student will be asked to take part in one of the orientation meetings organized by the College Administration Office. Students should contact the Administration Office during office hours to arrange an alternative session if the proposed time is not suitable.
- 6.4 Students' commitment to lodging at the College is annual (ten months of residency). Should students decide to leave the College before the established time for reasons listed in the Regulation (international study programmes or internships) they are required to inform the Administration Office promptly in writing and empty their lodging as requested.
- 6.5 In case of need, the Administration Office reserves the right to move students from the assigned room.
- 6.6 Students are required to reside at the College from Monday to Thursday included. From Friday to Sunday, they are under no obligation to stay at the College but may do so should they desire. Students are under no obligation to stay at the College on days in which the University is closed as posted on the academic calendar.
- 6.7 Students are allowed a maximum of 15 days absence from College. These days may be grouped together or taken one at a time but, in all cases, must be justified by valid reasons and communicated promptly to their tutor and the Administration Office.
- 6.8 Students may take leave of up to 10 consecutive days during the winter and summer examination sessions. Notice is to be given to the Resident Tutor.
- 6.9 The fundamental rules of peaceful co-habitation must be observed while at the College. As a student who has applied for and been accepted at the College, you are required to behave in a civil and well-behaved manner respectful of the group environment in which you find yourself.
- 6.10 It is forbidden to disturb students' study, tranquility and rest from 11 p.m. to 8 a.m. both inside and outside the College building and park.
- 6.11 Behaviour must be polite and respectful towards colleagues, College staff and assistants as well as respectful towards College property at all times. Complaints are **not** be made to staff at the Reception, the food hall or to cleaning staff. Instead, any complaints are to be made by the student representative to the Resident Tutor and to the Administration Office. Clothing must, at all times, be decent and respectful of the different traditions and cultural norms each student brings with them to the College in all the common areas both inside and outside the buildings.
- 6.12 Overindulgence in alcoholic beverages is forbidden. Smoking is not allowed in College premises and students are strongly advised not to smoke in any of the College grounds. In Italy, the possession of drugs is always against the law (see D.P.R. 309/90 and subsequent modifications introduced by Law 49/2006 as well as "Public Safety" legislation issued in August 2009). This Regulation forbids the possession and use of such substances and, in general, of all those substances taken for their narcotic or stimulant effects.

Paragraph 7 – Security

7.1 Students are required to read the security procedures and participate in the security meetings set at the beginning of each academic year.

7.2 For security reasons, in line with the Sustainability Commitments Charter and in the interests of resident students, students should always close the French window in their room, turn off the air-conditioning and lights, and unplug all electrical appliances when they go out.

7.3 The College will take no responsibility for the loss of money and/or objects of value kept in lodgings or common areas. For this reason, students are recommended to lock the door to their room at all times.

7.4 For security reasons, should students intend spending the night off College premises without having previously informed the Tutor and the Administration Office, they are to inform the Reception by 8 pm.

7.5 Given the current national health emergency due to Covid-19, the students must comply with the government restrictions and regulations and those issued by the management of the university accommodation facilities on the Island of San Servolo.

Paragraph 8 – Lodgings

8.1 The College room assigned to students is for their personal use and may not be given for use to third parties, nor can they entertain or host guests.

8.2 Students are responsible for the good upkeep of the lodging and furniture and will be expected to pay for any breakages, damage or lost items. For this reason, students will be issued a room inventory within 48 hours of room assignment. Both occupants may be levied charges by San Servolo Island Residence Management should it be impossible to discern the responsible party for any breakage, damage or lost items.

8.3 Room keys will be handed over solely and exclusively to the occupants assigned to that lodging. The College reserves the right to enter and inspect College rooms and to allow employees or workers into the room to clean or carry out work in the room.

8.4 Each student is responsible for the key to their lodging. Should the key be lost, students are required to pay for a copy and pay a sanction of € 10.00 to the Reception.

8.5 Bed linen, pillows and blankets are all provided by the College through the San Servolo Island Residence Management. Any exceptional requests must be made to the campus on-site Service Manager. Bed linen, blankets, chairs, furniture etc. may not be removed from the rooms at any time.

8.6 Students must ensure that cleaners are able to move around the bedroom and are not to obstruct or inconvenience the cleaning service in any way.

8.7 Cooking and heating devices, gas or electric heaters with open elements, inflammable, explosive, corrosive, or any dangerous materials to people and objects are not allowed in the rooms on the Island of San Servolo. Household appliances are not to be used excepting electric kettles and small refrigerators. Student may use other heating and conserving appliances in authorized areas by prior agreement.

8.8 Under no circumstances are students to interfere with or attempt to adjust the locks on rooms, any electrical or gas fitting or safety equipment, move or adjust furniture and fixtures. Students will be held accountable for the costs the College incurs in restoring the original condition of fittings and fixtures.

8.9 Each room has central heating, the temperature of which is pre-set on the thermostat to ensure students' comfort throughout the College. Students may change room temperature on the thermostat if they choose. Students are held responsible for any damage or breakage.

8.10 Every room is air-conditioned. The Administration Office proceeds to turn on the air-conditioning once every single unit has been cleaned and checked. When using the air-conditioning, students are expected to respect College policy and indications regards to energy saving as bound by the Sustainability Commitments Charter.

8.11 Under no circumstances are students to paint, hang posters, photographs, adhesives, plates or draw on walls unless authorized. The Administration Office will give students information on the supports to be used to hang posters and the like in their bedrooms.

8.12 No animals may be brought onto College grounds.

Paragraph 9 – Guests

9.1 Guests are allowed on College grounds from 8:00 am to 11:00 pm. All guests must be accompanied by their student host who is personally responsible for the conduct of their guests in College. Students need to be authorized by the Administration Office should they wish to have more than one guest.

9.2 Guests not holding a regular identification document such as an identity card, passport or driver's license are not allowed on College premises. Identification documents are to be shown at the Reception.

9.3 Students residing in double rooms may, in exceptional circumstances, invite a guest to stay overnight in College and, that is, to remain after 11:00 pm. To do so, the following rules are to be abided by:

- a written request via email indicating the guest's name and surname is to be made to the College Tutor at least one working day before the guest is to arrive or, in case the tutor is not available, to the Administration Office;
- only one overnight guest may be invited into the College at a time in place of the roommate and with the roommate's consent. Consent must be given before the guest arrives on the island.
- Minors are, under no account, to be given hospitality;
- guests are required to register at the Reception and to pay the Tourist Tax as foreseen by Venice Municipal Council regulations;
- students are allowed to have overnight guests approximately 2 days a month for a total of 20 days for the year.

Should guests stay for more than two nights a month, the extra nights will be detracted from those foreseen for the following months. Hospitality may not be given to guests for more than 5 days under any circumstances.

9.4 Guests may accompany students to lessons or to any of the Cultural Programme activities only after prior authorization by the Administration Office.

Paragraph 10 – Meals service

10.1 Access to the food hall outside displayed meal times is not allowed. Clothing must be adequate at all times.

10.2 Meals are to be eaten at the food hall, the only place where meals may be cooked. Under no circumstances is food or cutlery to be removed from the food hall.

Paragraph 11 – Other services, goods and instruments used by students

11.1 While rooms are being cleaned, students must ensure that the cleaners are able to move around the bedroom and are not to obstruct or inconvenience the service in any way.

11.2 Every care must be taken when using laundry appliances (washing machines, dryers, irons and ironing boards). Students are to give immediate notice of appliance faults or breakage.

11.3 Student use of College teaching media such as projectors, overhead projectors, portable computers and the like, is allowed only after explicit authorization. Students are held personally responsible for the safe operation of these instruments and agree to the equipment as indicated. Users will pay for any damages.

11.4 Students have free access to the Internet via the available networks. In accordance with current legislation, access to P2P file-sharing programs has been blocked as it is against the law to download files such as films and music files protected by author's rights. The system, as per legislation, tracks all internet navigation made and saves the data in accordance with Law 196/2003 (Art. 23 -"Data Subject Protection Code ") to be checked by Postal Police and other authorities who may request to do so.

Paragraph 12 – Student common rooms

12.1 The College provides residents with a number of common rooms for cultural, recreational and teaching purposes.

These areas are available to all students who will take care not to dirty them or clutter them in any

way. Students damaging College property will be made to pay for repairs.

12.2 A few College areas are governed by specific rules that are to be respected as indicated by the Reception or in their specific Regulations.

Once you sign this Regulation, the College is relieved of any responsibility for damages to objects or people incurred in the misuse of the available common areas.

12.3 The use of the tennis courts, football pitches and barbecue area must be booked at the Reception and used as indicated in the Conditions of Use.

SECTION III Sanctions

Paragraph 13 – Disciplinary action and expulsion

13.1 During your course of studies, students are expected to behave in respect to the law, University Regulations and the rules of civil co-habitation and to abstain from damaging either University property or the property of third parties. Students have a personal and collective responsibility to respect, protect and promote University values. Any behaviour contrary to the articles of this Regulation will result in disciplinary actions as described below. The University reserves the right to take legal action in all those cases in which students' behaviour constitute civil and/or penal offence (see articles no. 40 and 41 of the Regulation of Students' careers effective from the 2018/19 a.y.).

13.2 Disciplinary sanctions are proportional to the student's offence and take into consideration repeated offences or unlawful behaviours as well as any prior disciplinary sanctions.

13.3 The following are examples of conduct/situations that are unacceptable and sanctioned:

a) unwarranted behaviour towards other students, lecturers, College employees and, in general, to all persons on College grounds. Disrespectful and unwarranted conduct contrary to this Regulation and towards the activities, the environment, the areas, the furniture and fittings and College equipment used for teaching and research purposes that cause damage to the University property.

b) serious forms of disrespectful behaviour towards other students, lecturers and, in general College employees or, conduct/situations that have caused considerable material and/or moral damage to the University estate, its high standing or that disrupt University activities. Also, tampering with and falsifying institutional documents and certificates for personal or third party gain or any other misconduct held to be particularly serious with respect to this Regulation.

13.4 Sanctions applied to misconduct as in art. 13.3 comma a) are: a written reprimand also kept in the student's file along with the report of the findings, if appropriate; in the case of damages, forfeit of the student's deposit.

13.5 Sanctions applied to misconduct as in art. 13.3 comma b) are the start of expulsion proceedings. A committee of three lecturers designated by the College Director will be appointed to investigate the situation. In the case a member is absent or cannot participate, the Director may designate two further components, including a substitute Committee President.

13.6 Disciplinary action is exercised according to the principles of due process and is performed as follows:

- a) Teaching or administrative staff that come to learn of any student misconduct that could constitute civil and/or penal offence are obliged to notify the Administration Office in writing. The Administration Office will then inform the College Director of the complaint.
- b) Following notification, the College Director will make a preliminary inquiry to verify the reliability and the grounds for notification. If the Director finds that the complaint to be well grounded they will take disciplinary action as described in the above articles 4.4 and 4.5. For cases of particularly serious misconduct, the Director of the College shall report their findings in writing to the Manager of the Educational Programmes and Student Services Area who will then start disciplinary actions within 10 days on receipt of the report. A further 10-day extension shall be allowed only for those cases that require further objective and documented investigation. Expiry of the established limit without any action being taken extinguishes the disciplinary proceedings for that notification.
- c) The disciplinary procedure starts with a written representation of the accusations provided by one of the subjects indicated in above comma a) to the Administration Office. The Administration Office shall give notice to those involved via an official email.
- d) The accusation must contain a detailed account of the facts subject of the complaint requesting the student(s) involved to respond with a written statement of defense or justification within 10 days of

notification. Within this time, the student may ask to be heard by the Head of the Committee either personally or with the aid of legal representation.

- e) The disciplinary procedure must be concluded within 30 consecutive calendar days either with the appropriate disciplinary action or with the charges being quashed. If no decision has been made once the 30-day time limit has been reached proceedings will be extinguished. Should the Committee be objectively prevented from respecting the 30-day time limit, an extension of 5 days will be granted and the Rector of Ca' Foscari University will be given sanctioning power.
- f) Should the time limit fall on a Saturday and/or Public Holiday, the limit will extend to the first working day thereafter.
- g) Disciplinary actions must be motivated and shall be recorded in the student's academic record as well as be included in the student's leaving papers, in case of transfer to another university.
- h) To that end, subjects holding sanctioning power are held to communicate the disciplinary action decided on to the Administration Office.

13.7 Expelled students forfeit their right to their deposit and will have to pay their academic fees for the entire year. They will further forfeit their Merit Certificate and will not be able to take advantage of the concessions reserved for College students nor have access to the College without an invitation. They will, instead be subject to the same restrictions applied to outsiders.

Venice, San Servolo, 01/10/2021

STUDENT _____

SIGNATURE _____

DATE AND PLACE _____