



## **INTERNATIONAL COLLEGE REGULATIONS**

### **A) Student status and residency**

Effective from September 1<sup>st</sup>, 2022

#### **Paragraph 1 – College Students**

- 1.1. Applicants acquire the status of “Student of the International College Ca' Foscari” (henceforth, “student”) when they sign this Regulation and Privacy agreement for acceptance. This 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 fulfill all the enrolment requirements for a Bachelor or Master's Degree at Ca' Foscari University and must be up to date with all the payments (regional study taxes, College deposit and other College fees as indicated).
- 1.3. The natural duration of the College student status is of three (3) academic years for students enrolled in a Bachelor's program (for all effects, this is understood exclusively as “laurea triennale”) and of two (2) academic years for students enrolled in a Master's program (for all effects, this is understood exclusively as “laurea magistrale”).

#### **Paragraph 2 - Rights**

- 2.1 Students have the right to reside at the International College residency from September to June for a total of ten months, or for a shorter portion of this period when they are 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 College Educational Programme. Residents are offered accommodation in a twin room shared with another student. The University can change room allocation according to availability, but it guarantees an equal or superior standard room in one of the accommodation facilities offered by the College.
- 2.2 Students have the right to assemble, to elect one or two representatives, and to make proposals that may improve or integrate the College services or its Educational Programme. Proposals should be submitted using the specific form to the Administration Office (Segreteria), that will expeditiously forward them to the Director for evaluation. Proposals that do not comply with the above indications will not be considered.
- 2.3 Student representatives may be invited by the Director to Faculty meetings when their proposals are put up for discussion or for specific issues.
- 2.4 Students should primarily refer to their own Academic Tutor for any issue of individual concern, including or affecting their academic career, their College performance or their internal credit plan. Failure to inform the Academic Tutor in due time of relevant matters detracts from later petitions for exceptions.
- 2.5 Students are informed about their Academic Tutor at the beginning of each academic year.
- 2.6 Students may refer to the Resident Tutor for issues regarding their residency.



- 2.7 The Staff will provide students with the name and contacts of the Resident Tutor at their arrival at the residency.

### **Paragraph 3 – Duties**

- 3.1 Students are expected to:
- conclude their academic programme within the prescribed time, obtaining their degree within the last examination session valid for the third year of the Bachelor's program or for the second year of the Master's program;
  - attend the additional educational programme approved by the Faculty, and customised in agreement with the Academic Tutor, and acquire all the College credits foreseen by the status requirements. See the *International College Regulations: B) Educational Programme* for information;
  - be in residency at the College, with the obligation to stay overnight from Monday to Thursday;
  - check daily their e-mail inbox on the Ca' Foscari University account; this is the main official channel of communication between the student and the University. Students may opt for an alternative email address at the beginning of the academic year; should they so prefer, they agree that this will be the only official address and assume responsibility for its correct functioning.

### **Paragraph 4 – Admittance and exit**

- 4.1 Admittance to the College is conditional on all student fee payments (University fees, regional study taxes and College admission fees) being made in the ways and within the deadlines set by the Administration Office.
- 4.2 Before admittance to the College, students are required to deposit a sum of money as an assurance of their intent to complete their whole learning experience at the College and as a guarantee against damages to their own room or other assets under the administration of the College. The deposit will be refunded to students upon their final departure from the College, after verification that no damage or breakage has occurred and that they have successfully concluded their educational program at the College. A departure is final when students leave the College after having successfully gained their Bachelor or Master's degree or when confirmation of their presence in the following academic year is no longer expected or required.
- 4.3 Vouchers and services offered by the International College are merit-based and aim to support students that uphold the vision of a community, take individual responsibility, and respect diversity. The College discourages entry or residency for students whose behaviour conflicts with these founding values.
- 4.4 At the end of each academic year, the College verifies the status requirements stated in the *International College Regulations: B) Educational Programme*. Conditional on the outcome, the Faculty approves student status and assigns vouchers for the following year. Students have to accept their assigned voucher and permanence at the College for the following year in writing and within five days from the official communication.
- 4.5 Students who meet the status requirements and confirm their participation in the College are admitted to the following year.



- 4.6 Students who do not meet the status requirements are not admitted to the coming year and do not receive the "College Diploma". Once they leave the College residence definitively, their deposit is refunded.
- 4.7 Students who meet the status requirements but do not confirm their participation in the College forfeit the deposit or other sums paid to the College. They must also pay the enrolment fees due to the University for the entire academic year. These regulations apply for all students, including those sojourning abroad, with the only exception of first-year Bachelor's students.
- 4.8 Students who abandon without justification the Educational Programme during the year after having confirmed their place at the College forfeit the deposit or other sums paid to the College and do not receive the "College Diploma". They must also pay the enrolment fees due to the University for the entire academic year. These regulations apply to all students, including those sojourning abroad. Abandon without justification occurs when the activities foreseen by the agreed Educational Programme are not dutifully and regularly carried out, in the absence of force majeure or extenuating occurrences (e.g.: health reasons, mourning, etc.).

### **Paragraph 5 – Residency**

- 5.1 Students must reside in one of the accommodation facilities and in the room assigned to them by the College during the 10-month period from September to June.
- 5.2 Students may lodge in the College for a maximum period equal to the official standard duration of their academic degree programme, currently defined as three years for the Bachelor's and two years for the Master's. Henceforth, Bachelor's degree students may lodge for a maximum of thirty (30) months and Master's students may lodge for a maximum of twenty (20) months. Lodging is not provided if students are engaged in completing requirements to gain a second additional degree beyond their academic Bachelor's or Master's degree.
- 5.3 During the Orientation Days, each new student is asked to attend 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.
- 5.4 Students' lodging assignment are made on an annual basis, for a ten-month residency. If students need to leave the College beforehand for reasons listed in the Regulations (e.g., international study programmes or internships), they are required to promptly inform the Administration Office in writing and empty their room as requested.
- 5.5 In case of necessity, the Administration Office reserves the right to move students from their assigned room.
- 5.6 Students are required to reside at the College from Monday to Thursday included. This obligation does not apply from Friday to Sunday and on those days when the University is officially closed according to the academic calendar.
- 5.7 Students can take a maximum of 15 days of absence from College, for justified reasons. These days may be grouped together or taken one at a time. In all cases, students must communicate days and reasons as promptly as possible (and preferably beforehand) to their academic tutor and to the Administration Office.
- 5.8 Students may take a leave of up to 10 consecutive days during the winter and summer examination sessions. Notice is to be given to the Resident Tutor.
- 5.9 By applying and accepting admission to the College, students promise and expect an environment of peaceful co-habitation. Civil and well-mannered individual behaviour is



expected. To preserve students' right to study, tranquillity and rest, no disturbance is allowed from 11 p.m. to 8 a.m. either inside or outside the College premises.

- 5.10 Impolite or disrespectful behavior towards fellow students, staff, assistants, tutors, or professors will not be tolerated. Carelessness for College property will not be tolerated.
- 5.11 Students' complaints should not be directly addressed to staff at the reception, at the food hall or in the cleaning services. Any complaint is to be raised by a student representative to the Resident Tutor and to the Administration Office. Clothing in common areas must, at all times, be decent and respectful of different traditions and cultural norms that students may bring to the College.
- 5.12 Excessive drinking is not allowed on the College premises. Smoking is not allowed on the College premises, except by mutual consent of all occupants in students' personal rooms; in general, students are strongly encouraged not to smoke. In Italy, the possession of drugs is 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). The possession and the use of illegal substances as well as, in general, of any substance assumed for their narcotic or stimulant effects without a medical prescription is forbidden.

### **Paragraph 6 – Security**

- 6.1 Students are required to read and be aware of the security procedures and participate in the security meetings set at the beginning of each academic year.
- 6.2 For safety and sustainability reasons students should always close the windows in their room, turn off air-conditioning and lights when leaving their room, and unplug all electrical appliances when they are away for longer than a day.
- 6.3 The College takes no responsibility for the loss of money and/or objects of value kept in lodgings or common areas. Students are advised to lock the door to their room at all times.
- 6.4 Students who are to spend the night off the College premises without having previously informed the Resident Tutor and the Administration Office must inform the Reception by 8 pm.
- 6.5 Students must comply with all national government restrictions and regulations as well as, in case of public health or other emergencies, with regulations issued by the management of the university accommodation facilities or by the Director.

### **Paragraph 7 – Lodgings**

- 7.1 The College room assigned to students is only for their personal use; it may not be given for use to third parties, nor can they entertain or host guests.
- 7.2 Students are responsible for the good upkeep of their lodging and furniture and are expected to pay for any breakage, damage or lost item. For this reason, students are issued a room inventory that has to be signed in the presence of the residency on-site Service Manager. Should it be impossible to discern the responsible party for any breakage, damage or lost items, both occupants of a shared room may be levied charges by the Residence Management.
- 7.3 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 rooms. Employees or workers may



be allowed into the room during daytime to clean or carry out work in the room; except in case of emergencies, a reasonable effort to give students advance notice will be made.

- 7.4 Each student is responsible for the key to their lodging. Should the key be lost, students are required to pay for a copy.
- 7.5 Bed linen, pillows and blankets, towels and kitchen kits are provided by the College through the Residence Management. Any exceptional request must be made to the residency on-site Service Manager. Bed linen, blankets, chairs, furniture etc. may not be removed from the rooms at any time.
- 7.6 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.
- 7.7 Under no circumstances students are to interfere with or attempt to alter the locks, or any electrical or gas fitting or safety equipment in their rooms; similarly, furniture and fixtures cannot be removed or altered. Students will be held accountable for all costs incurred by the College for restoring the original condition of a room or a common area.
- 7.8 Every room has central heating. The thermostats are pre-set to a comfortable temperature throughout the College. Students may change the room temperature on the thermostat, but they are held responsible for any damage or breakage.
- 7.9 Every room is air-conditioned. The Administration Office turns the air-conditioning on after every single unit has been checked and cleaned. When using air-conditioning, students are expected to respect College policy and indications in regard to energy saving and sustainability.
- 7.10 Under no circumstances are students to paint, hang posters, photographs, adhesives, plates or draw on walls unless authorized. The Administration Office provides students with information on the supports that are to be used to hang posters and the like in their rooms.
- 7.11 No animals may be brought onto the College premises.

### **Paragraph 8 – Guests**

- 8.1 Guests are allowed on College premises only 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. Students need to be authorized by the Administration Office should they wish to have more than one guest.
- 8.2 Guests that do not carry a valid I.D. (e.g., identity card or passport) are not allowed on College premises. Identification documents are to be shown at the Reception.
- 8.3 Students cannot have guests overnight.
- 8.4 Guests who wish to accompany students to lessons or any other educational activities must obtain prior authorization by the Administration Office.

### **Paragraph 9 – Other services, goods and instruments**

- 9.1 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.



- 9.2 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 use the equipment as indicated. Users will pay for any damages.
- 9.3 Students have free access to the Internet via the available networks. Access to P2P file-sharing programs has been blocked as it is against the law to download digital copies of copyrighted material. 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 10 – Common rooms**

- 10.1 The College provides residents with common rooms for cultural, recreational, and educational purposes.
- 10.2 The Director may restrict access, usually on a temporary basis, for students who behave improperly or disrespect other students by leaving a room unclean or cluttered. Students who damage College property will be made to pay for repairs.
- 10.3 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.

### **Paragraph 11 – Disciplinary action and expulsion**

- 11.1 Students are expected to comply with the law, the University Regulations and the rules of civil co-habitation, as well as to abstain from damaging either University's or third party property. Students have both a personal and a collective responsibility to respect, protect and promote University values. Any behaviour in violation of one or more articles of the International College Regulations 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 a civil and/or penal offence.
- 11.2 Disciplinary action is exercised according to the principles of due process. Disciplinary sanctions must be proportional to the student's offence and take into consideration repeated offences or unlawful behaviours as well as any prior disciplinary sanctions.
- 11.3 There are two broad categories of conduct/situations of different gravity, that are subject to sanctions:
  - a) disrespectful behaviour towards students, lecturers, employees and, in general, anyone on College grounds; unwarranted conduct causing material damages to College property or to University property on College grounds; academic plagiarism;
  - b) severe or reiterated disrespectful behaviour towards students, lecturers, employees and, in general, anyone on College grounds; unwarranted conduct causing moral damage to the College or University reputation and/or considerable material damage to College property or University property on College grounds; tampering with and falsifying institutional documents and certificates for personal or third party gain; any other misconduct held to be particularly serious with respect to this Regulation.
- 11.4 Misconduct as in art. 11.3.a is sanctioned by an oral or written reprimand that is kept in the student's file along with a report of the findings, if appropriate; in the case of damages, the



student's deposit may be forfeited. Misconduct as in art. 11.3.b, besides the sanctions above, also initiate a procedure that may lead to suspension (temporary) or expulsion (permanent) from the College.

#### 11.5 Disciplinary action is performed as follows.

- a) If teaching or administrative staff receive a plausible complaint or otherwise come to learn of any student misconduct in violation of the College Regulations, they must notify the Administration Office in writing. The Administration Office will inform the Director of the College (henceforth, the Director).
- b) Following notification, the Director carries out a preliminary inquiry. If the Director finds the complaint to be well-grounded, he will investigate it to ascertain the matter of fact and expeditiously decide whether the case should be adjudicated under 11.3.a or 11.3.b. Cases under 11.3.a are adjudicated by the Director; cases under 11.3.b are adjudicated by a committee of one President and two members designated by the College Director among the College faculty (henceforth, the Committee). For cases under 11.3.a, if the Director must be excused, its role is given to the Deputy Director (if necessary, the role can further be transferred to the most senior member of the College Faculty). For cases under 11.3.b, if the President or a member is unable to participate or must be otherwise excused, the Director designates a substitute among the College faculty.
- c) If the alleged misconduct is particularly serious, the Director shall also report the findings in writing to the Manager of the Educational Programmes and Student Services Area, who may open an independent disciplinary action within 10 working days on receipt of the report. A further 10-day extension shall be allowed only for cases that are found to require further objective and documented investigation. Expiry of the established limit without any action being taken extinguishes the disciplinary proceedings for that notification.
- d) The disciplinary procedure starts with a written representation of the alleged misconduct submitted to the Administration Office by the Director or by any of the subjects indicated in the above comma a). The Administration Office shall give notice to those involved via an official email.
- e) The representation shall contain a detailed account of the facts subject of the complaint requesting the student(s) involved to respond with a written statement of defence or justification within 10 days of notification. Within this time, the student may also ask to be heard by the Director for cases under 11.3.a or by the President of the Committee for cases under 11.3.b; in this latter case, the student may also ask to be accompanied by a legal representative.
- f) After the written statement is received, the Director (for cases under 11.3.a) or the Committee (for cases under 11.3.b) may audition the student in person; in the latter case, the student may be accompanied by a legal representative. In all cases, the Director or the Committee may gather evidence or testimony as needed.
- g) The disciplinary procedure must be concluded within 30 consecutive calendar days either with the appropriate disciplinary action or with the charges being quashed. The decision made by the Director (for cases under 11.3.a) or by the Committee (for cases under 11.3.b) is final, and cannot be appealed.
- h) If no decision has been made within the 30-day time limit, College proceedings will be extinguished. If a substitution occurs in the Committee, the statute of limitations is set back to 30 consecutive calendar days since the last substitution. Should the time limit fall on a Saturday and/or a Public Holiday, the limit is extended to the first working day thereafter.



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- i) 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. To that end, the Director (for cases under 11.3.a) or the Committee (for cases under 11.3.b) communicate their judgment and, if necessary, the disciplinary action to the Administration Office.
- 11.6 Expelled students forfeit their right to their deposit and must pay their academic fees for the entire year. They lose any right to any College service or facility, unless authorized in writing from the Director. They forfeit any diploma by the College, unless it was obtained before the first instance of the sanctioned misconduct occurred. Pending investigation, the Director may suspend the awarding of the diploma. Their access to College grounds reverts to guest status, as regulated by Article 8.

STUDENT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE AND PLACE \_\_\_\_\_