

GENERAL REGULATIONS

OF THE COLLEGIO UNIVERSITARIO LUCIANO FONDA - TRIESTE

Art. 1 - The College (Purpose)

1. "The Collegio Universitario Luciano Fonda (after this referred to as the College) is a University College of Excellence recognized by the Ministry of University and Research according to Ministerial Decree no. 672 of 8/9/2016, which hosts its students at the university residence 'ex Ospedale Militare' at Via Fabio Severo 40 in Trieste."
2. The College is an institution promoting culture, established by the initiative of the University of Trieste and some of the most important scientific institutions of the Giulian capital to provide meritorious students with the opportunity to live and study in Trieste.
3. The College aims to promote excellence in studies by welcoming talented young people from all over the world so that they can complete their studies at the University of Trieste.
4. The College pursues its goals by hosting its students in the university residence, organizing complementary and supplementary learning activities to those provided by the courses of study attended by the students, providing tutoring activities, promoting international mobility, and offering financial support to students in various forms.
5. The College is divided into three disciplinary areas (classes) that roughly reflect the sectors identified by the European Research Council:
 - a. The 'socio-humanistic' area, which refers to the Social Sciences and Humanities (SH) sector and the related degree programs at the University of Trieste;
 - b. The 'technical-scientific' area, which refers to the Physical Sciences and Engineering (PE) sector and the related degree programs at the University of Trieste;
 - c. The 'life and health sciences' area which refers to the Life Sciences (LS) sector and the related degree programs at the University of Trieste.

Art. 2 - Admissions

1. Admission to the College is exclusively merit-based and occurs through a selection process based on qualifications and/or exams.
2. Admission is regulated by calls that are issued annually and published on the website www.collegiofonda.it

3. The Board of Directors establishes annually the number and type of places available for students.
4. The selections are open to Italian and foreign, EU and non-EU citizens, who possess the requirements listed in the calls and according to the procedures indicated therein.
5. The President, upon a proposal from the Scientific Committee, establishes the selection procedures, prepares the calls for applications, and appoints the members of the evaluating committees from professors and researchers of the University of Trieste and other Universities and highly reputable, non-academic experts.

Art. 3 - Rankings and selection of the successful candidates

1. The Scientific Committee establishes the criteria for passing the admission tests.
2. At the end of the selections, the evaluating committees compile a ranking list of the candidates based on the merit criteria defined by the Scientific Committee.
3. The President approves the rankings and appoints the successful candidates, who must present the documents requested in the selection announcement within the prescribed deadline and prove that they are enrolled in their chosen degree program at the University of Trieste.
4. When one or more successful candidates are renounced or dismissed, the President immediately assigns the vacant positions based on the ranking list, according to the terms outlined in the call for applications.

Art. 4 - Educational activities

1. The teaching and educational programs of the College are organized on a semester basis. The first semester runs from September 1 until the last day of February of each academic year; the second semester runs from March 1 to August 31.
2. Qualified professors carry out the educational activities provided by the College and include:
 - a. short courses, preferably of an interdisciplinary nature;
 - b. laboratories, group work, and activities aimed at acquiring soft skills;
 - c. conferences and seminars are also open to the public;
 - d. advanced language learning;
 - e. visits to scientific institutions and cultural sites;
 - f. internships at local, national, and international scientific and cultural institutions;
 - g. individual tutoring activities by experts with a high scientific and professional profile, also aimed at offering post-graduate orientation.
3. Schedules and activity updates are published on the college's website.

4. Students must attend several hours of lessons equal to three-quarters of those provided for each course/seminar cycle/workshop, rounded up to the nearest whole number, and pass the relative exam, where foreseen, for attendance in the activities mentioned in paragraph 2.a-c to be valid. Each class/conference/seminar must be attended in full.

5. Students may also participate in educational activities not organized by the College and request recognition of the "Fonda Educational Credits" (CFF), as outlined in Article 6. These activities must be authorized in advance by the Scientific Committee, which will verify their adherence to the College's educational objectives and the total number of CFF, which, in any case, cannot be more than 18 CFF. The student must provide, in advance, all the documentation necessary to evaluate the proposed activity and proof of attendance upon completion of the activity. At the end of the course, students must submit a brief report regarding the activities carried out.

Art. 5 - Students' Rights

1. The College offers its students free accommodation, usually in studio apartments, at the University Residence "ex Ospedale Militare" via Fabio Severo 40 in Trieste, managed by agencies selected by the University of Trieste. The apartment includes the following amenities:

- a. private bathroom, kitchenette, LED TV, Wi-Fi, A/C for cooling and heating;
- b. utilities (water, electricity, internet connection, A/C, telephone for national and mobile phone calls), and weekly change of linen;
- c. access to common areas (study rooms, library, copy room, video room, music room, gym, leisure rooms, laundry);
- d. reception and security service.

2. The assignment and type of room are based on the college's availability and are determined by the College's Management. Accommodation in a different type of housing than that offered by the College can be agreed upon between the student and the College or the Residence manager. A change of room may increase the contribution to be paid by the student. Any additional costs will, in any case, be borne by the students.

3. The College offers its students the educational activities described in Article 4, paragraph 2.

4. The College offers its students orientation and career coaching activities, as well as financial support for periods of study abroad according to the procedures established in Article 8 herein.

5. In addition to the benefits outlined in paragraphs 1-3 above, the College may offer students financial support in the form of scholarships. The number, amount, criteria, and modalities for allocating scholarships are established annually by the Board of Directors and specified in the application calls.

6. The students of the College have the right to freely form groups for student representation through the election of a maximum of four student representatives, of which:

- a. no more than three representatives from students enrolled in a three-year Bachelor's degree program and in the first three years of a single-cycle Master's degree program;
- b. no more than three representatives from students enrolled in a two-year Master's degree program and in the last two or three years of a single-cycle Master's degree program.

7. The student representatives of the College are part of the Joint Committee, which includes the President and the Scientific Director. Permanent, non-voting members include the Director of the College and the Education Coordinator. The Joint Committee proposes to improve various aspects of life at the College, focusing on proposals regarding education. The Joint Committee meets not less than four times a year, or in extraordinary circumstances, upon the request of one of the members.

Student representatives, and possibly students directly interested in a specific topic, can be invited by the scientific director to participate, without the right to vote, in the scientific committee meetings to discuss questions of interest. They can also be invited to participate, without the right to vote, in the meetings of the Board of Directors.

8. To guarantee optimal and transparent communication between the college's bodies and the students, the latter may request a meeting with the president and the scientific director whenever needed.

Art. 6 - Education Obligations / Students' Duties

1. During their academic studies, College students must reside at the University Residence "ex Ospedale Militare" of via Fabio Severo 40, Trieste. Students are also required to accept and respect the residence's regulations fully.

2. Students are required to pay a monthly contribution to the College to fully or partially cover the costs related to the residential and educational services offered, as established in the Contract signed at the time of admission or its latest amendment and in the Admission Notice. This contribution may be reduced or waived if the required conditions are met, additional funding becomes available, or by the unquestionable decision of the Management.

3. Conduct between students, College staff, guests, and University Residence "ex Ospedale Militare" staff must always be based on mutual respect.

4. Students must participate regularly and actively in the educational activities organized by the College, attending a minimum number of hours and obtaining a certain number of "Crediti Formativi del Collegio Fonda" (CFF), as specified below.

The "Fonda Educational Credits" (from now on referred to as "CFF") represents the unit of measure of the learning workload in which students participate successfully. The President, upon proposal from the Scientific Committee, defines the equivalence between the number of CFF and the number of hours of student work in the educational activities, differentiated according to the type of activity. The table of equivalence can be found in Annex 1 herein.

a. Students enrolled in the first cycle, which includes those enrolled in a Bachelor's degree program or in the first three-year period of a single-cycle Master's degree program, are required to obtain at least 55 CFF over two semesters. Within each semester, students must get at least several CFF equal to the minimum between 18 CFF and two-thirds of the CFF for activities offered by the College for that semester and chosen among the activities listed in article 4.2 paragraphs a, c, d. The activities to be carried out over two semesters, selected by the student, must include:

- At least 12 CFF from group activities, as indicated in article 4.2 subparagraph b, following the terms determined annually by the Scientific Committee.
- Activities from at least two categories indicated in article 4.2, subparagraphs a, c, and d (courses, conferences, advanced language learning).

Nevertheless, students must have attended at least 70 hours of educational activities over two semesters.

b. Students enrolled in the second cycle, which includes those enrolled in a Master's degree program or those who have completed the first three years of a single-cycle Master's degree program, are required to obtain at least 30 CFF over two semesters. Within every single semester, students must get at least a number of CFF equal to the minimum between 10 CFF and two-thirds of the CFF for activities offered in the educational program of the College for that semester and chosen among the activities listed in Article 4.2 a, c, and d. The activities to be carried out over two semesters, selected by the student, must include the:

- At least 12 CFF from group activities, as indicated in article 4.2 subparagraph b, following the terms determined annually by the Scientific Committee.
- Activities from at least one of the categories indicated in article 4.2, subparagraphs a, c, and d (courses, conferences, advanced language learning).

Nevertheless, students must have attended at least 40 hours of educational activities over two semesters.

5. Students of both cycles must sit an annual exam at the end of the second semester. The exam consists of preparing, presenting, and discussing a paper based on one of the topics studied during the educational activities carried out in the academic year. The details and timelines are defined annually by the Scientific Committee and promptly conveyed to the students.

6. Students must regularly attend the courses of the degree program in which they are enrolled at the University of Trieste and annually complete the exams and obtain the

"Crediti Formativi Universitari" (CFU) for their course of study within the fall session with a weighted average grade (based on the exams completed, up to that moment, for the specific course of study they are enrolled in) not less than 27/30. Failure to comply with these requirements will result in immediate dismissal from the College, subject to the provisions of paragraph 6 below.

7. Students who still need to obtain the number of CFUs required for their course of study by the 15th of October may submit, by that date, a request to get the remaining CFU later. In cases where the fall session for the course of study in which the student is enrolled ends after the 15th of October, the postponement will automatically be granted until the end of the said session after having duly informed the administration office of the College. Only these students, if they have yet to obtain all the CFU required for their course of study by the 20th of December, will have the possibility of submitting, within said date, a request for postponement to obtain the remaining CFU later.

The request for postponement must be soundly justified. It may be granted, subject to approval by the Scientific Committee after having taken into consideration the reasons set forth by the student as well as their academic standing in terms of grade point average and credits obtained, to allow the student to complete the remaining credits within the winter session, but, in any case, no later than the following month of March. Requests for postponement can be submitted by students who have obtained not less than 48 CFU in the current year and a weighted average grade not less than 27/30. The Scientific Committee may evaluate any exceptional circumstances.

The President authorizes the granting of a postponement upon a proposal from the Scientific Committee.

Art. 7 - Diploma

Students who complete the collegial program by meeting the requirements outlined in Article 6 will be awarded a diploma certifying the completion of the educational path as foreseen.

Art. 8 - Internationalization

1. The College encourages and supports students' participation in study programs, research programs, and internships abroad.
2. The Board of Directors establishes the amount available and publishes information on the college website regarding how to apply for financial support for students temporarily moving abroad (mobility grants) annually.
3. The College provides mobility grants especially to students participating in mobility programs at the University of Trieste. However, upon approval by the Scientific Committee, they may also be awarded to students in mobility outside of these programs who submit a reasoned request.

4. Students in international mobility will be exempted from educational activities in proportion to the duration of the mobility period.

Art. 9 - Disciplinary Procedures

1. Non-compliance on behalf of students to the provisions outlined herein and behavior which is considered inappropriate to the etiquette of the College, after a hearing with the interested parties, will be sanctioned as follows:

- a. a reprimand by the President;
- b. suspension from the College for a specific period;
- c. dismissal from the College.

2. The sanctions referred to in paragraph 1, letters b and c, are decided by the Board of Directors upon proposal from the President or the Scientific Committee. In severe and urgent cases, the President may, by the authority vested in them, suspend and expel a student from the College for a period not exceeding one month while awaiting the decision of the Board of Directors.

3. The President shall inform the family or legal guardian of underage students' suspension or dismissal from the college.

ANNEX 1

GENERAL AND EDUCATIONAL REGULATIONS OF THE LUCIANO FONDA UNIVERSITY
COLLEGE – TRIESTE

The equivalence between the number of CFFs (College Formative Credits) and the number of hours committed by the student to training activities is defined in the table below:

Type of Activity	Hours	CFF
Lectures (including those given by tutors)	1	1
Laboratory activities	4	1
Organization/Participation in events and workshops	4	1
Educational visits*	4-6	1
Orientation and outreach activities	4	1
Teams activities	4	1

*Depending on the type and duration of the visit.