

GENERAL AND EDUCATION REGULATIONS OF THE COLLEGIO UNIVERSITARIO LUCIANO FONDA - TRIESTE

Art. 1 - The College (Purpose)

1. The Collegio Universitario Luciano Fonda (referred to as "the College") is an institution dedicated to promoting knowledge. It was founded by the University of Trieste and other scientific organizations to give deserving students the opportunity to live and study in Trieste.
2. The College aims to promote academic excellence by welcoming deserving young people from around the world so they can complete their studies at the University of Trieste.
3. The College pursues its goals by providing free housing, organizing educational activities that complement and supplement those offered by the degree programs in which students are enrolled, offering tutoring, promoting international mobility, and providing financial support to students.
4. The College is divided into three disciplinary areas, which broadly reflect the fields recognized by the European Research Council:
 - a. the "social-humanistic" area that refers to the field of Social Sciences and Humanities (SH) and related degree programs at the University of Trieste;
 - b. the "technical-scientific" area that refers to the field of Physical Sciences and Engineering (PE) and related degree programs at the University of Trieste;
 - c. the "life and health sciences" area refers to the field of Life Sciences (LS) and related degree programs at the University of Trieste.

Art. 2 - Admissions

1. Admission to the College is solely merit-based and is achieved through a selection process that considers qualifications and/or exams.
2. Admission is governed by calls issued annually and published on the website www.collegiofonda.it.
3. The Board of Directors designates the number and type of spaces available each year.
4. The selections are open to Italian and international EU and non-EU citizens who meet the requirements listed in the calls and follow the procedures outlined therein.
5. The President, based on a proposal from the Scientific Committee, establishes the selection procedures, prepares the calls for applications, and appoints the members of

the evaluation committees from professors and researchers of the University of Trieste, other universities, and highly reputable, non-academic experts.

Art. 3 - Rankings and appointment of the successful candidates

1. The Scientific Committee sets the criteria for passing the admission tests.
2. At the end of the selection process, the evaluation committees create a ranking list of candidates based on the merit criteria established by the Scientific Committee.
3. The President approves the rankings and appoints the successful candidates, who must submit the documents required in the selection announcement within the specified deadline and demonstrate 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 College's teaching and educational programs are organized on a semester basis. The first semester runs from September 1 to the last day of February 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, including:
 - 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 available 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 conducted by experts with a high scientific and professional profile, also aimed at providing postgraduate guidance.
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, or workshop, rounded up to the nearest whole number, and pass the relevant exam, where applicable, to be considered valid for attendance in the activities mentioned in paragraph 2.a-c. Each class, conference, or seminar must be attended in full.
5. Students can also take part in educational activities that are not organized by the College and request recognition of the "Credit Formativi del Collegio (CFF)," as

described in Article 6. These activities must be approved beforehand by the Scientific Committee, which will check their alignment with the College's educational goals and the total CFF hours, which in any case cannot exceed 18 CFF. The student must submit all necessary documentation in advance to evaluate the proposed activity and provide proof of attendance after completing it. After finishing the course, students are required to submit a short report about the activities they performed.

Art. 5 - Students' Rights

1. The College provides its students with accommodation, typically in a double studio apartment at the University Residence "ex Ospedale Militare" located at via Fabio Severo 40 in Trieste. This residence is managed by agencies selected by the University of Trieste. The apartment includes the following amenities:

- a. private bathroom, LED TV, Wi-Fi, A/C for cooling and heating;
- b. utilities (water, electricity, internet connection, A/C);
- c. access to common areas (study rooms, library, video room, music room, gym, leisure rooms, laundry);
- d. reception and caretaker service.

2. The student and the residence manager may agree on a different type of accommodation than the one offered by the College. In any case, the student will pay any additional costs.

3. The College provides its students with the educational activities outlined in Article 4, paragraph 2.

4. The College provides its students with orientation and financial support for periods of study abroad in accordance with the procedures outlined in Article 8 herein.

5. In addition to the benefits outlined in paragraphs 1-3 above, the College may provide students with financial aid through scholarships. The number, amount, criteria, and methods for awarding scholarships are determined annually by the Board of Directors and are detailed in the calls for applications.

6. Students of the College have the right to freely form groups for student representation by electing up to four student representatives, including:

- 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 members of the Joint Committee, which includes the President and the Scientific Director. Permanent, non-voting members consist of the College Director and the Education Coordinator. The Joint

Committee aims to improve various aspects of life at the College, particularly focusing on education-related proposals. The committee meets at least four times a year or, in extraordinary circumstances, upon the request of any member.

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

8. To ensure clear and transparent communication between the college's bodies and students, students may request a meeting with the president and the scientific director whenever necessary.

Art. 6 - Education Obligations / Students' Duties

1. College students must live at the University Residence "ex Ospedale Militare" on via Fabio Severo 40, Trieste, during their studies. They are also required to fully accept and follow the residence's rules.

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

3. Students must regularly and actively participate in educational activities organized by the college, meeting minimum attendance hours and earning a specific number of "Crediti Formativi del Collegio Fonda" (CFF), as outlined below.

The "Crediti Formativi del Collegio Fonda" (hereafter referred to as "CFF") represents the unit of measurement for the learning workload that students successfully complete. The President, upon recommendation from the Scientific Committee, establishes the equivalence between the number of CFF and the hours of student work for educational activities, which vary depending on the type of activity. The equivalence table can be found in Annex 1 of this document.

a. Students enrolled in the first cycle, which includes those pursuing a Bachelor's degree or the first three-year period of a single-cycle Master's degree, are required to earn at least 55 CFF over two semesters. Within each semester, students must earn at least a certain number of CFF, equal to the lesser of 18 CFF and two-thirds of the CFF for activities offered by the College during that semester and selected from the activities listed in article 4.2 paragraphs a, c, d. The activities to be completed over two semesters, chosen by the student, must include:**

- At least 12 CFF were obtained from group activities, as stated in article 4.2, paragraph b, according to the terms established annually by the Scientific Committee.
- Activities from at least two categories listed in article 4.2, paragraphs a, c, and d (such as courses, conferences, advanced language learning).

Nevertheless, students must have completed at least 70 hours of educational activities within two semesters.

b. Students enrolled in the second cycle, which includes those 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 earn at least 30 CFF over two semesters. Each semester, students must earn a minimum CFF equal to the lesser of 10 CFF and two-thirds of the CFF for activities offered in the college's educational program for that semester, chosen from the activities listed in Article 4.2 a, c, and d. The activities to be completed over two semesters, selected by the student, must include the following:

- at least 12 CFF obtained from group activities indicated in article 4.2, paragraph b, following the terms determined annually by the Scientific Committee.
- activities from at least one of the categories specified in Article 4.2, paragraphs a, c, and d (courses, conferences, advanced language learning).

Students must complete at least 40 hours of educational activities over two semesters.

4. Students from both cycles must take an annual exam at the end of the second semester. The exam involves preparing, presenting, and discussing a paper on one of the topics covered during the academic year. The specific details and deadlines are set yearly by the Scientific Committee and are communicated promptly to the students.

5. 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) of at least 27/30. Failure to meet these requirements will result in immediate dismissal from the college, subject to the provisions of paragraph 6 below.

6. Students who have not earned the required number of CFUs for their program by October 15th may submit a request to earn the remaining CFUs later. If the fall session for their program ends after October 15th, the postponement will be automatically granted until the session concludes, provided they have informed the college administration in a timely manner. Only students who have not met the CFU requirement by December 20th and have already notified the college will be allowed to request a postponement to earn the remaining CFUs later.

The request for postponement must be well justified. It may be approved, subject to the Scientific Committee's approval after considering the reasons provided by the student as well as their academic standing in terms of GPA and credits earned, to allow the student to complete the remaining credits during the winter session, but in any case, no later than the following March. Requests for postponement can be submitted by students who have achieved at least 48 CFU in the current year and a

weighted average grade of at least 27/30. The Scientific Committee may also evaluate any exceptional circumstances.

The President authorizes a postponement based on a proposal from the Scientific Committee.

Art. 7 - Diploma

Students who successfully complete the collegial program by fulfilling the requirements outlined in Article 6 will receive a diploma certifying the completion of the educational path as planned.

Art. 8 - Internationalization

1. The College encourages and supports students to participate in study programs, research projects, 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 normally awarded 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 with the provisions outlined herein and behaviour 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 in the case of underage students' suspension or dismissal from the college.