

## **GENERAL 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](http://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 and communicated to the students through the official internal channels.
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 four student representatives of the College are part of the Joint Committee, an advisory body composed of the President, the Scientific Director, and two members of the Scientific Committee. The members of the Scientific Committee designate among themselves the two representatives who sit on the Committee. The Director of the College and the Educational Coordinator are permanent members without voting rights.

The Joint Committee is responsible for monitoring the various aspects of college life, with particular attention to the quality and effectiveness of educational programs and services provided to students. It establishes indicators for evaluating outcomes, offers assessments and opinions on the functioning of educational and collegial activities, and identifies any critical issues. The committee also proposes improvement actions and makes recommendations to the relevant bodies. It meets at least four times a year or on an extraordinary basis at the request of either party.

The Committee appoints a Chair, representing the College, and a Vice-Chair, representing the students. The Chair convenes the Committee and sets the agenda. Members serve for one year, and their terms may be renewed. Meetings are valid when an absolute majority of members is present, and at least half of the members from each group are in attendance.

The Chair reports at least once a year on the Committee's activities to the Scientific Committee and, within its scope, to the Board of Directors.

The student representatives of the College are members of the Joint Committee, which also includes the President and the Scientific Director. The College's Director and the Educational Coordinator are permanent non-voting members. The Joint Committee submits proposals for improvements related to various aspects of college life, especially its educational offerings. It meets at least four times a year or more often if requested by either party.

Student representatives participate, without voting rights, in the Scientific Committee meetings on relevant topics. Other students directly involved in the agenda items may also be invited at the initiative of the Scientific Director.

Two student representatives may attend Board of Directors meetings as non-voting observers. They do not participate in discussions or deliberations about students' academic careers, nor in matters deemed particularly confidential or sensitive, from which they may be excluded at the discretion of the President.

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") serves as the unit of measurement for the learning workload 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 by activity type. 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 minimum amount of CFF, which is 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 complete 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, selected from the activities listed in Article 4.2 a, c, and d. The activities to be completed over two semesters, chosen 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 annually by the Scientific Committee and communicated promptly to 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 credits required by their university study plan by the autumn examination session may request an extension to earn the missing credits later. The request must be properly justified and may be approved after an evaluation by the Scientific Committee of the reasons given and the student's actual academic record, including overall GPA and credits earned, with the aim of allowing the student to complete the remaining credits by the winter or extraordinary examination session.

Students who have earned at least 48 credits during the current academic year and have a cumulative weighted average of at least 27/30 may apply for an extension. The Scientific Committee may consider exceptional cases.

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

## **Art. 7 - Diploma**

Students who successfully 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 planned.

## **Art. 8 - Internationalization**

1. The College encourages and supports students to take part in study programs, research projects, and internships overseas.

2. The Board of Directors annually determines the available funds and posts information on the college website about how students can apply for financial support when temporarily moving abroad (mobility grants).

3. The College offers mobility grants usually given to students participating in mobility programs at the University of Trieste. However, with approval from the Scientific Committee, they can also be granted to students in mobility outside these programs who submit a justified request.

4. Students participating in international mobility will be exempt from educational activities proportional to the duration of their 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 mentioned in paragraph 1, subparagraphs b and c, are determined by the Board of Directors upon a proposal from the President or the Scientific Committee. In serious and urgent cases, the President may, by their authority, suspend and expel a student from the College for up to one month while awaiting the Board of Directors' decision.

3. The President shall notify the family or legal guardian in case of suspension or dismissal of underage students from the college.

**ANNEX 1**  
**GENERAL AND EDUCATIONAL REGULATIONS OF THE LUCIANO FONDA**  
**UNIVERSITY COLLEGE – TRIESTE**

The equivalence between the number of CFF and the number of hours required of the student in the educational activities is defined as shown in the table below:

<b>Type of activity</b>	<b>Hours</b>	<b>CFF</b>
Lectures (including those delivered by tutors)	1	1
Laboratory activities	4	1
Organisation/Participation in events and workshops	4	1
Educational visits*	4-6	1
Orientation and outreach activities	4	1
Team activities	4	1

\* depending on the type and duration of the visit