



# Collegio Alessandro Volta

## Universita' di Pavia

### General Information for Students and Visitors

*Students are invited to access the relevant web page: <http://www.collegiovolta.org/rules-regulations.html> for more information on Rules and Regulations at Collegio Volta.*

#### Contacts

Students need to note the following names and contacts during their stay at Volta: College Office, manned between 8.30 am and 5.00 pm; staff: Melania Lanave ext 702, email: colvolta@edisu.pv.it and Chiara Monlarini, ext 701, email: monlarini@edisu.pv.it. Porter's Desk, manned between 7.00 am and 1.00 am; staff: Carla Gilioli, Giada Tovaglioli and Massimo Lanave, ext 511. College keeper, reachable between 1.00 am and 7.00 for emergencies at 339 5325367.

#### Access

There are two College Gates at the front and from via Abbiategrasso. Both gates are accessible 24 hours a day with an electronic card system; the main gate is open between 7.00 am and 7.00 pm. Once in the College perimeter, students can enter the building through the main door (7.00 am to 1.00 am), or the doors adjacent to the B staircase or at the back.

#### Rooms

College rooms are allocated for personal use only. No guests are allowed to stay in College after 1.00 am unless prior arrangements have been made with the College Office for the use of a guest room.

**Guests.** Student's guests are welcome at Volta and may use the cafeteria, libraries and computer rooms under the direct responsibility of their hosts. Guests are also allowed in student's flats provided that their presence does not disrupt the life of resident members. The presence of more than one or two guests in a student's flat at any time is not allowed due to space limitations. Thus it is expected that students sharing inform their flatmates of their intention to bring in a guest and avoiding the concurrent and disruptive presence of a large number of guests. Under no circumstance, a College member or his/her guest may enter the room of another student without the consent of the occupant.

**Parties.** College students are welcome to organise informal meetings and parties (> 8 people) that may involve friends and students from outside. Such gatherings must start and finish during the hours in which the porter's lodge is manned and require prior application to the College office. The students who submit the application assume responsibility for notifying the names of external participants, for any damage that may occur to College premises during the party and for ensuring that the party does not cause undue disturbance to other students in College. College students who arrange a party outside the above rules will be disciplined and, if the accident repeats itself, they will be removed from College.

**Keys.** Keys to individual rooms, the main door and College gates are for personal use. It is forbidden to duplicate such keys and offer them to non College member and any such action will result in the removal of the student from College.

**Cooking.** Cooking is only allowed in the kitchen area of College flats. Resident students should share the communal hot plate and fridge in a fair and reasonable way. Under no circumstance cooking is allowed in student's bedrooms.

**Recycling.** Student flats have a green waste bin for paper, a yellow one for plastic and a black one for other waste except glass. The black bin is emptied by College staff. Green and yellow bins and glass waste are disposed by students.

**Furniture.** Any damage to a room or to its furniture will be charged to the occupant. Alterations to furniture or fittings or their location may not be made. Notices and posters may be posted only on notice boards. It is forbidden to stick notices and posters directly on College walls whether these are individual student's rooms or communal areas or corridors.

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After you have read this document in full, cut along the line, insert your name, sign, date and return slip the College Office.

I (name and surname in capital letters) ..... have read and understood the College Essential Information leaflet and will obey to the Rules described therein during my stay at Collegio A Volta as well as the College Rules covering the use of the Library and IT support. I also authorise Collegio A Volta to use my personal data in the pursue of its institutional and educational role.

Signed .....

Pavia (date).....

**Musical instruments.** Musical instruments should be played in the Music Room only (on the 1st floor). Radios and stereos can be played at any time of day or night provided that they cannot be heard by neighbour students.

**Television.** There is a television room on the ground floor and tv points in the kitchen of each student flat.

**Laundry.** There are self-service, coin-operated, laundry machines on the ground floor. There is also a drier, usable free of charge. Alternatively, students may dry their laundry on the drying racks provided in the laundry room. College accepts no responsibility for clothes damaged or abandoned and students should be aware that laundry items left for an unreasonable amount of time will be disposed. It is forbidden to dry laundry on drying racks in the main College communal areas (gardens and main corridors) or in communal areas of student flats (corridor, kitchen, balcony) where drying racks would hamper access. Students are allowed to dry laundry in their rooms, though, if they prefer to do so instead of using the laundry room.

**Libraries and Reading Rooms.** There are two College Libraries on the ground floor. Use of the College libraries implies full acceptance of the rules displayed in each library and describing access to catalogues and borrowing arrangements. Two card-operated photocopier are available and cards may be purchased from the College Office.

**Computers & Printers.** Computer and printer rooms are available on the second floor for use by students and guests. These rooms are intended for silent work and study and playing of computer games is forbidden. The College has a wireless network accessible via account and password (application forms from the College Office). Use of computer rooms and the wireless network implies acceptance of the College IT Rules, displayed in the computer rooms.

**Music Room.** A music room is being commissioned on the 1st floor. It currently contains a piano.

**Gymnasium.** The College has a gym on the ground floor, equipped with tapis roulant, weights and several other pieces of equipment. Gym access is through a key that should be collected and returned to the Porter's lodge.

**Accounts.** Upon acceptance or arrival, students pay a deposit to College of € 250 toward potential accidents and damages. This deposit is refundable except in cases in which students change their mind and leave College within a few days of arrival, in which case the deposit is retained by College as an administrative charge. Termly accounts must be paid in advance except by students in receipt of EdISU bursaries and must be settled in full before leaving the College. Students failing to pay the account by the due date have to leave their room before the end of the calendar month unless they can prove to College that they can pay the arrear, current and future bills within a reasonable period of time and before the end of the term at the latest. Visitors occupying College guest rooms must settle their account in full before leaving the College.

**Medical.** There is no College doctor. For emergencies contact the Porter (ext 511) (7.00 and 1.00 am) or the Keeper (339 5325367) (1.00 am - 7.00 am). All accidents/injuries should be entered in the Accident Book in the College Office.

**Smoking.** Smoking in the College building is prohibited and is only allowed in designated areas outside the building. Students or visitors who ignore College policy and persistently smoke in smoking-free areas will be removed.

**Alcohol & Drugs.** Drunkenness will not be tolerated and will result in an official reprimand and persistent offence will result in removal from College of the Students or Visitor involved. The College has a zero tolerance policy toward drugs of any kind. Students/visitors found in possession of illegal drugs will be directly and immediately removed from College.

**Fire Hazard.** No movable heating or cooking apparatus (including electric blankets) may be used except for microwave ovens. Electric sockets must not be overloaded (the total load on any 13 or 15 amp socket must never exceed 3kW). Supplementary heating should only be used in emergency with permission from the College office.

**Electrical appliances.** The electricity supply throughout the College is 240 volts. Electrical appliances (including computers) should be turned off when not in use and safety instructions should always be studied and observed.

**Fire Hazard.** Every care should be taken to minimise the risk of fire. The College is fitted with automatic alarm system operated by heat and smoke detectors. Students and visitors should acquaint themselves with the location of the nearest fire exits and assembly points and further information is provided by the EdISU office in a sheet attached.

**Animals and Weapons.** Animals, firearms and ammunition, fireworks and air-guns may not be kept in College Rooms.

E Gherardi, November 2013

