



Rules and Regulations

Collegio Alessandro Volta College is a College of the University of Pavia administered by the 'Ente per il Diritto allo Studio' (EDiSU) a public body promoting access to Higher Education. Volta endorses the fundamental mission of EDiSU of expanding and supporting Higher Education and the [General Regulations of Student Communities](#) issued and recently revised by EDiSU ¹ (document in Italian). The notes below aim to implement EDiSU Regulations at Volta and integrate them with a few additional requirements deriving from the academic life and work of the College.

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Mission

The mission of the Volta College is defined by: (i) a strong commitment to teaching science disciplines (2/3 of Volta students are enrolled in STEM courses) and promoting scientific culture and public understanding of science, (ii) a strong international profile (nearly half of Volta's students come from abroad) and, (iii) a strong graduate profile large (over one third of the College's students are enrolled in MSc or PhD).

The College is bilingual due to the high number of students from abroad - all communications to students are made in Italian and English - and constitutes a multiethnic environment in which different cultures and religions coexist and interact fruitfully on a daily basis. Volta has a zero tolerance policy towards any group of students who wish to impose their views or way of life to other students based on differences in age, gender, religion or race.

In addition to the logistical services typical of any University hall of residence, Volta offers to its students libraries, computer rooms, seminar rooms and a wide range of courses, tutorials, seminars, lectures and colloquia given by professors of the University of Pavia or other Universities from Italy or from abroad. Courses and tutorials are open to external students within capacity. Seminars, lectures and colloquia are open to the general public as well.

Governance

The Head of College is responsible for implementing the mission of Volta, for promoting and organising teaching and cultural activities and for securing that the rules of discipline underpinning College life are upheld. In carrying out his duties, the Head of College liaises with other Heads of EDiSU Colleges and relies on the input of the 'College Fellowship' a group of professors from the University of Pavia who have a special and direct cultural link with Volta. The financial management of the College the supply of essential logistical services and the management of support personnel are entrusted to the Bursar who performs this role in liaison with the Head of College and the Financial Director of EDiSU.

¹ Approved in the current version by the Financial Board of EDiSU on the 25 of January 2023 (Act 1).

Matriculation

Admission of new students to Collegio Volta takes place through a formal acceptance of these Rules and Regulations and participation in the General Assembly of the College, held on the first Monday of October every year in which the Head of College introduces new members to the collegiate community, presents the results of the previous academic year and illustrates the teaching, cultural, social and sport activities of the new year.

Communication

Communication between the Collegio and its members is a fundamental element of the life and activities of the Volta and is implemented at three levels: (i) an electronic board in the College entrance hall lists and displays photographs of resident students and the events taking place in the Collegio on a weekly basis, (ii) the College website offers extensive details of College activities, in particular seminars, lectures and colloquia and, (iii) e-mail messages, used for urgent updates or supplementary communications.

Life and Study

College students must comply with the provisions listed below in order to ensure a living and study environment in which the members of Volta are able to pursue their studies, extra-curricular interests, sport activities and social life in the most enjoyable, safest and most fruitful way.

1. Students must not disturb or hinder in any way the teaching activities that take place in College whether they are Volta's own activities or external ones that College hosts in the lecture theatre or in the seminar rooms.

2. College bedrooms are assigned to students or guests for strictly personal use. It is forbidden to enter the room of other students without the explicit consent of the person to whom the room is assigned. Any damage to the room or furniture will be charged to the assignee. It is forbidden to alter or damage the bedroom furniture or hang objects or notices on the walls except on the designated panels.

3. Cooking is permitted only in the communal kitchens. It is strictly forbidden to cook in the bedrooms or in any room that is not a designated kitchen.

4. Students are prohibited from exchanging their room keys for other room keys. Access to the College building outside reception hours and access to certain communal areas is controlled by an electronic badge. Students must not exchange or 'lend' their badge to other members of College.

5. College students can listen to music or watch television programmes in their room or in the kitchen between 1.00 and 11.00pm provided that this does not disturb other students living in the same apartment. They can listen to music or watch television in their room at any time of the day or night using headphones.

6. Access to the two College library rooms (J Needham and JD Bernal) implies full acceptance of the Library Regulations displayed in the aforementioned rooms.

7. Access to College computers, printers and the wireless network implies full acceptance of the College Information Technology (IT) Regulations displayed in the computer rooms. Violation of these rules will result in immediate suspension from the use of IT services.

8. College students can play musical instruments in the Music Room on the ground floor of the North Wing at pre-established times and in any case no later than 11.00 pm.

9. Meetings or parties attended by more than 10 students - with or without the consumption of alcohol - require written permission of the Head of College and must end by 11.00 pm. In exceptional cases - discussed and agreed in advance - College may extend the duration of the event beyond the times listed above. In these cases all the students of the Collegio will be informed in advance of the event.

10. College students can request - for a fee and if available - the use of a guesthouse room, for their guests and for a maximum period of one week. Members of Volta are responsible for guest's behaviour and room payment.

11. College students can hang notices on the bulletin board at the College entrance, in the corridor next to the Bursar's office and at the entrance to the breakfast room/refectory. Hanging notices in other College areas is prohibited.

12. College students may keep a bicycle in the College and bring a motorcycle or car to the College. Vehicles must be parked in the designated area in front of the Collegio and bicycles must be placed in the racks on the sides of the Collegio. Parking is free and unattended and the Collegio declines all responsibility for any damage or theft.

13. Students are prohibited from carrying out on any form of commercial activity in the College.

14. The College attaches great importance to the cleanliness of student rooms and common areas. It is essential that students and their guests collect and eliminate waste, avoiding its accumulation inside the College building

and following the instructions issued by the Bursar's Office on the matter of 'separate waste collection'. College staff carries out periodic checks to verify the level of cleanliness and hygiene of the student rooms and common areas and defaulting students will be sanctioned.

15. Students who carry out any activity contrary to rules and discipline of community life and harmful to College reputation will incur firstly in a financial fee, secondly in suspension from two weeks to three months (depending on the seriousness of the action) and ultimately in the expulsion. The latter is ordered by the Board of Directors of EDiSU on request of the Head of College.

16. The behaviour of EDiSU personnel and external personnel contracted by EDiSU is governed by the relevant employment contracts. Compliance with these contracts is ensured by the Bursar of the College in agreement with the Financial Director of EDiSU.

Admissions and Confirmation of Placements

1. Students are admitted to Volta through an application to EDiSU. EDiSU will assess the financial status of each applicant. The College will assess the academic status of each applicant and the combined financial and academic data will form the basis for the list of students finally admitted. The current procedure for academic assessment takes into account the secondary school records of examinations and the marks derived from completion of a College questionnaire aimed at assessing the student's attitude to College life engagement in College work. Students offered a placement at Volta are asked to underwrite a [learning agreement](#) that details College teaching, a [ministerial questionnaire](#) and a form outlining extracurricular activities they plan to take during the academic year in line with ministerial guidelines (50 hours/year for undergraduate students enrolled in year 1, 2 or 3; 15 hours/year for all other students).

2. Students are informed at the end of July each year about their College placement for the subsequent year. Confirmation is subject to students achieving - the [number of credits](#) requested by EDiSU rules, the [exam score average](#) envisaged by ministerial provisions and fulfillment of the [extracurricular activities](#) - from the list of courses, tutorials and other activities available in College - in line with ministerial guidelines (see above).

Inclusion and Participation

1. Inclusion and respect for all students living in College including freshers are categorical imperatives at Volta. Behaviour, attitudes and practices that deviate from these values will not be accepted and students engaged in such behaviours will be suspended or expelled from College.

2. Members of Volta College are expected to take an active role in College life: the College has dozens of students Clubs & Societies whose aim are the promotion of social life, sports and academic work. The College expects all Volta members to play an active role in these groups.

3. In line with EDiSU General Regulations of Student's Communities, the students of Volta elect each year an executive committee of the Volta Students Union (VSU) which consists of 3 representatives of undergraduate courses and 3 representatives of postgraduate courses. College consults the VSU committee on all aspects of College life: academic, sport and social.

4. The College has recently taken steps toward the establishment of a Volta Alumni Society (VAS) whose purpose is to raise funds for a College emergency fund and establish prizes and scholarships for deserving students. More work is needed, however, before VAS may become fully operational and impact on the life and work of Volta.

Sports

Volta strongly encourages sport activities. The College has a small gym with equipment for training and 'fitness' programmes. College encourages participation in recreational activities such as the yearly inter-collegiate 'Treasure Hunt' and individual and team sports. Volta fields men's and women's football, volleyball and basketball teams. Sports activities are coordinated by members of the VSU Committee and are supported by the College through a fund for sports activities provided directly by EDiSU.

Health & Safety

1. Volta strives to offer students, teachers and staff a functional and safe study and work environment and aims to: (i) promote safe living and study conditions in line with the regulations of the University of Pavia and national Health and Safety law, (ii) provide its students, teachers and employees all the necessary information on Health and Safety issues, (iii) actively assist EDiSU in ensuring that smoke and heat detection devices, alarm systems and fire extinguishers are functional, (iv) take a proactive role in

updating and implementing information and procedures in all matters concerning Health and Safety.

2. To achieve these objectives, the College offers an 'Health and Safety Induction' meeting on the first Tuesday of October that enables all new members of College (freshers) to live and study safely in the College.

3. College requires that all its members: (i) act, without exception, in line with College rules and tasks on Health and Safety matters, (ii) report without delay to the College Office any problem with Health and Safety equipment (fire alarm systems, fire extinguishers,, etc) (iv) cooperate in full with the regulations of EDiSU, the University of Pavia and national law on Health and Safety matters and, (v) obey strictly and without exception the restrictions relating to smoking and the use of alcoholic beverages and drugs .

4. The College Administrator acts as the local Health and Safety officer. Any accident occurring in College and causing damage to persons or property must be promptly reported to the College Office - or to the porter on duty outside office hours - who will take the necessary measures and engage the Head of College and EDiSU as necessary.

5. On each floor of the building there are First Aid kits supplied by the EDiSU. EDiSU provides to inspect regularly the status of these kits and all the Health and Safety equipment available in College. Health and Safety Office and inspected regularly. A defibrillator is available on the ground floor of the South Wing near the entrance hall.

6. Smoking is permitted in College only in rooms in which signs explicitly indicate that smoking is allowed. Smoking is prohibited by default in all other indoor areas.

7. College allows moderate use of alcoholic beverages but does not tolerate drunkenness (including occasional drunkenness). Drunken students will be sanctioned directly.

8. Volta has a zero tolerance policy towards the use of any type of drugs. Any student found to be in possession of drugs in the College will be suspended or expelled.

9. It is forbidden to bring animals, firearms and ammunition to Volta.

10. Volta has strived for years in order to provide its students - and indirectly the students of other EDiSU Colleges - with procedures able to safeguard students health, especially from problems related to mental health, sexually transmitted diseases (including HIV AIDS) and infectious diseases such as meningitis which can spread

effectively across communities composed of young people, such as Univesity College. College has provided EDiSU with a large body of work in this area (guidelines, executive summaries, templates of student questionnaires in Italian and English, etc) required in order to provide College students with adequate health care. At the time of writing EDiSU has not yet implemented an overall health policy for students living and studying in College.

Fire risks

1. All College members have a direct and personal responsibility to prevent fires. They must: (i) limit smoking to permitted areas and ensure that cigarette butts are extinguished, (ii) avoid any damage to the fire alarm system fire and, (iii) promptly notify the porter on duty if they see other students or guests behaving in a way that increases the risk of fire or damage to the fire alarm.

2. An external contractor appointed by EDiSU is responsible for regular inspections of the detectors of the fire alarm system and has the duty to notify the College Office and EDiSU any damage or tampering with the equipment.

3. The maintenance of the alarm system, fire extinguishers and dewatering pumps is the responsibility of EdISU. The fire alarm system is tested by personnel contracted by EDiSU on a quarterly basis.

4. EdISU organises a general meeting on Health and Safety each year in November/December. Volta students are required to attend this meeting as well as the 'Health and Safety Induction' organised by the College itself on the first Tuesday of October.

Disciplinary Actions

Volta adopts in full the EDiSU General Regulations on matters of Discipline. The Board of Directors of EDiSU reviews these Regulations regularly and the current version reads as follows:

Art. 24 – The Head of College, as the person who is entrusted with the management of the College, has the obligation to supervise students academic progress and ensure that their conduct complies with principles of civil behaviour. In order to improve the work of the College and to pursue the objectives of education, training and cultural enrichment of College students, the Head of College may issue further provisions beyond the ones provided by EDiSU provided they do not conflict with the EDiSU ones.

Art. 25 – Students violating EDiSU Regulations and/or further provisions issued by the Head of College incur in disciplinary sanctions that - depending on the seriousness or recurrence of the violation - include:

(i) a written warning

(ii) a fine up to € 200.00

(iii) suspension from 1 to 14 days or from 15 days to 3 months depending on the seriousness or recurrence of the violations. These, on proposal by the Head of College and with the consent of the student involved, may be replaced with socially useful work.

(iv) expulsion

Written warnings, fines and suspensions are imposed by the Head of College. Expulsion are imposed by the Financial Board of EDiSU on justified request by the Head of College. Students have the right to appeal against any

disciplinary action involving them.

Deposits and Fees

The College Administrator ensures that students are duly informed of their financial obligations toward College (deposit and fee) and of the dates by which payments are due. Students must finalise their payments in full before leaving College and must inform the College Office in advance if they have any difficulty in making the relevant payments. The College reserves the right to prohibit the return to the College of students who failed to pay College fees without valid justification.

E Gherardi

Pavia, January 2012

(text updated in August 2016, in November 2018, in May 2019 and in May 2023).