



Collegio Alessandro Volta

# College Regulations and General Information

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## A. Government

The Governing Body responsible for College Policy is the **College Council** and comprises the Master, the Teaching Fellows (cat A) and the Research Fellows (cat B). The College Council meets once a year.

The Governing Body responsible for implementation of College Policy is the **College Committee** and comprises the Master, three Fellows nominated by the Master among the Teaching (cat A) and Research Fellows (cat B), the College Administrator and three elected Students. Other Fellows or Students may be invited to attend meetings of the Committee to speak, but not vote, on specific items of business. The College Committee meets once a Term.

## B. Matriculation

At the beginning of the Autumn Term, in the presence of the Master, all freshmen are required to sign the Matriculation Registration Form of the University (the term freshman is used to denote all new College students, men or women). In doing so they subscribe to the following declarations:

*I understand that in becoming a member of Collegio Volta I accept the responsibility of membership of the College and University community and to abide by the statutes, rules and regulations of these institutions and to do nothing that is harmful to the work or reputation of either of them.*

*I consent to the processing by the College and the University of personal data about me for the proper purposes of these institutions.*

*I promise to observe the Statutes and Ordinances of the University as far as they concern me, and to pay due respect and obedience to the Chancellor and other officers of the University.*

*I promise that I will pay due respect to the Master, Fellows and Staff of Collegio Volta; that I will conduct myself in a quiet and orderly manner; that I will observe College Rules so far as they concern me.*

## C. College Regulations

### 1. General

1.1. Students of the College are required to comply with any instructions given by College or by any other person authorised to act on behalf of the College or University, in the proper discharge of their duties.

1.2. Students of the College must not disrupt or impede the activities and functions of the College or of the University or of any other College.

1.3. Students are required to notify the College Office if they are absent overnight.

1.4. Rooms in College are allocated to students for personal use only. Any damage to a room or to its furniture will be charged to the occupant. Alterations to furniture or fittings may not be made nor may anything be attached to the walls so as to spoil the decoration. Cooking is only allowed in the kitchens.

1.5. Students of the College are expected to behave at all times in a proper and orderly manner and to avoid making unnecessary noise, particularly at night. Musical instruments, including radios and stereos, etc. may not be played before 1.00 pm or after 11.00 pm, nor at any time with windows open or in such a way as to cause disturbance or annoyance to members of the College. College members may, however, listen to instruments through earphones in their rooms at any time, provided the speakers are turned off.

1. 6. A party of more than ten persons with or without alcohol, whether held in College or elsewhere, requires written permission from the Master or the Senior Tutor. Parties must end by 11.30 pm
1. 7. Students resident in College are permitted to accommodate a guest overnight in a College guest room, subject to availability, for not more than three nights. Students are at all times responsible for the proper behaviour of their guests.
1. 8. Notices may be posted only on approved notice boards in the College. Advertisements, posters and banners may not be displayed from College rooms or in public parts of the College without permission. Public parts of the College may not be used for bookstalls or similar purposes, nor fund raising by collections.
1. 9. Students are required to register with a Medical Practitioner and with the Dental Service.
- 1.10. Students of the College may not keep or use motor vehicles or motor cycles without notification and these must be parked at all times in the designated areas at the front of the College. Bicycles must be kept in the racks located on either side of the College building.
1. 11. No trading on College premises is permitted.
1. 12. Animals may not be kept in College rooms. Firearms and ammunition, pyrotechnics and fireworks, and air-guns may not be kept in College Rooms.
1. 13. Smoking is only allowed in designated areas. Smoking in non-designated areas will be punished with a fee. Persistent offence may lead to removal from College.
1. 14. The College takes a serious view of any form of substance abuse, whether involving alcohol or drugs. Such abuse may incur the most severe disciplinary measures including removal from College.
1. 15. Members of the College guilty of any conduct subversive of or prejudicial to discipline or good order or tending to bring scandal upon the College will be punished by the Master or the Senior Tutor and may be removed from College.

## 2. *Academic*

- 2.1. Students admitted to College via EdiSU must comply with their academic requirements for admission and for retaining College placements. These requirements will be enforced strictly.
- 2.2. Other categories of students and visitors admitted directly to the College must satisfy the College in full about their progress in study and/or research in order to obtain confirmation of their College placement.
- 2.3. The rules for the use of the College Library must be strictly observed. In particular, the taking out of books from the Library without correctly registering each loan is forbidden.
- 2.4. Students required to write a dissertation in fulfilment of Course Regulation must submit a copy of such dissertation to the College Library where it will be available for consultation to other College members.
- 2.5. The use of the College computers, network and printers is subject to the 'Rules and Regulations' published by the University Computing Service. Any infringement of these rules is regarded as a serious matter and may result in the suspension from using IT facilities in both College and University.
- 2.6. Students of the College must never impede freedom of speech or lawful assembly within the College or the Precincts of the University.

## 3. *Financial*

3. 1. College accounts are required to be paid before the end of the first fortnight in each Term. Overdue accounts will be subject to charges. The College may refuse to permit students to return into residence, or to present them for a degree, until their accounts have been paid in full.

## D. General Information

### *History*

Collegio Alessandro Volta was founded in year 2000 by ISU a Regional body in charge of support of University access. Earlier this year ISU has been superseded by a new body (EdISU) which, unlike its predecessor, includes the University of Pavia. The College is located on the campus of the University of Pavia in close vicinity to several University Departments and Research Centres. The College premises consist of a modern building offering, at present, self-catering accommodation to 120 students and 8 additional guest rooms. The College has a lecture theatre, several seminar rooms and computer and audiovisual facilities. There are plans for the construction of a second College wing (the North Wing) in future years, which will offer accommodation to an extra 82 students.

### *Officers*

The **Master** is responsible for setting and overseeing College strategy in consultation with the College Council and the College Committee. Both the College Council and Committee are chaired by the Master.

The **Senior Tutor** is elected by the Master among the Director of Studies and is responsible for personal development and advice to the students.

The **Directors of Studies** advise students about courses, lectures and University teaching in general. They further provide or arrange for College teaching in their respective subjects.

### *Staff*

The **College Administrator** is responsible for College bills, for paying College invoices and for maintenance and repairs. S/he is a member of the College and House Committees and s/he runs the College Office.

The **Head Porter and Porters** are responsible for manning the Porters' Lodge, overseeing access to the College and generally helping students and visitors with general College life.

### *Bodies*

- the **College Council** includes the Master, Teaching Fellows and Research Fellows. It reviews and presides over College strategy and development. It is chaired by the Master and meets once in the academic year.

- the **House Committee** includes the Master, the Senior Tutor, the College Administrator and members of the Executive Committee of the Volta Students Union (currently four in number). It addresses all matters concerning the College building, accommodation, services and Health & Safety. It is chaired by the Master.

- the **Library Committee** includes the Master, the Senior Tutor and the students elected to the Library Committee (currently four in number). It discusses proposals for the purchase of hardware, software, books, dvd and other teaching material. It is chaired by the Master and meets twice a year.

- the **Sports Committee** includes the Master, the Senior Tutor and representative of the students elected to the Sports Committee (currently four in number). It supports the College sports activities (individual and teams). It is chaired by the Master and meets twice a year.

### *Fellows*

The College admits four categories of Fellows. Fellows are elected by the Master.

**Honorary Fellows** are distinguished Scholars of outstanding international repute who have been invited to give the Volta Annual Lectures. They advise the Master on College development and strategy.

**Associate Fellows** are University officers who advise students in their subject and teach selected topics to College students during term.

**Research Fellows** are full-time researchers of post-doctoral status. In a number of cases it is expected that Research Fellows will pursue part their research programmes in one of the Departments of the University or in one of the other Research Institutes present in Pavia but they are also expected to work from College.

**Visiting Fellows** are full-time researchers or University lecturers based at Institutions outside Pavia who spend the academic year or part of it working at Departments or Research Institutes in Pavia.

## *Libraries*

The College Libraries are located on the ground floor in rooms G74-79 (**JD Bernal's library**) and in rooms G96-107 (**J Needham's library**). Both Libraries are accessible throughout day and night every day, seven days a week and are exclusively for the use of members of the College. Members from other Institutions may enter the Libraries at Collegio A Volta subject to authorisation from the College.

A Library leaflet is issued at the start of each academic year. It gives information about catalogues and borrowing arrangements and an introduction about other libraries in Pavia. A card-operated photocopier is available in the Needham Library and cards may be obtained from the College Office. Students providing library support (book loans, filing of new books and thesis) are available during displayed 'open' hours.

## *Computers & Network*

Two computer and printer rooms are available for use by students on the second floor (rooms ..... and .....). These rooms are intended for silent work and study. The playing of computer games is forbidden, as is the consumption of food and drink. The use of the computer rooms is subject to the code of conduct displayed on notice boards and the general 'Rules and Regulations' published by the University Computing Service. Student providing computer support are available during displayed 'open' hours.

## *Prizes & Scholarships*

Subject to successful fund raising, the College aims to make several types of academic awards. All awards are competitive and will be advertised either internally (Travel Fellowships) or in the national and international press (Studentships and Fellowships). Precise deadlines will be announced with the relevant advertisements but will generally be in December for decisions to be made in January by the College Council.

**Travel Fellowships.** These will cover the costs for travel and subsistence for study or research at another University during the Long Vacation or term time. Travel fellowships are restricted to College students.

**Research Studentships.** These will cover either a salary in line with the rate paid by the University and accommodation in College (stipendiary) or accommodation in College (non stipendiary). In the latter case applicants must first have secured a PhD Studentship at one of the Departments of the University of Pavia.

**Research Fellowships.** These will cover either a salary in line with the rate paid by University post-doctoral positions and free accommodation in College (stipendiary) or free accommodation in College (non stipendiary). Non-stipendiary College Research Fellowships are restricted to workers of postdoctoral status who typically (but not necessarily) hold positions at a University Department or at a Research Institute in Pavia for the duration of the College Fellowship.

## E. Life in College

### *Personal Development*

College students, through academic work and other activities, have a variety of opportunities to develop skills that will be transferable to the outside world. The College attaches special importance to students developing: self-direction and self-discipline, critical thinking, the ability to gather, organise evidence, data and information and present it clearly and effectively (both orally and written) and the general ability to identify and solve problems.

Students are encouraged to keep a **Progress File** that summarises skill development. The file may contain evidence of College activities, such as being a member of the Volta Students Union (VSU), participating in sport, voluntary work, University or College societies, acting. Other elements of the Progress File will be transcripts of examinations, exam marks, self-assessment forms, and copies of supervision reports. These records will assist Directors of Studies in writing references on behalf of the students concerning admission to further courses or employment. The Progress File is increasingly requested by prospective employers.

### *Welfare & Medical*

There is no College doctor, but all students are required to register with a general practitioner in Pavia on first coming into residence.

All accidents and injuries should be entered in the Accident Book kept in the College Office.

The College is discussing with EdISU and other EdISU Colleges arrangements that will result in the provision of psychological or psychiatric advice, or confidential discussions in cases of emotional or mental distress. Students wishing to seek such advice should contact direct the College Master.

The College policy on vaccinations, smoking, alcohol, drugs and AIDS is outlined in the Health & Safety section of this document.

### *Residence*

The academic year begins on 1st October and most students come into residence at the beginning of the 1st semester. There are students though, ie undergraduate students under the Erasmus scheme or other categories of visiting students, who may join College at a later stage.

Students requiring leave of absence from the College for a period covering one or more nights must inform College. The majority of students leave College during the Christmas and Easter holiday. Research and overseas students will be permitted, if required, to remain in residence during vacations.

### *Accommodation*

Students occupying rooms in College pay a termly rent. The rent charged is fully inclusive of cost for the provision of furnishing and maintenance of the rooms, heating, electric lighting, the use of gas or electric ring, baths, the services of a bedmaker and cleaning materials. No rebates are given in respect of nights spent away. Permission to reside in College during vacations is normally only given for academic reasons.

A higher rent may be charged to those given permission to reside for non-academic purposes. Application forms are available from the College Office and permission will be given by the Master or the Senior Tutor. Students who remain in residence after the end of the rental period may need to move to another room from that which they normally occupy and they will be informed by College Administrator.

During the Long Vacation, rooms are required for conferences. They must be left in a clean and tidy state at the end of Easter term. Personal belongings should be removed or, upon agreement with the College Office, put away in cupboards or drawers. Sufficient cupboard space must be left available for use by visitors.

Students are advised to keep their rooms locked when they are out and the windows closed, particularly on the ground floor. All residents are responsible for the safe custody of their belongings. The College does not insure private property and students are advised to make their own arrangements for insurance.

The College accepts no responsibility for property left over vacations. Students may, at their own risk, leave their property in places designated for that purpose and should contact the College Office for this. Anything left in store for longer than the period agreed beforehand with the College Office, may be disposed.

Students going out of residence permanently are expected to clear their rooms entirely. All rubbish must be removed. Anything left in a room after the key has been returned to the College Office will be disposed.

Every occupant of a College room is given a key to the outer College door and the main gate; a charge of € 25 is made if any key is lost, or if it is not surrendered when the room is vacated. These keys must be handed at the end of Easter term, or earlier, unless the student has permission to reside for the vacation. Copying of keys is forbidden and action will be taken against anyone found to have breached this rule.

Rooms in College are furnished and decorated by the College and no alterations may be made to the furniture or fittings, nor may articles be attached to the wall by drawing pins, nails or screws. Pinboards should be used. Any damage done to a room or its contents other than fair wear and tear will be considered the responsibility of the occupant, who will be charged for repairs.

Furniture must not be removed from rooms and larger items of furniture (including beds and sofas) may not be moved into rooms. Where any furniture or fittings in rooms is in need of repair, notice should be given in a book kept for the purpose in the Porters' Lodge.

Electric rings are provided in the kitchens only for boiling water and cooking food. Saucepans and similar utensils must be washed up routinely by the user and the rooms left clear. Fridges must be emptied by the end of the Easter Term, when items left will be disposed.

No movable heating or cooking apparatus (including electric blankets) may be used in College rooms. Microwave ovens may be allowed subject to their being first tested for safety. Other ovens will be subject to confiscation. Electric sockets must not be overloaded (the total load on any 13 or 15 amp socket must never exceed 3kW, or 200W on a 2 amp socket), and where there are several sockets in a room or set the load must never exceed 4kW in total. The electricity supply throughout the College is 240 volts.

Electrical appliances (including computers) should be turned off when not in use. Safety instructions supplied with appliances should be studied and observed.

Supplementary heating should only be used in emergency and with the approval of the College Office. The controls on central heating should not be tampered with.

Every care should be taken to minimise the risk of fire. Common causes of fire are: electrical and other appliances left switched on unattended; mishaps with electric rings; clothes, furniture, or curtains near electric heaters; lighted cigarettes. Candles should never be kept or used in students' rooms.

The College is fitted with automatic alarm systems operated by heat and smoke detectors. Occupants should acquaint themselves with the location of fire exits and assembly points near their rooms.

Anyone detecting a fire should:

- (a) operate the nearest fire alarm
- (b) leave the building by the nearest safe exit
- (c) report to the assembly point



A selection of fire alarms is tested regularly and students are informed of such tests by email and through notices in the entrance hall. Fire evacuation procedures will be practised once a year and all students are expected to participate.

Improper interference with fire detection and alarm equipment or with fire safety apparatus and automatic door closures, quite apart from incurring the risk of criminal prosecution, is a serious offence. I will cause removal of the student from the College and offenders will be charged the cost of repair or replacement.

There are self-service laundry machines in room G148. The College accepts no responsibility for clothes damaged in the College machines or left in laundry rooms. Students should exercise care when operating the machines. Items left in laundry rooms at the end of the Easter Term will be disposed.

There is a communal television set in room G82 and there are tv points in individual room blocks (*Isole*). There is also a tv connection in the lecture theatre.

There is a temporary music room. A proper music room with instruments, insulation, etc is expected to become available upon completion of the College building, ie construction of the North Wing.

All students' mail is delivered to pigeonholes in the corridor in the ground floor near the College Office. College Notices are posted in the glass noticeboard in the same corridor.

### *Fees And Accounts*

Students pay a deposit (currently € 100) at entrance toward damage and repairs that may be incurred. This deposit is refundable unless the student leaves College within one month of arrival and without good reason, in which case the deposit is retained by College as an administrative fee and the sum is transferred to the budget supporting College development and cultural activities. Students make payments in the College Office at the beginning of each term covering room rent. Payments for the use of the laundry are made separately. If a student has not settled his/her account by the due date, then, unless an acceptable explanation is given to the College Administrator, a fine will be applied (€ 10). A further charge (€ 50) will be added to such accounts remaining unpaid after a further four weeks. Students whose bills remain unpaid may not be given permission to return into residence the following term until the account has been settled in full. Students having difficulties with paying their accounts should report this to the Senior Tutor or the Master who will discuss the matter with the College administrator.

### *Gate Hours And Guests*

As a general rule, the Main College Gate in via A Ferrata is open between 7.00 am and 1.00 am daily. After 1.00 am unless resident the Head Porter, at his discretion may refuse entry to College members who in his opinion are likely to cause a disturbance.

Visitors, including guests of members of the College, are admitted with the implied permission of the College authorities (which may be withdrawn at any time), subject to the following rules:

1. A student may not bring more than three visitors into the College between 7.00 am and 1.00 am. During this time visitors must be accompanied by their host who accepts full responsibility for their actions. Visitors must sign the **Guest Book** at the Porter's Desk both on entrance and on leaving the College and must leave College by 1.00 am at the latest unless they have been signed in as overnight guests in one of the College guest rooms.

2. Guests may stay in guest rooms in College for short periods subject to availability. The booking should be made with the College Office. If the stay is for more than three nights, permission from the Senior Tutor is required. The charge is € 35 per night for a single guest. Guest rooms must be vacated by 10.00 am on the last day of stay and the key returned to the College Office or the Porters Lodge. If this is not done the host will incur an extra charge.

3. One guest (not more than one, except with permission from the Seionr Tutor may be accommodated in the student's guest rooms subject to availability and booking through the College Office.
4. Students **may not have overnight guests in their own rooms**, nor may any person be an overnight guest in any student's room in the College.
5. Students **are held responsible for the behaviour of their guests at all times**. Visitors may use College only as accompanied guests of members of the College.
6. Upon arrival, all College members and overnight guests will be given a leaflet at the Porters' Lodge explaining College facilities and basic Health & Safety and emergency measures.

## *Parties*

A gathering of more than ten persons is deemed to constitute a party. For parties thus defined held in College, or elsewhere but involving College Members, the host(s) must obtain written permission from the Master or Senior Tutor. The following conditions govern parties held in College:

- (i) a member of the College, or a group of members, must act as host (organiser(s), and will be held responsible to the College for the event,
- (ii) guests from outside the College are to be invited in advance and must sign in the Guest Book at the Porter's Desk both on entrance and leaving College premises,
- (iii) the venue of parties is one (or several) communal College room(s), as specified in the written request for the event submitted to the College Office. Under no circumstances party attenders are to wander in other areas of the College or seek access to private students rooms,
- (iv) on the night of a party, exceptionally, music may be played after 11.00 pm but before 1.00 am when the party must dissolve and all guests from outside College should leave College premises,
- (v) College policy on smoking and alcohol (see section F on Health & Safety) applies in full to party events and hosts have responsibility for enforcing it,
- (vi) party hosts undertake further responsibility to cover any cost resulting from damage, whether accidental or intentional, to College possessions as a result of the party attendants. Payment for such damages must take place within a week from the event and cannot utilise the general-purpose, financial deposit that each student pays on entering the College. Host(s) may seek compensation for such payments from party attenders but this matter does not involve the College which only entertains discussion with the host(s),
- (vii) notwithstanding point (vi) above, the College reserves the right to undertake determined legal action against anyone, whether a member of the College or a guest, who in the opinion of the College Master has procured irresponsible and serious damage to College premises or facilities.

Failure to obey the above rules, wholly or in part, results automatically from the College cancelling any future request for the same type of event, regardless of the fact that future request may be submitted by different College members acting as hosts.

## *Meetings*

Students may book public rooms in College for the use of a society of which they are members through the College Office. No charge will be made for: (i) use for meetings of student societies, including the Volta Students Union (ASV), (ii) College purposes or, (iii) other charitable purposes at the discretion of the Master or the Senior Tutor. Students who book a public room in the College should collect and return

the key in person, and be present throughout the period of use. They will be held responsible for: **(i)** the good conduct of the meeting or party, **(ii)** settlement of any relevant account and, **(iii)** the payment of any additional charges arising from damage or extra work by College Staff, as determined by the College.

Permission is required for all meetings to which speakers who are not resident members of the College are invited and for any other meeting at which more than 30 persons are expected to be present, whether or not the meeting is open to the public. The permission must be obtained from the Senior Tutor not less than 3 days beforehand, and if a room is to be reserved, a booking must be made through the College Office. The application for permission should state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the place, the name, addresses and Colleges (if any) of the organisers, the name of the organisation making the arrangements and the name of any expected speaker.

The organisers of College meetings must ensure that those who speak do not act unlawfully, eg by inciting racial or religious hatred. The meeting may be cancelled if serious public disorder is anticipated. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers.

### *Motor Vehicles & Bicycles*

Students may keep or use motor vehicles (cars or motobikes) at Collegio Volta subject to permission from the College Office. Permission is dependent upon sufficient space being available for parking the vehicle at the front of the College. A remote controller for the main gate can be obtained from the College Office for access to College between 1.0 am and 7.0 am upon payment of a deposit (currently € 50). Illegal parking or dangerous driving on College premises will result immediately in removal of the permission to keep the motor vehicle on college premises and potentially removal of the student him/herself from College.

Bicycles or moped owned or used by members of the College must not be ridden or wheeled inside the College Building and must not be taken into accommodation, placed in stairwells or otherwise obstruct access or means of escape in an emergency. They must not be left on public footpaths or roads where they may cause an obstruction. Bicycles found to be obstructing means of escape will be removed by the College. Bicycle racks are provided on both sides of the College building and their capacity is kept under review. Bicycles left unused in the racks may be impounded by the Porters. On notice being given, if any cycle not reclaimed within two weeks of being impounded, will be disposed without further notice.

### *Concerns & Complaints*

The College seeks regular advice from its members and students, except those who have not themselves fulfilled their obligations to College or University, may expect a sympathetic, response from the College.

**Comments / Suggestions.** Where a service provided by the College seems ineffective and in need of improvement, the first person to inform is the one responsible for its provision. Where this is not possible, or where the response is considered to be unsatisfactory, the concern should be taken to the relevant College Body. For example: concerns about the building and accommodation and services should be drawn to the attention of the House Committee. Concerns about the adequacy or condition of library or computer resources should be drawn to the Library Committee. Concerns about teaching matters or general concerns about other aspects of University life should be drawn to the Senior Tutor (although the College will usually have no jurisdiction in a number of aspects of the University life, it is important that students inform the College of such wider problems).

**Informal Complaints.** Where students do wish to raise complaints, they should write to the College Office stating clearly that they wish to make a complaint, explaining in as much detail as possible the source and nature of their concern, and indicating at least roughly the sort of remedy they would hope to receive (for instance a personal apology, a change of policy, disciplinary action against another student, etc). Such letters or email should be copied to the Senior Tutor.

**Formal Complaints.** Students who wish to make a formal complaint should write to the Master, stating clearly that they wish to make a 'formal complaint', explaining in as much detail as possible the source and nature of their concern, and indicating, at least roughly, the sort of remedy they would hope to receive. If the complaint has already been made informally, this should be mentioned. The Master will write back to the student within a week confirming receipt of the letters of complaint. If a complaint has already been made informally, the Master will write to the officer who dealt with it asking to be sent.

### *Students' Union, College Clubs And Societies*

All College students are members of the Volta Students' Union (ASV) which exists to represent the interests of the students in the College. The ASV Executive will be assigned an office on the ground floor equipped with desk and computer. College clubs and societies which students can join are encouraged and expected to grow at Collegio Volta. Membership of these will be free. However, students who join certain University Clubs, such as CUS which provide facilities not available in College, may have to pay a subscription.

Any student has the right to opt out of the ASV by giving notice in writing to the President of the ASV. Such students will not be in any way disadvantaged or excluded from any College facility or event. Complaints against the ASV may be made in accordance with the standard complaint procedure described above.

## F. Health & Safety

### *General*

The College's aims to provide and maintain safe and healthy working conditions, equipment and systems of work for College Officers, Staff and Students.

The College will supply every visitor with a health & Safety leaflet containing key facts and instructions concerning smoking, alcohol, drugs, accidents and fires.

The College will, as far as is reasonably practicable: (a) provide and maintain healthy and safe working conditions in accordance with the relevant statutory requirements; (b) provide all necessary information, instruction, training and supervision for Officers, Staff and Students, (c) provide and maintain all safety devices and protect equipment and supervise their use; (d) set an example in good health and safety behaviour; (e) conduct the College's affairs in such a way as to ensure that persons not in the College's employment, who may be affected thereby, are not exposed to health and safety risks; (f) maintain a constant and ongoing interest in all aspects of health and safety.

The College expects and requires that all College Officers, Staff and Students should: (a) work safely and consider the safety of others at all times; (b) report all incidents, whether injury is caused or not; (c) report all unhealthy/unsafe working conditions, equipment or situations; (d) co-operate insofar as it is necessary to ensure that any legal duty or requirement imposed on the College or any person by or under any of the relevant statutory provisions shall be complied with; (e) observe 'no smoking' areas.

**House Committee.** Prime responsibility for health and safety lies with the College House Committee. The Committee, which meets termly under the Chairmanship of the Senior Tutor, will regularly tackle all matters concerning Health & Safety and the resulting Deliberations will be circulated widely.

**Staff.** Staff have a contractual duty of care, not only to themselves but also to the Students.

**Accidents/incidents.** All accidents/incidents on College members or property will be recorded in the incident book retained in the College Office. A particularly important item in this report is the cause of the injury. The causes of injuries should be analysed so that we can take action to minimise the risk of further injuries. The record in itself forms part of the College's assessment process.

**First Aid.** Aid boxes will be strategically placed in the College and it is the responsibility of the College Administrator. The College will designate three First Aiders. The names of these first aiders will be displayed in prominent positions throughout the College. This will be a particular responsibility of the Head Porter.

### *Vaccinations*

Guidelines concerning vaccinations of College Students, Staff and Officers will be reviewed regularly by the Master or Senior Tutor upon consultation with external advisors and Institutional Bodies. Recommendations will be made to the College and House Committee for implementation. Guidelines are reviewed regularly to take account of disease development and vaccines available.

### *Smoking, Alcohol & Drugs*

Smoking is only allowed in designated areas. Smoking in other areas whether by Students, Staff or Officers will be punished with a fee (€ 25). Students who persistently smoke in smoking-free areas will be removed from College. Legal action will be taken against Staff who persistently smoke in non-designated areas.

The College allows moderate alcohol consumption by Students, Staff and Officers. Drunkenness and drunkenness-related antisocial behaviour will not be tolerated and will result initially in a fine (€ 25). Persistence offence will result in removal from College of the Students involved or in legal action against Staff members.

The College has a zero tolerance policy toward drugs of any kind. It will remove from College any Student found in possession of illegal drugs and will take legal action against Staff or Officers using drugs.

### *HIV & AIDS*

A person diagnosed as HIV antibody positive may continue to live or work in the College. Infection is not transmitted from person to person during everyday living or working activities, and the presence of those carrying the virus poses no threat to other members of College.

However, if a person diagnosed as HIV develop AIDS, s/he may become unable to work or study. The question of the continuation of that person's studies or employment may then become a matter for consideration just as it would be in any other instance of serious ill health.

First-Aiders are more likely than others to encounter accidental spillage of blood or other body fluids and should be properly instructed in proper procedures for dealing with such occurrences. Domestic staff should observe usual hygiene practices (wearing gloves and using appropriate disinfectant). Gloves and materials for cleaning up spillages may be obtained from the Cleaner's room.

The College treat medical information, however obtained, as confidential and this general policy also applies in the case of AIDS.

### *Fire Safety*

#### *1. Individual Responsibility*

Individuals have a personal responsibility of care to themselves and others to take great care of the fabric of the College. If in doubt advice can be sought from the Head Porter.

#### *2. Specific Responsibility*

The Head Porter has a specific responsibility for fire precautions and safety, under the guidance of the College and House Committees. S/He has a specific responsibility to ensure that all fire precaution

equipment is maintained in working order.

### *3. House Committee*

Issues concerning fire safety should be drawn to the attention of the House Committee which meets termly and has responsibility for the College's Health & Safety.

### *4. Testing Of Fire Alarms*

These will be tested monthly, on the first Monday in each month. This testing is intended to ensure that defects are identified and repaired.

### *5. Maintenance of Fire Equipment*

Fire extinguishers are maintained and tested by EdiSU.

### *6. Fire Drills*

These will be held bi-annually usually with warning and provide an opportunity for all people within the College to demonstrate their ability to vacate the building and marshall at a rendezvous point.

### *8. Training*

EdiSU is responsible for arranging suitable training to be given to the College Administrator and all Porters on immediate response to Fire Alarms.

**E Gherardi,**

**Pavia September 2007**