

## CALL FOR ADMISSIONS COLLEGIO SAN CARLO A.Y. 2019/20

### 1) THE HALL AND ITS MISSION

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Fondazione Collegio San Carlo di Modena is a member of the Conference of University Halls of Merit (CCUM) recognized and accredited by the Ministry of Education, Universities and Research (MIUR). As part of its founding objectives, the Hall seeks to provide young people with a comprehensive education and offers an excellent learning environment to University students. Collegio San Carlo therefore

#### CALLS

for applications for admission, open to male and female students (hereinafter “students”) registered with Universities or University-level Schools and Institutes. After at least two years of stay at the Hall, students may be awarded a **Hall Diploma** certifying the skills developed along the learning path offered by the Hall and certified by the CCUM (see point 2).

### 2) SERVICES

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Students reside at the headquarters of the Foundation, located in the heart of central Modena. For the entire period established by Management during which the Hall is open, or as agreed differently in the contract signed, admission to Collegio San Carlo grants students access to the following services and activities:

#### HOSPITALITY

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- **residence** in single or twin rooms (equipped with direct-dial telephone for incoming calls, air-conditioner, refrigerator and Wi-Fi), with either en-suite or floor bathroom;
- **utilities** (water, electricity, heating, air-conditioning, Internet);
- **refectory** service (breakfast, lunch and dinner with choice) available on working days during the periods in which the Hall is open;
- **laundry** service with weekly change of linen;
- daily **cleaning** of common areas;
- routine and special **maintenance** service;
- access to the **study rooms** and the **computer lab**;
- **recreation areas** (TV rooms, theater and gym);
- **multifunction rooms**;
- **bike-sharing**;
- **library** and specialist digital archive with librarians.

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## EDUCATION

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- students residing in the Hall for at least **2 years** can obtain a **Hall Diploma** and related **Certificate of competence** that may be attached to their resumes for the purposes allowed by law;
- customized **learning plan** agreed with Hall Management;
- access to **language laboratories**;
- courses in **informatics**;
- targeted **tutoring**;
- individual **coaching** for **organizational and psychological preparation** for exams, with highly qualified teachers;
- access to the **careers service** with orientation for entering into the world of work;
- **courses** recognized at University level that earn credits;
- development of **soft skills**, via workshops, cultural visits, seminars and conferences, musical events and theater labs;
- **recreational activities** including film club, parties, organized trips and group sports;
- training in use of the Foundation's **Library**, which has more than 50,000 books and 1,300 collections of periodicals;
- participation in the **cultural program** of the Foundation, devised by the International School for Advanced Studies in Cultural Science, the Cultural Center and the Center for Religious Studies.

### 3) FEES

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For the services listed in point 2 during the period during which the Hall is open, as indicated in point 13, the following annual fees apply:

- Single room with floor bathroom: € 11,000.00;
- Single room with en-suite bathroom: € 13,000.00;
- Place in twin room with en-suite or floor bathroom: € 11,000.00.

Further information will be posted on the Hall section of the Foundation's website ([www.fondazioneancarolo.it/collegio](http://www.fondazioneancarolo.it/collegio)) and may be requested by sending an e-mail to [collegio@fondazioneancarolo.it](mailto:collegio@fondazioneancarolo.it) or by calling +39 059/421225 (between 9 am and 7 pm, from Monday to Friday).

### 4) FEE REDUCTIONS

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A number of merit-based fee reductions are envisaged.

- Fee reductions paid by INPS:

Under an agreement with Fondazione Collegio San Carlo, INPS makes fee reductions available to students who are the children or orphans of employees or pensioners of the Public Administration, the children or orphans of persons registered with the Support Fund for Teachers, or the children or orphans of persons registered with the Support Fund for Post and Telegraph Office workers.

The Call for Applications and Application Form will be available from the website [www.inps.it](http://www.inps.it). The beneficiaries will be ranked by INPS, at its sole discretion, which will notify their names to the Hall on completion of the procedures. This benefit cannot be combined with other fee reductions.

**N.B. The Call for Applications requires admission to the Hall to be requested before applying for the grant, subject otherwise to loss of the latter.**

- Fee reductions paid by ENPAM:

As part of the "Quadrifoglio" program of strategic assistance for doctors and dentists, Fondazione ENPAM supports the access to the University Halls of Merit through a fellowship reserved for the children (or equivalent) of its members, supporting the payment of the fee.

The Call for Applications and Application Form will be available from the website [www.enpam.it](http://www.enpam.it) The beneficiaries will be ranked by ENPAM, at its sole discretion, which will notify their names to the Hall on completion of the procedures. This benefit cannot be combined with other fee reductions.

**N.B. The Call for Applications requires admission to the Hall to be requested before applying for the grant, subject otherwise to loss of the latter.**

- Fee reductions paid by Fondazione Collegio San Carlo:

Students already residing in the Hall who are deemed suitable for readmission may apply for a fee reduction, which will be quantified by reference to a ranking based on their ISEE (Indicator of Equivalent Economic Situation) certificates, bound to requirements of merit and paid at the sole discretion of the Foundation (see the regulation published on the website). To participate, students must complete the relevant form and present the Combined Declaration (DSU) for the determination of their 2018 University ISEE **by 10 October 2019**. This grant cannot be combined with other fee reductions and is only available for rooms with floor bathroom and for places in twin rooms.

## 5) PAYMENT METHOD

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The established fees are divided into four installments, to be paid by the following due dates:

- 1st installment by credit transfer upon confirmation of acceptance;
- 2nd installment by credit transfer by 09/16/2019;
- 3rd installment by credit transfer by 01/01/2020;
- 4th installment by credit transfer by 03/01/2020.

## 6) CONTRACT

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The relationship between the Foundation and the students will be governed by:

- a specific contract that, in compliance with current regulations, allows access to tax deductions. **Please note that the fees paid to Fondazione Collegio San Carlo (a recognized and accredited Hall of Merit) enjoy the benefits envisaged pursuant to art. 1, para. 208, of the n. 244/2007 Law (tax deductions for students living away from home).** Signature of the contract is subject to acceptance of the place, as indicated in point 11;
- a customized Learning plan agreed with Hall Management, to be signed together with the contract.

## 7) REQUIREMENTS FOR PARTICIPATION AND SELECTION OF STUDENTS

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Students that meet the following minimum requirements may participate in the selection process:

- for students registered in the first year, high school diploma or equivalent with a score of 70/100 or more;
- for students registered for years subsequent to the first, registration with the University, or University-level School or Institute, and an average score for their University career of not less than 26/30;
- absence of illnesses that are incompatible with a communal life;
- absence of sentences or outstanding court proceedings for crimes.

## 8) APPLICATION FOR ADMISSION

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The application for admission must be made using the specific computerised form available in the Hall section of the Foundation's website ([www.fondazioneancarlo.it/collegio](http://www.fondazioneancarlo.it/collegio)). **The receipt of application must be sent by e-mail ([collegio@fondazioneancarlo.it](mailto:collegio@fondazioneancarlo.it)), by registered letter or delivery in person to the Hall Director by 10 October 2019.**

Applicants must attach:

- copy of tax code and identity document;

- self-certification of their family status;
- copy of their high school diploma (or equivalent certificate), indicating their score in hundredths;
- copy of the receipt confirming registration for the admission tests or courses of the University or University-level School or Institute;
- for students registered for years subsequent to the first, copy of the official certificate of all exams taken, with their dates and related scores;
- two passport-size photographs;
- students intending to request a Fee Reduction (see point 4) must present their 2018 ISEE Certificate together with their application for admission;
- copies of any other attestations or certificates of attendance or supplementary learning (language certificates, European Computer Driving Licence, diplomas issued by conservatories or academies, TOLC results);
- medical certificate confirming the absence of illnesses incompatible with communal life and indicating any allergies or intolerances;
- self-certification of the absence of any sentences for crimes.

Untrue declarations are punished pursuant to the Criminal Code and the specific laws on the matter (arts. 75 and 76 of Pres. Decree 445 dated December 28, 2000).

## 9) LATE APPLICATIONS

Applications sent after the specified deadline, which must be presented in the manner described, will be assessed using the above criteria and will take account of their chronological order of presentation, subject to availability of accommodation.

## 10) ADMISSION TEST

The admission test will be held on the premises of Fondazione Collegio San Carlo on a date established by Management. Further information will be provided in the Hall section of the Foundation's website ([www.fondazioneancarolo.it/collegio](http://www.fondazioneancarolo.it/collegio)).

The test comprises:

- a) assessment of the certificates;
- b) interview to determine intellectual qualities, aptitudes, interests and willingness to participate in the life of the community;
- c) test to determine the level of knowledge of English;
- d) preparation of a letter giving reasons for the application.

The outcome of the test will be notified to the winning applicants within 5 working days of the date of the interview.

## 11) ACCEPTANCE OF THE PLACE

The winning students will receive a communication (by e-mail) comprising notification of admission, contract of admission and indication of the amount of the installment to be sent by credit transfer to the following bank current account:

**Fondazione Collegio San Carlo at BPER banca S.p.a. - Modena branch -- via San Carlo 8/20**  
**IBAN: IT61M0538712900000000009422**

within 5 days of receipt of the communication. At the same time, students must also pay the interest-free guarantee deposit of Euro 300.00 into the same current account. This will be returned to them on leaving the Hall, less any charges for damage to the facilities or for unpaid debts, as envisaged in the Regulation.

By the same date, it is also necessary to pay the first installment of Euro 500.00, which will not be returned if the student decides not to complete the registration process.

A copy of the payment receipts must be sent to the Hall immediately by fax or e-mail (fax +39 059/421280; e-mail [collegio@fondazioneancarlo.it](mailto:collegio@fondazioneancarlo.it)) attached to a signed copy of the contract of admission, while the original copy **shall be delivered in person to the Director on arrival to the Hall**. Failure to comply with these instructions will result in exclusion from admission to the Hall.

**Acceptance of the place also involves signature of the Learning Plan and the Hall Regulation.**

N.B. Applicants who register for the degree programs of Universities or University-level Schools or Institutes with a restricted intake must notify the Hall about the results of their entry tests within 2 working days of publication, subject otherwise to exclusion from admission.

## 12) REQUIREMENTS FOR READMISSION

Applications for readmission must be made by May 31 of the academic year in progress and will be assessed at the sole discretion of Management with reference to the requirements specified in the Regulation, including:

- academic performance: average score for the University career of not less than 26/30;
- compliance with the Learning Plan (minimum of 70 learning hours per academic year for students in the first three years of University and 25 hours for students in subsequent years);
- compliance with the Hall Regulation.

Confirmation of acceptance of the application will be notified by 15 July 2019 and by 31 July 2019 for student beneficiaries of INPS grants. The first installment of Euro 500.00 must be paid within 5 days of the confirmation date. This amount will not be returned if the student decides not to complete the registration process.

## 13) CALENDAR OF DATES: 2018/2019 ACADEMIC YEAR

The Hall will open on September 16, 2019, and close on July 10, 2020. The Hall will be closed for Christmas (12/20/2019 - 01/06/2020 inclusive) and Easter (04/09/2020 - 04/15/2020 inclusive) and 11/02/19 on 01/31/2019 (Saint's Day) 05/02 - 06/01/2020.

If possible (compatible with the other activities of the Foundation), students may extend their stay in the Hall beyond the dates established in this Call of Applications, on payment of Euro 14.00 (for rooms with floor bathroom) or Euro 18.00 (for en-suite rooms) for each day stayed between July 10 and July 31, 2020, and in September 2019 prior to the start of the 2019/2020 academic year.

## THE MANAGEMENT

### CONTACTS

[www.fondazioneancarlo.it](http://www.fondazioneancarlo.it)

+39 059 421225 - [collegio@fondazioneancarlo.it](mailto:collegio@fondazioneancarlo.it)

