

## COMMON SENSE GUIDELINES FOR COMMUNITY LIVING

The Gregorianum University College is managed by the “GREGORIANUM” Foundation, a body of the Church of Padua, whose Board of Directors is appointed by the Bishop. The following indications, therefore, intend to concretely regulate those values and attitudes, established in the Statute of the Foundation, which contribute to distinguish this College from other university residences.

In compliance with the rights of all the members of our community and believing that everyone has a clear understanding of both the limits within which they are expressed and the need for an orderly and functional development of internal life, the Management considers it useful to present some practical indications out of experience which help us to respect ourselves more.

### A. INTERNAL ACTIVITIES

**A1.** Each student is required to carry out at least *one interview at the beginning of the year and at the end of the year* both with the Director and with the Assistant, for a mutual discussion on the course of study and on the personal training course in order to agree upon and sign the *personal training project*.

**A2.** The Management must be promptly notified of academic results, exceptionally also by simple written communication.

**A3.** Attendance at the proposed *study groups* is compulsory with the sole exception of those who have agreed on a different personalized project in the interview at the beginning of the year with the Assistant.

**A4.** Attendance at *language courses* is compulsory with the sole exception of those who already have an English language certification of a level greater than or equal to B2 or those who already possess sufficient knowledge of the language to be certified within the year.

**A5.** The initiatives and moments of *spirituality*, during the year, are offered to everyone as an added and unique value of the Gregorianum and, consequently, students are invited to participate as a sign that they share the formative proposal of the College, which was communicated during the admission interview and accepted through the confirmation of the place.

### B. INDIVIDUAL BEHAVIOUR AND RESPONSIBILITIES

**B1.** *Entrance of people from outside* the college is allowed only during the day (8.00-19.00), upon notice to the concierge or to the Management. In any case, it is strictly forbidden to enter the *upper floors* and the rooms of the guesthouse, except for the students' families, for a limited time. Only in exceptional cases, and with the explicit authorization of a member of

the Management, is it allowed to host guests at other times and, in any case, always only in the spaces on the ground floor - except the guesthouse - or in the garden.

**B2.** The collaboration of everyone is required to ensure that the *entrance door* remains closed when the concierge is not manned and that the *gate is also closed* (from 23.00 to 7.30), and the other *doors and windows on the ground floor* in the evening, with particular attention to the periods of the year that see less attendance (Christmas, Easter, summer months).

**B3.** *Attendance at meals* must be notified by means of the appropriate sheets within the previous day. The hours of breakfast, lunch and dinner, displayed in the canteen, must be respected. Everyone is invited to avoid wasting food in any way as a sign of respect and awareness. Furthermore, we invite you not to use the telephone during meals so as to better enjoy the company and conversation of diners. It is forbidden, at any time, to eat meals outside the dining room and to access the kitchens.

**B4.** *It is forbidden to smoke* in the rooms and in all internal areas, in accordance with current legislation. Cigarette butts must be thrown into the appropriate ash containers located near the doors that lead into the internal courtyards and onto the garden.

**B5.** Everyone is required to *turn off lights* once their use is no longer necessary.

**B6.** Everyone is required to *dress* in an appropriate and decent way. In particular, it is inappropriate to enter the dining room in slippers, a tank top, short trousers, or excessively skimpy clothes. It is not allowed to have breakfast in pajamas, and certain attire is expected on particular occasions (e.g. solemn dinners, graduations ...).

- B7.** When lectures, conferences and celebrations are in place, avoid noises that can disturb ongoing community activities. Furthermore, *silence* must always be respected near the study rooms and the library.
- B8.** We invite you not to hang *laundry* out the windows, but to use the drying racks in the private bathrooms or in the laundry room. The student washing machine must be used according to the times and rules agreed with the person in charge.

### **C. MANAGEMENT AND CARE OF COMMON ENVIRONMENTS**

- C1.** The *common areas* must be used according to their intended use and left tidy after use. It is forbidden to eat meals outside the dining room and to enter the kitchens. The common toilets must be left "as you would like to find them".
- C2.** At the Gregorianum there is also a *chapel*, a place worthy of respect and to be kept decent, available to students for celebrations, to pray, meditate, stay silent, listen, so as to cultivate their own spirituality. The equipment in the chapel (musical instruments, songbooks, scores, spirituality books ...) must be used with care and not removed.
- C3.** The student *kitchenette* must be used according to times and rules agreed with the person in charge. In particular: it should not be used as a substitute for the canteen service when this is active; common dishes must not be removed; appliances other than those supplied cannot be used; the waste produced must be removed immediately after use.
- C4.** The *library, computer room* and other *equipment* made available to the students must be used according to the rules agreed between the persons in charge and the Management. In particular, all the books in the library must be returned at summer closure.
- C5.** Cars must be parked in an orderly *manner*, avoiding wasting space, until all available places are exhausted. Bicycles and mopeds must be stored in the structure reserved to them.

### **D. BEHAVIOR IN THE ROOMS**

- D1.** The room is assigned by the Management to each individual student after admission to the College. With prior notice, the Management and the service staff reserve the right to enter and inspect the room.
- D2.** The room is strictly *personal* and is reserved only for individual study and rest. It is not allowed to host third parties or to rent out the room. It is forbidden to keep *animals* of any kind while staying at the College.
- D3.** Any *breakdowns or damage* must be promptly reported to the Management by means of a note in the notebook at the concierge.
- D4.** Everyone is invited to moderate youthful exuberance on the stairs, in the rooms, and in the corridors of the upper floors. It is recommended to avoid any *noise* that could disturb the study or the rest of each person (talking loudly, making phone calls, listening to loud music, slamming the doors ...). It is preferable to avoid the use of the shower after 23.30 and before 6.30 and take care, after the shower, to immediately clean the shower tray, in particular, of hair.
- D5.** Each guest must keep his/her room *tidy and clean* and allow regular weekly cleaning by the service staff who will also empty the trash. Everyone is invited to separate waste using the appropriate containers provided. For obvious safety reasons, it is forbidden to keep equipment with open flames in the room. Finally, we invite you to avoid wasting water when using the internal bathroom.
- D6.** Each guest is directly responsible for his/her own room (furniture, equipment...). It is forbidden to hammer nails, post posters or stickers both into the walls and the furniture. The cost of repairing any damage is charged to whomever has made it; the *deposit* paid upon acceptance of a place in the college will be used to cover any damage.
- D7.** When leaving the college for the weekend or for more than one day, everyone is invited to close the windows, balconies or shutters of the room. At the end of the academic year, the room must be cleared of any personal belongings.

Although not expressly stated, we rely on the common sense and good manners of each member of the community.

THE DIRECTOR  
Engineer Alberto Scarpis



THE SPIRITUAL ASSISTANT  
prof. don Giulio Osto