

# Istituto Avventista “Villa Aurora”

## Regulations

### 1. Introduction

“Villa Aurora” is an integral part of the educational system of the Seventh-day Adventist Church and the Holy Scriptures inspires its aims and programs.

To enable these inspiring ideologies to exist in campus life, there must be a precise point of reference for the expected standard of the various aspects of the educational activities and of the daily life on campus.

As in a family, not every principle of behaviour at “Villa Aurora” is written down. As such, educators may need to advise or reprimand students when necessary. “Villa Aurora” welcomes non-Adventist students, but expects them to respect the campus lifestyle.

The educational philosophy of “Villa Aurora” comes from a deep conviction that God exists, that He loves us and wants us to know and love Him. He alone is the answer to the world’s problems. We believe that man is an indivisible being whose choices and daily activities model and influence his personal life.

Since its foundation “Villa Aurora” has strongly maintained an educational program whose general goals are:

- to encourage all students to live their life with a spirit of service and love, with an authentic Christianity based on the knowledge of the Bible and a personal relationship with God;
- to develop, in the different disciplines, a personal way of thinking and behaving, expressed in a genuine, effective, and open spirit of concern for others;
- to develop each individual’s character and sense of responsibility, allowing him to manifest his physical, manual, intellectual, artistic and spiritual abilities;
- to promote, in an international context, the meeting between youth of both sexes and from different cultures, so as to develop esteem, respect and acceptance of everyone without social prejudice.

## 2. Habits and quality of life on campus

Our quality of life depends on the sum of certain habits and attitudes. Following you will find a list of some of them, which for us have been the result of years of experience, whereas some students may find them difficult at first to understand and embrace. We will briefly mention them in order to avoid any potential conflict a student might encounter with the educational philosophy of the Institute.

## 3. Community spiritual life

The community life in “Villa Aurora” revolves around moments of study and recreation, as well as social and spiritual meetings, which contribute to everyone’s well-being.

As spiritual life is the centre of the school’s philosophy, we request frequent attendance at the following meetings:

- evening worships (salottini)
- Friday evening vespers, Sabbath church services and afternoon activities
- special weeks, e.g., week of prayer
- occasional meetings deemed to be of educational value to the students.

Particularly on the Sabbath we request that students foster a personal attitude which contributes to a spiritual, worshipful atmosphere. Students who live on campus are invited to honour and respect the Sabbath with appropriate behaviour and attitude. Student activities should be compatible with the Sabbath Day, which is dedicated to Bible study, adoration, and fellowship.

Boarding students who do not follow these requests break a commitment made upon arrival. Thus, we ask that students think seriously before choosing to live in the dorm.

## 4. Student status

A student may be under one of three categories:

- **Regular student:** Anyone who has enrolled for a specific course with the intention of following the entire program offered, and has an authorized student I.D. card.

- **Part-time student:** Anyone authorized to attend any offered course and who passes the exams and tests of verification. A grade will be given and registered on an academic record.

These students must follow the enrolment procedure before being accepted in class. Part-time students do not receive a student I.D. card. The course fee must be paid.

Students of the Italian Language and Art Course, who are not enrolled for the academic year, and Summer School students are considered part-time students.

- **A sit in student:** a sit in student is authorized to attend any course, without having to take the exams given. No grades or certificates are given.

A sit in student must follow the enrolment procedure, without paying the registration fee, before attending class. No student I.D. card is given. The course fee must be paid.

## 5. Student's living arrangements

A student can choose one of five living arrangements:

**Extern:** a student who is under his parents' responsibility and lives with them. The student can take advantage of the school cafeteria.

**Intern:** a student who lives in the dorm for a specified period of time. Dorm students must be a minimum of 15 years old. Dorm students who are minors may sleep off-campus, provided that they stay with a direct member of the family (parents, grandparents, siblings, uncle, aunt, guardian). If the student is of age, only the dean's authorization is required.

**Week-day Intern:** a student who lives in the dorm during the week and stays with his or her parents on weekends.

**University student:** students attending local universities may choose between two options:

- to have room and board
- to have room only and pay for the meals taken

**Married students:** married students who live in the school apartments must respect the school regulations and principles as well.

## **6. Administrative formalities and procedures**

It is the responsibility of every student to be aware of and behave in accordance with all the administrative rules and procedures of “Villa Aurora.”

Every misdemeanour has its consequences and negligent students will be held responsible. The school staffs are at the students’ disposal for any question and help.

## **7. Admission**

The college accepts students without any distinction of nationality, race or religion. However, we expect our students:

- to behave appropriately, with the goal of attaining scholastic success and making advantageous use of their time at Villa Aurora;
- to maintain a lifestyle in accordance with the philosophy of the college;
- to adapt to the selected program of study and to the activities of the college.

Every candidate who intends to enroll in any course for the first time, as a regular student, must absolutely:

- complete the admission application and registration form
- provide all information requested by the college
- sign an agreement to accept the lifestyle and regulations of the college and of the selected course
- fulfill his or her financial obligations to the school
- provide a physician’s certificate attesting to his or her state of health.

*Incomplete applications will not be considered.*

## **8. Registration**

- a) Registration is an administrative procedure independent of the admission application.
- b) Registration is obligatory for every student in every course without exception.
- c) Registration is handled by the principal’s secretary.

- d) Registration takes place on the scheduled day, indicated in the school calendar.
- e) Students must be personally present for registration.
- f) When students arrive they must settle into their dorm rooms. Then go to the registrar's office (*segreteria*), afterwards to the Course Director to the Accounting office and finally to the Director's. All the people involved in the registration process as well as the student must sign the registration form.

## **9. Student I.D. Card**

- a) The student receives a student I.D. card after finishing the registration procedures. The card certifies the student's admission in the college.
- b) This card gives some rights and privileges to the student: the right to attend the courses, to make use of the facilities and services offered and to participate in the college's activities. If the card is revoked or expired, the student loses all rights and privileges.
- c) At the beginning of each quarter, on the date indicated on the college calendar, the student must have the card validated by the Principal's secretary.
- d) This card is college property and is entrusted to the student during his or her period of study. When leaving the college, the student must return it to the Principal's secretary.

## **10. Changes to the Student I.D. Card**

Students who, for any reason, change their academic status during the school year (change of programme, course, class, home address, etc.) must go to the registrar's office to update the changes.

## **11. Leaving the College**

An extern student who permanently leaves the college, must return the student I.D. card to the registrar's office and ask to be deleted from the school file.

At the end of the school year or when leaving permanently, the intern student must:

- a) Ask the Dean for his or her departure papers.
- b) Obtain the authorization to leave from the Dean. This is given after the Dean has checked how the student has left the room. Any damages will be charged to the student's account.
- c) Obtain the signatures of the departments mentioned in the departure papers.
- d) Hand in the student I.D. card at the registrar's office.
- e) Return any book, object or material borrowed from the library before leaving.

## **12. Identity card**

Every student must have a valid identity card.

**Foreign students:** every foreign student must have a valid study visa for the length of their stay. This request must be arranged before leaving their home country. In general, the Italian Embassy or Consulate requires the following documents:

- a letter from Villa Aurora stating the student will be enrolled for a specified period of time;
- a certificate proving the student has health insurance coverage;
- a letter certifying financial coverage (letter of credit, bank statement proving there are sufficient funds in the account, international credit card, etc.).

### **Attention!**

- Student visas can not be requested by the college. Students who arrive without a visa can not be registered.
- Foreign students can not be registered under any status if they do not have a regular permit of stay.

## **13. Community life**

Life in a dormitory requires personal discipline so that everyone may live comfortably and harmoniously. Therefore, the following conditions must be respected:

- Quiet hours begin in the dormitory after 8:45 pm. Loud conversation, slamming doors, playing loud music, moving furniture, etc. must be avoided out of respect for others who are studying or resting.
- Common areas (game room, TV rooms, etc.) are opened to the intern students during the times established by the Dean. From Friday sunset to Sabbath sunset, the TV may not be turned on.
- The piano in the chapel is not a public instrument. It may not be used for practice unless the Dean has granted permission. The piano may not be played during study hours.
- The dormitory closes at 10:30 pm. During the Summer at midnight. Before closing, intern students must be in their respective dormitories.
- Arrival after curfew is an exception and must be previously authorized by the Dean.
- Spending the night out of the dormitory without authorization is a serious fault and will result in a meeting of the Discipline Council.

#### **14. Musical instruments, radio and tv**

The use of potentially loud musical instruments and electrical equipment must not disturb others on campus. Such equipment must be used only in the student's dorm room and at low volume or with headphones. In case of abuse, the equipment may be confiscated by the Dean.

During Sabbath hours, students are requested to use greater discretion concerning the volume and kind of music, as it should be in harmony with the spiritual life of the Sabbath.

Private televisions are not permitted.

#### **15. Dormitory rooms**

Students are responsible for the cleaning, organization, and furniture of their room. Beds should be made in the morning. Remember that everyone has the same rights: to silence, to study, to a clean surrounding and to undisturbed sleep. In particular, we ask that students respect the periods of study and repose.

Every student will be given a key to the room and to a wardrobe, which must be cared for. At the end of the school year and during Christmas or Easter holidays, the room and wardrobes must be emptied, excepting previous arrangements.

The Deans can visit the rooms at anytime without prior notice and in case of necessity, even inspect them to insure that the students' activities are in accordance with the philosophy and principles of the college.

To change rooms, even for one night, the Dean's authorization must be requested.

Students must obtain the Dean's authorization when having a guest or guests stay in the dormitory. Members of the opposite sex are not permitted in the rooms, except with the Dean's authorization. Students who disobey this rule will be penalized and their roommates who are aware of the fact as well for they will be considered accomplices.

Any rearrangements made to a dorm room must be authorized by the Dean. The furniture should not be removed from the room nor that which is fixed to the walls. Repairs and alterations must be authorized and performed by the Maintenance Department.

The decor of the dorm rooms should be in harmony with the principles of the college and subject to the Dean's approval. Decoration is authorized if it does not require alteration of the walls. Damage caused by negligence will be charged to the room's occupants.

The student is responsible for the order and cleanliness of his or her room. The bed linen and blankets of the college, as well as the furniture of the room must not be removed from the dormitory.

For hygienic reasons, animals are not allowed in the dorm rooms. Perishables are not to be kept in the room.

For safety reasons, electrical household appliances or electrical stoves are not permitted in the rooms.

## **16. Kitchen and Dining Room**

The philosophy dictated by the principles of the Adventist Church, provides for a lacto-ovo vegetarian diet.

An orderly and pleasant atmosphere must be maintained in the dining room at all times.

The following is requested:

- a) Meal distribution is self-service. The queue must be respected and everyone must wait their turn, unless authorized.
- b) Dishes and trays must not be removed from the dining room.
- c) Meals may be taken to dorm rooms only in case of illness.
- d) The dining area must be respected and kept clean.
- e) Only authorized personnel are allowed in the kitchen area.
- f) Non-students and staff who wish to eat in the dining room must reserve by 10 am the day of arrival, and no later than Thursday for the following Sabbath lunch. The meals are paid to the dean on duty.
- g) Students who are unable to attend a meal during the regularly scheduled time, may contact the kitchen and ask for a meal tray to be set aside.

## **17. Work philosophy**

The college requests that all students contribute to the Villa Aurora community by performing assigned tasks. This request arises from necessity as well as from a means to foster a sense of responsibility. The Dean will assign tasks to each student. Intern students are required to perform six hours a week as part of their tuition fee. University students are required to work three hours per week. Students record their work hours on relevant forms to be handed over to the Dean.

If more than the required hours are done, the student will record them daily on the relevant form which the Dean or the Vice-Dean will collect and the Accounting Department will credit them to his or her account.

The Dean establishes the work distribution. Refusing to participate in the work program goes against the spirit of the college and students who do so risk their status as an intern student.

The school trusts students to honestly record their hours of work. Students who do otherwise will be charged a number of hours established by the School Director.

If illness or other justified circumstance prevents a student from working, the student must find a substitute. If for any reason a substitute cannot be found the Dean or the Vice-Dean must be informed. Students who do otherwise will be charged a number of hours established by the School Director.

On Sabbath, each intern student, together with staff members, rotates through a work schedule to help in the dining room and kitchen (distribution, cleaning the dining area, washing dishes, etc.).

## **18. Modesty and Clothes**

Simplicity, order, cleanliness, and good taste are significant manifestations in the Christian life, and students are expected to choose clothing with these values in mind. In particular, the school expects students to dress in a dignified manner, avoiding outlandish, tight, and revealing clothes, heavy make-up, and excessive jewellery.

## **19. Hygienic principles**

Intemperance harms the health. Certain foods attack the biological equilibrium of the body, harming one's physical, mental and spiritual development. For this reason, the use and possession of tobacco, alcohol, and any kind of drug is strictly prohibited inside or outside the college while enrolled as a student. Students who need to take medicine on a regular basis, are advised to inform the Dean of their health problem.

Guests staying at the college must also respect these principles while on the premises.

## **20. Language and Behaviour**

Spoken words reveal what is in the heart. Certain words are shameful and humiliating. Vulgar language, and disrespectful or irreverent behaviour are not compatible with the college's philosophy.

## **21. Honesty**

Theft, lying, or fraud destroys trust and friendship. Students found guilty of such offences will suffer the consequences.

## **22. Relations between males and females**

The college offers the possibility of a harmonious and complete education. Relationships between males and females should maintain a character of cordial and reserved friendship.

The college believes that healthy, effective relationships should be based on Christian values and an adequate maturity of the couple, manifested through respectful attitudes towards others.

## **23. Laundry, Library, Offices**

The Laundry, Library, Registrar's Office and Accounting Department have specific regulations and schedules which the students are requested to follow.

## **24. Sports field and Game room**

Access to the sports field and game room is not allowed during study hours, Friday afternoon and Sabbath, except by arrangement with the Dean.

## **25. Money and Objects of value**

The college declines all responsibility concerning students' personal cash and objects of value. It is advisable not to keep such valuables in the rooms, but rather hand them over to the Dean who will place them in the school safe.

## **26. Recreation**

Recreational moments contribute to one's quality of life. However, not all recreation is to be considered in the same way. Thus, we ask students to avoid frequenting establishments in which the atmosphere is not compatible with the philosophy of the college (night clubs, discos, etc).

## **27. Off-campus activities**

Students who wish to enrol in any off-campus activity must present a written request to the School Director, specifying the time, days and type of activity.

Students must then present a registration receipt. For minors, the parents must submit the request. If a student needs to work off-campus, he or she must inform the Dean and provide a work schedule.

## **28. Accident Insurance**

*EVERY STUDENT IS INSURED AGAINST ACCIDENTS WHICH MAY HAPPEN DURING SCHOOL ACTIVITIES. THE ANNUAL FEE IS INCLUDED IN THE TUITION FEE.*

In case of an accident, the insurance will provide a refund according to the tariff incurred.

## **29. Health Insurance**

Foreign students who do not receive National Medical Assistance must take out an insurance. The college will provide more precise information concerning this issue.

## **30. Activities of the Institute**

In the college there are many groups with diverse activities. Some of these activities are church-related and are organized by various committees (Youth group, Sabbath school, Choir, etc).

Other activities are organized by the college (sports groups, instrumental bands, etc). Authorization by the School Director is required to organize a group or club. Requests must be addressed to the Director, specifying the kind of activity, the names of the participants and of the person in charge, the time, place and frequency of the activity. These groups cannot make arrangements with outsiders without the Director's approval. In that case the request must be made in writing and in advance.

If a club or group needs to present a request to the Townhall of Florence or to some other public office, the letter must be signed by the Director or Vice-director of the college.

### **31. Holidays**

Intern students should respect the days and time of departure and return stated in the calendar of their specific course.

During holidays, students must respect the college regulations and lifestyle.

### **32. Going off-campus**

We ask the parents of the under age and of age students to cooperate with the Dean and Director concerning this issue, as the school must consider its legal liability.

Students are asked to respect meal times and planned evening meetings when making plans to leave the campus.

Under age students are required to have parents submit written authorization to leave the campus. In addition, the Director or Dean must approve individual outings, taking the activity and the student's scholastic performance and behaviour into consideration.

#### **In particular:**

*For students 15 years old or younger:*

- a) A written request must be submitted detailing their planned outing at least one day in advance.
- b) Students must be accompanied by a responsible adult from the college.

*For students 16-18 years old:*

Students may leave the campus in a group or alone as long as they are accompanied by an adult and have received advanced permission from the Dean.

*For students of age:*

- a) Of age students are entrusted to make mature, responsible decisions in regards to their daytime outings.
- b) For safety reasons, students must record the outing in the proper register, specifying the destination and the time leaving and returning.
- c) Evening outings must be approved by the Dean.

### **33. Weekends**

On weekends, students are encouraged to participate in the various activities organized by the school, as they are conducive to their socialization and personal growth.

However, the school allows students to have weekends free under the following conditions:

- Students must inform the Dean of their plans no later than Wednesday. Under age students must also provide specific written permission from both parents.
- Students may leave after their last class. They must guarantee, in agreement with the Dean, that any work assigned to them will be completed in their absence.
- Students must return on Sunday, no later than dorm-closing. The Dean must be informed as soon as possible in the event of a delay (for minors, the parents should inform the Dean).
- During the school year, the school organizes special retreat weekends for the entire student body. All students are expected to attend and therefore should not make plans to be absent those weekend.
- In addition to the long weekends in the school calendar, intern students are authorized to leave campus one weekend a month. An additional “free” weekend may be arranged for those students whose behaviour and work are satisfactory.
- The college reserves the right to suspend the privilege to go out of any intern student whose behaviour and work are not satisfactory.

### **34. Sales, Soliciting, etc.**

The college, as a private institution, does not allow promotional or publicity campaigns, the sale of any item, nor the collection of offerings for another organization’s profit or for private benefit, except when authorized by the Director.

### **35. Parking**

Those students who have a vehicle must respect the college’s assigned parking areas. An improperly parked vehicle is subject to towing at the driver’s expense.

Drivers must possess a driver's license recognized by the Italian State and a valid auto insurance.

### **36. Advertising**

Except for institutional advertising, advertisements are not allowed on campus. All acceptable advertising must be approved by the Dean or the Director.

### **37. General procedure for any disciplinary action**

Every organized establishment works in respect to some principles that protect the rights of the person and of the institution as well.

Discipline helps to build character and its exercise has a redeeming function. At Villa Aurora, discipline is performed on three levels:

- by each staff member within his or her realm of responsibility
- by the Director
- by the Discipline Council.

The procedure is the following:

- The student receives an oral invitation from the different heads to respect the regulations and habits of the college and its departments.
- The student receives a written warning which is recorded in the student's personal file.
- The student first meets with the Director of the institute and then with the Discipline Council. The parents or guardian of the student will be automatically notified of the situation. If the student persists in unacceptable behaviour and in violating the school's regulations, an immediate expulsion will take place.

Depending on the gravity of the case, the procedure can be shortened.

During holidays and summer, the Director or those delegated by him will be in charge of the disciplinary procedures.

When disciplinary action is taken, the student is allowed to appeal to the superior body.

### **38. Student association**

The members of this association are elected at the beginning of every year. The scope of this association is:

- to serve as student representative
- to be the link between the students and the college
- to encourage the spirit of initiative and to develop the sense of responsibility
- to represent the students in the following committees:

- a) Spiritual Activities Committee
- b) Dormitory Committee
- c) Discipline Committee
- d) Kitchen Committee
- e) Recreation Committee
- f) Sports Activities Committee

### **39. Damage**

Damage to school property will be charged to the responsible student's account.

### **40. Changes to the regulations**

Any changes made to the present regulations must be approved by the Directory Committee, in accordance with the different departments of the institute and with the opinion of the representatives of the student board.