Personal Formative Program (PFP)

SEPTEMBER 2017

- **Academic year 2017/18: Collegio Einaudi's proposal to SEC students**

- **Background**

Collegio Einaudi's proposal to SEC students

So far, our intention is **to provide SEC students with a 25 hours intensive course of Italian language for beginners** (respecting a minimum attendance of 20 hours per student), as a prerequisite for the Italian second level course, supplied by Politecnico di Torino and providing 6 credit hours.

Our italian course will be supplied during the first 3 weeks of the students staying at the Collegio Einaudi (February 19th - March 9th 2018)

Collegio Einaudi's Italian course represents a valid alternative to the Italian first level language course supplied by Politecnico di Torino concurrently, at the same times of the Italian second level course.

Background

According to the Italian Law (D.M. N. 673 of September 8th 2016), from next October all Collegio Einaudi's students (both Italian and foreign ones) are required **to sign a Personal Formative Program** (hereinafter **PFP**) for each academic year (or part of it) to be spent at Collegio Einaudi.

This holds also in case of a stay of a single semester and proportionally to the stay duration.

All those students who benefit from an accommodation at Collegio Einaudi **must sign their own PFPs upon arrival**, included those ones coming from foreign countries or attending PhD programs.

Students attending the 1st, 2nd or 3rd year of their university studies must attend 70 hours of formative activities (for a whole academic year stay duration).

This complementary formative program generally consists of **language courses**, seminars and conferences about **general culture subjects** (*e.g. Hystory, Literature, Genetics, etc*.), courses for **soft skills** development (*e.g. Time management, Problem solving, etc.*) and **job orientation** (*e.g. how to manage a job interview, "business etiquette", etc*.).

For more details, refer to § 1.4 Personal Formative Program - Students regulation

Psychology Philosophy
History of Art Archaeology
English Literature Historic Environment
Social Sciences International Development Coaching
Evolutionary Biology Physical Sciences Astronomy
Ecological Monitoring Religious Studies
Creative Writing History Genetics
Local History Classics Music
Languages

According to the D.M., the PFP includes a **tutoring service** as well.

It is provided by a team of tutors – at least one per 30 students, selected through a published call among doctoral candidates/fellow researchers and senior students, equally distributed in the 5 residence halls – to help students understand the topics of university courses, to meet the deadlines of the roll call of exam sessions they applied for and achieve goals set in the PFP.
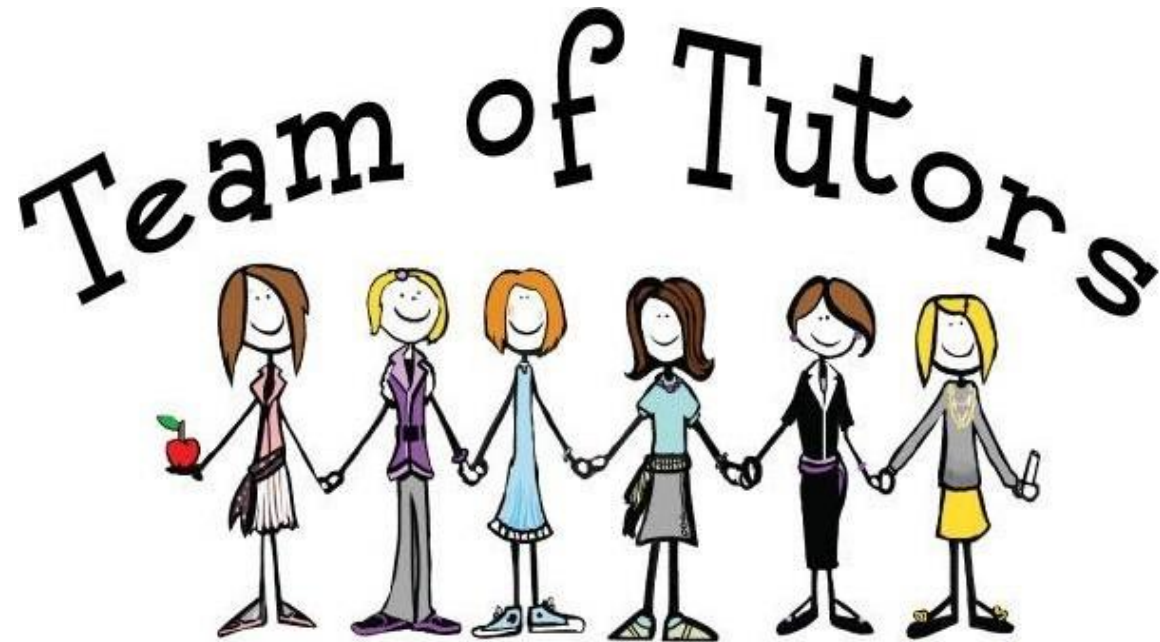
Both for Italian and foreign students

As a matter of fact, **fees applied to SEC students remain unchanged with respect to the academic year 2016/17**

Collegio Einaudi will carry out the Personal Formative Program for the **Academic Year 2017-2018** with a "pilot-project" approach.

Topics, timetable, procedures could be changed

the next academic year based on results and

achievements of the current one.

As no fees will be charged for our courses, all students (including SEC students) will be provided with a **fixed amount of formative hours.**

Fixed amount of formative hours related to the period of stay at Collegio Einaudi

Number of months of stay at Collegio Einaudi (if the student return to Collegio EInaudi by the 15th day of the month, that specific month will be calculated in the amount of hours to be attended; otherwise, the following month will be taken into consideration for the calculation)(	1st, 2nd or 3rd academic year
11	70
10	70
9	60
8	60
7	40
6	40
5	20 **30 in SP 2019**
4	20
3	15
2	0
1	0

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1. PERSONAL FORMATIVE PROGRAM (PFP)

1.1 Regulatory References

Each student of Collegio Einaudi must sign a Personal Formative Program (henceforth "PFP") for each year spent at Collegio Einaudi, as required by the Italian law (D.M. 673/2016).

- Students attending the 1st, 2nd or 3rd year of their university studies must attend 70 hours of formative activities;
- Students attending the 4th or subsequent year of their university studies must attend 25 hours of formative activities;
- Students may also choose a personal coach.

1.2 Aims

The formative activities offered by Collegio Einaudi aim to integrate the education provided by universities, in order to help students in facing at best their future challenges.

All the activities are collected in the Annual Formative Program, considering students' needs, labour market's requests and the suggestions from the Collegio Einaudi Scientific Committee.

1.3 Involved students

All those students who benefit from an accommodation in Collegio Einaudi must sign their own PFPs, included those ones coming from foreign countries or attending PhD programs.

Summer School participants in July, August or September do not have to sign any PFP.

1.4 What we offer

The formative activities are organised in sessions of 2,5 – 15 – 25 – 50 hours as follows:

- **International area** (language courses and laboratories)→25 and 50 hours
- **Soft skills** (workshops organised also in collaboration with CUS Torino) → 15 hours
- **Career guidance activities** (lectures and workshops) →2,5 and 15 hours
- **General knowledge** (lectures, workshops, guided tours) → 2,5 and5 hours
- **Music** (Einaudi Ensemble and/or Einaudi Choir) → 50 hours
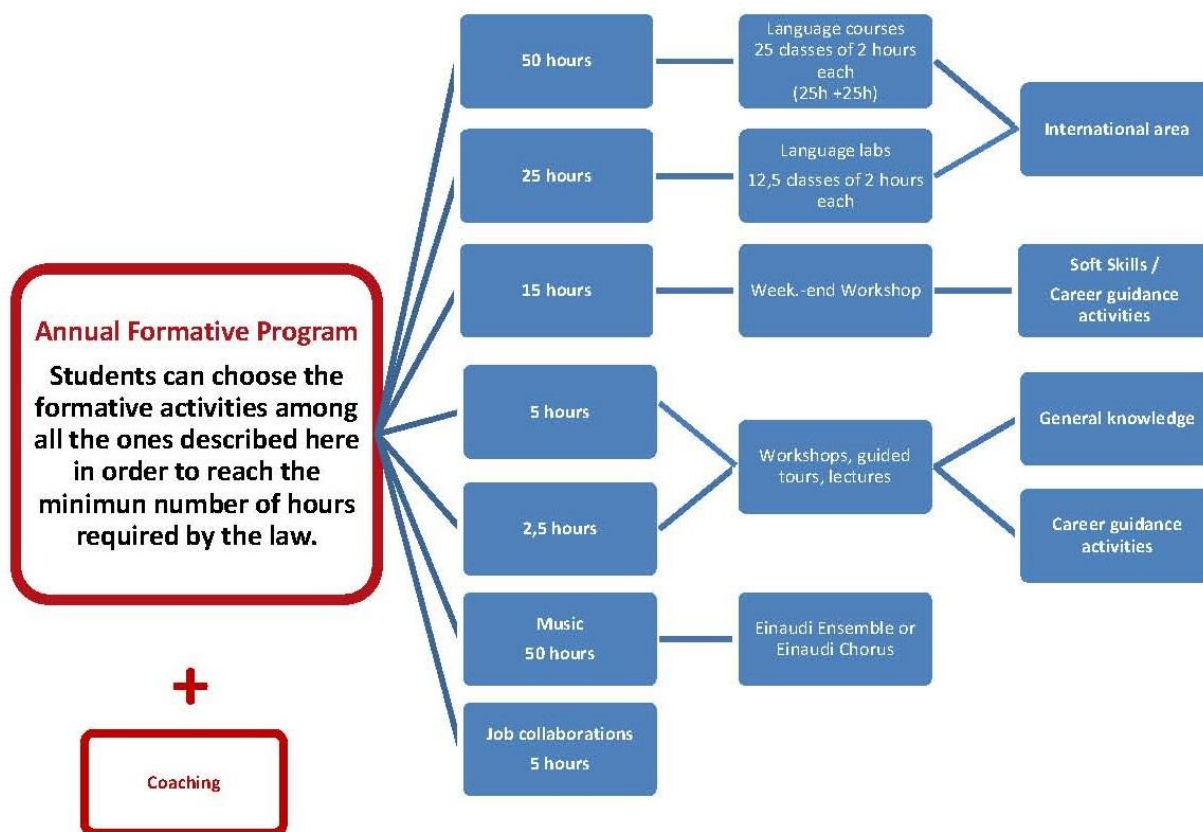
N.B.: Students with job collaborations in Collegio Einaudi can add their job training hours in their PFPs

- ICT Assistants: 5 hours
- Tutors: 5 hours
- Librarians and Receptionists: 2,5 hours

1.5 How to create the PFP

Each student can create his/her own PFP by choosing among all the activities presented in the Annual Formative Program in order to reach the minimum number of hours required by the law. Students can ask for help from the Administration or the tutors.

1.6 Dedicated platform system

A dedicated platform system is used by Collegio Einaudi in order to help students in creating their own PFPs. Students can enter this platform using the credentials provided by the Administration.

For further information, please see the "User's Guide" (available in English language).

1.7 Deadlines

Students who are applying for the "Call for confirmation" must create their PFPs by the deadline of the Call itself, even if they have not achieved the academic requirements yet.

Students applying for the "Call for admissions" must create their own PFPs by 10 days from the day on which they send the receipt of the 1st instalment payment.

1.8 PFP's approval

The Public Relations Office checks each PFP by September 15th or by 15 days from the day on which the student creates it on the dedicated platform.

If the PFP meets the requirements, the Public Relations Office approves it. The "approved" status is explicitly reported on the platform by an icon.

If the PFP does not meet the requirements, the Public Relations Office sends an e-mail to the student asking for clarification. The email address is the one provided in the Call for admissions/confirmation.

1.9 Changes to the PFP

The PFP can be modified in the following cases only:

1. In the event of mobility programs, internships, etc., students can send an email to corsi@collegioeinaudi.it (with all the necessary documentation attached) asking for a change to his/her PFP; the Public Relations Office approves or denies the request by sending an email to the student.
2. In the event of logistic problems, the Public Relations Office can change students' PFPs by sending them an email (see 1.8); the student has to choose alternative formative activities in order to reach the minimum number of hours required by the law.

In any case, the Public Relations Office has to approve again the PFP (see 1.8).

1.10 Minimum number of hours related to the period of stay in Collegio Einaudi

Number of months of stay at Collegio Einaudi (if the student return to Collegio EInaudi by the 15th day of the month, that specific month will be calculated in the amount of hours to be attended; otherwise, the following month will be taken into consideration for the calculation)(	1st, 2nd or 3rd academic year	4th or subsequent academic years
11	70	25
10	70	25
9	60	20
8	60	20
7	40	15
6	40	15
5	20	10
4	20	10
3	15	5
2	0	0
1	0	0

For students coming back from mobility programs, the number of months of stay at Collegio Einaudi starts with the assignation of the accommodation benefit, ad described by the Call for admissions and confirmation.

Those students who do not know how long the mobility program is have to create their own PFPs with the required number of hours (70 hours for the 1st, 2nd or 3rd year; 25 hours for the 4th or subsequent years); when the mobility program is actually confirmed, see 1.9.

1.11 PFP's definition: instances of the minimum number of hours to be attended

Number of months at Collegio Einaudi	First three university years Courses types And number of hours		Subsequent years Courses types And number of hours		
10-11 months	**70**	**TOTAL**	**25**	**TOTAL**	
	50	1 language course (25+25)	25	1 language module	EXAMPLE A
	15	1 weekend	15	1 weekend	
	5	2 seminars/meetings	10	4seminars/meetings	EXAMPLE B
8-9 months	**60**	**TOTAL**	**20**	**TOTAL**	
	25	1 language module	15	1 weekend	
	15+15	2 weekends	5	2 seminars/meetings	
	5	2 seminars/meetings			
6-7 months	**40**	**TOTAL**	**15**	**TOTAL**	
	25	1 language module	15	1 weekend	
	15	1 weekend			
4-5 months	**20**	**TOTAL**	**5**	**TOTAL**	
	15	1 weekend	5	2 seminars/meeting	
	5	2 seminars/meeting			
3 months	**15**	**TOTAL**	**5**	**TOTAL**	
	15	1 weekend	5	2 seminars/meeting	

1.12 Activities periods, course timetable and room

The activities are divided between two semesters and follows this scheduling:

- 1st semester: October 1st – December 15th;
- 2nd semester: March 1st– May 31st.

Recuperation days may be planned, apart from the scheduling above (see **Errore. L'origine riferimento non è stata trovata.**).

During the suspension period, seminars or lectures within "general knowledge" and "career guidance" areas may be proposed (2,5 h per each).

The activities are usually scheduled in those hours compatible with the university courses, as follows:

- Working days,from 6:30pm to 9:30pm
- On Saturdays and Sundays,from 10am to 6pm

Activities are to be performed in Collegio Einaudi residence halls, subject to the number of participants; if not so, in the lecture halls of Turin universities or partner institutions of Collegio Einaudi.

1.13 Musical Education

Students are given the opportunity to participate in the activities of:

- Einaudi Choir
- Einaudi Ensemble

Participation in these activities is regulated by a specific document.

50 hours of musical education could, at best, be calculated within the PFP total amount (including concerts and rehearsals).

1.14 Beginning of the formative activities

Upon the approval of their PFP (see par. 1.8), students – helped by the management personnel trainers and tutors – are expected to start their activities, checking the information published on the several channels by Collegio Einaudi (web platform, newsletter, website, intranet system, ecc.)

1.15 Evaluation of the acquired skills

Students have to attend the courses and pass the relevant final test, according to the modalities and conditions of each course. Should a student not pass the final test, a second chance is given to him/her. Should a student not pass the test again, the hours attended will not be calculated for the purposes of PFP.

Upon the completion of their PFP, students have to fill in comment questionnaires regarding the skills acquired during the academic year.

1.16 Courses attendance and absences

In order to finalise the PFP, students are expected to attend the minimum amount of hours, according to the D.M. Courses attendance will be verified.

As regards to the 25 hour modules, a maximum amount of 6 hours of absences is permitted (becoming 8 hours for those students who entered Collegio Einaudi within the periods between October 1st and 15th and between March 1st and 15th). The absences hours may be recovered at the end of the course, during the so-called recuperation days.

Should the number of absences hours be higher than the one permitted or should the whole absences hours not recovered, those attended will not be calculated for the purposes of PFP.

1.17 Confirmation of the accommodation benefit

Students have to comply with the following conditions in order to confirm the accommodation benefit:

- Attendance of the minimum number of hours, according to the D.M. (see par. 1.1)
- Upon the completion of the PFP, the compilation of the Assessment Questionnaires, relating to the skills acquired by students during the academic year.

1.18 Comment questionnaires

At the end of each course, students are proposed a comment questionnaire for the collection of data to be used to improve the quality of the courses in the subsequent years.

1.19 Certifications, "Diploma di Collegio" and Students' transcript of records

At the end of each course, workshop or seminar – and after the compilation of the comment questionnaire – students will be able to receive the relevant certificate.

Moreover, at the end of their stay at Collegio Einaudi, students will be given the "Diploma di Collegio" and the Transcript of Records, stating the activities attended within the PFP during the academic years and the skills acquired.

2. TUTORING

Students are offered a tutoring service, according to the D.M .

Management personnel and trainers of Collegio Einaudi will be prepared to accept requests sent by students to the address orientamento@collegioeinaudi.it, in order to help students discover their ambitions and turn them into goals.

Management personnel and trainers of Collegio Einaudi collaborate with a team of tutors – at least one per 30 students, selected through a published call among doctoral candidates/fellow researchers and senior students, equally distributed in the 5 residence halls – to help students understand the topics of university courses, to meet the deadlines of the call they applied for and achieve the goals set in the PFP.

3. COACHING

Coaches encourage students in gain experience and new skills. They are professional figures, working in different contexts, who may be contacted by students after an information session organised by Collegio Einaudi.

Coaches' functions are integrated with the following services:

- **Psychological support**, provided by the Volunteering Association "Area G" and the Counseling service of the University of Turin;
- **Tutoring service**, provided by the "Associazione Alumni" of Collegio Einaudi.