

# NEW EUROPE MASTER IN BANKING AND ENTREPRENEURSHIP

## Ex Convento di San Francesco INTERNAL RULES

- Breakfast is served Monday to Friday 8:00-8:45, on Saturday and Sunday and on public holidays 8:30-9:30 in the dining-hall located on the 1st floor.
- Lunch is served 1:00 to 1:45 pm in the dining-hall located on the 1st floor.
- Dinner is served 7:00 to 7:45 pm in the dining-hall located on the 1st floor.
- The food will be served only in this time!
- Is forbidden to eat the meals in the rooms.
- If you want the pocket lunch you have to ask for it to the tutor at least 48 hours before. For the weekend's pocket lunch you have to ask for strictly within 1:00 pm of Thursday to the tutor, you have to specify when you'll pick up too(Friday, Saturday or Sunday at lunch, dinner or breakfast).
- You have to communicate to the tutor if you want to leave the building for the weekend or holiday at least 48 hours before. If you leave the building for the weekend you have to communicate this to the tutor within 1:00 pm of previous Thursday.
- Anyone suffering from food allergies or intolerances should inform the person in charge in advance, send an e-mail both to the tutor: [info@masterbe.com](mailto:info@masterbe.com) and to secretary: [infocampus@fondazionecassamarca.it](mailto:infocampus@fondazionecassamarca.it)
- Check-in from 8.00 am to 12.00 pm
- The secretary's office is open Monday to Friday 8.30 am - 1.00 pm and 2.00 pm - 5.30 pm.
- Visits from non-resident people are allowed only from 9:00am – 9:00pm through production of identification at the Check-in desk. Visitors are not allowed to go to the 1<sup>st</sup> and 2<sup>nd</sup> floor.
- Everyone is responsible for own smart card that must be returned on departure day. The loss of the smart card involves a penalty of €20.
- In the morning students should vacate their rooms before 10.00 am. After that time the cleaning service is not guaranteed.
- The computer room is open every day 8:30 am to 11:45 pm.

- The utilization of internet is allowed only for study. There is a Wi-Fi area inside the Campus that you can use. In order to set up your Lap Top connections settings refer to the tutor.
- On the Campus PCs the e-mail service is allowed through webmail only. The chat software allowed is yahoo, messenger, icq lite messenger; the installation of any type of e-mail program is forbidden.
- For download or install any type of program you have to make a detailed request to the secretary's office (at least 4 days before): [infocampus@fondazionecassamarca.it](mailto:infocampus@fondazionecassamarca.it)
- All the actions done on the Campus PC are monitored and conserved by file LOG.
- The lounge and self-service bar are open 8:00 am – 2:00 am.
- The custodian is available until 10:00 pm and 24/24 hours only for emergency.
- In case of emergency the first person you have to contact is the Tutor, his mobile number will be given to each participant.
- For your safety is very important that you lock the smart-card's gate when you come back at night
- Smoking is forbidden everywhere inside the building.
- Putting out of the window clothes or anything else is forbidden.
- Posting up photos, posters, etc. is forbidden.
- All the students are placed in double rooms, the director of S. Francesco Monastery could give a single room only for distinctive reasons.
- Exchange of rooms between students must be required to the director of S. Francesco Monastery.
- Students that want to leave the S. Francesco Monastery (for the weekend or for an holiday) have to communicate when they are planning to leave and return to the custodian 48 hours before the departure.