REQUEST FOR FINANCIAL ASSISTANCE FOR STUDENT-PROPOSED CULTURAL AND RECREATIONAL ACTIVITIES - 2018

The University of Pavia, in accordance with the “Regulations for the Creation of the Register of Student Associations and for the Financing of Cultural and Recreational Activities of University of Pavia Students” (henceforth “Regulations”), allocates a fund for the financing of cultural and recreational activities promoted by university students in the 2018 calendar year.

WHO CAN MAKE A REQUEST FOR FINANCIAL ASSISTANCE

Requests for financial assistance for cultural and recreational activities can be made by:

a) student associations enrolled in the Register of Student Associations of the University of Pavia in accordance with Article 4 of the Regulations;

b) student groups of at least 40 members (15 students if enrolled at the Cremona campus or groups of only doctoral research students) regularly enrolled under Article 5 of the Regulations.

FUNDS AVAILABLE

For the 2018 calendar year, the University of Pavia has allocated €100,000.

Of the amount of financing allocated, the Permanent Student Committee,1 the body responsible for evaluating the proposals and awarding financial assistance, henceforth referred to as “Committee”, has initially available:

1) €65,000 for the financing of activities taking place from February 26 to July 31, 2018, and for activities running through all of 2017, which are requested before the first deadline for such requests;

2) €35,000, to which funds not awarded by the first deadline may be added, to:

- finance new activities taking place from September 1, 2018, to February 1, 2019 (for student groups only, the activities must take place by December 21, 2018);

- supplement the financing of activities already approved before the previous deadline and whose realization necessitates, for justified and unforeseen reasons, additional financing.

ELIGIBILITY CRITERIA FOR FINANCIAL ASSISTANCE

Only those activities that take place in the town of Pavia, in towns with University of Pavia campuses, and in neighboring municipalities are eligible for financial assistance.

Activities that receive university financing must be open to the entire academic community and not be profit-oriented or aim at political or business advertising.

The following activities are not eligible for financial assistance:

1 Created under Article 42 of the University Statutes (http://www.unipv.eu/site/home/ateneo/statuto-e-regolamenti.html).
- activities similar to a scientific congress aimed mainly at the special interests of faculty or whose content is principally of an academic or para-academic nature;
- activities which are already provided by the university;
- educational excursions or trips.

**PRESENTATION OF REQUESTS FOR FINANCIAL ASSISTANCE**

All student members of an **Association** can request financing for various activities.

A **Student Group** can instead request financing for only one activity per semester.

Each request must be prepared and presented by using only the online procedure at the following link: [http://www.unipv.eu/on-line/Home/Navigator/Studenti/ACERSAT.html](http://www.unipv.eu/on-line/Home/Navigator/Studenti/ACERSAT.html).

The project manager is responsible for completing the online procedure for financial assistance, and he or she must indicate the substitute project manager.

Each request must contain a detailed presentation of the activity and the relative financial plan, with each expenditure item indicated and in the manner described in the form available at [http://www.unipv.eu/on-line/Home/Navigator/Studenti/ACERSAT.html](http://www.unipv.eu/on-line/Home/Navigator/Studenti/ACERSAT.html) which must be forwarded as an attachment through the computer procedure.

The rules for presenting and carrying out the activities, the eligibility criteria, and how to prepare the report of the individual expense items are contained in Attachment 1 “Linee guida Acersat”, which is an integral part of the financial assistance notice (Bando).

Requests for financial assistance must arrive by the following deadlines:

- **from December 11, 2017, to 6 p.m. on January 15, 2018**, for activities carried out from February 26 to July 31, 2018, and for activities lasting all of 2018;
- **from May 21 to 6 p.m. on June 12, 2018**, to finance activities from September 1, 2018, to February 1, 2019 (December 21, 2018, for Groups only), and/or for additional financial assistance for activities already approved before the first deadline.

Requests for financial assistance will not be accepted when the above-mentioned forms have not been completely and properly filled in or where the student groups do not have the minimum membership. Any financial assistance and/or collaboration for the activities from institutions or outside or private entities are allowed, so long as such activities do not compete with or are incompatible with those of the University of Pavia and do not compromise the full autonomy of the activities themselves. The student associations and groups must thus state explicitly in the request for financial assistance if such additional support has already been requested or obtained; in the event such outside support has been requested or obtained subsequent to the request for financial assistance, the relative documentation must be sent to acersat@unipv.it. The Committee shall decide whether or not to accept any subsidies or sponsorship; if accepted, these can be included in any publicity material for the activity.

**EVALUATION CRITERIA**

The proposals presented will be evaluated by the Committee based on the following criteria:

a) cultural or recreational relevance
b) whether or not the activity allows for the participation of the greatest number of university students
c) relevance to the interests and concerns of university students;
d) feasibility of the proposed activities;
e) evaluation of any activities undertaken the previous year

The Committee will also consider these additional criteria:

- whether or not the content of the activities is appropriate for the institutional goals of the university;
- accuracy and completeness of the presentation of the activity and the latter's conformity with the rules for requesting financial assistance;
- originality and creativity of the proposal;
- willingness to collaborate on similar projects or coordinate with activities already in progress with similar aims (newspapers and magazines, film clubs, concerts of the same musical genre, theater groups, etc.)
AWARDING OF FINANCIAL ASSISTANCE

The Committee will decide on the requests for financial assistance within 30 days of the submission deadline and in the order in which they have been received, if necessary meeting personally with the student associations and groups. Financial assistance will be allocated to the student associations and groups on condition none of the money is given to other associations or organizations, even if these have ties to the former.

The decisions regarding financial assistance will be communicated to the project manager and substitute manager and to those in charge of the associations of reference and their substitutes. Communication will be sent only to the university email addresses; the results will also be published at http://www.unipv.eu/on-line/Home/Navigaper/Studenti/ACERSAT.html.

DEADLINES

The project manager or substitute has 15 days from the communication of the decision to accept the financial assistance, using the online procedure available at http://www.unipv.eu/on-line/Home/Navigaper/Studenti/ACERSAT.html. The recipients are committed to respecting all the regulations and conditions contained in the official notice for the request for financial assistance and in Attachment 1 of the “Acersat Guidelines”, which constitute an integral part thereof.

At least 15 days prior to the start of the activity the project manager or substitute must indicate the date and place of the activity and submit the press release, filling in the appropriate form (CONFERMA INIZIATIVE - CONFIRM ACTIVITY) online and attaching on line the draft of all the publicity material, in order to allow the Acersat work team (Gruppo di Lavoro Acersat), set up by the Committee, to determine the appropriateness and conformity of the content with respect to the approved activity. Any annotations or comments will be communicated within the following 5 days. If nothing is communicated during this period, it will be assumed the publicity material has been accepted and can therefore be printed.

Within 1 month from the start of the activity, the project manager or substitute must use the online procedure to submit the FINAL REPORT, utilizing the form found at http://www.unipv.eu/on-line/Home/Navigaper/Studenti/ACERSAT.html and attaching the final publicity material. Any requests for further clarification or explanation can be made within 14 days, in the absence of which assent will be assumed; the project manager or substitute can then proceed to fill in and print the RICHIESTA DI RIMBORSO (REIMBURSEMENT REQUEST) using the online procedure.

The reimbursement request, signed and accompanied by the original documents pertaining to the financial assistance request, along with an itemized list of expenses, must be submitted no later than 2 months prior to the start of the activity, and, in any event, no later than November 30, 2018, directly to the Servizio Bilancio e Programmazione Finanziaria (P.zza Leonardo da Vinci 17 – first floor - Ufficio gestione uscite, contact: Ms. Lorenza Bagarotti, tel. 0382/984228, e-mail: lorenza.bagarotti@unipv.it) in order to verify the documents. Any requests for reimbursement made after this deadline will not be accepted. In exceptional cases, which are justified and involve activities in November and December 2018 and January 2019, the project manager must inform the Servizio Bilancio e Programmazione Finanziaria of the delay in the submission of the documentation. The documents must, however, arrive no later than February 14, 2019.

After filling in each window in the online procedure, the receipt, which represents the proof of submission, must be downloaded or printed, except for reimbursement requests that must be printed, signed and delivered to the Servizio Bilancio e Programmazione Finanziaria, as aforementioned.

RULES FOR ACTIVITIES

In terms of the regulations for carrying out the activities, refer to Attachment 1 of the “Linee Guida Acersat”, which is an integral part of the request for financial assistance notice.

Failure to undertake the activity or its eventual postponement must be communicated by email in a timely manner, including proper justification, to either: acersat@unipv.it or relest@unipv.it.
PUBLICITY OF THE FINANCED ACTIVITIES

All the publicity material (brochures, leaflets, performance programmes, web pages and social networks, etc.) must include the following words, written out in full and suitably emphasized: “Iniziativa finanziata dall’Università di Pavia per la promozione delle attività culturali e ricreative degli studenti” (initiative financed by the University of Pavia to promote student cultural and recreational activities).

DISBURSEMENT OF THE FINANCIAL ASSISTANCE

The Committee will disburse the financial assistance through a reimbursement, up to the amount of the financial assistance awarded, upon presentation (by the project manager or substitute, in case the former is unable to do so) of the complete original documentation of the incurred expenses. Expenses without proper fiscal documentation (invoices, receipts) will not be reimbursed.

For the rules regarding the reporting of the individual expense items, see Attachment 1 of the “Linee Guida Acersat”, which is an integral part of the request for financial assistance notice.

ACCOUNTABILITY AND SANCTIONS

The project heads and their substitutes are accountable, along with the heads of the relative associations, to the University of Pavia and third parties concerning the regular carrying out of the activities, including any damage to university structures during such activities, whose ex novo repair cost will be subtracted from the financial assistance, along with any additional charges that may be incurred for further damage, with the possibility of the exclusion of financial assistance for the following year.

As part of its authority, the Committee can decide on and take measures, including the revocation or reduction of the financial assistance, or the exclusion of expenses, even those already incurred, from reimbursement for student associations and groups that have only partly carried out the activities or done so in a manner not in conformity with the aforementioned procedure for financial assistance requests or with existing rules and regulations.

For information, contact the Servizio Qualità della Didattica e Servizi agli Studenti – Attività per gli Studenti e Diritto allo Studio2, via Ferrata 5, 27100 Pavia – tel. 0382/984696 - 4001 – e-mail: acersat@unipv.it; website: http://www.unipv.eu/on-line/Home/Navigaper/Studenti/ACERSAT.html

Pavia, 28/11/2017

THE MANAGING DIRECTOR
(Emma Varasio)

MS/EA/AS/mb

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2 Opening hours to the public: Mondays: 14:00-16:00, Wednesdays and Fridays: 9:30-12:00.
REQUEST FOR FINANCIAL ASSISTANCE IN THE REALISATION OF STUDENT-PROPOSED CULTURAL AND RECREATIONAL PROJECTS - 2018

Attachment 1 - ACERSAT GUIDELINES

Summary

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CHAPTER I - GUIDELINES FOR THE IMPLEMENTATION OF CULTURAL AND RECREATIONAL PROJECTS AT THE UNIVERSITY OF PAVIA

1) GENERAL RULES

REQUESTING THE USE OF LECTURE ROOMS AND OTHER UNIVERSITY FACILITIES

Before defining any kind of project that might be organised using facilities of the University of Pavia, it is necessary to verify:

- that the lecture room or chosen area is suitable for carrying out the project (see the sections “University Facilities and Equipment” and “Types of Facilities” in the present chapter)

- the seating capacity of the area to be booked according to the number of participants expected, and the presence therein of any technical equipment (verifiable by downloading the Rules for the use of lecture rooms and other university facilities and by consulting the section “University areas and equipment” in the present chapter)

- the availability of venues for the intended dates and times of the project (by contacting Lucia Pomidoro at the Logistics and Economics Service - tel 0382 984536 - e-mail: lucia.pomidoro@unipv.it) before making a formal request for the use of lecture rooms or other university facilities.

The form for requesting the use of lecture rooms and other university facilities is to be found in the Rules for the use of lecture rooms and other university facilities, which can be downloaded at http://www.unipv.eu/site/home/naviga-per/studenti/acersat/articolo718.html; it is recommended that the applicant carefully read and complete all sections. Applications for all projects funded by the Acersat programme must arrive at least 15 days prior to the date of the proposed event. Requests received after that date will not be accepted. A copy of the letter confirming allocation of a financial contribution must be attached to the application. In the event that the Chancellor does not issue an act granting use of the requested premises, then it is impossible to carry out the project. It is furthermore advisable to provide alternative dates for an event, especially if it is to be held outdoors, in the case of, for example, bad weather.

Should an already advertised event be postponed or cancelled for any reason, the association or student group involved is required to send timely notification to the following e-mail addresses: relest@unipv.it and acersat@unipv.it. In addition, a notice regarding the cancellation of the event must be posted in a visible manner at the entrance to the lecture room or area where the event was to have been held, after having already informed the staff at the central porters’ office.
INSPECTION OF UNIVERSITY FACILITIES AFTER USE, AND COMPENSATION FOR ANY DAMAGE

The student association or group authorized to use the lecture rooms and facilities is responsible for any damage caused to objects or persons on the premises during the carrying out of the activity.

The premises must be left in the condition in which they were when made available.

For the University, the person responsible for the proceedings, by means of the personnel entrusted with the opening and closing of the premises before and upon conclusion of the event, will verify the conditions of the facilities together with the project manager or his/her substitute, and issue a special report that will constitute a formal act in the case of any claim for damages. Should the project manager or his/her substitute, fail to take part in the inspection, this shall be considered as an acceptance of the University's evaluation.

RULES CONCERNING BEHAVIOUR

In addition to agreeing to leave the premises and furnishings intact and in the state in which they were when made available, it is essential for security reasons that the association or student group abide by the following general rules that apply to the entire duration of the event:

- Respect the specified maximum number of people that can be accommodated, including organizers, speakers, musicians, staff, catering services, actors, etc.;
- Do not allow standing in exit aisles;
- Keep objects and material free from exits and exit aisles;
- Ensure that all exit doors are easily opened and free from clutter;
- Observe the ban on smoking;
- Observe the ban on using naked flames and/or generating sparks;
- Ensure the presence of trained personnel for emergency, evacuation and first aid procedures (in particular, in case of complex events or those that take place outside normal opening hours of the University), also by referring to the trained staff of the University of Pavia;
- In any case, the event and the backstage areas must not create hindrances, impediments and disturbances to adjacent areas.

FOOD AND BEVERAGES

It is forbidden to supply food or drink, even free of charge, within the University unless this has been formally sanctioned and is in any case provided by people or companies that are authorised to provide food and beverages to the public.

Any request to provide food or drink must be indicated on the project presentation form. The association or student group must indicate the person responsible for the provision of the food and beverages and attach the appropriate S.C.I.A. (certified notification of business start-up) declaration. The SCIA declaration
form must be obtained directly by the association or student group in accordance with the regulations of the Municipality of Pavia.

FUNDRAISING

Any fundraising for charity or in support of non-profit organisations that is to be carried out within the scope of the project must be communicated to the Chancellor by means of an attachment to the request for the use of university facilities, or by sending an e-mail to rettore@unipv.it (tel 0382 984222) at least 15 days before the date of the event.

COMPLEX PROJECTS

Projects are defined as “complex” when they involve concerts, exhibitions, theatrical or dance performances, and recreational activities. By their very nature, these projects require particular care during the organizational phase that directly involves not only the proposing student association or group but also the University.

A “complex project” rating is given when the Commissione Permanente Studenti (Permanent Commission of Students) evaluates the project, and it is communicated to the student association or group at the same time as the letter concerning funding.

The university administration will contact those responsible for complex projects to organize any necessary technical meetings with the services involved. The project managers will also be required to fill in a specific technical form regarding the project, which must be submitted at least 45 days before the date of the event. Failure to attend the meetings and failure to submit the technical form may result in the impossibility of the project itself being carried out.

Failure to comply with the provisions set out for a complex project results in the withdrawal / cancellation of financial assistance.

SIAE RIGHTS

The payment of S.I.A.E. (Italian Society of Authors and Publishers) rights is compulsory not only for the reproduction of music (both live and recorded), but also for the soundtracks of films; for the reproduction of a work of visual art whatever the media used (including internet); for the use of literary works or portions thereof; for the production of theatrical texts etc.

To obtain a document that permits preferential SIAE rates, those responsible for the projects must submit a request — containing the name and surname of the applicant, his/her role within the association, date and place of birth, place of residency and address in the province of Pavia (if applicable), tax code number, date and place of the event with relative time and title — to the Chancellor (e-mail: rettore@unipv.it — for information contact 0382 984222) at least 15 days before the date of the event. Once the document has been obtained, project managers must submit it to the offices of the S.I.A.E (Viale Battisti 54 c / o Minerva Shopping Centre, 27100 Pavia – tel. 0382-27518) for authorisation. Students are not required to pay
anything directly. Receipts / payment bills for S.I.A.E rights must be made out to the University of Pavia; the S.I.A.E. will send an electronic invoice form to the university which will arrange for its payment.

It is recommended that those responsible for projects give the S.I.A.E. the exact name of the association or student group and the title of the project that are to be included on the invoice to avoid any possible confusion in identifying the applicant.

**FILM SCREENINGS**

The University of Pavia has finalised a special “umbrella” arrangement, which offers the possibility of its projecting films on its own premises without having to obtain necessary permits and pay distribution rights for each screening.

Screenings must be free of charge, and for cultural, educational or entertainment purposes only.

The titles, characters and / or film studios and / or distribution companies of the films that are screened cannot be advertised via forms of media directed at the general public, but only through the university’s internal channels. Posters and playbills may be displayed only within the University and must clearly state the following phrase: “Le proiezioni sono riservate esclusivamente agli studenti dell’Università degli Studi di Pavia” (“Screenings are reserved exclusively for students of the University of Pavia”).

The association or student group proposing the project, however, is obliged to obtain, at its own responsibility, expense and risk, its video equipment and any other technical support (DVDs, video cassettes, downloaded files, etc.), produced and distributed, as required by law, for personal and / or domestic use only.

The “umbrella” agreement does not include rights to music and / or film soundtracks, which must be duly authorized by the S.I.A.E. at the rates indicated.

For any film screening that takes place outside the University premises, the associations themselves are required to deal with authorisations and payment of the respective fees.

**THE FRASCHINI THEATRE**

The University of Pavia and the Teatro Fraschini Foundation, which operates the Fraschini Theatre and the Politeama Cinema, have signed a convention according to which the Foundation can allow recognized student groups and university organizations to use its own structures for cultural events upon payment of just the operating costs predetermined at the time the request is made. Such use must be compatible with the Foundation’s own programming. For special events, the theatre’s Board of Directors may grant the use of its facilities completely free of charge.

For information contact Oriana Fietta, tel. 0382 371216, email: ofietta@teatrofraschini.org
REQUESTING THE USE OF THE UNIVERSITY OF PAVIA LOGO

The funding of an event does not automatically authorise use of the University logo, for which a formal request to the Chancellor must be submitted at least 15 days before the date of the event, enclosing a copy of the letter that confirms the granting of funding. The request must be made on the letterhead of the association and contain all the elements necessary for the identification of the applicant and the project (name of the association or student group and all of its details if there is no letterhead; a short description of the project, specifying whether or not it is an Acersat project; exactly where the logo will be used, e.g., posters, playbills, websites, etc.). The Regulations concerning the granting of the use of the name and logo of the University of Pavia can be downloaded from http://www.unipv.eu/site/home/ateneo/statuto-e-regolamenti/other-regulations/documento3542.html.

For further information, send an e-mail to rettore@unipv.it or contact Mr. Stefano Belli at the Rector’s Office - tel. 0382 984222

PROJECTS UNDERTAKEN OUTSIDE THE UNIVERSITY

As far as Acersat projects that take place outside University premises are concerned, associations and student groups themselves are responsible for the proper organization of their project and its compliance with statutory provisions; they must also submit all necessary documentation and permits to the relevant bodies.

The municipality of Pavia has published a guideline document (http://www.comune.pv.it/site/home/articolo28801.html in Italian) giving all information you need to organize an event inside the city, including administrative fulfilments (authorizations, compulsory security measures, etc.) and practical aspects (available location, etc.).

2) UNIVERSITY FACILITIES AND EQUIPMENT

This section lists the various venues at the University of Pavia that associations and student groups can request for the implementation of their projects, indicating the type of events that can be hosted and the technical facilities that are available. Images of these venues are available at http://www.unipv.eu/site/home/naviga-per/studenti/acersat/articolo718.html

Any modification to the basic set-up of the venues below must be agreed to in advance by contacting Mr. Marino Piccinni - Logistics and Economics Service - marino.piccinni@unipv.it or bidellato.centrale@unipv.it - tel. 0382 984259-4258. If such modification is permitted, it must be indicated in the application for the use of lecture rooms and other university facilities.
LECTURE ROOMS AND OTHER UNIVERSITY FACILITIES

AULA MAGNA

Location: Main building complex

Maximum capacity: 250 people; Seating: 190 in the hall + 50 in the semicircle

Facilities: microphone, video projector, overhead projector, network connection, audio recording, surveillance cameras

Availability: daytime / evening

Accessibility for the disabled: via ramps at both the main entrance and the secondary entrance. For the use of the ramps, it is necessary to make prior arrangements with the caretakers and the central porters’ office.

Toilets: There are toilet facilities for men and women

Key Features: Historic hall used for the main ceremonies of the university, with non-removable, fixed seats.

Realisable projects: conferences, seminars, conferences, film screenings

AULA 400

Location: Main building complex

Maximum capacity: 270 people; seating capacity: 190

Facilities: microphone, video projector, overhead projector, network connection, audio recording, camera, video conferencing system

Availability: daytime / evening

Accessibility for the disabled: via the secondary entrance in the magnolia courtyard

Toilets: there are toilet facilities for men and women, the disabled can use the bathrooms in the adjacent Aula Disegno

Technical features: hall with removable seats and platform (stage). This allows for use both as a lecture room and as a venue for exhibitions. Ideal solution for exhibitions on account of the convenience of access.

Realisable projects: conferences, seminars, conventions, exhibitions, film screenings
AULA FORLANINI

Location: Main building complex

Seating: there are no seats as it is an atrium, a connecting area between the Aula 400, the Aula Disegno and the exit.

Equipment: data sockets

Availability: daytime / evening

Accessibility for the disabled: via ramps or passing directly from the Aula 400

Toilets: There are toilet facilities for men, women and the disabled in the Aula Disegno

Technical features: very suitable for user information services, on account of its direct access from Piazza Leonardo da Vinci

Realisable projects: exhibitions, info-point

AULA DISEGNO

Location: Main building complex

Maximum capacity: 270 people; seating capacity: 190

Facilities: microphone, video projector, overhead projector, network connection, audio recording, camera, video conferencing system, security alarm

Availability: day / evening

Accessibility for the disabled: via ramp in the inner courtyard or passing directly from the Aula 400

Toilet facilities: There are toilet facilities for men, women and the disabled

Technical features: removable seat and dais, excellent solution for exhibitions on account of its convenience of access

Realisable projects: conferences, seminars, conventions, exhibitions, film screenings

AULA FOSCOLO

Location: Main building complex – upper level

Maximum seating capacity: 120

Equipment: microphone, video projector, overhead projector, network connection, audio recording
Availability: daytime only

Accessibility for the disabled: via use of the lift to reach the upper level of the building, and then via ramp to enter the hall

Toilets: There are no toilet facilities open to the public on the upper level

Technical features: hall featuring a large lecturer’s chair with a conference table, and high-quality, velvet covered chairs.

Realisable projects: conferences, seminars, conventions

**AULA VOLTA**

Location: Main building complex – upper level

Maximum seating capacity: 100

Equipment: microphone, video projector, overhead projector, network connection, audio recording

Availability: daytime only

Accessibility for the disabled: via use of the lift to reach the upper level of the building, and then via ramp to enter the hall

Toilets: There are no toilet facilities open to the public on the upper level

Technical features: semi-circular hall with seating on wooden tiers

Realisable projects: conferences, seminars, conventions

**AULA SCARPA**

Location: Main building complex

Maximum seating capacity: 100

Equipment: microphone, video projector, overhead projector, network connection, audio recording, air conditioning

Availability: daytime only

Accessibility for the disabled: via ramps to the area of the lecturer’s desk

Toilets: There are toilet facilities for men, women and the disabled in the nearby Volta Courtyard

Technical features: semi-circular hall with seating on wooden tiers

Implementable projects: conferences, seminars, conferences
THERESIAN COURTYARD

Location: Main building complex (outdoors)
Capacity: depending on intended use, with standing room or with chairs / other
Availability: daytime / evening (subject to agreement)
Accessibility for the disabled: yes
Realisable projects: concerts, public events
Technical features:
Area: 2,374m² (approx. 74x32)
Access / exits: P. Leonardo da Vinci (3 gates, 4m.) and Corso Carlo Alberto (1 gate, 2.5m. which must be kept open depending on the number of persons present at the event)
Electric power: 18kW power supply (north-west corner of the courtyard) + temporary connection to the lecture room up to 3.5kW (near southern access points) - ON REQUEST
Drinking water: temporary connection from toilets with mobile attachments - ON REQUEST
Fire-fighting equipment: no. 2 UNI 70 hydrants; n. 2 UNI 45 hydrants. No fire extinguishers are present.
Lighting: only public illumination (not the Unipv) with oil lamps mounted on the railings. The possibility of turning on the Unipv lighting system at the emergency exits is provided for - ON REQUEST
Toilets: not available – there is the possibility of hiring portable toilets. There are toilet facilities for men, women and disabled in the courtyard of the bar. The availability of these toilet facilities is subject to limitations and must be arranged in advance.
Emergency signs: with indication of emergency exits - ON REQUEST from the Environment and Security Area
Area delimitation: since the Theresian courtyard is used for parking, it is necessary to arrange with the Unipv in advance the demarcation of areas needed for the assembly / disassembly of equipment and spaces needed for work (e.g., truck entry, etc.)

COURTYARD OF THE MAGNOLIAS

Location: Main building complex (outdoors)
Maximum capacity: about 300 people, depending on the intended use and whether they are to be standing or with chairs / other, and whether only the open area is to be used, or the cloistered area, or both
Equipment: lighting system
Availability: daytime only
Accessibility for the disabled: yes
Toilets: there are toilet facilities for men, women and the disabled in the neighbouring Tassi Courtyard
Technical features: internal cloistered courtyard
Realisable projects: exhibitions, catering events, concerts for a limited number of people following the demarcation of a small area, award ceremonies

CORTILE SFORZESCO
Location: Main building complex (outdoors)
Maximum capacity: about 300 people, depending on the intended use and whether they are to be standing or with chairs / other, and whether only the open area is to be used, or the cloistered area, or both
Equipment: lighting system
Availability: daytime only
Technical features: internal cloistered courtyard
Implementable projects: exhibitions, catering events

ADDITIONAL EQUIPMENT

The equipment listed below is intended as additional to that already present in the university areas detailed above. In order to use it, a request must be made at least 15 days before the date of the event by contacting the central porters’ office, and asking for Mr. Marino Piccinni - Logistics and Economics Service – email: marino.piccinni@unipv.it or bidellato.centrale@unipv.it - tel. 0382 984259-4258:

- No. 1 microphone
- No. 2 video projectors
- No. 1 screen for projections, 180 x 180 cm
- No. 8 wooden panels, 70 x 100 cm
- No. 250 panels for exhibitions 100 x 240 cm
- No. 2 handrails in fiberglass (1 by three steps, 1 by two steps)
- 30 tables 140 x 70/120 x 60 cm
- 3 tables 300 x 70 cm
3) TYPES OF PROJECTS

CONCERTS (complex event)

AVAILABLE VENUES: Theresian Courtyard, Courtyard of the Magnolias (with restrictions, for small concerts)

TIMEFRAME AND DURATION

In addition to defining the starting and ending times of a concert, it is also necessary to provide the timing and duration of activities planned before and after the event (e.g., assembly / disassembly of the stage, checks, rehearsals etc.). Such operations may in fact require a partial or total extension of the availability of the venue itself. Concerts must finish no later than 24:00 to allow the withdrawal of the audience and any dismantling of the stage, cleaning, etc.

It is also necessary to provide a timeframe if the event is for some reason postponed.

EQUIPMENT TO BE PROVIDED FOR THE IMPLEMENTATION OF THE EVENT

When presenting a project, it is necessary to indicate the items of equipment that will be used, complete with details for each one, and an estimate of the cost. The association or student group is required to provide the University with a description of the equipment needed, with relevant details, based on the list below. This information must be communicated, providing adequate documentation, after the presentation of the project on the basis of specific communications that will be sent to the project managers.

- STAGE: number, measurements and installation (fixed, mobile, method of fixing, etc.), envisaged position, maximum load, company in charge of the installation and dismantling, dates and times set aside for assembly and dismantling.

- CHAIRS AND FURNITURE: number, measurements and installation (fixed, mobile, method of fixing, etc.), envisaged position, maximum load, company in charge of the installation and dismantling, dates and times set aside for assembly and dismantling. The chairs must be anchored to each other in rows (max 10) of 10 seats. Between one section and another there must be a distance of 1.2 m. (exit aisles).

- AUDIO SYSTEM: number of items of equipment, features of the equipment, installation (fixed, mobile, method of fixing, etc.), envisaged position, maximum power dB, company in charge of the service.

- LIGHTING SYSTEM: number of items of equipment, features of the equipment, installation (fixed, mobile, fixing method of fixing, etc.), envisaged position (with orientation of the spotlights), company in charge of the service.

- VIDEO SYSTEM: number of items of equipment, equipment features, pose (fixed, mobile, method of fixing, etc.), envisaged position, company in charge of the service.
- CHEMICAL TOILETS for hire: number of toilets, features of the equipment, installation (fixed, mobile, method of fixing, etc.), envisaged position, company in charge of the service.

- COLLECTION AND MANAGEMENT OF RUBBISH: number of containers and / or dustbins, envisaged positions.

- BARRIERS: number, envisaged positions.

- FIRE EXTINGUISHERS AND OTHER FIRE PREVENTION EQUIPMENT: number, characteristics, company in charge of the service.

- CABLES: number, features (including safety measures), envisaged positions.

- STANDS AND OTHER MAKESHIFT STRUCTURES: number, measurements and installation (fixed, mobile, method of fixing, etc.), envisaged positions, company in charge of the service.

**Documentation to be submitted to the university administration** (to be sent to acersat@unipv.it)

- Insurance contract for the installation of American-style light anchorage structures

- Insurance contract for the installation of suspended audio speakers

- Electrical system certification

- Stage test certification

- Declaration of acoustic emissions and / or possible derogation

- Declaration on the part of the service company / association / student group accepting responsibility for the electrical control panel and electrical system

- S.C.I.A. Declaration for the serving of drinks (if applicable)

The original documentation must be kept by the project manager, and made available should there be any checks during the carrying out of the project itself.

**SECURITY AND MAINTENANCE OF ORDER**

The proposing association or student group is required to notify Acersat, at the e-mail address acersat@unipv.it, of the following:

- nomination of the person/persons responsible for security at the event, complete with contact details (email, mobile);

- names and contact details of the people involved in keeping order at the event, who can be members / voluntary workers of the association or student group, or personnel of companies providing a service (e.g., catering). All those involved will be contacted by University staff so as to define security and emergency procedures, and they shall be provided with contact details of the University staff members who are on call;
– names of those people with fire prevention certificates and other certificates relative to training for the activities to be carried out;

– the presence of emergency vehicles / first aid when it is foreseen by law (based on the number of participants scheduled for the event) and / or the compilation of form 111 Notification of events (AREU).

Persons involved in security, fire prevention and first aid must be easily recognizable during the implementation of the event.

In any case, it is necessary to observe the following minimum procedures:

– safety exits must always be free and unobstructed

– exits and inputs must always be guarded by security personnel

– events need to finish at the indicated time

– residual-current circuit breakers must be tested 30 minutes before the start of the event

– if beverages are supplied, they must be served exclusively in tumblers and other plastic containers. The provision of alcoholic beverages must take place in a responsible manner.

– security personnel at the entrance must prevent people from entering with glass objects (e.g., bottles or other material that could cause damage to things or people).

– rubbish must be properly collected, and any cleaning must be carried out at the end of the event

RIGHTS SIAE: See the special entry in the General Rules of this document. Copies of the receipt issued by the SIAE must be forwarded to acersat@unipv.it.

CONFERENCES

AVAILABLE VENUES: all of the halls (with the exception of Aula Forlanini)
In accordance with the University's institutional goals, conferences for which a contribution from ACERSAT and / or hospitality in lecture rooms and other university areas has been requested must be of a formative, in-depth and learned character, not political propaganda. This lies not so much in the choice of topics, which may have political relevance, but in the slant given to the project and in the choice of speakers, for which reason the invitation should preferably be extended to scholars, experts, academics and people with institutional positions. In organizing a conference, it is also necessary to foster the contradiction between opinions or different positions, the balance between the speakers and the involvement, as moderators or speakers, of lecturers and researchers at the University. The choice of the title for the conference and the content of any advertising must also respect these principles.

In the choice of topics, the organizers of a conference or seminar should pursue the goal of involving as many students as possible and of enhancing the contribution of several disciplines.

THEATRICAL OR DANCE PERFORMANCES (complex event)

AVAILABLE VENUES: Aula 400, Aula Disegno, Theresian Courtyard

EQUIPMENT TO BE PROVIDED FOR THE IMPLEMENTATION OF THE EVENT

- STAGE: number, measurements and installation (fixed, mobile, method of fixing, etc.), envisaged position, maximum load, company in charge of the installation and dismantling, dates and times set aside for assembly and dismantling.

- CHAIRS AND FURNITURE: number, measurements and installation (fixed, mobile, method of fixing, etc.), envisaged position, maximum load, company in charge of the installation and dismantling, dates and times set aside for assembly and dismantling. The chairs must be anchored to each other in rows (max 10) of 10 seats. Between one section and another there must be a distance of 1.2 m. (exit aisles).

- LIGHTING SYSTEM: number of items of equipment, features of the equipment, installation (fixed, mobile, fixing method of fixing, etc.), envisaged position (with orientation of the spotlights), company in charge of the service.

- SCENOGRAPHY: number of sets, measurements and installation (fixed, mobile, method of fixing, etc.), envisaged position, company in charge of the installation and dismantling, dates and times set aside for assembly and disassembly.

Documentation to be submitted to the university administration (to be sent to acersat@unipv.it)

See the items listed under "CONCERTS", including the documentation required for “SECURITY AND MAINTENANCE OF ORDER”.

RIGHTS SIAE: See the special entry in the General Rules of this document. Copies of the receipt issued by the SIAE must be forwarded to acersat@unipv.it.
EXHIBITIONS (complex event)

AVAILABLE VENUES: Aula Disegno, Aula 400, Aula Forlanini, the courtyards of the Main Building Complex (with the exception of the Theresian courtyard). Classrooms are available compatible with didactic activities.

EQUIPMENT TO BE PROVIDED FOR THE IMPLEMENTATION OF THE EVENT

When presenting the project, it is necessary to indicate the use of the following items of equipment, complete with the details required for each one, and an estimate of the cost. A list of the equipment that the association or student group is required to provide to the University, along with the relevant details, appears below. This information must be communicated, providing adequate documentation, after the presentation of the project on the basis of specific communications that will be sent to those responsible for the project.

- **EXPOSITIONAL MATERIAL**: number of supports, types of supports (display cases, panels, etc.), installation (fixed, mobile, method of fixing, etc.), envisaged position, company in charge of the service.

- **LIGHTING**: number of items of equipment, features of the equipment, installation (fixed, mobile, method of fixing, etc.), envisaged position, company in charge of the service.

Necessary related Documentation (to be sent to acersat@unipv.it)

- Insurance contract covering damages and theft

The proposing association or student group is obliged to send to the e-mail address acersat@unipv.it the names and contact details of those persons supervising the exhibition, who can be members / voluntary workers of the association or student group. All those involved will be contacted by University staff so as to define security and emergency procedures.

The association or student group must provide a timeframe for the assembly and dismantling of the exhibition, and any safeguarding at the end of the day.
CHAPTER II - GUIDELINES FOR THE PRESENTATION OF FINANCIAL PLANS, ACCOUNTS, AND REQUESTS FOR REIMBURSEMENT IN RELATION TO STUDENT-PROPOSED CULTURAL AND RECREATIONAL PROJECTS

PRESENTING THE PROJECT: THE FINANCIAL PLAN

The presentation of the project and the relative financial plan for each individual project must be drawn up using only the special "Acersat Project Presentation Form" published on the Acersat website at the university portal http://www.unipv.eu/site/home/naviga-per/studenti/acersat.html

The presentation form for the project must be carefully drafted, explaining in a clear and complete manner both the content of the project (motivation, object, purpose, recipients, etc.) and the manner in which it is to be carried out.

The items of expenditure in the financial plan are as follows:

- travel expenses
- expenses for boarding and lodging
- printing costs (for newspapers, booklets, NOT for advertising purposes)
- advertising expenses (printing of flyers, posters, playbills, etc., including the cost of gadgets)
- insurance costs
- costs incurred in rental / hire
- expenses for the purchase of materials
- service costs
- payment of fees for SIAE rights
- telephone charges
- other expenses (to be specified)

For each item, it is necessary to indicate, in the clearest and most precise way possible, the quantity, the cost of each single item if necessary, and the total cost (including VAT). It is also necessary to state clearly, for a specific item of expenditure, its beneficiary (e.g. air / rail ticket holders, etc.). It is also essential to enclose, at least for the main expenditure envisaged, formal quotes issued by the suppliers. It is a good rule, especially in the case of heavy costs, to submit several quotes for the same item of expenditure.

It is advisable to place the items of expenditure in order of priority, so that the Permanent Commission of Students can take this into account should there not be enough funds to cover all of the expenses.

MODIFICATIONS TO THE FINANCIAL PLAN

All the expenses incurred must comply with the financial plan of expenses included in the presentation of the project and approved by the Permanent Commission of Students. The amount of funding granted will in no way be exceeded at the time of the request for reimbursement. Changes to the individual items of expenditure in the financial plan are permissible, provided that such variations do not distort the plan and that they respect both the criteria set out in the Annual Call for Proposals for Financing and the Regulations in force. In any event, changes to the financial plan that exceed 30% of the total funding allocated must be communicated in advance to acersat@unipv.it, which will submit them to the Permanent Commission of Students so that their eligibility can be evaluated.
GENERAL RULES

All costs incurred in the purchase of goods or services must be documented by invoices, receipts or till receipts showing details of the expense. In the event that a detailed receipt cannot be submitted, a declaration justifying the expenditure and signed by the project manager or his/her substitute must be attached. Expenses presented by means of non-tax receipts (e.g., receipts issued when using credit cards / ATM machines, documents bearing no company/business name) are not admissible. For expenses that do not individually exceed the amount of Euro 12.91 and a maximum total of Euro 25.82 for a single project, there is no obligation to provide documentation (it is sufficient to indicate in writing the nature of the expense, e.g., stationery costs).

All invoices, with the exception of those relating to S.I.A.E. rights for which the association or student group wishes to take advantage of a preferential rate, must be made out to the project manager or his/her substitute (indicating the name of the association / student group), or to the association (if it is provided with a tax code number and a bank account with iban), or in cases of special need, to a delegate of the project manager. Pursuant to the national regulations currently in force regarding the compliance of payments and the traceability of financial flows, invoices made out to the University of Pavia can no longer be redeemed.

Invoices relative to S.I.A.E. rights at a preferential rate will be made out to the University of Pavia and sent directly from the S.I.A.E. offices to the university administration that will then arrange for the liquidation of the same. It is recommended that those responsible for projects provide the S.I.A.E. with the exact name of the applying association or student group and the title of the project since these must be included on the invoice to avoid confusion in identifying the applicant.

Refunds of sums that exceed a total of € 1,500.00 are not eligible for exhibitions, conferences and similar projects (with a maximum of € 3,000.00 for multi-day events).

Registration fees / membership of professional orders (e.g., journalists) are not eligible for reimbursement.

EXPENSES FOR TRAVEL, BOARD AND LODGING

Receipts that corroborate travel, board and lodging and / or the use of means of transport must be temporally consistent with the dates on which the project takes place. Receipts bearing dates that are not clearly related to the project must be justified in writing by means of a declaration signed by the project manager or his / her substitute (e.g., concert rehearsals, technical tests, etc.). The Permanent Commission of Students, following notification from the Servizio Bilancio e Programmazione Finanziaria (Budget and Financial Planning Department), that conducts audits, will evaluate its congruence.

Expenses accrued in the use of all ordinary means of transport that run regular services (trains, ships, planes, urban and suburban lines) are eligible for reimbursement. Travel expenses are refundable upon presentation of the travel document (tickets, boarding passes, etc.) showing the price, or an invoice or statement from the travel agency that issued the ticket that includes the price paid for the journey. The
beneficiary of the ticket and his / her role within the project (e.g., Dr. Mario Rossi, lecturer) should always be clearly stated on the travel document (or in a statement that is to be attached to the documentation).

Expenditure on special means of transport, which includes rented vehicles (cars, vans), privately owned vehicles, taxis (for connections between the city centre and the stations or the airports of arrival and departure, and vice versa) are also eligible for reimbursement when ordinary means of transport cannot be used (e.g., lack or strike of public transport, the need to transport delicate or bulky instruments, particular and justifiable needs, etc.). The reimbursement of travel expenses incurred by using one’s own vehicle will be made upon the presentation of receipts for motorway tolls, for parking lots used, and on the basis of an allowance per kilometre calculated by means of the ACI table (http://www.aci.it/i-servizi/Services-online.html - "mileage distances" and "mileage costs", using the proportional cost as a reference value). Petrol pump receipts submitted for reimbursement are not accepted.

Tickets issued by means of transport and requests for the reimbursement of the use of one’s own vehicle must, however, indicate as the point of arrival / departure the city of Pavia, or another city that hosts study courses run by the University of Pavia, or the place where the project is held.

Any organizational travel expenses presented in the name of the project manager or his / her substitute can be reimbursed only if they are motivated by reduced costs compared to other solutions, and accompanied by a quote or other document that proves the savings (e.g., shipping or transportation quote).

If no accommodation is available at colleges and / or university halls of residence, the cost of hotel accommodation may be refunded upon presentation of a regular invoice / receipt, up to a maximum of Euro 150.00 per day (per person).

Reimbursement of expenses for food is admissible if the meals are consumed exclusively at the place where the project is held, or on the way to or from that place, up to a maximum of Euro 71.00 per person per day (if the project is expected to last a whole day, or if the beneficiary must stay at least one night at the place of performance) or Euro 35.50 per meal (if the project takes place within a half day).

OTHER EXPENSES

"Attendance fees" or rewards for speakers, lecturers, artists, etc. are not reimbursable. Refunds for travel, board and lodging are, however, eligible for reimbursement, except for people whose presence is required by law (e.g., those carrying out SCIA procedures or other practices aimed at validating the safety and suitability of the place where the project is to be held). It should also be remembered that the associations or groups that pay the above-mentioned invoices will also have to pay withholding tax to the Italian Revenue Agency via form F24, as required by law.

Food and drink for refreshments, buffets and similar items of expenditure are not eligible for reimbursement.

Telephone charges are reimbursable up to a maximum of Euro 25.00 (Euro 50.00 for multi-day events), but only upon presentation of an invoice or documentation attesting to a mobile phone recharge via POS (including a receipt of the recharge from a bank counter). It is necessary that such documentation shows the telephone number, which must in turn be ascribable to the project manager or his / her substitute, or to the association, or to delegates of the project manager who will be acknowledged as such in a
declaration provided by the project manager. **Generic recharges (e.g., via scratch cards) are not reimbursable.**

**Advertising costs** (including expenses for any gadgets) are reimbursable up to a maximum of **€ 300.00 for an initiative**, with a maximum of **€ 600.00** for multi-day events.

**No cash prizes are allowed** (for projects involving literary, musical, or photographic competitions, running races or similar events), but reimbursements for prizes of up to **€ 1,000.00** are eligible.

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**REQUESTS FOR ADVANCE FUNDING**

Associations implementing projects that are particularly costly may apply for **advance funding**, which must be authorized by the Permanent Commission of Students, for up to a maximum of 50% of the total grant (except for newspapers, which are entitled to a maximum advance of 80%). If the request is approved, the association may submit the quote and / or the invoice to the Budget and Financial Planning Department to be pre-paid within the terms of payment of the same, with the indication included in the description of the project title. The quote / invoice must however be made out to the project manager or his / her substitute, or to the **association** (if provided with a **tax code number** and **bank account**). The sum allocated must be set aside for paying the invoice of the supplier. Along with the quote / invoice to be pre-paid, a **letter of indemnity** on the part of the student who is the recipient of the sum must be attached; this releases the University from any liability in case of solicitation by the supplier. There remains, however, at the conclusion of the project, the obligation to consign all documentation relative to expenditure, the invoices of which in this case **must have the term “PAID” written or stamped on them by the supplier**; these will be attached to the accounting documents regarding advance funding for comparison.

In the case of **expenses directly incurred by the association**, advance funding may be requested by means of self-certification concerning the expenditure, with relative supporting evidence, before the normal request for reimbursement upon conclusion of the project.

In all cases, Associations are nonetheless required to complete the final report and request for reimbursement as part of ACERSAT procedure upon conclusion of the project, **indicating in the final report those expenses that have already been reimbursed by the University**. If the Permanent Commission of Students questions the compliance of the initiative with respect to what was approved at the time of the initial application for funding, and this results in the withdrawal or cancellation of the funding itself, the **University may request the refund of the costs reimbursed in advance**.

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**REQUESTS FOR REIMBURSEMENT**

Requests for reimbursement must be filed within 2 months of completion of the project and no later than November 30, 2018. Claims for reimbursement sent after that date will not be refunded. In exceptional, duly-motivated cases, and for projects that take place in November and December 2018 and January 2019, the project manager must notify the Budget and Financial Planning Department of the delay in the delivery of the documentation, which must in any event take place no later than 14 February 2019.

Applications for reimbursement must be sent directly to the Budget and Financial Planning Department (P.zza Leonardo da Vinci 17 - Outsourcing Office, reference Ms. Lorenza Bagarotti, tel. 0382984228 - e-mail: lorenza.bagarotti@unipv.it) for examination of the documentation, which will then be forwarded to the records office.
The reimbursement request form, filled in by following the on-line procedure, must be accompanied by the original documents for which the refund is requested and summed up in an analytical list.

It is strongly recommended that the rules set out in the Request for Financial Assistance and in the Rules for the Establishment of Student Associations, which are considered binding, be strictly observed.