



## Regulations for Campus Residencies 2021/2022

### CHAPTER 1)- GENERAL PROVISIONS

#### A) FOREWORD

The rules of these Regulations are accepted and signed by each student at the time of his or her acceptance as an occupant of accommodation in the Residence and the commitment to comply with them forms an integral part of the application for confirmation for the years following the first. Refusal to sign for the student will constitute just cause for revocation of the accommodation and immediate termination of the relationship with the student.

#### B) RESIDENCIES

The residences for undergraduate and postgraduate students located in Strada Cascina Cascinazza n. 15 a Pavia, are housing structures designed to increase university accommodation in Pavia.

They only offer 1- or 2-bed accommodation with kitchen/living room and bathroom.

The facility also includes a wireless network, a laundrette, a study room, bike racks, a concierge service and common green spaces.

#### C) CONDITIONS FOR ITALIAN, FOREIGN AND ERASMUS STUDENTS

Italian and foreign students can choose flats with one bed (one or two rooms) or with two beds in a single room shared with a roommate (two rooms).

Anyone checking in on any day within the first half of the month will have to pay rent for the whole month; those arriving between the 15th and 30th day will pay half the month.

Rent must be paid during the first week of each month. For each day of delay in payment, you will incur a daily penalty of € 5.

In order to book a bed at the Campus, all students will pay the equivalent of two months' rent as a deposit before their arrival, which will become a security deposit when the contract is signed.

Erasmus students (and only Erasmus students) may refuse accommodation within 24 hours of their arrival and must notify the Student Support Centre and Campus Management in writing immediately.

In such cases, students must leave the refused accommodation within 24 hours and will pay €50 for the day of stay and for cleaning the flat.

For those who refuse such accommodation at any time after the first 24 hours, the deposit will not be returned.

### CHAPTER 2)- HOUSING

#### A) MODE OF TAKE-OVER

- The beneficiary of the accommodation, as per the announcement, is entitled to a furnished accommodation but without linen (no towels and sheets).
- On taking over, the student must carefully examine what is made available to him, both for his private and common use, and sign the specific regulations for acceptance.
- By this signature, the student attests to the conformity of the state of the accommodation, the facilities and any other property made available to him/her and undertakes to conduct the accommodation and use the common parts in such a way as to ensure the best possible conservation of the property received in use.
- Failure to sign the regulations will result in the loss of the accommodation place.

#### B) HANDOVER OF KEYS

- The handover of the keys will take place at the "Campus Residence" after signing the required documents, paying the deposit and the first month's rent in advance. (check-in)
- Loss of key(s) will incur a duplication charge of €50 per key. Duplication and payment can only be made during office opening hours.
- The company managing the residences is not responsible for any problems caused by the loss of keys.

#### C) CHECK IN - CHECK OUT

- Arrivals and departures can only take place from Monday to Friday from 9 a.m. to 6 p.m. by prior appointment with the persons responsible for these tasks.

#### D) ASSIGNMENT DURATION

- The duration of the assignment of the accommodation is determined by the contract signed between the assignee and the management company and in any case will not exceed 12 months, renewable for periods equal to those of the contract (unless notice of cancellation is received by the management company of the residences at least three months before the expiry date and in accordance with all the procedures set out in the competition notice).

#### E) SECURITY DEPOSIT

- The student assigned to the accommodation is required to pay a security deposit of the amount stipulated in the call for applications (two monthly payments).
- The security deposit will be returned after the accommodation has been returned, within a maximum period of 90 days, so that the actual condition of the flat can be ascertained and the amount can be refunded net of the expenses incurred to repair any damage caused.
- The operator is only obliged to return the amount received by bank transfer, and is therefore not liable for any bank charges of the issuing bank.

- If the guest decides to leave the accommodation before giving notice of cancellation as stipulated in the notice, he/she will lose the entire deposit.
- Furthermore, the deposit may be lost by the user in the event of prolonged absence beyond 30 days without any notification to the management.

### CHAP 3) - GUESTS' DUTIES

- A) The guest undertakes to pay the manager the first monthly fee upon admission and the subsequent fees every month from the 1st to the 5th day, after which there is a daily penalty of € 5.00.
- B) If the delay in payment continues for more than one month, the accommodation place may be withdrawn and the deposit forfeited in its entirety.
- C) The costs of utilities, related to the proper use of the allocated accommodation, are included in the lump sum indicated in the notice. If running costs are found to be higher than the indicated amount of the costs incurred, either a balance will be made which the manager can claim before the accommodation is vacated, or an increase in the utility fee in relation to local/national inflation will be applied. The rents also include the costs of common services.
- D) The guest is responsible for cleaning the room and the flat toilets. Upon return, the property must be perfectly clean, otherwise € 70.00 will be charged for final cleaning.
- E) The guest undertakes to use the allocated movable property with normal care. The guest is responsible for any damage to his or her accommodation, any shortages of the allocated items and any damage of any kind to the building.
- F) It is forbidden:
  - install locking devices other than those adopted;
  - make duplicates of the entrance key, unless authorised by management.
  - keep animals in the flat in use.
- G) It is strictly forbidden to enter the accommodation:
  - weapons of all kinds;
  - explosive substances;
  - drugs;
  - flammable substances.
- H) The guest is obliged to use only household appliances or any other type of electrical equipment built in accordance with approved safety standards and bearing the relevant quality mark.
- I) Breakdowns in the installations and equipment in use must be reported immediately to the management staff who will request the intervention of the competent technical services.
- J) The granting of a bed is of a strictly personal nature. Guests must make exclusive use of the flat and live there. Guests may not transfer their own bed to third parties, even free of charge, for any reason whatsoever, under penalty of revocation of the allocation, nor may they give hospitality to anyone, except with the authorisation of the management.
- K) Guests may not make irreversible changes or adaptations to the furniture, remove (including in other accommodation in the residences) or introduce furniture, or install household appliances, unless authorised by the manager.
- L) The guest is obliged to comply with the applicable legal provisions, urban police and public safety regulations as far as they are applicable and these regulations. The guest must always and in all cases observe the rules of good neighbourliness and courtesy towards the occupants of the surrounding buildings. You must avoid disturbing your neighbours with noise, clamour or anything else, with particular regard to the evening hours from 10.30 p.m. onwards.
- M) The guest is obliged to report periods of extended absence of more than 30 days to the manager.
- N) The guest is obliged to promptly report any problems in receiving the monthly invoices by email, or failure to collect the hard copy of the contract (delivered by the caretaker), under penalty of a charge of € 10.00 for each copy requested.

### CHAP 4) - GUESTS' RIGHTS

All guests in the residences are entitled to use all the common areas present. The assignees will enjoy this right:

- to make full use of all the goods in the accommodation;
- to be present at any checks by the accommodation manager during the allocation period;
- to demand the efficiency of the technological installations and the furniture present, except for very minor maintenance (e.g. changing light bulbs) which is the responsibility of the tenant.

### CHAP 5) - DUTIES OF THE OPERATOR

The operator's aim is to ensure that the users of its facilities are well managed by means of appropriate technological systems and routine maintenance of the buildings.

It will be the duty of the operator to seek out suitable professionals to intervene, delegating to them the task of solving the problem without assuming responsibility for malfunctions for which it is not responsible.

It will be the task of the operator to maintain the so-called 'common parts' in perfect condition, thus including the green areas surrounding the residences.

### CHAPTER 6)-RIGHTS OF THE OPERATOR

The manager is entitled to inspect the accommodation periodically or if necessary in the following manner:

- a) if there is at least one tenant in the specified accommodation;
- b) without the presence of the tenant, in the event that an immediate check is required for reasons such as: urgent or presumed urgent work or repairs;
- c) with the beginning and end of the allocation period;
- d) with one day's notice to tenants for routine maintenance work;
- e) with one day's notice, on a monthly or bimonthly basis, to inspect the state of the premises; if on this occasion the accommodation is found to be in an unsatisfactory state of cleanliness, the management, through its appointees, will call in a special company and the subsequent costs will be deducted from the deposit;
- f) in case of prolonged absence of the assignee beyond 30 days, without adequate notice to the operators.

The operator is entitled to a monthly payment, consisting of a rent and a lump sum, as stated in the notice; at the times stipulated in Chapter 3-a). To take measures already included in Chapter 7 and to revoke, for just cause, the accommodation.

### CHAPTER 7)- SANCTIONS AND MEASURES

With sanctions and measures, the manager indicates the possibilities of opposing, in the case of just cause, behaviour or actions of the tenants that are considered contrary to a responsible and polite community life, as a residential facility for students should be.

The seriousness of the facts will obviously determine the type of sanction or measure, as follows:

a) **FINANCIAL PENALTY:**

In this specific case, the manager will deliver a request for a fine to the guest by registered mail by hand, at the university residence, or by official e-mail, or if the guest is unavailable, a registered letter with acknowledgement of receipt to the residence.

The guest will have the opportunity within 7 days of notification to pay the amount due; after this date a late payment of €20 will be applied.

Penalty for non-payment will be possible revocation of the accommodation place.

b) **REVOCAION OF ACCOMMODATION:**

This measure shall be taken in the cases indicated in the notice, or in the event of serious damage to the residential facilities or for repeated reprimands (more than 3) by the management company or its delegates.

c) **REPORT TO THE PUBLIC SECURITY AUTHORITIES:**

This measure will only be taken by the management for particularly serious and difficult cases.

So that the user can know in advance the possible costs arising from damage, a general outline of the costs to be referred to is attached.

**GENERAL LIST OF REPAIR COSTS**

<b>FURNISHING</b>	<b>individual part costs (excluding labour and VAT)</b>
net H40 (900 x 2000)	€ 100,00
mattress sp 19-20	€ 120,00
paneling 3.00 x 1.00 approx.	€ 120,00
bedside table 1 drawer + 1 v.g.	€ 75,00
equipped wardrobe 130x60x260	€ 315,00
cupboard with shoe rack	€ 260,00
desk with drawers	€ 250,00
bookcase 130x150h	€ 150,00
low-energy table lamp	€ 75,00
table 90x90	€ 175,00
4 chairs (cost each)	€ 72,00
sofa 160x85x90	on invoice
sofa-side cabinet	€ 90,00
bathroom mirror	€ 90,00
2 door bathroom wall unit	€ 120,00
storage unit and base unit with drawers	on invoice
1 pillow 90 x 45	€ 15,00
kitchen type ADL 189	on invoice
230- refrigerator 240 litri cat. A	on invoice
disabled kitchen refrigerator 230-240l cat.A	on invoice
shelf above fridge	on invoice
mirror frame 190 x 70	€ 52,00
P/bottle -bath-	€ 11,00
P/towels 30	€ 16,00
Towel ring	€ 13,00
Washbasin soap dish	€ 18,00
Open P/roll	€ 12,00
Open wall-mounted toilet brush	€ 22,00
stainless steel bathroom waste bin	€ 20,00
shower enclosure	€ 210,00
fire retardant curtains	€ 110,00
fireproof bedspread	€ 57,00
fireproof blanket	€ 45,00
hooded mattress cover	€ 19,00
Inner door	€ 800,00
Armoured door	€ 1600,00

<b>TOOLING EQUIPMENT</b>	<b>individual part costs (excluding labour and VAT)</b>
1 casserole dish w/becc.	€ 17,00
1 rounded lid cm 14	€ 10,00
1 pot 2/m cm.18	€ 27,00
1 rounded lid cm 18	€ 15,00
1 frying pan 1/m cm. 20	€ 25,00
1 rounded lid cm 20	€ 15,00
1 impero grater	€ 8,00
1 2-pronged fork	€ 7,00
1 tablespoon	€ 7,00
1 mopen colander cm. 24	€ 5,00

1 chopping board	€ 5,00
1 can opener with bottle opener	€ 5,00
1 table fork 18/10 euro	€ 2,00
1 tablespoon 18/10 euro	€ 2,00
1 blister knife cm.11	€ 2,00
1 coffee spoon 18/10 euro	€ 1,50
1 tumbler pn25 diamond 73.5	€ 3,00
1 melanin soup plate	€ 5,00
1 melanin flat plate	€ 5,00
1 fruit plate melanin	€ 5,00
1 large glass b.co melanin 33cc	€ 3,00
1 wooden spoon 30cm	€ 1,50

<b>REPAIR COSTS</b>	<b>individual part costs (excluding labour and VAT)</b>
replacement of hinges on various CAD cabinets.	€ 10,00
complete lock replacement	€ 45,00
lock cylinder replacement	€ 30,00
Replacement of toilet seat each	€ 45,00
replacement of toilet seat connections	€ 8,00
bulb replacement	€ 2,50
replacing a tap	€ 65,00
replacing the mixer	€ 100,00
replacing/repairing washbasin siphon-drainage	€ 45,00
partial wall painting per sqm	€ 8,00
partial painting minimum charge	€ 25,00
paint if stickers present min. charge	€ 40,00
arrangement of sockets-lamps	€ 10,00
glass replacement per sqm (also portion of meter)	€ 30,00
furniture door repair	€ 80,00
WC drain repair	€ 320,00
emergency call for minor repairs	€ 80,00
small institutions/household appliance repairs	on invoice
replacing the extinguisher	on invoice
replacement of power sockets and/or switches	on invoice
replacing the bedroom door handle	€ 120,00
replacement of access door handle	on invoice

The prices quoted are exclusive of VAT and labour, and are subject to change due to market increases.

For any other interventions not foreseen in this table, the relevant material costs, at market price, will be charged, as well as additional labour costs.

#### **CHAPTER 8)- GDPR 679/2016 EUROPEAN DATA PROTECTION REGULATION**

The student declares that he/she has been informed and has given his/her consent to the processing of his/her personal data as provided in the separate information notice pursuant to Art. 13 of GDPR 679/2016 - European Regulation on the protection of personal data.

Date Place

Signature for acceptance \_\_\_\_\_