



Campus Residence Regulations 2022/2023

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 assignee of accommodation in the Residence and the undertaking to comply with them forms an integral part of the application for confirmation for the years following the first. Refusal to sign adherence shall constitute just cause for revocation of the benefit of the accommodation and immediate termination of the relationship with the student.

B) RESIDENCIES

The residences for undergraduate and postgraduate students located at Strada Cascina Cascinazza no. 15 in Pavia are housing facilities 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 coin-operated laundry, a study room, bicycle storage racks, a concierge service and common green spaces.

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

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

Those who check in on any day within the first half of the month will have to pay rent for the entire 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's delay in payment, you will incur a daily penalty of € 5.

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

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

In such cases, students will have to leave the rejected accommodation within 24 hours and pay € 50 for the day's stay and for flat cleaning.

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

CH 2)- HOUSING

A) TAKE-OVER MODE

- The assignee of accommodation, as stated in the notice, is entitled to furnished accommodation but without linen (no towels and sheets).
- On taking over, the student must carefully examine what is placed at his or her disposal, both for his or her private and for communal use, and to sign the specific regulations for acceptance.
- By this signature, the student attests to the conformity of the state of the accommodation, as well as the facilities and any other property placed at his or her disposal 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 for use.
- Failure to sign the regulations results in the loss of the accommodation place.

B) HANDOVER OF KEYS

- The handover of the keys will take place at the 'Campus Residence' after the signing of the required documents, the payment of the deposit and the first month's rent in advance. (check-in)
- Loss of the key(s) will incur a duplication fee of € 50 per key. Duplication and payment can only take place during office opening hours.
- The company that manages the residences does not take responsibility 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 accommodation assignment 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 residence management company at least three months prior to 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 in the amount stipulated in the notice of competition (two monthly payments).
- The security deposit will be returned after the return of the accommodation, within a maximum period of 90 days, so that the actual condition of the flat can be ascertained and the amount returned net of the expenses incurred to repair any damage caused.
- The operator is only obliged to return the amount that came to him by bank transfer, so he will not be liable for any bank charges of the issuing bank.

- Should the guest decide to leave the accommodation before giving notice as stipulated in the notice, he/she will forfeit 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 subsequent fees every month on days 1 to 5, after which there is a daily penalty of € 5.00.
- B) Should the delay in payment continue for more than one month, the accommodation place may be revoked 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 operating costs are found to be higher than the indicated amount of the costs incurred, either an adjustment will be made, which the manager may demand before or after vacating the accommodation, or an increase in the utility fee in relation to local/national inflation.
Also included in the rents are expenses concerning common services.
- D) The cleaning of the room and the sanitary facilities of the flat are the responsibility of the guest. Upon return, the property must be perfectly clean, otherwise € 70.00 will be charged for final cleaning.
- E) The guest undertakes to use the assigned movable property with normal diligence. He shall be liable for any damage caused to his accommodation, any shortages found on the assigned property and any damage of any kind caused to the building.
- F) It is forbidden:
 - install locking devices other than those in use;
 - make duplicates of the entrance key, unless authorised by management.
 - keep animals at 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 manufactured in accordance with approved safety standards and bearing the relevant quality mark.
- I) Breakdowns of 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.
The guest must make exclusive use of the flat and must live there. The guest may not, even free of charge, for any reason whatsoever, under penalty of revocation of the allocation, give his/her bed to a third party, nor may he/she give hospitality to anyone, except with the authorisation of the management.
- K) The guest may not make irreversible changes or adaptations to the furniture, remove (including to other accommodation in the residences) or introduce furniture, install household appliances, unless authorised by the manager.
- L) The guest is obliged to comply with the applicable legal provisions, urban police and public security regulations insofar as they are applicable, and these regulations.
The guest shall always and in all cases observe the rules of good neighbourliness and courtesy towards the tenants of the surrounding buildings.
You must avoid disturbing your neighbours with noise, noise or anything else, with a particular focus on the evening hours from 10.30 p.m. onwards.
- M) The guest is obliged to report periods of prolonged absence of more than 30 days to the manager.
- N) The guest is obliged to promptly report any problems with receiving the monthly invoices by e-mail, or failure to collect the hard copy of the contract (delivered by the caretaker), under penalty of being charged € 10.00 for each copy requested.

CHAPTER 4) - GUESTS' RIGHTS

All guests of the residences have the right to use all common areas present. The assignees will enjoy the right:

- to make full use of all property within the accommodation;
- to be present, in the event of a check by the housing manager, during the allocation period;
- to demand the efficiency of the technological installations and furnishings present, except for very minor maintenance (e.g. changing light bulbs) which is the tenant's responsibility.

CHAPTER 5)- DUTIES OF THE OPERATOR

The operator's aim, in respect of the users within its facilities, is to ensure proper management by means of adequate technological installations 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 taking responsibility in the event of malfunctions that are not their fault.

It will be the task of the manager 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 has the right to inspect the accommodation periodically or if necessary in the following ways:

- a) in the presence of 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 supposedly 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 bi-monthly basis, to inspect the state of the premises; if on that occasion the accommodation is found to be in an unsatisfactory state of cleanliness, the management, through its appointees, will call in a special contractor and the subsequent costs will be deducted from the security deposit;
- f) in case of prolonged absence of the assignee beyond 30 days, without proper notice to the managers.

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

CHAPTER. 7)- SANCTIONS AND MEASURES

With sanctions and measures, the manager indicates the possibilities of opposing, in the event of just cause, behaviour or actions of tenants that are deemed 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) **FINE:**

In this specific case, the manager will deliver a request for a fine to the guest by registered mail, either by hand, at the university residence, or by official e-mail, or, should the guest be unavailable, by registered mail with return receipt at the residence.

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

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

b) **REVOCAION OF ACCOMMODATION:**

This will take place in the cases indicated in the notice, or in the event of serious damage to the residential facilities, or in the event of continual recalls (more than 3), by the management company or its delegates.

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

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

In order for the user to know, in advance, the possible costs resulting from damages, a general outline of the costs to be referred to is attached.

GENERAL LIST OF REPAIR COSTS

FURNISHING	individual piece costs (excluding labour and VAT)
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 cabinet 130x60x260	€ 315,00
storage cupboard with shoe rack	€ 260,00
desk with drawers	€ 250,00
bookcase 130x150h	€ 150,00
table 90x90	€ 175,00
4 chairs (cost each)	€ 72,00
sofa 160x85x90	on invoice
bathroom mirror	€ 90,00
2-door bathroom wall unit	€ 120,00
storage unit and base with drawers	on invoice
1 pillow 90 x 45	€ 15,00
kitchen type ADL 189	on invoice
230-240 litre refrigerator 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
plastic bathroom waste bin	€ 20,00
shower enclosure	€ 210,00
fire retardant curtains	€ 110,00
fireproof bedspread (if required)	€ 57,00
fireproof blanket (if required)	€ 45,00
Inner door	€ 800,00
Armoured door	€ 1600,00

TOOLING EQUIPMENT	individual piece costs (excluding labour and VAT)
1 plastic cutting board	€ 5,00
1 set of 3 knives	€ 10,00
1 set of 4-piece induction cookware + lids	€ 60,00
1 set 3 pieces tools	€ 6,00
1 colander	€ 5,00
1 table fork	€ 2,00
1 tablespoon	€ 2,00
1 knife	€ 2,00
1 teaspoon coffee	€ 1,50
1 glass	€ 3,00
1 soup plate	€ 2,00
1 flat plate	€ 2,00
1 breakfast cup	€ 3,00

1 cup of coffee	€ 3,00
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REPAIR COSTS	individual piece costs (labour and VAT excluded)
replacement of various CAD cabinet hinges.	€ 10,00
complete lock replacement	€ 45,00
lock cylinder replacement	€ 30,00
replacement toilet seat cad.	€ 45,00
replacement toilet seat attachments	€ 8,00
bulb replacement	€ 2,50
faucet replacement	€ 65,00
mixer replacement	€ 100,00
replace/repair washbasin siphon-drain	€ 45,00
partial wall painting per sqm	€ 8,00
partial painting minimum charge	€ 25,00
tints if stickers present min. charge	€ 40,00
socket-lamp arrangement	€ 10,00
glass replacement per square metre (also portion of metre)	€ 30,00
furniture door repair	€ 80,00
toilet flushing repair	€ 320,00
emergency call for minor repairs	€ 80,00
small household appliance replacements/repairs	on invoice
fire extinguisher replacement	on invoice
replacement of power sockets and/or switches	on invoice
room door handle replacement	€ 120,00
replacing access door handle	on invoice

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

For any other interventions not provided for 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 of and has given his/her consent to the processing of the personal data provided as per the separate information notice pursuant to Art. 13 of GDPR 679/2016 - European Data Protection Regulation.

Date Place

Signature for acceptance _____