



## STUDENT HOUSES RULES

**Article. 1** – The definition "Student Houses" refers to the apartments that the University of Gastronomic Sciences, upon proper request, assigns to the hospitality of the students who are awarded with a complete scholarship and regularly enrolled in Degree Courses and Master Courses, hereinafter referred to as residents or assignees.

The assignee has the right to be assigned a bed in a single / double room in an apartment for the following period:

- for students enrolled in the Degree Course, for the three years of enrollment and up until graduation, or until the extraordinary graduation session in April foreseen for their own batch (maximum term 30 April of the following year until the end of the courses of third year);
- for students enrolled in the Master, from a week prior to the start date of the Master course until the end of the lessons, if the student, during the internship, has to stay in a place other than that of the University. In this case, UNISG will provide a luggage deposit service and accommodation facility for the graduation days, based on an agreement with the University on the length of the stay;
- Upon the completion of graduation, the accommodation assigned must be made available to UNISG, within the deadlines set by the General Services Office.

With the admission of the Student Houses, the assignee is subject to the rules of this Regulation, of which he is required to sign a copy having read and accepted it. In the event of non-compliance and contrary behavior, UNISG has rights to revoke the assigned accommodation.

**Article. 2** – In the event that the student renounces his/her assigned accommodation during the period in which he/she was assigned the place at the student house, he/she is not entitled to any refund, including a partial refund of the relative contribution fee (scholarship share), in consideration of the fact that the costs incurred by the University for the Student Houses are largely fixed and not recoverable, a circumstance previously agreed and declared by the students to be aware of.

**Article. 3** – Students who are not up to date with enrollment or who have any outstanding dues with the University will lose the right to obtain or keep the place assigned to them in the Student Houses. In this case, the Management may proceed with the reduction of the right to the exemption for an amount equal to the contribution quota established for the Student Houses.

**Art. 4** – The residents receive the keys of the entrance door and the apartment, as well as the furnitures and facilities provided on the premises.

Within 7 days of delivery of the keys, the residents must report any defects found in the apartment to the University's General Services Office.

The residents are the only ones who are responsible for the apartment's premises and must not give access keys to others, or produce duplicates. Such acts from the students may result in penalties or expulsion.

No one may enter a resident's room during his absence, except for personnel authorized by the University. In order to ensure proper management of the facilities, authorized personnel may have access to Student Houses and individual rooms with prior notice even in the absence of residents.

The assignees are the only ones responsible for their personal assets kept inside the lodgings and in no case can the University of Gastronomic Sciences be called upon to respond in the event of their disappearance, damage or deterioration.

**Article. 5** – The allocation of accommodation does not give residents the right to exclusive use of a particular place in an apartment room. The University reserves the right to request the transfer to another room or other accommodation, with due notice, except in special cases.

The assignment of the place and everything contained in the room and in the accommodation is strictly personal; assignees may not, under any circumstances, occupy - even temporarily - places in rooms assigned for other students or in any other vacant rooms. Neither they may relocate to another room not or other accommodation assigned to them, nor transfer furniture and objects. The assignee is responsible for what happens in his own room and for everything that makes up the furniture and equipment. The student is also jointly and severally liable with the other assignees for the good preservation of the furnishings, equipment and facilities provided for general services.

The student must immediately notify the General Services Office of any damage caused by him/her or of any failure that may occur. In the event of damage caused by the residents, after having assessed the case, the General Services Office communicates the expenses which are necessary for the repair and establishes the time frame and procedures for compensation to the person in charge.

**Article. 6** – Residents must always ensure that their behavior does not cause risks to the custody of the Student Houses movable and immovable property. In particular, they are always required to close the main entrance door, as well as the access door to the apartment in which their room is located. The rooms inside the apartment **must not be locked** to allow staff authorized by the University to perform any maintenance services that may occur.

**Article. 7** – Residents are required to take care of the cleaning of all the rooms in the apartment, to separate waste according to the rules defined by the Municipality of Bra ([https://comune.bra.cn.it/index.php?option=com\\_content&view=category&id=127&Itemid=149](https://comune.bra.cn.it/index.php?option=com_content&view=category&id=127&Itemid=149)).

Household linen (sheets, towels) is not supplied by the University and residents must provide it themselves. It is not allowed to pin nails on the wall, or to stick photographs / posters on the furniture, nor to make changes to the furnishings themselves.

**Article. 8** – All expenses for routine maintenance are the responsibility of the assigned students, who must intervene promptly in order not to aggravate the problem.

By ordinary maintenance we mean, among other things: replacements and repairs due to deterioration due to the use of equipment and systems (eg: faucet that drips, worn-out roller shutter cord, burned light bulbs, etc.).

On the other hand the expenses for extraordinary maintenance, that is the maintenance and repair of systems inside the building structure, the costs for the installation of new systems and equipment etc. are entirely up to the University.

On the other hand, the University is responsible for the expenses related to the operation and routine maintenance of the lift, the supply of water, electricity, gas and heating, internet access, condominium service expenses and the compensation for the condominium administrator as they are already included in the contribution fee from the student.

Assignees are required to give maximum attention in order to avoid wasting water and energy and to assess the environmental impact of their behaviors and actions.

**Article. 9** – Smoking is forbidden inside the Student Houses, respecting the needs and choices of all the housemates in the apartment.

The possession of weapons, drugs, toxic or dangerous substances and animals of any species and size is prohibited. The use of gas or electric heaters for heating the premises is prohibited. It is forbidden to throw objects of any nature out of the windows. It is also forbidden to keep, even temporarily, objects

on windowsills.

Residents can use low power electrical and electronic devices (radio, stereo, electric razors, computers, hair dryers) using suitable adapters for Italian sockets. Electrical appliances over 1 KW are not permitted. Within two weeks of their arrival, the residents are required to report to the Logistics Office about the possession of all the electrical and electronic devices used in the house, to allow verification of their suitability.

In the event that the University finds unauthorized electrical and electronic devices in the Student Houses, the same will be confiscated.

Residents are required to know and observe safety regulations and to participate in any exercises in this regard.

**Article. 10** – Noises, events, celebrations of all kind during the day and night that may disturb the quietness of the other tenants of the accommodation and the building are prohibited. Residents are invited to view and comply with the regulations in force in the condominium where they reside, bearing in mind the priority of the Student Houses Regulations. After 11.00 pm all condominium regulations require silence to be respected. In the Student Houses every act that is contrary to the fundamental principles of correctness and good education is forbidden.

Students who do not comply with these rules are subject to the disciplinary measures in accordance with article. 10 of the Student Regulations.

**Article. 11** – During daylight hours and up to 11.00 pm, the resident student is allowed to invite guests or other students enrolled in the University of Gastronomic Sciences. The student is responsible for the conduct of his/her guests and for any damage they may cause. Overnight stay is not permitted by guests in the Student Houses, not even by student's relatives of any degree. Students are required to respect each other and respect the needs of tranquility of other fellow students of the same Student house.

It is strictly forbidden to assign or transfer the right to use the places assigned to the student for free or for a fee, even if only partial and temporary, under penalty of exclusion. The University reserves the right to prohibit entry to non-resident people or to request them to leave the Student Houses at any time.

It is forbidden, for any reason, to use any unassigned places inside the accommodation that must always be available to the University.

Disciplinary sanctions under the article. 9 of the Student Regulations will be taken against the residents who break the rules of this Regulation, in a non-occasional, serious and / or dangerous manner.

**Article. 12** – In the event that a resident has developed a contagious or infectious disease, he/she must immediately notify the University Student Administration Office. In the event of accidents or distress to the residents or their guests inside the Student Houses it is mandatory to report the incident to the Student Administration Office which will immediately activate the emergency and insurance procedures.

**Article. 13** – At the end of the assignment period, the assignee is required to promptly notify the University's General Services Office, to vacate the place and to return the keys.

The return of the apartment and its keys must take place within the terms set forth in this regulation as specified in art. 1.

At the end of their stay, the assignee student must return the apartment in the same conditions in which it was assigned.

In case of violation of the provisions contained in these Regulations, the student is required to reimburse the University for any costs incurred to restore the original conditions.

**Article. 14** – These Regulations come into force starting from the academic year 2019/2020. A copy of these Rules is handed over to each student hosted at the Student Houses.

Any findings and requests of a personal nature must be communicated to the General Services Office.

Cognome e Nome (in stampatello)  
Surname and Name (in block letters)

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Firma per presa visione e accettazione  
Signature of consent

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Data/Date

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The signing of these Regulations for acknowledgment and acceptance authorizes the University of Gastronomic Sciences to process the data provided pursuant to and in compliance with Reg. (EU) 2016/679 (GDPR) and Legislative Decree 196/03 and its amendments (according to the personal data processing code).