



Università di Scienze
Gastronomiche di Pollenzo
University of Gastronomic Sciences of Pollenzo

REGULATIONS FOR STUDENT HOUSING

(approved by the executive committee on 10/09/2025)

REGULATIONS FOR STUDENT HOUSING

Article 1 – The term “Student Housing” refers to the apartments that the University of Gastronomic Sciences assigns for the accommodation of students granted full exemption, who are regularly enrolled in Degree Courses and master’s programs, hereinafter referred to as residents or assignees, who submit a request.

The assignee is entitled to the allocation of 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 until graduation, or until the extraordinary graduation session in April scheduled for their cohort (final deadline April 30 of the year following the end of the third-year courses)
- for students enrolled in the master’s program, from 1 week before the start date of the Master until the end of classes, if the internship requires accommodation in a place other than the University’s campus;
- Upon completion of the degree, the assigned places must be vacated and returned to UNISG within the deadlines set by the General Services Office.

With admission to the student accommodation, the assignee is subject to the rules of these Regulations. These regulations is shared with the assignees of the student housing via email from the General Services Office. The regulation is subsequently signed by the assignee, for acknowledgment and acceptance, together with the other documents provided at the time the keys of the apartment are handed over. In case of non-compliance or inappropriate behavior, the assigned place will be revoked.

Article 2 – Students who are not properly enrolled or who, in any case, have outstanding obligations with the University lose the right to obtain or keep the place assigned to them in the Student Housing.

Article 3 – Residents receive the keys to the entrance door and the apartment, as well as the furniture and facilities provided in the premises.

Within 7 days from the delivery of the keys, the resident must report to the University’s General Services Office any defects found in the apartment, including objects or food left in the apartment that do not belong to any of the current residents. The residents are solely responsible for the apartment premises and must not give the access keys to others, nor make duplicates, which may result in the expulsion of the assignee.

No one may enter a resident’s room during their absence, except for staff authorized by the University, and in any case, with prior notice. The staff of the General Services Office will carry out a monthly inspection, conducted with prior notice, even in the absence of the residents, in order to monitor the cleanliness of the common areas and individual accommodations, and the proper maintenance of the facilities. Following the inspection, the General Services Office will compile a checklist which will be shared with the house residents and the Didactic Manager. If the accommodation is found twice in a row to be in a state considered to be particularly degraded, the University will issue a “Written Warning” to the responsible party/parties, without prejudice to the application of further sanctions, imposed pursuant

to Article 13 of these regulations.

The assigned students are solely responsible for their personal belongings kept inside the accommodations, and under no circumstances can the University of Gastronomic Sciences be held liable in case of disappearance, damage, or deterioration of them.

Article 4 – The allocation of accommodation does not give residents the right to the exclusive use of a particular place in a room of the apartment. The University reserves the right to require a transfer to another room or another accommodation, with due notice, except in special cases.

The allocation of the space and everything contained in the room and the accommodation is strictly personal; assignees may under no circumstances occupy—even temporarily—places in assigned or free rooms, move to another room or another accommodation, or transfer furniture and objects. The assignee is responsible for what happens in their own room and for all the furniture, amenities, and equipment it contains. The student is also jointly responsible with the other assignees for the proper preservation of the furniture, equipment, and systems intended for general services.

The student must immediately inform the General Services Office of any damage caused by them or of any malfunctions that may occur. In the case of damage caused by the residents, not due to natural wear and tear, the General Services Office will report the incident to the Didactic Manager who, in agreement with the Rector and the General Director, may decide to proceed with the possible application of a sanction, pursuant to Article 13 of these regulations, as well as with a possible request for financial compensation for the damages.

Article 5 – Residents must always ensure that their behavior does not cause risks to the safekeeping of the movable and immovable property of the Student Housing. In particular, they are required to always close the main entrance door, as well as the door to the apartment in which their room is located. The rooms inside the apartment must not be locked in order to allow staff authorized by the University to carry out any maintenance services.

Article 6 – Residents are required to take care of the cleaning of all the rooms in the apartment and to carry out waste segregation according to the rules established by the Municipality of Bra (https://www.comune.bra.cn.it/it/unita_organizzative/ecosportello). Household linen (bedsheets, towels) is not provided, and residents must supply it themselves.

It is not permitted to pin or glue photographs/posters on the furniture, nor is it allowed to make changes to the furniture itself.

Article 7 – All expenses for cleaning the spaces and keeping the facility in optimal condition are the responsibility of the assigned students.

The University, on the other hand, is responsible for extraordinary maintenance, that is, the maintenance and repair of systems within the building structure, expenses for the installation of new systems, etc.

The University is also responsible for expenses related to the operation and regular maintenance of the elevator, the supply of water, electricity, gas, and heating, Internet access, condominium fees, and the administrator's compensation.

Utmost care is expected from the residents in order to avoid wasting water and energy and to consider

the environmental impact of one's behavior.

Article 8 – Inside the Student Housing, it is forbidden to smoke, in respect of the needs and choices of all the apartment roommates. Smokers may smoke outside the apartment, on the balconies.

It is forbidden to put out cigarettes on floors, furniture, windowsills, or to use household utensils (glasses, plates, etc.); it is forbidden to throw cigarette butts from balconies and windows, or to leave matches, lighters, cigarette butts, or other flammable material unattended.

The possession of weapons, drugs, harmful or dangerous substances, and animals of any kind or size is prohibited. The use of gas or electric stoves for heating rooms is prohibited. Throwing objects of any kind from windows, as well as placing objects, even temporarily, on windowsills, is forbidden.

Residents may use low-power electrical and electronic devices (radio, stereo, electric razors, computers, hairdryers) using suitable adapters for Italian power outlets. Electrical devices with a power greater than 1 KW are not allowed. Within two weeks of their arrival, residents must report to the General Services Office all electrical and electronic devices used in the accommodation, to allow verification of their suitability.

If the University finds unauthorized or prohibited electrical or electronic devices in the Student Housing, they will be confiscated.

Residents are required to know and comply with safety regulations and to participate in any related drills.

Article 9 – Shouting and any behavior that may disturb the daytime and nighttime peace of other tenants of the accommodation and the building are prohibited. Residents are asked to read and comply with the condominium regulations, bearing in mind the priority of the Student Housing Regulations. After 11:00 p.m., all condominium regulations require that silence is respected. In the Student Housing, any act that conflicts with the fundamental principles of decency and good manners is forbidden.

Students who fail to comply with these rules are subject to the disciplinary actions provided for in Article 13 of these regulations.

Article 10 – Resident students are allowed to invite—during daytime hours and until 11:00 p.m.—third parties or students enrolled at the University of Gastronomic Sciences. The student is responsible for the conduct of their guests and for any damage they may cause. Overnight stays in the Student Housing by third parties, including relatives (of any kind or degree) of the student, are not permitted. Each student must respect the needs for peace and consideration of the other student roommates in the same Student Housing.

It is forbidden to transfer the use, even partially and temporarily, free of charge or for payment, of the place assigned to the student. Any violation of this shall result in the exclusion of the student. The University reserves the right to prohibit entry to non-residents or to require them to leave the Student Housing at any time.

For any reason, the use of unassigned places within the accommodation is forbidden; these must always remain available to the University.

Residents who repeatedly and seriously and/or dangerously violate the rules of these Regulations will be subject to the disciplinary sanctions set out in Article 13 of these regulations.

Article 11 – If a resident contracts a contagious or infectious disease, they are required to immediately inform the University's Registrar's Office. In the case of accidents or illness involving residents or their guests inside the Student Housing, it is mandatory to report the incident to the Registrar's Office, which will immediately activate the insurance procedures.

Article 12 – At the end of the assigned period, the return of the apartment and the related keys must take place within the terms set out in these regulations, as specified in Article 1.

At the end of their stay, the assigned student must return the apartment in the same condition in which it was assigned. If the student is unable to clear out and remove some items that they do not intend to take with them, they must set them aside and indicate that they are to be discarded. The General Services Office will take care of their disposal.

The delivery of the Degree or Master's diploma is subject to verification of the condition in which the accommodation was left and the return of the keys.

Article 13 – Students who violate one or more points of the above regulations may be subject to the following disciplinary sanctions:

- a. verbal warning;
- b. written warning;
- c. temporary exclusion from one or more courses, one or more study trips, and other academic activities;
- d. exclusion from one or more exams or other forms of assessment for the entire session or part of it;
- e. temporary suspension from the University's academic activities and from services provided to the student;
- f. expulsion of the student.

The disciplinary sanctions imposed are recorded in the student's academic record.

The sanctions imposed do not affect the University's right/duty to refer the matter to the judicial authority.

In the event that the student's exemption is revoked, for any reason, they will simultaneously lose the right to use the accommodation at the Student Housing.

Article 14 - Regulations shall come into effect starting from the 2025/2026 academic year and are published on the University's academic portal, in the Internal Regulations section. A copy of these Regulations is sent by email to each student accommodated in the Student Housing. Any observations and personal requests must be submitted to the General Services Office.

Surname and Name (in block letters)

Signature for acknowledgment, acceptance, and consent

Date

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 as amended (Code regarding the protection of personal data).