

ERDISU TRIESTE

Student Residence Regulations

Student Residences at the Erdisu campus

GENERAL PRINCIPLES

The student who has been allocated an accommodation has the right to use the room, respecting the rights of other students occupying the residence, for the entire assignment period laid out every year in the competition announcement.

Students must observe all provisions of the law and any instruction issued by the Erdisu during the room assignment period.

ARTICLE 1 **(behaviour rules)**

Individual behaviour in the Student Residences will be based upon the observance of the fundamental rules of tolerance, respect and collaboration, which are necessary to assure a pacific cohabitation with the other occupiers and with the Erdisu staff.

Students will:

1. report any contagious diseases they may contract during the assignment period without delay. The Residence administration will temporarily suspend the student from the residence until a medical certificate of recovery is produced;
2. refrain from displaying any advertisement, notice, bill or nameplate, except on designated, communal notice-boards;
3. periodically check the efficiency of the equipment, furniture and fixtures, reporting any damages or disrepair to the reception without delay;
4. lock the room in case of absence and leave the key with the receptionist;
5. fill out the proper form in any case of absence;
6. permit access to student housing staff to clean the room or to carry out regular or additional maintenance of fixtures and furniture;
7. use only low power consumption appliances such as televisions, radios, videotape recorders, stereos built in conformity with international security standards and having the relative certificate;
8. store their personal belongings in wardrobes and chests provided before the student housing periods of closing;

It is strictly forbidden:

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1. to cause disturbance to other students. To ensure that students are able to study and sleep in the residence halls, there are quiet hours from 12 a.m. to 8 a.m., as well as from 2 p.m. to 4 p.m. Music and noise which can disturb are not allowed during these hours;
2. to store flammable material or toxic substances in the rooms;
3. to keep pets or animals in the rooms of the residence hall;
4. to remove or tamper with fire alarms, smoke detectors, or fire extinguishers;
5. to destroy, remove, alter or damage objects in the rooms or in the common areas of the residences;
6. to deface or dirty anything in the allocated room or in common areas of the residence halls or in areas adjoining or neighbouring, as well as to place bulky material in the common areas and in the rooms, with particular regard to emergency exits;
7. to place nails or posters on walls;
8. to maintain behaviour which is not consistent with the civil law, the penal law or the traditional rules of correct and respectful behaviour towards the environment;
9. to put any object on the windowsills which could be dangerous for passers-by or is prohibited by communal regulations in force;
10. to throw any material in the sink or in the W.C. which could plug pipes;
11. to remove furnishing or equipment from the rooms or introduce new ones;
12. to throw water or any other material which can damage the premises or be dangerous for passers-by;
13. to use any kind of heaters or hot plates;
14. to dirty the walls or throw cigarettes on the ground;

ARTICLE 2 (accommodation assignment)

The allocated room is exclusively reserved for the student to whom it has been assigned and cannot be used by strangers, not even temporarily.

Students are strictly forbidden to give or rent their assigned rooms to a third party.

ARTICLE 3 (taking possession of the room)

Students must perform an inventory of items, on the day of arrival, in case of any discrepancy.

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All furnishings, fixtures or other property belonging to the room and to the common areas in each residence hall are under complete responsibility of the occupying students throughout the assignment period.

Erdisu provides towels, sheets, mattress cover, pillow cover, pillow-case, blanket, bedcover and bed carpet. Students who want to make use of them, must go to the linen room of their residence hall during opening hours, to collect what they need. Bed linen is changed once a week.

ARTICLE 4 (documentation required when admitting students)

Assigned students, when admitted, must:

1. submit a valid ID to the person in charge;
2. sign the admission form, by which they fully accept the present Regulations of the Student Residences in Trieste and undertake a diligent tenancy of the room, in order to assure its best possible maintenance;
3. pay a deposit of € 100, which will be held against loss, damage or debt for which the student is liable to the Erdisu. The entire deposit or the balance of the deposit will be refunded to the student after the room has been vacated and returned to the original layout. Before leaving the room students must contact the receptionist, who will immediately send for a staff person to inspect the room together with the student in order to make sure there is no damage;
4. pay the monthly fee;
5. sign the inventory of the allocated room.

Students must not have any outstanding accounts with the Erdisu.

In the event of a student not submitting the required documents, the student will lose the right to accommodation in the residence.

In the event a student fails to appear on the date of room assignments, the student loses the right to accommodation in the residence, except in case of impediment – which must be documented.

ARTICLE 5 (loss of the right of accommodation)

The student loses the right to accommodation in the residences in the following cases:

- a) where required documentation is incomplete, is submitted late or has not been submitted at all;

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- b) where the student fails to appear on the date of room assignments, except in case of impediment – which must be documented;
- c) where the student has not been using the accommodation assigned for more than a month from the date of assignment;
- d) where the student applies to transfer to another University;
- e) where the student withdraws from university definitively;
- f) after the 15th day from graduation;
- g) in case of default in paying the monthly fees.

ARTICLE 6 (Payment of the occupation fee)

Occupation fees are determined both upon the family income of the applicant student and the income brackets set in the specific Competition Announcement. They must be paid by the 5th day of every month, through postal giro account n. 16327348 to the Erdisu of Trieste, Salita Monte Valerio no.3 cap 34100 Trieste, no.16327348. The reason for payment will be “versamento rette” (i.e. monthly fees payment) and both the month the payment refers to and the student’s name must be specified.

The first month fee must be paid within 15 days from the room assignment.

Students will keep all receipts as proof of payment.

In the event that there is a delay in payment an additional charge of € 5.16 will be levied, except in serious cases – which must be documented. If the delay is protracted for over a month, accommodation will be revoked, which prevents the student from applying for the accommodation service competition for the next academic year.

The occupation fee is a fixed amount to be paid every month. If the room is assigned between the 1st and the 15th day of the month, the entire monthly fee must be paid; if the room is assigned on the 16th or later, only half the amount is due. If the assignment period ends from the 16th to the 30th, the entire monthly fee must be paid, but if it ends between the 1st and the 15th, only half the amount will be due.

ARTICLE 7 (security deposit)

A deposit of € 100 is payable by the student when he/she is assigned an accommodation. Deposit is refunded to the student within 60 days after the key has been returned. Deposit refunds are subject to the final check, which will attest any damage or loss for which the student is liable to Erdisu and that

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can be charged to the student and established through joint inspection. Students leaving their accommodation must give at least 7 days advance notice. Amounts lower than € 5.16 will neither be refunded nor levied.

ARTICLE 8 (damages and losses)

Students are responsible, unless the contrary is proven, for all direct and indirect damages caused to the accommodation by themselves or others. All the costs indicated in paragraph 1 and paid by the Residence administration to restore the damaged room are charged to the assigned student who will refund the whole amount according to the prices indicated in the attached appendix. For damages not listed, students will pay the amount Erdisu actually paid to repair the damaged property or to replace it if it cannot be repaired. Costs of ordinary maintenance are excluded.

In case of default benefits will be revoked to the assigned student, except for any legal actions Erdisu may take in order to obtain obligation fulfilment and refund of expenses.

If responsibilities cannot be attributed to any individual, each student will be jointly liable with the other assigned students of the same room for the caused damages. Damage must be refunded within 30 days from its notice.

The Residence administration is not liable for personal belongings or money losses or for removal of any object stored in the students rooms, or for objects stolen in the common areas of the Student Residence or in areas adjoining or neighbouring.

ARTICLE 9 (Erdisu duties)

The Erdisu is liable for:

1. the regular and additional maintenance of the premises;
2. the replacement of old furniture;
3. the cleaning service;
4. the receptionist service.

ARTICLE 10

(guest policy)

Students can introduce visitors in their assigned room provided this does not disturb the other assigned students. They are responsible for conduct and actions of their guests and for any violations of the regulations. Guests must leave the premises no later than 12pm. Overnight guests are not permitted.

ARTICLE 11

(right of the Student Housing Staff to enter the property)

The Student Housing staff has a copy of each key to the rooms.

Student Housing staff can enter the room:

- 1) in the presence of the assigned student in the following cases:
 - periodical inspections during the assignment period following assigned students requests;
 - upon request of the resident student.
- 2) in the absence of the student after at least 24-hour advance notice in the following cases:
 - a) inspections to check the room conditions, at the beginning and at the end of the assignment period; maintenance inspections to check the conformity of the electrical appliances with international security standards;
 - b) additional maintenance of the existing fixtures in the room.
- 3) in the absence of the student with subsequent notice of the Residence administration in the following cases:
 - a) urgent maintenance or for security reasons;
 - b) prolonged absence of the assigned student or in case of strangers illegally occupying the room.

Authorised cleaning staff can enter the rooms according to the timetable fixed by the Residence administration.

ARTICLE 12

(Summer/Christmas closure – accommodation availability)

Student Residence Halls are closed over Summer and/or Christmas periods according to the schedule established annually by the competition announcement. Over the Summer period, one or more student residence halls can be used to host students or professors, participants of cultural projects launched by Erdisu or for cultural exchange projects.

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Resident students can place their rooms at the Residence administration's complete disposal from July to September, providing all their personal belongings have been removed and the key returned to the receptionist.

Erdisu is not responsible for losses or damages to students' personal belongings.

Erdisu will also guarantee the students an alternative accommodation in case of necessary temporary or definitive closure of a residence hall for renovation or for any other unforeseeable reason.

ARTICLE 13

(Erdisu disposal of the room in case of absence of the student for study reasons)

Students leaving their rooms during the assignment period for an exchange programme in Italy or abroad or for any other student mobility programme will preventively report to the Erdisu the duration and reasons of their absence.

Students maintain the accommodation right provided that the monthly fees are paid; they can also place their rooms temporarily at the Erdisu's disposal. If so, they must remove all their personal belongings from the rooms.

ARTICLE 14

(use of temporary vacant accommodations)

Erdisu provides hospitality service for international mobility projects set up in collaboration with other Italian or foreign Universities, or for non-aided students, undergraduate and postgraduate students who have links with the University of Trieste. Erdisu can use both temporary vacant rooms and accommodations which are especially reserved for these cases on the basis of an agreement with the University of Trieste.

ARTICLE 15

(definitive renunciation of the accommodation)

Students can definitively release their assigned accommodation for justified reasons. They must fill out a specific form provided by Erdisu, and submit it with 30 day notice.

If students cannot give advance notice due to serious reasons, they must pay an extra monthly fee – with respect to the period of actual use of the room.

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A students leaving the room must subscribe the special room inventory and return the key to the receptionist.

Failure to comply with the rules and provisions stated in the above paragraphs will cause security deposit to be withheld.

ARTICLE 16 (temporary renunciation of the accommodation)

Assigned students can temporarily release the accommodation provided. They must fill out a special form indicating departure and return dates.

If students fail to comply with the provision indicated in paragraph 1, they will be liable for payment of the whole monthly fee.

If the absence lasts more than 30 days, students must remove all their personal belongings from the room, leaving it at the complete disposal of the Erdisu.

ARTICLE 17 (safety equipment)

Emergency exits in the Students Residence Halls are properly designed to guarantee students safety.

Use emergency exits only in cases of a true emergency. Any breach will result in a disciplinary action and report to the police.

ARTICLE 18 (disciplinary procedures)

Students violating the rules contained in the Residence Regulations or violating a housing policy, are liable to the following disciplinary measures:

- a) oral warning by the Residence administration;
- b) written warning by the Erdisu Director. The accused student can submit a written request for an appeal within 7 days from receiving the notification;
- c) final written warning by the Erdisu Director. It is notified, through registered mail, in case of unfounded student's appeal or in case of overnight hospitality to visitors;
- d) termination of the student's right to occupy the accommodation occurs in following cases:
 1. failure to pay the occupation fee according to the established modalities;
 2. permitting the assigned room to be occupied by others even temporarily and for free;

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3. subletting of the accommodation;
4. eligibility for the accommodation on the basis of false declarations;
5. after three written warnings;
6. conduct violating the civil and penal law.

The termination of the student's right to occupy the accommodation for the above mentioned reasons results in the student not being permitted to apply for an accommodation in the next academic year.

The student can submit a written request for an appeal or for a testimonial in his own defence for all previously mentioned disciplinary cases. He can also request to be heard by the Residence administration in the presence of a lawyer.

ARTICLE 19 (communal areas)

Communal areas in the residence halls can be used by resident students for cultural and recreational activities upon authorization by Erdisu. Students organising activities must submit a written request to the Erdisu and will be responsible for any potential damage caused by participants.

The Erdisu allows non resident students to use the halls and the study rooms in the residence halls, as well as shared toilets on each floor, during the residence opening hours from 8 am to 12 pm.

This provision does not apply to any cultural or recreational event previously authorised by the residence administration which lasts past midnight and to which non resident students have been invited.

ARTICLE 20 (laundrette)

A laundrette equipped with coin operated washing machines, dryers and irons, is placed by the Erdisu at the disposal of resident students.

Please check the opening hours on weekdays. A guardian will supervise the use of the room.

ARTICLE 21 (computer hall)

A computer hall, equipped with computers and printers can be used by resident students.

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Please check the opening hours of the hall. A guardian will supervise the use of the room. Students doing research or using the p.c. for study purposes will have precedence. Students who want to use external software must obtain previous authorisation by Erdisu.

ARTICLE 22 (Student Committee)

Erdisu promotes the creation of a Student Committee in every residence hall in order to establish a closer relationship with students.

The Committee is elected by the student meeting of each hall of residence. The student meeting is summoned no later than 15th December of every academic year and elects three representatives in every hall of residence.

A report of the election must be drawn up and submitted to Erdisu. The student assembly must communicate the names of the Committee components to Erdisu. The Committee will be the direct interlocutor of Erdisu in facing and solving general or specific problems regarding daily life in the student residences.

ARTICLE 23 (cross-reference norms)

Please check provisions regarding lodging, civil and penal codes norms and any other acts, regulations and uses in force on the same subject for any further reference.

APPENDIX: (List of costs for furniture maintenance/replacement in the student residence halls)

Toilet bowl ring replacement € 25.82

Complete lock replacement € 24.58

Shower curtain replacement € 31.14

Window glass replacement € 30.99

Toilet mirror replacement € 37.96

Lamp replacement € 45.96

This is an unofficial translation of the Student Residence Regulations. It is provided for information purposes only. Reliance may only be placed upon the official Italian version.