



General regulations for University Residences

Art. 1 Purpose - hospitality relationship

1. The use of accommodation facilities by guests and community life within them are governed by these Regulations.
2. The University of Brescia, hereinafter referred to as the University, guarantees accommodation services

in its residential facilities according to the provisions of the relevant notices and/or according to the provisions of the orders authorising access to the accommodation, in compliance with these Regulations.
3. The University defines the fees for the use of the residences in a specific tariff approved by the Board of Directors and published on the University website.
4. The hospitality relationship is personal and begins at the moment of check-in and ends at the moment of check-out. Subject to the provisions of Article 6.

Art. 2 Access to the housing service

1. Access to the housing service is reserved with priority for guests who meet the requirements set out in the competition notices and who have accepted the bed, called up following of the ranking list due to the availability of free places. Access to the housing service is also granted to other subjects identified by the University with a specific provision.
2. The assignee of the accommodation undertakes to occupy it according to the times and methods established in each notice and/or in the measure mentioned in the previous paragraph. Any reconfirmation or change of accommodation assignment is governed by the respective notices published annually and/or in the measure mentioned in the previous paragraph.
3. In order to protect users, the University may at any time request submission to medical examination of the guests assigned to the accommodation if there are serious doubts about their health such as to invalidate their stay in the accommodation. In the event of a serious and contagious disease found by a doctor, the person is required to maintain isolation from other guests of the structure. The detection of contagious diseases is grounds for immediate and temporary removal from residence, with return only after a medical certificate attesting the suitability for cohabitation. Failure to comply with the above may result in temporary suspension or, if the conditions are met, withdrawal of the assignment from the housing service, in accordance with articles 19 and 20 of the Civil Code
4. The assignee must be aware of and comply with these Regulations, as well as the rules on fire prevention and emergency fire prevention and emergency regulations, available on the University's website.
5. In the event of special needs related to the disabled and/or invalid condition of a guest, extraordinary accommodation adaptations can be requested from the relevant office. These will be



assessed in compliance with the law and the University's availability. In the event that these adaptations go beyond the provisions of the regulations in force regarding the removal of architectural barriers, the University may request a contribution from the applicant.

Art. 3 Security

1. The prevention and protection plan and the relative safety devices are in place to safeguard the safety of all residents. Each assignee is obliged to:

- respect all existing safety devices and use them solely and exclusively for the intended purposes; - contact Reception to report emergency situations
- learn the requirements in the event of an emergency through the documentation present in each room and in the common areas, as well as on the University website; - report to Reception any anomalies in the safety devices or inappropriate behaviour, for the purposes of prevention;

Art. 4 Non-interest-bearing security deposit

1. The guest of the residences, before entering accommodation, is required to pay a sum, as a non interest-bearing security deposit, in an amount established and in the manner identified by the Board of Directors in a specific resolution, published on the University website.

2. the non-performing security deposit, verified the conditions referred to in paragraph 3, will be returned at the end of the period of stay at the accommodation, or at the time of early release/ forfeiture from the right to bed

3. The return of the security deposit is subject to the verification of any damage caused to the property, structures and furnishings of the Residences, as well as to the extra cleaning charges for which the assignee is personally and/or jointly responsible. The reimbursement is also subject to the verification of any penalties imposed and not yet recovered and/or the presence of unpaid monthly fees.

4. In the event of impossibility of restitution due to failure on the part of the assignee to indicate IBAN details, within 30 days of the communication sent by the competent office to transmitting the aforementioned data, or in cases of ascertained objective impossibility of repayment the University is authorised to transfer the same to its own budget.

5. In the cases referred to in paragraph 3, having ascertained the amount and the relative responsibilities, without prejudice to the adoption of eventual further measures and subject to written communication to the student concerned, it shall be deducted from the non-interest-bearing deposit the amount corresponding to the damage done or to the outstanding amount, except for greater sums due.

6. If, as a result of the measures referred to in paragraph 5, the amount of the security deposit is less than €150, the assignee shall be required to replenish the security deposit amount originally deposited within a period of 10 days from receipt of the relevant written notice. Failure to replenish the deposit within the deadline shall result in the immediate suspension of the university career pursuant to Article 15. Failure to reconstitute within 40 days of receipt of the written communication may result in the suspension of the housing service pursuant to Article 19.



7. Should the assignee who has accepted the bed allocation fail to complete the check-in process within the timeframe specified in the call for applications and/or the admission notice, and fail to declare a waiver of the housing service within ten days of paying the non-interest-bearing security deposit, the University is authorized to retain said deposit as compensation for having reserved the accommodation.

Art. 5 Check-in/check-out and delivery/return of keys/access credentials

1. In order to obtain the delivery of the keys to the assigned room, the badge and any additional access credentials, the assignee of accommodation must present, at the time of check-in: a) a valid identification document (identity card or passport); b) receipt of payment of the security deposit in accordance with the provisions of the notices; c) a copy of the receipt for payment of the first instalment of the enrolment fees.

2. At the beginning and at the end of the period of stay, the holder of the bed shall sign, at the presence of a charge of the Reception Service, the minutes of check-in / check-out and Delivery/return of access keys-credentials, containing information on the status of the places and the furnishings present in the assigned room, as ascertained at the time of delivery and the subsequent release.

3. The assignee is obliged to indicate, in the report referred to in paragraph 2, any allergies to specific products in order to report them to the persons in charge of the cleaning and rodent/debugger service.

4. Failure to provide the check-in report and collect the keys/access credentials prevents entry to the room.

5. Upon taking possession of the accommodation, the assignee is required to report in writing any damage or defects found in the room; failure to do so may result in liability being attributed to them, whether during subsequent inspections or upon check-out. In the event that the assignee is not present at the check-out to carry out the check-out check, this will be carried out by the personnel in charge of the Reception Service and any anomaly or damage found will be charged to the assignee, including the cost of any extra cleaning required.

6. The assignee shall be liable for all changes and/or damage not indicated in the report of check in/check-out under the terms set out in paragraph 5, except for deterioration or consumption resulting from the normal use of the goods assigned.

7. At the same time as signing the check-in report, the assignee will receive the keys and/or telematic activation for access to the room, a eventual badge for entry to the buildings and any additional credentials. Duplication is prohibited and the transfer of keys, badges and further credentials to third parties for any reason whatsoever. In the event of loss or theft of keys/access credentials, the assignee shall immediately make a written notification to the competent office and, if necessary, file a report with the judicial authority and deliver a copy. The assignee shall bear the costs of replacing the lock, key-tag duplication or reissuing the badge/reissuing additional access credentials.

8. The installation of chamber closures other than existing ones shall be prohibited. Where however, the competent office will ask the assignee for the immediate removal. In the event of



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default within 15 days of the notice, the university career will be immediately blocked, as

art.15. The further prolongation of the default may result in the withdrawal of the benefit pursuant to

art. 20, with consequent obligation of the assignee to release the accommodation.

All expenses related to the restoration of the normal functionality of the room will be charged to the assignee.

9. The assignee is in any case required to definitively vacate the accommodation in the month of August from any personal belongings, also in order to allow the appropriate disinfection and any extra cleaning, unless he/she has explicitly requested to use the paid housing service for that month and that the request has been accepted by the competent office.

10. The awarding of a degree, the withdrawal from studies, the suspension of a career or any other act that results an interruption of the studies entails the termination of the right to accommodation. The beneficiary of the accommodation must immediately notify the competent office in writing and vacate the accommodation within the month in which the interruption in studies occurs.

Art 6. Accommodation fee

1. The assignee is required to pay in advance for the accommodation on a monthly basis, by the date communicated by the competent office. The cost is based on the type of room, according to the pricing of the accommodation service, published on the University website and on the basis of payment methods indicated in the notice and/or in the provision for access to the service.

2. Failure to pay 2 fees will result in immediate blocking by the Office responsible for the university career pursuant to art. 15 until the balance due.

Further failure to pay or the continuation of the debt may result in suspension or revocation of the benefit pursuant to articles. 7pm and 8pm.

3. The fee is due up to and including the month of check-out, without prejudice to the provisions of paragraph 4.

4. Any resident intending to leave the Residence permanently for any reason (including withdrawing from studies or completing their degree) prior to the end of the assigned period must provide written notice to the relevant office at least two months in advance. This notice period begins the month following the submission of the notification. Failure to provide notice within the required timeframe will result in the charging of fees due for the corresponding period (a non-proratable amount), and this sum may be deducted from the security deposit.

Art. 7 Stay in housing facilities

1. Where materials and personal effects belonging to guests no longer assigned, deposited in Residence or found at the liberation of the chambers, are not withdrawn by the persons concerned, the office competent will give written notice to the assignee, at the last email address of the University, fixing a peremptory period of 10 days for the collection of the goods. After this period, the goods will be considered abandoned and their final disposal will be carried out.



2. During the academic year the competent office reserves the right to proceed, with specific and motivated provision, for the official transfer of the assignee to another residential room/structure, if there are reasons for the functionality of the service and/or domestic partnership. Further measures may be taken in case of incorrect behavior e violent towards other guests of the Residence and/or staff, in case of damage to structure and the goods contained therein, as well as in relation to the documented health needs of the guest.

The assignee is required to make this move within the deadline indicated by the office competent with their formal communication. The assignee can oppose the measure submit written notes to the Sector Manager, who will immediately decide on the matter and without any formality. If the student does not comply, his university career will be blocked pursuant to art. 15 and, where non-compliance persists, to the suspension of benefit pursuant to art. 19. Failure to comply within 30 days of notification entails the revocation of the benefit pursuant to the art. 20 with consequent obligation of the assignee upon vacating the accommodation.

3. The assignee is required to communicate in writing to the Reception any absences from the facility beyond ten consecutive nights. Absences beyond this deadline unless duly justified entail the revocation of the benefit and the payment of the entire fee for the entire assigned period.

4. If during the period of accommodation assignment, the student is the winner of international mobility or participate in internships or training courses outside the University, he is required to report the duration of the absence to the Reception and produce the relevant documentation, which will be verified by the competent offices. In such cases, the student will be required to check out and vacate the room from their personal effects, unless otherwise provided in the call for applications and/or the admission act. The University guarantees the right to accommodation upon return from the period absence of the assignee.

Art. 8 Prohibition on the transfer of beds

1. The assignees cannot transfer the use of the accommodation to third parties, even temporarily, nor occupy one other than the one assigned to them. Subletting of the accommodation is prohibited. Failure to comply with this provision entails the revocation of the benefit pursuant to Art. 20.

Art. 9 Rules of conduct

1. The assignees must maintain good behavior during their stay in the Residence based on mutual respect, fairness, education and civil coexistence, collaborating with other guests and with the staff.

2. The maintenance of the quality of the environments, the services offered and the green areas is entrusted, furthermore to the Residence staff, also to the responsibility and decorum of the users.

3. The assignees must avoid loud noises that disturb other guests. It is required in particular to guarantee silence from h. 11.00 pm 8.00 both in their rooms and in the common spaces, building interiors and exteriors.

4. Assignees shall be required to use electricity and water routinely and correctly. In the case of any non-conforming use (for example: lights on without reason, electrical appliances active in the absence of the user, etc.) the competent office can proceed contesting the fact and by applying the fine pursuant to art. 18. Repeated non-compliant use may involve the suspension of the benefit



pursuant to art. 19.

5. All the Residences are equipped with single /common kitchens, equipped with fridge, induction plates and, where appropriate, ovens and microwaves. The assignees must not leave during the cooking of the food, must not leave the electric plates and/or induction, they must leave the kitchen in order and clean after use.

Dishes and/or food left in common kitchens after use may be removed and disposed of cleaning staff. It is absolutely forbidden to tamper with the protected switches that are located in kitchens and any other appliances present there.

The assignees are required to deposit in a box all the food introduced in the refrigerators. On the box must be affixed appropriate label to identify the owner; monthly will be performed a cleaning of all refrigerators and what will not be labeled as indicated above, will be removed and disposed of.

6. Assignees shall respect the cleanliness and decorum of the common parts. Any failure installations (electricity, water, lifts, etc.) and equipment, both common and individual, must be immediately reported to the Reception Service staff. In all spaces the assignee is jointly responsible for the good conservation of the premises and property granted in use. The use of common spaces for public meetings is not allowed unless duly authorised by the competent office.

7. However, the following shall be prohibited:

a) introduce and make use in the Residence of any device equipped with electrical resistance (electric and gas stoves, toasters, ovens, stoves, etc.) subject to the use of the equipment given by the University) the kitchens. It is also forbidden to use refrigerators and air conditioners, except the use of the equipment provided by the University. In case of discovery, following inspection of these objects, the competent office will formally ask the assignee for their removal, without prejudice to further sanctions; b) smoking in all the rooms of the Residence, as provided for and sanctioned by art. 51 of the Law 16.01.2003, n. 3;

c) introduce flammable materials into the Residence and keep in the room fire retardants, illicit substances;

d) keep animals of any kind in the living quarters and outside areas related, without prejudice to guide dogs as per reference legislation;

e) move, modify or adapt the furniture in the rooms, remove or introduce furniture or equipment from common places and/or in the rooms, proceed to disassemble, change the furniture; f) tamper with protected switches, smoke detectors and any devices included in the Residence; g) to carry out all sorts of actions that may harm other guests, staff in

service, to passers-by, to the neighbourhood, to the structure and to the goods present in it (by way of example and not exhaustive: water balloons, tampering with security and service systems, premises and common equipment available to assignees, throwing of objects of any kind, etc.); h) hold parties or meetings in the room, on the floors or in other rooms, without permission; i) dispose of leftovers of food and drink as well as garbage in common areas, kitchen spaces, in refrigerators (in case of prolonged absence) or in rooms. The costs arising from the interventions of extra cleaning will be charged to the assignee responsible and possibly deducted from the security;

j) the use of services reserved for residents by outside persons;

k) place on terraces or windowsills any object the presence of which may endanger for the safety of passers-by, or is otherwise prohibited by the Municipal Regulations in force; l) the guest who, following verbal recall by the staff, does not give up from disturbing and/or harming things and people, may incur a penalty.

8. In the event of non-compliance with the prohibitions and requirements referred to in paragraph 7,



the competent office may apply a fine pursuant to art. 18 and the possible suspension/withdrawal of service in accordance with the provisions of Art. 19-20 and, where applicable, the reporting to the competent Offices and Bodies for any further sanctions.

Art. 10 Meetings and parties

1. The assignees may organise, within the premises of the residence, small parties/meetings in closed spaces indicated by the University and with maximum participation according to the spaces used and fire protection regulations. Such parties/meetings may not start before hours 8.00 and continue beyond 23.00.
2. The application for authorisation shall be submitted to the Head of the competent office for the management of residences, at least 5 working days before the event.
3. The consumption and distribution of alcoholic beverages shall not be permitted.
4. The use of the kitchen for the preparation of food intended for the organisation shall be prohibited for the events indicated in paragraph 1.
5. A fine may be imposed in the event of a breach of these provisions in accordance with art. 18 and in the most serious cases the suspension of the benefit or the revocation of the benefit pursuant to Art. 19 and 20.

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Art. 11 Visits

1. The assignees may receive visits from h. 08:00 to h. 23:00, in compliance with the indications hereafter.
2. To enter the Residence, visitors must be identified and registered by the Reception service, by showing an identity document and, if not foreign EU members, including a copy of the residence permit. Reception staff, where necessary, will request the consent of the recipient of the visit.
3. During the night, from 23.01 to 7.59, access to the Residences, nor the permanence in them. The violation of this provision entails:
 - a) to the visitor immediate removal and temporary prohibition from structure; b) against the beneficiary:
 - the application, as a cost reimbursement, of the guest-house tariff in force for the days of accommodation, if it appears that the visitor has stayed in the Residence and the application of a written warning;
 - in the event of recurrence of the event, it shall be applied in the first instance in addition to the reimbursement of the costs referred to in previous point, the fine (pursuant to art. 18); for subsequent repetition the suspension of benefit (pursuant to art. 19).
4. Visits shall be permitted within the assignee's room up to a limit of one person and in the lobby and common areas previously identified by the competent office.
5. The competent office reserves the right to refuse entry to outside parties who have been reported for non-compliance with this Regulation, for facts of particular gravity or for not having observed civil behaviour and/or based on mutual respect in the use of structures housing and in relations with guests and staff in service at the property.



6. The assignee shall be jointly and severally liable with the visitor for any damage to the facilities and/or infringements of this Regulation which they may have committed.

Art. 12 Equipment and cleaning of assigned rooms

1. The maintenance of the decorum and functionality of the goods made available shall be borne by assignee.

2. The University shall not be liable to assignees or third parties for valuables, money and anything else held by them both in the room/accommodation and in the common areas.

3. The University shall provide the assignees with the complete chamber of furniture only, which shall be returned under the same conditions, except for deterioration or consumption resulting from the normal use of assigned assets.

4. They shall in particular be borne by the beneficiaries and are therefore not provided for in the ordinary: linen and kitchen accessories, sheets, pillowcases, pillows, towels, pots, dishes, except in cases of emergency at the discretion of the Sector Manager.

5. Rooms shall be delivered clean. Each assignee shall keep his room and its own bathroom in good sanitary conditions. An external service provides periodic cleaning of the rooms and bathrooms. In the event of non-compliance with the requirements of this Article, a fine shall be imposed in accordance with art. 18 and in the most serious and repeated cases, the suspension/ revocation of service pursuant to art. 19 and 20. Where the conditions are met, any further sanctions.

6. The cleaning staff shall have regular access to the rooms. At the request of the guest, the possible to suspend the cleaning service for a maximum of two consecutive weeks, prior communication to the reception staff within 24 hours of the previous day, by email.

7. For particular and documented health needs, it is possible to request the suspension of cleaning service for the entire period of stay. In this case, at check-out will be charged to the guest the cost of an extra cleaning, by withdrawal from the security deposit.

Art. 13 Controls and inspections

1. The staff of the Residence Reception Service shall be provided with a copy of the keys access to the rooms. The same can always require the exhibition of appropriate document recognition, if deemed necessary, in order to verify the legitimate access to the Residences.

2. Reception staff shall carry out periodic checks in the rooms to verify the status of the places.

3. If access to the rooms is necessary to check the status of the places, carry out technical inspections and/ or extraordinary maintenance or verify the possible violation of the Regulation, the competent office will inform the assignee in advance, also through the brief. In case of absence of the assignee, of his absence or of exceptional urgency, the staff employee, following formal authorization of the competent office, will still have access to the camera. The staff can use photographic material to prove the anomalies.

4. Reports and anomalies arising from staff access to the room are forwarded to the office



responsible for the recruitment of any consequential measures.

5. Where there are reasonable grounds for believing that there is a state of emergency or danger, the competent office may in any case grant access to the accommodation, even without prior notice, including law enforcement if necessary.

Art. 14 Liability

1. The assignee shall be responsible for the proper conservation of the premises and of the property assigned to him in enjoyment, even in temporary use, which must be returned at the end of the stay in the same delivery state, subject to normal decay.

2. The assignee, for damage caused personally or by his or her visitors to the property he or she has used, shall be liable for compensation.

3. In the case of multi-bed rooms, liability for any damage shall be shared between all the occupants, unless individual liability arises.

4. Liability for damage to property in common service areas and/or for their subtraction is attributable jointly to all the guests of the structure, if individual responsibilities have been not been established. The assignee, at the time of use, is required to report any damage or malfunction found to the reception staff. If it is not possible to ascertain individual responsibilities, the challenge, addressed to all guests of the structure or a part of it (if it is possible to circumscribe the responsibility) will be carried out by e-mail.

5. The University does not assume any responsibility for any facts or offences committed in the Residences. If the assignees are responsible for the above facts or crimes, in addition to the reports of their own motion, suspension measures may be applied to them and withdrawal from the benefit pursuant to Articles 19 and 20. without prejudice to civil or criminal proceedings.

Art. 15 Administrative measures: blocking of the general career.

1. In the cases and under the conditions provided for in these Rules, the University may proceed to the blocking of the student's career which involves:

- impossibility of registration at the next a.y.;
- impossibility of recording the profit tests;
- no registration for examinations;
- inability to transfer to another course or university;
- impossibility of changing career;
- impossibility of issuing certificates

Art. 16 Sanctions

1. Any infringement of the provisions of this Regulation shall, in respect of offenders, foresee the application of the following penalties, depending on the increasing seriousness of the facts: a) an admonition;

b) fine;

c) suspension of benefit;

d) withdrawal of benefit.



2. The admonition and fine shall be imposed by the Sector Manager, on the advice of the Office competent, while the suspension and revocation fall within the exclusive competence of the Rector.

3. The Sector Manager, after ascertaining the facts and responsibilities, shall notify, by a written challenge to the assignee, violations of these rules and assign the deadline for counterclaims. The assignee may submit in writing, within 5 days of receipt of the objection, its counter-claims on the matter to the disputed facts.

4. After the deadline referred to in paragraph 3, the Sector Manager shall impose the sanction or to file the procedure, giving written notice to the interested party.

5. Appeals against measures taken by the sector manager may be lodged with the Rector within five days of notification. For measures exceeding the fine is allowed, always, within 5 days, appeal to the Academic Senate. The presentation of the appeal does not suspend the sanction.

Art. 17 Sanctions: warning

1. The admonition shall consist of a written and reasoned reminder to the assigned student. 2. The second warning given during the same academic year shall include: the application of the fine pursuant to art. 18.

Art. 18 Penalties: fine

1. The fine shall consist of a financial penalty, the amount of which shall be determined by the Board of Directors, to be paid within 10 days of receipt of the written measure.

2. After the period referred to in paragraph 1 has elapsed, the amount shall be automatically reduced by the security, which must therefore be restored should it prove to be lower than the amount referred to in Article 4, paragraph 6.

3. In addition to the cases provided for in these Rules, it may be ordered:

- infringement by an assignee who has already been reprimanded for a time, of provisions of this Regulation for which the penalty referred to in art. 17;
- events of particular gravity, not provided for by the Rules of Procedure, committed by the assignee against things or people within residential facilities;
- failure to remove objects placed on window sills or balconies, following written notification of the staff in charge.

Art. 19 Sanctions: suspension of benefit

1. Suspension of the benefit, ordered by Rector's Decree, entails temporary removal from Residence from 1 to 30 days.

2. In addition to the cases provided for in this Regulation, the suspension of the accommodation service may be disposed in case of violation, by an assignee, already twice recipient of the provisions of this Regulation or in particularly serious cases not provided for in Regulations, committed by the assignee and involving the initiation of criminal proceedings and/or restrictive measures against him.



Art. 20 Sanctions: withdrawal of benefit

1. The revocation of the post assigned shall be ordered by Rector's Decree in cases of obligations of conduct that have caused serious damage to the University or to third parties or in presence of more than one suspension.
2. The accommodation shall be withdrawn automatically from the assignee in the following cases:
 - conduct contrary to public policy and morality;
 - introduction into the Residence of flammable materials, weapons, explosives and harmful substances, narcotic or psychotropic substance;
 - assignment or permission to third parties of the key, badge and other credentials of access to the Residence;
 - failure to use his bed for more than one third of his useful time;
 - infringement by an assignee who has been temporarily removed twice from the Residence, the provisions of this Regulation for which the application of temporary removal from residence pursuant to art. 19.

Article 21 Forfeiture

1. The assignee shall forfeit the right to bed/room in the following cases:
 - a) achievement of the qualification relating to the Degree Course attended;
 - b) delayed, omitted or incomplete submission of the required documentation;
 - c) transfer to another university;
 - d) no further studies;
 - e) permanent renunciation of accommodation;
 - f) verification by the competent Office that the requirements for participation are not met to the notices;
 - g) failure to communicate enrolment to another University;
 - h) false ISEE declaration;
 - i) failure to obtain a bachelor's degree within the extraordinary graduate sessions of a.a. in to which the student is enrolled in the first year beyond the normal duration of the course.
2. The forfeiture of the benefit shall be ordered by Rector's Decree and notified to the person concerned.

Art. 22 Insurance cover

1. Accommodation assignees shall be insured against accidents which may occur within the framework of the University Residence.
2. The University shall not be liable for the theft of personal effects and/or values of assignments or damage thereof.

Art. 23 Privacy Policy

1. Pursuant to General Data Protection Regulation No. 2016/679, issued by European Parliament and ss.mm.ii., the personal data collected are intended for all operations planned for the management of the service and for the realization of institutional purposes university.



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Art. 24 Final provisions

1. For all matters not covered by this Regulation, please refer to the provisions of the notices of competition for the provision of housing, to the provisions of law.
2. The provisions of this Regulation and the penalties therefor shall be extended as regards compatible, to students of internationalization projects (eg: Erasmus) and external guests.