

REGIONE CAMPANIA



## **A.DI.S.U. – Salerno**

Azienda Pubblica per il Diritto allo Studio Universitario

Via Della Tecnica, 1 – 84084 Fisciano (Sa)

### **ACADEMIC YEAR 2016-2017**



## **REGULATIONS**

for *A.DI.S.U.-Salerno* Halls of Residence

approved by Commissioner Decree no. 23 of 3 August, 2016.

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## Art. 1 – GENERAL PRINCIPLES

1. The *Azienda per il Diritto allo Studio Universitario di Salerno* (Salerno Agency for the Right to University Education), henceforth ADISU, grants housing services within its residential buildings in compliance with current legislation, with the provisions outlined in competition notices for scholarship awarding, and with the present regulations.

**The Halls of Residence consist of ready-furnished housing units in the form of one-room or two-room flats and mini-apartments.**

**In compliance with the minimum percentages of accommodation assignment –established by appropriate regulations– one-room flats are reserved for *fuori sede* students (i.e. students residing outside the metropolitan area of Salerno) who have won a scholarship. Occupancy shall last for at least 10 months.**

**Mini-apartments, one-room and two-room flats not reserved for *fuori-sede* students (see above) can be given to other users for a fee, according to terms and conditions established by ADISU through its own regulatory actions.**

**Should the housing service be awarded, assignees will be granted accommodation and other related services (heating, air-conditioning where available, Wi-Fi or LAN connection, power supply, water supply, room cleaning, linen changing, etc.). Access to common areas (such as libraries, study rooms, launderette, cafés, etc.) is also granted.**

The following chart reports the facilities available within the university residences:

	<b>Halls at Fisciano Campus</b> Via Renato Caccioppoli, 4 Fisciano (SA) 84084	<b>“Palazzo Barra” Halls</b> Piazza R. Margherita, Lancusi Fisciano (SA) 84084	<b>Halls in Baronissi</b> Via Aldo Moro, Sava Baronissi (SA) 84081	<b>Halls at Fisciano Campus (II complex)</b> Via Mariscoli, Fisciano (SA) 84084
<b>Beds</b>	282	24	82	240
<b>Single-bed</b> housing units	✓	✓	✓	✓
<b>Two-bed</b> housing units		✓		✓
<b>Three-bed</b> housing units	✓			
Adjacent to cafeteria	✓			
Air-conditioning	✓	✓		✓
Heating	✓	✓	✓	✓
Wi-Fi/LAN connection	✓	✓	✓	✓
Study rooms, meeting rooms	✓		✓	✓
Projection room	✓		✓	✓
Common area	✓	✓	✓	✓
Cafè and breakfast rooms	✓			
Launderette	✓		✓	✓

Reception desk - Offices	✓		✓	✓
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**2.** Halls reserved for ADISU are assigned on the basis of a ranked list of candidates drawn up according to the criteria established annually by the **Competition Notice for Scholarship Assignment**.

Accommodation for *fuori sede* students is exclusively reserved for deserving, proficient applicants with limited means, in accordance with the criteria for the evaluation of financial conditions and merit established by Prime Minister's Decree pursuant to Article 4 of Act n. 390, on December 2, 1991, containing "Regulations on the Right to University Education".

Students who have obtained accommodation shall present themselves at the place, on the date and time shown in Par/Art. 13.2 of the Competition Notice. No convocation letter will be sent.

In case of substantiated impediment, students will be allowed to delegate a person their family for the mere physical acceptance of the bed. Delegates shall present themselves within the established terms. Assignees shall regularize their position by presenting themselves within 10 days, on penalty of forfeiture. Users will be obliged, however, to the payment of fees for the period of non-occupancy.

**3.** Accommodation assignment by ADISU determines an official hosting relationship, which shall last for the period indicated in the competition notice.

**4.** Students who are not assigned accommodation for the following academic year shall leave the residence within the terms established by ADISU and/or by the competition notice.

**5.** Should an assignee graduate during the current year, the whole amount due for housing services will be withheld from their scholarship.

**6.** When available, mini apartments and one-room or two-room flats can also be given for a fee to other users. These will be chosen among students, administrative staff, Italian and non-Italian academics or other users. Such applicants may also request shared assignment (i.e. share accommodation with other applicants, family members, or caretakers for disabled students). Should applications exceed the number of housing units available, those made by users residing in the furthest place from the University of Salerno will be preferred.

**7.** The agreed occupancy time is usually 10 months. In case other places are available, occupancy can be reduced to a period not shorter than one week (from Sunday to Saturday) for "Palazzo Barra", and 15 days for all other halls.

*During the two months when residences are not occupied by persons chosen by ADISU, only on-campus halls in Fisciano will be available for renting for a daily amount set by the contractor who has won the tender.*

## **Art. 2- DOCUMENTS REQUIRED FOR ADMISSION** (start/end/rules)

**1.** Once granted accommodation, the user must:

- a) present to ADISU a valid identification document (identity card or passport) and a copy of his or her tax code;

**b)** Even in the case of accommodation granting renewal, the user must present a medical certificate not older than 3 months from the date of acceptance. This certificate must specify that: *the student (and any other paying user) is free from objective, transmissible, infectious diseases which are unsuitable for living communally.* **The certificate must be handed in as soon as accommodation is officially granted. If not, it shall be produced no more than 10 days later. As this term expires, the user will be temporarily removed from the halls until the aforesaid medical certificate is produced. The user will be obliged, however, to the payment of fees for the period of non-occupancy.**

All users are required to promptly report any contagious diseases contracted during the stay at the halls.

**c)** hand in a copy of the receipt confirming the correct registration for the current year – if already carried out – or hand it in at *ADISU - Salerno – Servizi Abitativi* no later than October;

**d)** hand in the payment receipt of the security deposit referred to in art. 3 for the current academic year;

**e)** sign the acceptance of the regulations for the halls;

**f)** sign the acceptance report of the granted room pertaining to the status of the property and the identification and the status of the furniture, which will be established by an ADISU appointee and by a representative of the contractor for the recipients of scholarships, and by a representative of the contractor alone for all other paying users;

**2.** All facilities, services, furniture, etc., which constitute the equipment of the granted room, are entrusted to the users for the whole time of occupancy. **It is strictly forbidden to make any changes to their original arrangement.**

### **Art. 3 – SECURITY DEPOSIT**

**1.** At the time of entry, the student or any other user is required to pay an idle security deposit equal to a month's fee, as collateral for any damage or faults caused to goods, facilities and furnishings of the 'ADISU halls, as well as the charges for extra cleaning of which the student or user may be responsible in whole or in part. **Students who have been granted accommodation by ADISU as *fuori sede* assignees for the first year, following years and enrolled on an additional semester must make the payment directly to ADISU by:**

**a)** direct payment at the counter of the ADISU treasurer's office , based in the campus;

**b)** bank transfer to ADISU Salerno, to be made using the IBAN available at <http://www.adisu.sa.it>;

**c)** postal order addressed to ADISU Salerno - Via della Tecnica, 1 - 84084 Fisciano (SA). *All other paying users* must make the payment to the contractor for the halls of residence in the manner specified by the contractor at the time of closing of the contract.

**2.** Once ascertained the extent of damage and liability, barring disciplinary action and upon written notice to the person concerned, ADISU will deduct the corresponding sum from the security deposit, except for compensation of higher amounts due.

**3.** The student and any other user is required to replenish the original deposit within 10 days of the reception of the written notice referred to in the second paragraph of this article.

4. In the event that the student or any other user does not pay the deposit money or does not replenish it, he or she will lose the enjoyment of the benefit; therefore, they will have no access to the halls until the deposit is replenished, the obligation to pay the rent for the period of non-use being still in force. ADISU reserves the right to recourse to legal action in the event that the student or any other user does not compensate the damage when this exceeds the value of the deposit.

5. At the end of the stay, ADISU will return the deposit to the assignee within (normally) 30 days, and so will the contractor to paying users.

6. Leaving unaffected what has been stated in Art. 1, paragraph 5 of these Regulations, in case a student or any other user prematurely and definitively leaves the hall of residence at which he or she has been staying, they are required to inform the ADISU administrative offices at least 7 days before departure.

#### Art. 4 – PAYMENT OF FEE

1. The cost for the residence user is as follows:

Type of accommodation	Monthly fee (VAT included)
a) <b>Single-bed</b> housing unit	<b>€ 260,00</b>
b) <b>Two-bed</b> housing unit	<b>€ 420,00</b>
c) <b>Three-bed</b> mini-apartment	<b>€ 630,00</b>

The accommodation fees for b) and c) can be shared by occupants communally. If accommodation is granted from the first day of each month and no later than the 15<sup>th</sup>, the fee must be paid in full; from the 16<sup>th</sup> onwards, half a month's worth of the fee will have to be paid. Should the granting end between the 16<sup>th</sup> and the 30<sup>th</sup>, the fee will have to be paid entirely. Should it end between the 1<sup>st</sup> and 15<sup>th</sup>, instead, it will only have to be paid in half.

2. In order to enjoy accommodation, the winners of scholarships (*concessi*) will sustain a deduction directly from their study grant, as provided for by art. 13.3 of the Competition Notice.

**For *concessi* assignees** (first-year *concessi* and those enrolled in an additional semester and PhD students) who are required to pay, the fee is set at **260.00 € per month, to be paid in advance by monthly installments from the 1<sup>st</sup> to the 5<sup>th</sup> of each month in the following ways:**

- direct payment at the counter of the ADISU treasurer's office, based on campus;
- bank transfer to ADISU Salerno, to be carried out using the IBAN available on <http://www.adisu.sa.it>;
- postal order addressed to ADISU Salerno - Via della Tecnica, 1 - Fisciano (SA), indicating "versamento retta" (monthly fee) and "cauzione" (security deposit) as description of payment, and specifying the month and the assignee's identity.

Should the fee not be paid for longer than one month from the deadline, through resolution of the ADISU director general, the assignee will be revoked accommodation for the current academic year. In such a case, *fuori sede* students will lose their right to receive any scholarships, thus

assuming the status of *pendolare* (commuter). This latter action will be enforced only after the notification of charge and the acquisition of supporting documents produced by the party concerned, which will have to be submitted within 5 days of notification. The University of Salerno will also be made aware of said action.

**All other paying users must make the monthly payment to the Contractor of the Halls of Residence in the Fisciano Campus by advance installments from the 1<sup>st</sup> to the 5<sup>th</sup> of each month, in the manner that will be indicated by the contractor at the time of closing of the contract.**

#### **Art. 5 – ACCEPTANCE AND RELEASE OF THE ROOM**

1. As it mainly consists of the granting of housing services, the awarding of a scholarship to a *fuori sede* student entitles the holder to live in the halls of residence as from the day established by ADISU for the next ten months.
2. At the beginning and at the end of the stay, the assignee, together with a representative of the management and an ADISU appointee, will proceed to the verification of the status of the premises and the furnishings of the rooms in use, by signing a special report which will bear witness to the results of the inspection and everything in it said.
3. When entering the halls for the first time, users receive a key to access their room. It is forbidden to duplicate such key. In case of theft or loss of the key, the user must file a report to the competent authority and hand over a copy to the management and the ADISU offices.
4. Any variations of the furnishings belonging to the room must be recorded by the representative of the management and by ADISU on the report previously drawn.
5. The assignee will be held responsible for all changes not recorded in the acceptance report, and for any shortages, breakages and damage not resulting from normal deterioration.
6. At the end of the stay, the user must leave the room free of all personal belongings and inform the Head of the Residence, at least 7 days in advance, the date and time at which he or she intends to leave, agreeing with the staff about the date and time when the checking will take place, at the end of which he or she must finally return the room key.
7. Any change must be notified to the staff in advance.
8. During the academic year, the Management may proceed to the moving of beds inside the residence - where this is justified by functionality reasons - upon timely notice to the assignee and the ADISU offices.

#### **Art. 6 – RESERVATION FOR GRANTING DURING CLOSING DAYS**

Assignees of the housing service (10 months) who need to stay in the Fisciano Campus during the two months of closing for reasons closely related to academic purposes, may apply, with prior reservation at ADISU, to have a bed reserved. Expenses will be charged to the assignee.

#### **Art.7 - CODE OF CONDUCT**

1. During their stay, guests must behave properly, respectfully and in civilized manner, cooperating with the other assignees and staff.

2. Common areas and rooms – where provided – cannot be used for games and pastimes that might cause any inconvenience to other guests.
3. Any activity producing noises that may disturb other residents must be suspended between 12:00 pm and 8:00 am.
4. It is also forbidden to:
  - a) do anything that might damage other guests, the personnel on duty, or the building and the goods inside;
  - b) have parties in their own rooms or in other areas;
  - c) receive unauthorized visitors;
  - d) use gas heaters and such, toasters, ovens (in compliance with the Italian legislative Decree 18/7/1980 n. 406 and subsequent amendments and addenda), kitchen utensils – pots and pans – which are not appropriate for the hobs, with the exception of tools already provided in the kitchen area;
  - e) introduce equipment or furniture without permission;
  - f) irreversibly relocate, modify or adjust furnishings in the rooms; move pieces of furniture from common areas to their own rooms; disassemble or make any changes to the furnishings;
  - g) smoke in any areas except where explicitly authorized;
  - h) introduce and keep flammable materials, weapons, explosives, harmful substances, drugs or psychotropics not meant for therapeutic use;
  - i) attach stickers or posters directly onto walls, doors or furniture; put up notices, signs, etc. outside the dedicated areas;
  - j) place objects on the windowsills which might harm passers-by or are forbidden by the local regulations in force;
  - k) keep animals of any kind inside the housing units and external related areas;
  - l) park motorcycles or any means of transport in unauthorized areas;
  - m) tamper with electric switches;
  - n) leave leftovers of food and beverages in the kitchen area or in the common rooms. Any extra cleaning service will be charged to the student to whom the room has been assigned. For common areas - when the person responsible cannot be identified - the costs will be divided pro quota among all the guests;
  - o) throw or leave any garbage outside the appropriate containers. Should local regulations concerning recycling be not respected, possible administrative sanctions may be charged to the responsible assignee, or pro quota to all residence guests in case the person responsible cannot be identified.
  - p) leave on the controls of electric devices, water or kitchen when not using the room;
  - q) hang out clothes outside the dedicated areas;Non-compliance with these regulations shall lead to the application of the relevant sanctions provided for in art.15 of the present code.

#### **Art. 8 – VISITORS**

1. Users of the halls of residence are allowed to receive visitors from 8.00 am to 12.00 pm.



2. Outsiders are not allowed to enter or stay in the residences from 12.00 pm to 8.00 am. Any violation of the present disposition will cause the immediate expulsion of the outside guest and their temporary ban from the premises.
3. Visits to the assignee's room are allowed if authorized by the reception (where this service is provided); it is also permitted to receive visitors in multifunctional rooms such as bars and social areas, if there are any. However, it is strictly forbidden to receive guests in other common spaces (libraries, study halls, recreation rooms, laundries, etc.).
4. In order to access the halls, visitors must be identified and registered by receptionists. They will be asked to leave their ID, which will be returned upon leaving. They may be issued a pass which must be kept on their person throughout their stay. The pass must be returned to the staff when leaving.
5. Minors are allowed to visit provided they have been proven to be members of the assignee's family or if they are accompanied by an adult relative.
6. ADISU reserves the faculty to deny access to users that are no longer assignees of any accommodation services in the residences, and to outsiders who have been reported for serious breaches of conduct or for not observing a civilized and respectful behaviour concerning the use of the housing units, the relationship with the guests, with the ADISU staff and the contractor.
7. For security reasons, ADISU reserves the right to restrict access to visitors.
8. The assignee – jointly with the visitor – is held responsible for any damage possibly caused and answers in person to any violation of the present regulations.

#### **Art. 9 – SERVICES**

1. The management provides the cleaning of private rooms, the residences' common areas and external areas as follows.
2. The regular daily cleaning of rooms, kitchen areas and sanitation is ascribed to the assignee.
3. Once a week - and every time a resident leaves the housing unit or before the arrival of a new resident – the contractor will provide a cleaning service consisting in: dusting of fixed and movable surfaces; floor washing; toilet cleaning and disinfection; cleaning of window and door frames; washing of glass surfaces; linen changing. The user is required to allow the contractor the weekly cleaning.
4. All users must respect the cleanness and decorum of common areas, and keep their room in acceptable sanitary conditions.
5. In the event of grave non-compliance, the management may take initiative for the cleaning of rooms, kitchen areas and the toilets, charging the assignees concerned.
6. The management will periodically arrange for the disinfection and extra cleaning of all the halls in the residence. On these occasions, the rooms must be timely vacated.
7. The management provides assignees with bed sets (sheets, pillowcases, blankets, bedcovers, etc.) but not bathroom sets (towels, etc.) to which assignees have to see themselves. The bed set

must not be used improperly. In the event of loss or damage, the assignee is required to refund the damage, which will be assessed by ADISU. The management takes care of bed set replacement as a consequence of normal wear and tear or on a new arrival. The use of one's own bed set is allowed.

**8.** During the seven-day interval, the laundering of bed sheets is up to the user. Assignees can make use of the laundry service at the residences.

**9.** Rooms are provided with kitchenettes equipped with electric hobs, sinks, cupboards, etc. Users must not leave while cooking, must not leave electric hot plates on, and must place any leftovers in the appropriate containers in order to avoid the occurrence of insects and parasites. It is strictly forbidden to tamper with the protected switches located in the kitchens. It is also forbidden to tamper with and move the electrical appliances given.

**10.** Students can access equipped rooms and enjoy the related services during the opening times (10:00 am – 12:00 pm).

**11.** Any malfunction of the facilities (light, water, elevators), either common or private, must be immediately communicated to the personnel on duty, who will ask for the intervention of repairers.

**12.** The appointed personnel in the residence must be informed of any problem related to the services and night cohabitation. It will be their responsibility to guarantee the compliance with the regulations and the proper functioning of services.

#### **Art. 10 – UTILITIES**

**1.** Whenever utility costs exceeding the average amount budgeted are found, there will be systematic checks to determine the cause of the rising costs, and actions will be taken as the case requires, including the charge of excess consumption to the assignee liable.

#### **Art. 11 - INSPECTIONS**

**1.** Inspections can be made at the user's request or by instruction of ADISU . In the latter case, the assignee will be forewarned and be allowed to watch.

**2.** Inspections without prior notice can be ordered in case of urgent measures for reasons of security, maintenance and hygiene; they must be authorized an ADISU appointee, except in cases of imminent danger.

**3.** For the purposes referred to in the preceding paragraph, the residence staff enjoys a key for each room; the installation of locking devices other than the existing ones is forbidden.

#### **Art. 12 – TRANSFER OF ACCOMODATION RIGHT**

**1.** Assignees cannot under any circumstances transfer the use of the room to a third party, even temporarily, on penalty of revocation of the benefit granted, the obligation to pay the fee for the whole time of occupancy being still in force.

**2.** Assignees cannot occupy a different room than the one assigned to them, on penalty of the sanctions referred to in art. 15 of these regulations.

### **Art. 13 - RENUNCIATION AND ABSENCES**

**1.** For *fuori sede* recipients of scholarships, renunciation of accommodation for any reason causes the immediate forfeiture of the entire scholarship (as this corresponds to the granting of the housing service). It will also entail the revocation of the latter and the refund of the sum already granted by ADISU as well as the amount corresponding to the value of the services enjoyed (accommodation and meals). For paying users, renunciation of housing services causes obligation to pay the monthly installments corresponding to the period of use of the property, and, in case this cannot be occupied by other users, the obligation to pay all monthly installments stipulated in the contract. The granting to paying users may cease during the year following withdrawal of the assignee for the reasons indicated below, to be documented:

- a)** attainment of a degree or diploma;
- b)** transfer to another university or abandonment of studies;
- c)** draft or alternative civilian service;
- d)** serious illness of the assignee or a person in their family;

**2.** Assignees who plan to be absent from the residences must give prompt notice to the staff at reception, hand in their room key and fill in and sign a dedicated sheet which indicates the day of departure and the day of return; upon re-entry, a receptionist will countersign the entrance sheet and give back the key.

**3.** According to the classification specified below (art. 15, paragraph 6), absences not duly justified by the student that last beyond the sixth consecutive day shall cause the immediate loss of the scholarship reserved for *fuori sede* students, and consequently the right to accommodation. The student would therefore have to vacate the room removing any personal belongings.

**4.** If the absence, although permitted, exceeds the period of one month, the student will automatically lose the granting of the room, which must be left available to ADISU, free of all personal belongings; the student is however obliged to pay the fee for the whole time of occupancy.

**5.** Absences due to illness lasting more than six days must be justified by showing a medical certificate, except as specified below:

- a)** If an infectious, contagious or otherwise dangerous disease to living communally occurs, the user affected must immediately report their state of health to ADISU and leave the residence as soon as possible. Re-admission is subject to the requirements and procedures referred to in point b) of this article.
- b)** If, during the period of absence, the student contracts an infectious, contagious or otherwise dangerous disease to living communally, they must produce an appropriate medical certificate issued by the competent ASL (Local Health Authority) attesting the termination of the disease and the authorization to re-enter the halls of residence. The handing in of this certificate to ADISU is a prerequisite for the student's re-admission in the residence.

6. Other users are required to give timely notice of any contagious diseases contracted during the time of occupancy. In this case, the contractor will temporarily suspend the granting of the room until complete recovery, attested by an appropriate medical certificate.

ADISU reserves to take all necessary measures to protect the assignees, including the temporary closing of the residences.

#### **Art. 14 – LIABILITIES**

1. The student and any other user is responsible for the proper maintenance of the rooms and the possessions they are granted, even temporarily, which must be returned at the end of the stay in the same state they were upon acceptance, except for normal deterioration.

2. For damage to possessions granted, caused personally or by their visitors, the user is liable to compensate ADISU.

3. The liability for damage to ADISU possessions located in common areas and/or for their removal can be attributed pro quota to all residence guests when individual responsibility cannot be ascertained and the intervention of outside parties is to be excluded.

4. If the damage and/or theft concerns possessions located in spaces intended for common services, the use of which is shown in appropriate ADISU registers, liability shall be attributed to all those who have used the possession in the 4 hours prior to the ascertainment of the damage and/or subtraction, when individual responsibilities cannot be determined.

5. In the event that students and/or guests become responsible for unlawful acts or offenses, disciplinary measures referred to in art. 15 will be applied against them, with no effect on civil or criminal action

#### **Art. 15 - PENALTIES**

1. In order to guarantee the rational and cost-effective use of the facilities – as well as the civilized cohabitation of the guests – any behavior not in compliance with the present regulations or with other previously notified regulations shall lead to the application of the following disciplinary actions as determined by the ADISU director general:

- a) Warning;
- b) Official censure and fine;
- c) Temporary banning from the residence;
- d) Expulsion from the residence;

2. **Warning** consists of a written reminder to comply with the present regulations. The assignees – under penalty of being warned – are required:

- to behave properly, respectfully and in a civilized manner with the other assignees and staff;
- not to use courtyards and hallways for games and pastimes that may disturb other guests;
- to suspend any loud activities that may disturb other residents between 12:00 pm and 8:00 am;
- not to receive visitors in common rooms and areas without permission;
- not to park motorcycles or any means of transport in the courtyard;

- to hang out their clothes in the dedicated areas only;
- not to introduce equipment or furniture without permission;
- not to leave leftovers of food and beverages in the kitchen area or in the common rooms;
- to replenish the deposit originally paid within 10 days from the delivery of the written notification as referenced in art. 3;
- to follow the instructions shown in the present article, except as provided in the following paragraphs.

**3. Censure** consists of a written notification attesting the violation of the instructions shown in the present regulations.

**4. A fine** consists of a pecuniary penalty – ranging from € 50,00 to € 100,00 – to be paid within 10 days from the receiving of the written notification.

The assignees – under pain of censure and application of the aforementioned pecuniary penalty – must not:

- use electric hobs, gas heaters and such, toasters, and ovens, with the exception of the tools already provided in their kitchenettes;
- smoke in any areas except where explicitly authorized;
- irreversibly relocate, modify or adjust furniture in their rooms; move pieces of furniture from common areas to their rooms; disassemble or make any changes to the furniture;
- tamper with kitchen switches and smoke detectors;
- introduce equipment or furniture without permission;
- attach stickers or posters directly onto walls, doors or furniture;
- put up notices, signs etc. outside the dedicated areas;
- park motorcycles or any means of transport in unauthorized areas;
- perform any actions or pranks that may harm other guests, the personnel on duty, the halls and the common property;
- have parties in their own rooms or in other areas;
- receive visitors in common rooms and areas without permission;
- keep animals of any kind in the rooms and the related external areas;
- leave leftovers of food and beverages in the kitchen area or in the common rooms. Any extra cleaning service will be charged to the student to whom the room has been assigned. For common areas – where the responsible person cannot be identified – the costs will be equally divided among all the guests of the residence;
- throw or place garbage outside the appropriate containers or violate the local regulations concerning recycling;
- censure and fines – ranging from € 100,00 to € 200,00 – will be also applied in the following cases:
  - violation –by a twice-warned assignee– of the rules of the present regulations entailing a further warning in compliance with the present article;
  - serious breaches of conduct;
  - other cases provided for in these regulations.

5. The assignee, under penalty of temporary expulsion from the residence from 1 to 5 days, is required to pay the fine, as indicated in this article, within 10 days from the reception of the written notification. Temporary banning from the residence from 1 to 5 days may also be ordered in the event of breach of the prohibition to have parties. Temporary banning can also be enforced in case of:

- violation –by a twice censored and fined assignee– of the rules of the present regulations entailing further censure and fine, pursuant to paragraphs 3 and 4 of this article;
- serious breaches of conduct;
- other cases provided for in these regulations.

6. The housing service, along with the full scholarship for *fuori sede* students, is revoked to the assignee in the following cases, with report to judicial authorities in cases of criminal offense. The user is however obliged to pay the fee for the whole time of occupancy:

- Public-order offences and immoral behavior;
- Transfer or sublease of the room to third parties;
- Introduction of flammable materials, weapons, explosives, harmful substances, drugs or psychotropics not meant for therapeutic use;
- Letting third parties use the key to access the residence;
- Non-use of one's room for a period of more than two-thirds of the working days of each month, except for provisions about sick leaves, considering working days the first five days of the week excluding Saturdays, Sunday, those between December 20 and January 6, between Good Wednesday and Easter Monday, and those which may be established by ADISU by special provision;
- Violation by an assignee for more than two times of what is provided for in paragraph 4 of this article;
- Other cases provided for in the Competition Notice.

7. The Administrative Director of ADISU, upon verification of facts and responsibilities, shall notify the charges to the user concerned through written communication specifying a time limit for counter-evidence. Where it is not possible to ascertain individual responsibilities, the complaint is made to all guests.

Once the deadline assigned to present counter-evidence has expired, the Director shall act pursuant to this article.

8. For actions graver than fine, it is possible –within 5 days– to make a grounded appeal to the President, who will come to a final decision.

9. The Administrative Director of ADISU may order temporary interdiction for external guests whose conduct violates these provisions.

#### **Art. 16 – CLOSING DAYS**

1. Limited to a period of sixty days ('closing days'), the residences cannot be used by scholarship assignees.

2. In that period, assignees are required to free their rooms of any personal belongings and hand over the keys to the clerk at reception.

3. The right to accommodation, limited to the residences at the Fisciano Campus, is granted to student assignees (see art. 6 of the Regulation).

#### **Art. 17 – INSURANCE COVER**

1. Assignees are insured against accidents that may occur in the university residences with an appropriate insurance policy.

2. ADISU assumes no responsibility in case of theft or damage to personal belongings and/or valuables of the assignees.

#### **Art. 18 - PERSONAL DATA (FORMER LAW 196/03)**

1. The processing of personal data is carried out by ADISU and management solely for official purposes in order to enable the delivery of the housing service. It is based on principles of correctness, lawfulness and transparency, and the protection of privacy and the users' rights. Personal data will be processed on paper and computer by the owner and the management's representatives, in observance of all cautionary measures that ensure its security and confidentiality.

In accordance with the provisions of the Code relating to the protection of personal data, the latter may be communicated to private or public bodies for the sole purpose of enabling the delivery of the housing service.

2. The holder of the data is ADISU Salerno, Via della Tecnica, 1 - 84084 Fisciano (SA); Fax 089/9501476; e-mail [admin@unisa.it](mailto:admin@unisa.it).

#### **Art. 19 – FINAL PROVISIONS**

1. With the granting of the housing service, the assignee is committed to strict compliance with this Regulation, which shall be supplied upon acceptance of the room.

2. Residents are required to observe the current laws, urban police and public safety regulations as applicable, and the provisions established by ADISU.

3. For all matters not covered by these regulations, see the provisions contained in the competition notice for scholarships, the rules of the Civil and Penal Codes, and all other applicable laws and regulations in force.

4. If deemed appropriate, ADISU reserves the right to make additions and/or amendments to these regulations and give immediate communication on its website <http://www.adisu.sa.it>.