

# **General Regulations of the Irnerio Collegio Superiore Halls of Residence**

**(This English version is made only for publicity purposes.  
For resolving any dispute and for all legal purposes only the Italian version is valid.)**

**Section I**  
**SERVICES AVAILABLE IN THE IRNERIO COLLEGIO SUPERIORE HALLS OF RESIDENCE**

ARTICLE 1  
*(Aims and definitions)*

1. The Institute of Higher Studies, in collaboration with ER.GO and in accordance with the agreement ref. no. 11073/2019, protocol no. 323085 of 17/12/2019, provides an accommodation service to students of the Collegio Superiore and of the International PhD College, Italian and international students on incoming mobility programmes based on exchange agreements, and temporary guests (for example, Alumni of the Collegio Superiore, etc.). These Regulations are largely based on the General Regulations of the ER.GO (regional authority for the right to higher education) university halls of residence. It is published on the website of the Collegio Superiore and of the Institute of Advanced Studies (hereinafter ISA).

The fact that it is an accommodation service precludes the bringing of any possessory action pursuant to article 1168 of the Italian Civil Code, granted to holders of property on other grounds.

2. These Regulations set out the rules of conduct in the Irnerio Collegio Superiore Halls of Residence and apply to all guests regardless of the academic year of the student's admission to the Collegio Superiore or to the Phd College.

The below terms in the Regulations shall be understood as follows:

- a) "Permanent guest" or "assignee": students of the Collegio Superiore (hereinafter Collegiates), PhD students of the International PhD College (hereinafter I-PHD students), incoming exchange students, and any Visiting Professors/international Fellows and Italian Professors based on specific activities and/or projects;
- b) "Temporary guest": for example, Alumni of the Collegio Superiore, guests of the ISS, etc.;
- c) "External visitor": external daytime visitor as referred to in art. 16;
- d) "Visitor": a visitor using the overnight hospitality service referred to in art. 17;
- e) "Institute for Higher Studies" or "ISS": the Institute for Higher Studies of the University of Bologna, which includes both the Collegio Superiore and the Institute of Advanced Studies;
- f) "Relative administration office": the administration office of the Collegio Superiore for guests of the same and the administration office of the Institute of Advanced Studies for guests of said Institute;
- g) "ER.GO": the Bologna office of the Regional Authority for the Right to Higher Education.

ARTICLE 2  
*(Services)*

1. The following services, among others, are guaranteed in the Irnerio Collegio Superiore Halls of Residence:

- a) Concierge service;
- b) Ordinary maintenance of the property;
- c) Cleaning of the common areas;
- d) Internet access through a connection shared by all students in the Halls of Residence.

Additional services could be provided for on the base of annual deliberations approved by the Institute of Higher Studies.

ARTICLE 3  
*(Concierge service)*

1. The Concierge service is tasked with coordinating and regulating the internal services and the general running of the Halls of Residence and liaises with ER.GO and the Institute for Higher Studies with regard to any issues with the Halls and with the guests.

In particular, the Concierge staff are tasked with managing the arrival, stay and departure of guests and seeing to the relative formalities laid down by ER.GO in agreement with the Institute for Higher Studies.

The Concierge staff will inform the guests of the rules contained in these Regulations and will take steps to ensure compliance with the same.

More specifically, the Concierge service includes the following:

- checking the cleanliness, hygiene and maintenance of the Halls of Residence, including the performance of room inspections;
- checking compliance with the prohibition on smoking, reports on any irregularities and, where applicable, the application of the penalties provided for by the rules and regulations in force;
- acknowledging any maintenance requests, which guests must necessarily submit to the Concierge service;
- controlling access, requesting the relative identification documentation from visitors and accessing the video surveillance monitors in real time (the video footage is not recorded);
- authorisation of overnight hospitality as provided for in these Regulations;
- requesting and sending subsequent reminders for payments due from guests in specific cases and sending a copy of the receipts to the Institute for Higher Studies and to ER.GO;
- informing guests of any communications from ER.GO or the Institute for Higher Studies;
- managing/checking the systems and equipment of the Halls of Residence and monitoring the electrical appliances assigned;
- managing the security of the Halls of Residence and any eventual emergencies.

2. The tasks set out above in paragraph 1 are an indicative but not exhaustive definition of the role of the Concierge service. Guests that observe behaviour by other guests that is not in line with the Regulations must initially approach the Concierge service to request that they take the relative action.

3. The Concierge service will report any irregularities found to the ISS and to ER.GO so that they may take any subsequent measures.

ARTICLE 4  
*(Emergencies)*

1. In case of emergency, resident guests must directly approach the Concierge personnel on duty 24 hours a day.

## Section II ALLOCATION OF ACCOMMODATION

### ARTICLE 5

*(Documents for check-in, absences and temporary guests)*

1. Upon arrival, and in order to allocate the accommodation, the following documentation will be required:
  - a) All guests must produce a valid identification document (ID card, passport, driving license): residence permits are not acceptable unless produced together with a passport or ID card. Documents with an expiry date within the 30 days subsequent to the date of entry are not acceptable;
  - b) Collegio Superiore students, I-PHD students, incoming exchange students and Visiting Professors /international Fellows/Italian Professors as referred to in Art. 1, para. 2 a). must also produce the receipt showing payment of the €250,00 non interest-bearing security deposit to the ER.GO;
  - c) Photocopy of residence permit or of the relative renewal request;
  - d) declaration of the assignee that he/she does not have any outstanding debts with the Alma Mater Studiorum - University of Bologna or with ER.GO and that he/she has never had his/her accommodation withdrawn for disciplinary reasons. Failure to satisfy this requirement will preclude the allocation of accommodation.

2. For security reasons, permanent guests must report any absence from the Halls of Residence lasting more than five days - including the Christmas and summer holidays - by sending an email at least one week beforehand to the relative Administration Office, copied to the Concierge of the Halls of Residence, attaching the "Notification of absence from the Irnerio Collegio Superiore Halls of Residence" form duly completed and signed.

Absences of more than five days and up to a maximum of two weeks cannot be taken more than five times per academic year (1 November – 31 October), excluding summer and Christmas holidays as well as absences for study or research purposes.

Any requests of absence for a time period longer than two weeks must be approved by the relevant Scientific Board (Collegio Superiore/ISA) and if longer than two months, the rules for temporary absence set out in Art. 12 c.1 apply.

The "Notification of absence from the Halls of Residence Collegio Superiore Irnerio" form can be downloaded from the Collegio Superiore website ([www.collegio.unibo.it](http://www.collegio.unibo.it)) and from the web page of the Institute of Advanced Studies ([www.isa.unibo.it](http://www.isa.unibo.it)) and is an essential part of these Regulations.

3. Accommodation may be granted free of charge, if available, usually for periods of up to one week, to Alumni and temporary guests of the Collegio Superiore and/or the Institute of Advanced Studies, based on a justified request, in order to carry out activities related to the mission and goals of the Institute for Higher Studies, by sending the "Accommodation Request" form by email to the management of the relative Section of the Institute, copied to the Administration and Concierge Offices of the Halls of Residence, at least two weeks beforehand.

The "Accommodation Request" form can be downloaded from the Collegio Superiore website ([www.collegio.unibo.it](http://www.collegio.unibo.it)) and from the web page of the Institute of Advanced Studies ([www.isa.unibo.it](http://www.isa.unibo.it)) and is an essential part of these Regulations.

ARTICLE 6  
*(Accommodation acceptance)*

1. Upon allocation of the accommodation, the guest must sign:
  - a) The accommodation acceptance document, including these General Regulations of the Iinnerio Collegio Superiore Halls of Residence, which form an essential part thereof;
  - b) The accommodation inventory report concerning the condition of the property and of the furnishings and equipment.
  
2. By signing the aforementioned documents, guests assume the obligation to take care of the accommodation and undertake to return it in the same condition as that in which they found it, save for normal wear and tear.  
They also undertake to comply with these Regulations and with all amendments and additional provisions that may be approved by the Institute for Higher Studies during their stay in the accommodation.

<p style="margin:0">Section III <b>RULES ON THE USE OF THE ACCOMMODATION</b></p>
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ARTICLE 7  
*(Obligations of the guests)*

1. Guests are required to conduct themselves with absolute propriety and to demonstrate a sense of responsibility towards others and in the use of the premises and equipment present in the Halls of Residence and/or allocated to them. In particular, they are required to:
  - a) Promptly report any infectious illness contracted during their stay and stay away from the Halls of Residence, in order to avoid contagion, until they are completely recovered, which must be attested to by means of a medical certificate;
  - b) Keep the rooms, bathrooms, furniture, kitchens, etc. clean and tidy, avoiding the accumulation of dirty dishes and collecting and disposing of rubbish in accordance with the municipal provisions;
  - c) Properly use the systems, equipment and furnishings provided, avoiding any behaviour that could cause damage or that could be dangerous, promptly informing the Concierge service of any problems;
  - d) Cooperate in relation to improving security of the Halls of Residence and in the management of emergency situations by participating in the evacuation drills provided for by law and organised by ER.GO or another organisation;
  - e) Use the electrical appliances or any type of electrical equipment only if equipped with a European Union certificate of conformity. Said equipment must be used in compliance with safety regulations and (notwithstanding the authorisation referred to in paragraph 3) with due regard to energy consumption;
  - f) Make available to the Concierge staff a copy of the certificate of conformity of all the electrical appliances used;
  - g) Facilitate access to personnel tasked with performing the necessary ordinary and extraordinary maintenance and cleaning activities;

- h) Turn off the lights, water and gas and lock their rooms each time they go out. Guests that will be absent for more than five days will also have to empty, defrost and clean the refrigerator;
- i) Inform the Concierge staff of their absence. Guests who will be absent for more than five days must leave their keys with the Concierge service;
- l) Always use bed linens in order to maintain the mattress provided in good condition. In the event of any damage, the charges indicated in the subsequent articles of these Regulations: SECTION VI DAMAGE AND PENALTIES shall apply;
- m) Display notices, signs or suchlike only in the areas specifically reserved for the same;
- n) Provide the Concierge service with a valid identification document if the document provided on allocation expires or is lost or stolen within 15 days of said expiry, loss or theft.

## 2. Guests may not:

- a) Keep or bring animals into the Halls of Residence and the appurtenant external areas, with the exception of guide dogs for blind students;
- b) Cause any disturbance: in particular, between 24:00 and 08:00, it is forbidden to make any noise of any kind. During the rest of the day, the use of musical instruments, radios, televisions, stereo equipment, etc., and the behaviour of guests in general must be such that it does not cause any disturbance;
- c) Smoke inside the rooms or in the common areas (Law no. 3 of 16/01/2003);
- d) Keep and/or use any weapons, drugs, explosive materials, gas bottles, flammable furnishings, toxic or radioactive substances in the rooms and common areas or use open flames or devices that produce smoke;
- e) Place any bulky materials or equipment that blocks passage in the rooms or the common areas;
- f) Throw away or place rubbish or waste outside of the specific containers in contravention of the municipal instructions regarding differentiated waste collection;
- g) Place any objects on the terraces or windowsills;
- h) Throw water, cigarette butts or any other materials from the windows or in any other area of the halls of residence;
- i) Throw any materials in the sinks, toilets, etc. that could block the pipes;
- l) Modify or adapt the rooms, the varnishing or paintwork or move or make any changes to the equipment and systems;
- m) Tamper with the equipment and systems, use multiple sockets, except for extension leads with a CE mark equipped with a switch and without further adaptors;
- n) Use any stoves, ovens, hobs, air conditioners, fridges, freezers, or dryers other than those that have been specifically provided;
- o) Remove or add furniture or equipment of any kind from or to the rooms or the common areas or move, disassemble, modify or do anything else to the furnishings;
- p) Perform or have someone perform any repairs;
- q) Have any guests at night with the exception of the cases provided for in art. 17;
- r) Have any visitors who have not provided the Concierge service with an ID document;
- s) Ask the Concierge staff to perform any tasks that are beyond the scope of their duties or be disrespectful towards the same;
- t) Bring supermarket trolleys into the building or onto the premises of the Halls of Residence;

- u) Use the communal kitchens for lengthy periods or in any case in a way that prevents their use by the other guests;
- v) Give the keys to their accommodation to other persons, even if only temporarily.

3. Guests must ask ER.GO and the Institute for Higher Studies for authorisation to bring and use electrical appliances or objects that are potentially dangerous (e.g., fans, microwave ovens, irons, slicers, etc.) and provide the Concierge service with a copy of the certificate of conformity to safety regulations for the electrical appliances.

The ISS reserves the right to deny said authorisation for safety reasons.

4. Guests are required to keep their accommodation clean and tidy.

5. The Institute for Higher Studies and ER.GO accept no liability for any theft of the personal items of permanent and temporary guests.

6. It is not possible to transfer your official residence to the Residenza Collegio Superiore Innerio, even temporarily, however it is possible to establish "domicile" there.

7. Permanent and temporary guests are required to comply with the University regulations in effect, in addition to these Regulations, as well as with all the circulars and provisions of the Institute for Higher Studies and ER.GO.

#### ARTICLE 8 *(Internet access)*

1. Access to the Internet is possible at the Innerio Collegio Superiore Halls of Residence in accordance with that provided by the Consolidated Code on Privacy and the Use of IT Systems of the Alma Mater Studiorum - University of Bologna (R.D. 271/2009, amended by R.D. 475/2013 of 12.06.2013). In particular, it should be noted that:

- a) The Internet may be accessed from the Halls of Residence for educational and study purposes;
- b) Access is subject to the use of a username and password. These data are strictly personal and it is forbidden to share them with other guests;
- c) Each access to the Internet is logged and the relative record kept for a period of six months. The log data may be provided at the request of the judicial authorities in order to conduct investigations into administrative and/or criminal offences;
- d) The personal devices used to access the data networks of the University must meet the following minimum IT specifications:
  - Operating systems and software that are regularly updated;
  - Anti-virus software installed;
  - Properly licensed or open-source software installed;
  - Where possible, the normal use of the device through a non-administrative account is preferable.

## ARTICLE 9

*(Access by ER.GO to the accommodation)*

1. ER.GO holds a copy of the keys to the accommodation, to which personnel engaged by ER.GO or the Alma Mater Studiorum - University of Bologna may enter, even in the absence of guests, in the following cases:

- *Without notice:*

- a) Periodic inspections conducted during the period of stay, also in order to check compliance with these Regulations;
- b) At the request of the guests or at least one of them;
- c) Substantiated report of a breach of these Regulations;
- d) To carry out urgent repairs or works;
- e) The prolonged absence of the guest;
- f) Reports of undue occupation of the accommodation by extraneous persons;
- g) After expiry of the period of allocation in the event that the guest has not returned the key to the Concierge service and/or has not removed their personal belongings from the accommodation.

- *With notice of at least 24 hours:*

- a) Inspections to verify the condition of the accommodation conducted at the start and at the end of the period of allocation or as part of the checks performed to verify the state of hygiene and maintenance;
- b) Checks or extraordinary maintenance conducted on the equipment and systems in the accommodation;
- c) Adjustment or inspection of the inventory of the furnishings or equipment in the accommodation.

## ARTICLE 10

*(Opening hours of the Irnerio Collegio Superiore Halls of Residence)*

1. The Irnerio Collegio Superiore Halls of Residence are open all year round with a Concierge service in operation 24 hours a day.

2. In the event of any extraordinary maintenance, guests will be informed of the times of the work to be carried out and whether or not they need to remove their personal property from the accommodation. If necessary, ER.GO will provide specific containers for the personal property and will store them in specifically dedicated areas in the Halls of Residence or in other storage areas. Guests should not place valuables in these containers as ER.GO and ISS will not accept any liability in the event of any loss or damage to the personal property.

Guests who do not vacate the rooms according to the instructions received shall be charged a penalty of € 30.00 for each day of delay in addition to any other charges that may be incurred by ER.GO in order that the room be vacated.

3. Guests who leave their accommodation for a period of more than five days must clean and tidy their room beforehand. If the works mentioned in paragraph 2 do not concern them, they must store their personal property inside cupboards, closets, storerooms and/or other rooms present in the Halls of Residence. They

must not leave behind any perishable food and the refrigerator must be emptied and defrosted. ER.GO and ISS will not accept any liability in the event of any loss or damage to personal property.

Guests who fail to comply with the above provisions will be charge a penalty of € 30.00 in addition to any other costs that may be incurred by ER-GO in relation to the accommodation in question.

#### ARTICLE 11

##### *(Temporary closure of the Halls of Residence)*

1. In the event that it is necessary to close temporarily the Irnerio Collegio Superiore Halls of Residence due to renovation work or unforeseen circumstances, guests will be guaranteed alternative accommodation.

#### ARTICLE 12

##### *(Prolonged absences)*

1. During their assignment period, guests who participate in a study or research project for a period of more than two months in another Italian or foreign university or institution – e.g. following the award of an Erasmus or national/international mobility grant – are required to communicate in writing the expected date of departure and the expected date of return to the relevant administrative office and to inform the Concierge staff of the Halls of Residence at least two months prior to departure. Guests shall be required to remove their personal property from the accommodation and sign the temporary absence form. They may leave personal property (duly sealed and labelled) in storage at the Halls of Residence, releasing ER.GO and ISS from any liability in the event of any loss or damage to the personal property. Guests who, during the period of absence, require a temporary bed in the Halls of Residence must submit a request suitably in advance to the relative Administration Office and to the Concierge of the Halls of Residence, which will satisfy the request based on availability.

2. In cases of a double room, the Concierge staff will inform the occupant of the room of the arrival of the temporary guest.

#### ARTICLE 13

##### *(Use of the common areas for specific activities)*

1. The common areas of the Halls of Residence may be made available to an individual or group of guests for cultural and educational activities, up until 23:00.

Said activities require the prior authorisation of the ISS, taking into account the reasons and compliance with safety regulations, the provisions of these Regulations and any circulars and any restrictions or rules which may be defined, which must be strictly observed.

2. The guest organising the activities is responsible for cleaning the premises and for any damage.

## ARTICLE 14

### *(Allocation and changing of accommodation)*

1. Various types of rooms (single and double) of various sizes and settings are reserved for guests. Taking this into account, the most effective way to manage the allocation of the rooms is in collaboration with the manager of the Halls of Residence, the representatives of the Collegio Superiore students and of the I-PHD students, Visiting Professors/international Fellows and Italian Professors as referred to in Art. 1, para. 2 a). with regard to the rooms to be allocated respectively to the same.

Temporary guests will be allocated accommodation based on availability that will be verified by the relative Administration Office and by ER.GO.

Rooms will be allocated based on the following criteria of harmonious cohabitation:

- the room plan, which establishes which rooms are allocated to which students, is proposed by the representatives of the Collegio Superiore students and a representative of the I-PHD students and Visiting Professors/international Fellows and Italian Professors as referred to in Art. 1, para. 2 a)., sent to the relative Administration Office, and approved by the Dean of the Institute for Higher Studies;

- any request to change rooms, which must be adequately justified and checked with the Concierge service to verify availability, must be sent to the relative Administration Office and subsequently authorised by the Managers of the relative Section. The Concierge service will see to the room change as and when it is convenient.

2. The requests are deemed valid only for the academic year in which they are submitted.

## ARTICLE 15

### *(Guest requests)*

1. If any guests of the Halls of Residence feel the need to discuss any specific matter relating to their residency, they may submit a request to the ISS, which will organise any meetings as necessary or forward the relative requests or petitions to the ISS-ER.GO steering committee.

2. In order to communicate with ER.GO, guests must connect to the following web page: [www.er-go.it/scrivici](http://www.er-go.it/scrivici). They must specify in the communication whether they are students of the Collegio Superiore, I-PHD students, Visiting Professors/international Fellows or Italian Professors.

**Section IV**  
**VISITS AND HOSPITALITY**

ARTICLE 16  
*(External daytime visitors)*

1. In each room, (external) visitors may be permitted to enter, with up to maximum of two people at a time and provided that this does not disturb the other guests or exceed the maximum number of persons permitted in the Halls of Residence.
2. External visitors are required to comply with these Regulations while on the premises of the Halls of Residence. Guests are the guarantors, in every respect, of the behaviour of any external visitors they invite and are therefore responsible for any disturbances, damage or problems caused by the same. For this reason, guests may not leave the Halls of Residence if any external visitor they invited is still on the premises.
3. External visitors must provide the Concierge staff with an ID document, which will be retained until the end of their visit. The Concierge staff are required to verify the identity and the destination of the visitor as well as to ascertain approval of the visit and to deny access to anyone who refuses to indicate their destination or provide an ID document. Guests must check that their external visitors have left the relative document with the Concierge service. The Concierge staff must always contact the guest concerned directly to ascertain that they are in the Halls of Residence and, above all that they agree to receive the visitor. If this is not the case, the external visitor will not be allowed to enter, even if already known to the Concierge staff.
4. ER.GO, in agreement with the ISS, reserves the right to forbid access to the premises by visitors who in the past have been responsible for any breaches of the Regulations or in any case for any disturbances.
5. External visitors may enter the premises between 08:30 and 24:00. On nights preceding a public holiday, these hours may be extended by half an hour.
6. Minors may not be present in the Halls of Residence for any reason.
7. Keys or access badges to the accommodation may not be given to others, even temporarily. The Concierge staff are required to deny entry to the accommodation to anyone in the absence of the guest.

ARTICLE 17  
*(Overnight visitors)*

1. Permanent guests or assignees must submit a request, using the specific form provided, to the Concierge staff if they wish to have visitors from outside the Halls of Residence to stay overnight.
2. The overnight stay of the visitor may be authorised only if there are beds available and if the maximum permitted limit of 111 guests present in the Halls of Residence is not exceeded. Visits may be for a maximum

of seven nights every 60 days, with the allocation of a bed in a double room, subject to the consent of the other occupant, or a single room if available. Overnight visitors may not stay in occupied single rooms.

3. Visitors are required to comply with these Regulations while on the premises of the Halls of Residence. The accommodation assignees are the guarantors, in every respect, of the behaviour of any overnight visitors they invite and are therefore responsible for any disturbances, damage or problems caused by the same. For this reason, they may not leave the Halls of Residence if any overnight visitors they invited are still on the premises.

4. With regard to disabled guests, the Institute may authorise, at its unquestionable discretion, the ongoing stay of a family member who will see to the personal care of the guest concerned. The ongoing stay of family members is not permitted in any other case since it is incompatible with the aims of the accommodation service, which are to encourage students to take full advantage of the education and research activities available.

5. The assignee, in cases of justified and documented need, may request that a person of trust be allowed to stay with them, provided that they are of legal age and only if a bed is not assigned. The ISS may authorise the stay, at its unquestionable discretion, for a period consistent with the aforementioned need.

6. It is expressly forbidden:

- a) To sublet, even temporarily, the assigned or other accommodation that may be temporarily empty;
- b) To host visitors in a manner other than that expressly provided for in these Regulations.

7. Any case of hospitality that does not follow the rules above shall be deemed as a breach of these Regulations and will be subject to the sanctions set out in art. 21.

## Section V LEAVING THE ACCOMMODATION

### ARTICLE 18

#### *(Definitive exit from the accommodation)*

1. The ISS Board decides every year the entry and exit dates.

2. The entry periods for the new assignees, Visiting Professors/international Fellows/Italian Professors and incoming exchange students excluded, are usually as follows:

- In October for new Collegio Superiore students;
- In November for new I-PHD students.

3. Collegio Superiore students must usually have definitively left the accommodation by 27 September of the last academic year to allow the entry of the new Collegio Superiore students in October. The students of the Collegio Superiore who obtain their degree may remain for up to thirty days if they obtain the degree in the summer and for up to fifteen days if it is obtained in other periods. In any case, they may not stay beyond

27 September of their last academic year. Collegio Superiore students who do not obtain their degree by the aforementioned deadline may submit a written request to the Dean of the ISS, via the relative Administration Office, for a brief extension of their stay in the Halls of Residence. The request must be justified, submitted at least 15 days in advance and approved by the Tutor and the management of the Collegio Superiore. Said extension cannot be guaranteed and will take into account the availability of beds or rooms.

Collegio Superiore students who do not meet the criteria for staying at the Collegio Superiore by the deadlines set out in the Collegio Superiore Regulations must leave their accommodation within 30 days of the official communication sent by email by the Collegio Superiore Administration Office.

4. I-PHD students, normally, must have definitively left their accommodation by 30 October of the third academic year in order to allow the entry of new I-PHD students in November. If necessary, students may submit a written request to the Dean of the ISS, via the relative Administration Office, for a brief extension of their stay in the Halls of Residence. The request must be justified, submitted at least 15 days in advance and approved by the management of the reference section. Said extension cannot be guaranteed and will take into account the availability of beds or rooms.

5. Assignees who definitively leave their accommodation in accordance with that established in paragraphs 3 and 4, and on the basis of the contract with the Visiting Professor/international Fellow or Italian Professor and exchange agreements for exchange incoming students, having complied with the requirements, must agree with the Concierge service the date and time of their exit at least seven days beforehand. Said notice is necessary in order to organise the joint inspection during which the assignee must sign the definitive exit report and return the keys. If the assignee is not present or does not delegate a trusted person to sign the exit report, the Concierge staff will verify the condition of the accommodation vacated. The cost of changing the locks, in the event it is necessary due to the guest not having returned the keys, will be borne by the guest. In exceptional cases, which must be justified and in accordance with the required procedures, it is possible to delegate a third party to sign the exit report. **The definitive exit report is essential in order to return the non interest-bearing security deposit.**

6. If anything is damaged, missing or requires extra cleaning, to be determined as per the procedures referred to in paragraph 5, the relative cost will be deducted from the noninterest bearing security deposit. If the value of the deposit does not cover the cost of the damage, the University will proceed with recovering the amount due in accordance with the laws in force.

7. Any personal belongings left in the accommodation of the outgoing guest will be removed and kept for a period of 10 days with the relative cost charged to the owner guest. Upon expiry of said period, ER.GO and the ISS shall no longer be responsible for keeping said personal property and will dispose of it in the manner deemed most appropriate, with the relative cost charged to the outgoing guest.

8. Upon expiry of the period of hospitality or on the date indicated by the institute for Higher Studies in paragraphs 3 and 4, the guest is required to return the keys to the Concierge service and to remove their personal property from the accommodation. If the guest fails to do so, ER.GO and the ISS have the power to access the accommodation including in the absence of the guest and to replace the lock/s as well as to remove any property left behind by the guest, with the relative cost charged to the latter.

9. The non interest-bearing security deposit will be returned within 60 days, unless the amount of any damage or missing items from the date of the definitive exit report mentioned in paragraph 5 requires an extension of said term. The non interest-bearing security deposit is refunded by means of crediting the sum to the student's personal bank account (or joint hold with other subjects) using the IBAN code entered by the student in the form provided in the DOSSIER UTENTE of the [www.er-go.it](http://www.er-go.it) website (link Modulistica).

10. Any Collegio Superiore student who intends to withdraw from the allocated accommodation, as provided for in art. 14 of the Collegio Superiore Regulations must send a justified request to the management of the Collegio Superiore giving notice of at least 30 days. The Scientific Committee of the Collegio Superiore will evaluate the request. In the case of I-PHD students or a Visiting Professor/international Fellow or Italian Professor as referred to in Art. 1 par. 2. a), the management of the Reference section Studies must be notified providing adequate justification and giving notice of at least 30 days.

The withdrawal is irrevocable and does not give any right to any kind of compensation.

<p>Section VI DAMAGE AND PENALTIES</p>
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ARTICLE 19

*(Damage and missing items)*

1. Guests are jointly and severally liable for any damage incurred due to carelessness, improper use or negligence.

2. Guests are also liable for any excessive consumption of electricity, water and gas due to improper use and identified during the checks performed when carrying out inspections.

3. Guests are liable for any costs incurred for any extra cleaning, painting or varnishing necessary due to damage caused by the same, including any marks left by nails or adhesive tape used to hang posters, etc. on the walls.

4. In the event it is not possible to attribute individual responsibility, each guest will be jointly liable with all the guests of the Halls of Residence for any damage, missing items and acts of vandalism to the furnishings, equipment and structures incurred in the common areas as well as for excessive consumption of electricity, water and gas. If it is possible to ascertain the exact date any damage is caused, the guests present in the Halls of Residence at the time will be identified as jointly liable.

5. The Institute for Higher Studies, through ER.GO, will charge the guests the costs incurred to repair any damaged property, for any extra cleaning required in the rooms or common areas, for the purchase of items to replace any that are missing or irreparable or for any excessive consumption of electricity, water or gas.

a) In order to quantify the costs of the most frequent interventions, ER.GO will apply the price list defined when awarding the contract for the maintenance service. Said price list, which may subsequently amended, is available in the Concierge office.

- b) For other types of intervention, the costs will be equal to those incurred by ISS or ER.GO and are, in any case, determined based on the official price lists.
- c) The charges imposed by ISS and ER.GO to cover the costs incurred will include labour, VAT and a 10% administration charge. The amount charged to individual guests for each intervention will not in any case be less than € 3.00 and the administration charge will not exceed € 30,00.
- d) In the event it is necessary to replace a damaged item, a penalty of € 30,00 will be charged.

6. The Institute for Higher Studies, through ER.GO, reserves the right to apply penalties also in cases of damage and/or if extra cleaning is required due to negligence, wilful misconduct and/or vandalism in general, in addition to the cases indicated in paragraph 2, without prejudice to the obligation to pay compensation for damages.

7. The Institute for Higher Studies, through ER.GO, will seek reimbursement from guests for any amounts charged by waste disposal authorities due to the incorrect or lack of differentiated waste disposal by the students in the accommodation, reserving the right to apply a penalty of € 30.00 in the most serious cases.

8. The charges mentioned in this article must be paid within ten days of notification of the request.

9. In cases of late or non-payment, a warning will be sent to the guest. If the payment is delayed by more than one month, the Institute for Higher Studies will apply the sanction provided for in article 21.

## ARTICLE 20 *(Charges and penalties)*

1. If the standard of cleanliness and hygiene in the rooms and common areas is particularly poor, the Institute for Higher Studies, through ER.GO, reserves the right to carry out extra cleaning, the cost of which, plus VAT and a 10% administrative fee, will be charged to the students responsible, jointly and severally, and calculated based on the criteria indicated in art. 19.

2. A penalty of € 30.00 will be applied for each event and for each person in the following cases:

- a) Poor standards of hygiene and cleanliness in the rooms and in the common areas (kitchens, bathrooms, etc.), including the accumulation of dirty dishes and rubbish;
- b) The presence of objects of any kind on the terraces and windowsills;
- c) Throwing water, cigarette butts or any other materials from the windows or terrace;
- d) Failure to clean or defrost the refrigerator or leaving perishable food behind during a period of absence from the Halls of Residence;
- e) Leaving bags of rubbish outside of the rubbish bins or failing to abide by the differentiated waste collection procedures as provided for by municipal regulations;
- f) Improper consumption of water, electricity and gas, including failing to supervise pans and cookers when in use, and turning on the heating or air conditioning outside of the periods permitted;
- g) Failure to comply with safety regulations in the use of electrical appliances or electrical equipment in general or the use of the same without the required authorisation;

- h) Tampering with the equipment and systems, especially safety equipment and the relative signs, and undue activation of alarms;
- i) Use of stoves, ovens, hobs, air conditioners, fridges, freezers, or dryers other than those that have been specifically provided;
- l) Keeping any weapons, drugs, explosive materials, gas bottles, flammable furnishings, toxic or radioactive substances on the premises;
- m) Leaving any bulky items (bicycles, beds, etc.) in the rooms and the common areas or obstacles of any kind in the corridors and escape routes;
- n) Damage caused through wilful misconduct and/or vandalism;
- o) Failure to abide by the prohibition on smoking within the Halls of Residence, without prejudice to the penalties provided for by anti-smoking provisions;
- p) Use of the IT service that is unlawful or not compliant with these Regulations;
- q) Improper or prolonged use of the communal kitchens such that it compromises use of the same by the other guests;
- r) Failure to use bed linens (sheets and pillow cases);
- s) Failure to remove personal belongings from the room when leaving it for periods exceeding two months as provided for in art. 12;
- t) Hosting extraneous persons outside of the cases provided for in art. 17;
- u) Allowance by guests of extraneous persons to use their room or another room that is empty, even if only temporarily.

3. In cases of damaged or missing items due to wilful misconduct and/or vandalism, excessive consumption of electricity, water and gas due to improper use, or the undue activation of the alarm systems, a penalty of € 30.00 will be imposed on each guest responsible, jointly and severally, in addition to the costs incurred to rectify the damage or for the excessive consumption, as specified in art. 19.

4. Any behaviour that makes it impossible to carry out cleaning by the staff appointed for this purpose (such as the accumulation of rubbish, objects left lying around) will be subject to a penalty of € 30.00 in addition to any extra cleaning that may be necessary for which the guests responsible will be jointly and severally liable.

<p><b>Section VII</b> <b>Sanctions</b></p>
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ARTICLE 21  
*(Sanctions)*

1. In the event of any breach of these Regulations, the aim of which is to assure the civilised cohabitation of the guests and ensure the rational and economic control of the Halls of Residence, the following sanctions will be applied:

- a) Written warning;
- b) Reduction or exclusion of other benefits provided by the Collegio Superiore, the Institute of Advanced Studies of the ISS.

2. The guest may send a written rebuttal to the Institute of Higher Studies within 5 days of receiving the notice of commencement of proceedings to impose a sanction.
3. The Institute for Higher Studies will evaluate the rebuttal submitted; taking into account the various information obtained, and inform the guest concerned of the definitive outcome.
4. The Institute of Higher Studies will consider whether to inform the Rector of the breaches pursuant to the Regulation governing student disciplinary proceedings issued with RD no. 1918 of 09/10/2019.

#### ARTICLE 22

##### *(Withdrawal of accommodation)*

1. The accommodation may be withdrawn in the following cases:
  - a) Upon the third written warning;
  - b) Due to behaviour contrary to public order, arrest, and/or use of weapons, drugs, or hazardous materials;
  - c) tampering with the equipment and systems of the Halls of Residence and using the equipment and electrical appliances without due care and attention or in any case in a way that could cause a fire;
  - d) In cases of grievously inappropriate behaviour towards those working with the Institute for Higher Studies, the ER.GO Concierge staff or other students.
2. In the event that there are grounds for withdrawing the accommodation in the cases referred to under letters c) and d), the guest concerned will be sent written notification of the commencement of the withdrawal procedure and asked to submit their response and to attend an interview. If the guest concerned does not attend the interview and/or submit a response within the time frames indicated in the withdrawal notice, he or she must leave the accommodation by the date indicated in the notification. In the cases referred to under letters a) and b), the withdrawal will have immediate effect.
3. In the cases referred to under letters a) and b), the withdrawal of the accommodation will have immediate effect and the accommodation must be left by the date indicated in the communication.

#### Section VIII

##### EX-OFFICIO TRANSFER AND ENTRY INTO EFFECT

#### ARTICLE 23

##### *(Ex-officio transfer to other accommodation in the Halls of Residence)*

1. The ISS will put into effect an ex-officio transfer, giving notice of 7 days, to other accommodation in the Halls of Residence if there is a need to separate the assignees of the same room due to ascertained incompatibility.

2. In addition to cases of incompatibility, ex-officio transfers may be approved in all cases in which said solution is deemed as an effective way to avoid the repeat of any behaviour that is contrary to these Regulations, without prejudice to the sanctions provided for in art. 22.

3. Furthermore, ex-officio transfers may occur in order to assign disabled students appropriately equipped accommodation.

4. In particularly serious cases, the ISS may proceed with the ex-officio transfer with immediate effect.

ARTICLE 24  
*(Entry into force)*

1. These Regulations will enter into force on the day after its publication on Collegio Superiore and Institute of Advanced Studies websites.

***This English version is made only for publicity purposes. For resolving any dispute and for all legal purposes only the Italian version is valid.***