



**REGULATIONS  
ON THE MANAGEMENT OF DISCO UNIVERSITY  
RESIDENCES**



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## **Introduction**

### **CHAPTER I UNIVERSITY RESIDENCES**

#### **ARTICLE 1**

##### **Hospitality**

1. These Regulations govern the services of university residences managed either directly or indirectly by DiSCo, as well as the rules of conduct that any occupant must comply with in these facilities.
2. DiSCo grants accommodation services in its residential facilities to students, recent graduates and researchers, in accordance with the provisions of the relevant call for applications and in compliance with these Regulations. As this is a hospitality service, the repossession of property under Article 1168 of the Civil Code does not apply.
3. The occupancy period begins when the accommodation is allocated.
4. It is not possible to transfer one's residence to a university residence, even if temporarily; however, it is possible to establish one's domicile there for the valid occupancy period, according to the relevant call for applications.

#### **ARTICLE 2**

##### **Services**

1. DiSCo normally provides the following services in its university residences:
  - a. extraordinary, as well as ordinary maintenance of the buildings,
  - b. periodic painting of the common parts and halls;
  - c. fixing of broken appliances,
  - d. replacement of old equipment and appliances;
  - e. cleaning of common parts,
  - f. cleaning of facilities assigned to disabled students,
  - g. reception service,
  - h. compliance with safety standards and conditions, if necessary also through the use of video-surveillance equipment in line with the current privacy legislation;
  - i. safekeeping of parcels delivered to the reception desk for one week after notification to the student concerned.
2. Where possible, DiSCo undertakes to make the following available to occupants, also removing any technical and logistical hindrances:
  - a) internet access via a connection shared among all students in the residence;
  - b) common parts for socialization and sharing knowledge and experiences,
  - c) spaces for sport activities,



- d) student support services independently managed or run in collaboration with DiSCo.

## **CHAPTER II          ALLOCATION OF ACCOMMODATION**

### **ARTICLE 3**

#### **Allocation of accommodation**

1. The allocation procedures and timelines are set out in the annual call for applications promoting the Right to Education, as adopted in accordance with the relevant regional provisions and acts.
2. The accommodations are reserved as a priority to “out-of-town”, talented, deserving students without financial means, on the basis of an evaluation of their economic situation and their merits, as laid out in the relevant regulation.
3. The accommodation can be occupied on the basis of the rankings drawn up every year according to the criteria established in the relevant call for applications.
4. DiSCo allocates accommodations to students according to availability, in an effort to grant this service in the quickest possible way to as many students as possible.
5. DiSCo takes into account any preferences that each student might have, without delaying in any way the allocation of accommodations to other eligible students. Therefore, the preferences expressed by the students at the time of application are not binding on DiSCo.
6. In double rooms, mixed-gender occupancy is only permitted at the request of both students with proven family ties.
7. DiSCo urges students to apply for an accommodation only if strictly necessary, in that their eventual accommodation waiver would cause delays in the allocation of that accommodation to other students. However, should a student waive their accommodation, the ranking will be automatically updated as quickly as possible.

### **ARTICLE 4**

#### **Use of the residence parts and paid accommodation**

1. In accordance with the provisions of Article 12 of its Statute, DiSCo may allocate the parts intended for teaching and research services and cultural and recreational activities in a given facility also to students not residing in that facility.



2. In compliance with the provisions of Article 12 of DiSCo's Statute, and in an effort to encourage the completion of studies, the integration of various university positions and the exchange of experiences and knowledge, DiSCo may allocate accommodations to undergraduates, doctoral students, scholarship holders, grant holders, professors and other persons involved in study, teaching and research activities, who may contribute to expenses in a differentiated manner.
3. In accordance with the provisions of Article 12 of DiSCo's Statute for a more efficient use of residential facilities, DiSCo establishes the percentage of accommodations to allocate to persons other than those referred to in paragraphs 1 and 2, in particular during the summer break.

## **ARTICLE 5**

### **Documents required for occupancy**

1. Upon occupancy of an accommodation, the occupant shall present the following documents:
  - a) A valid identification document (identity card, passport, driving licence);
  - b) Two passport-size photos,
  - c) Any other certification, also health certificates, as required by DiSCo.
2. The Residence Manager shall ensure that all the requirements set out in the relevant call for applications are met.
3. A pre-condition for the allocation is the absence of any outstanding debts of the occupant vis-à-vis DiSCo, or the early termination of the allocation on the part of the University for disciplinary reasons or withdrawal of the grant.

## **ARTICLE 6**

### **Takeover of the accommodation**

1. Assignee students, as identified by DiSCo, in accordance with Article 3 above, are required to present themselves at the place, on the dates and times indicated by DiSCo in the convocation notice. In the event of any proven impediment, the student must contact the office within 5 days of receiving the convocation to agree a new date. Failure to communicate this will result in the student's loss of the benefit.
2. At the time of takeover, the assignee shall sign the following:
  - a) A deed of assignment, whereby the student accepts the accommodation, including these Regulations, which form an integral part thereof;
  - b) A check-in report on the state of the property.
3. The check-in report must contain information on the state of the premises and furniture in the assigned apartment/room. The assignee must indicate any allergies he/she may



have to specific products in the report, that shall be communicated to the cleaning and/or rat/cockroach extermination service providers.

4. Failure to sign the check-in report invalidates the accommodation allocation and results in the loss of any right to it.
5. Should the assignee fail to report in writing any damage or deficiency found in the apartment/room at the time of check-in, these may be attributed to the assignee both during any inspections and at check-out.
6. The student will be held responsible for any damage, except for the wear and tear resulting from the normal use of the goods assigned to the student. In the event of damage or losses, the student shall compensate DiSCo in accordance with Articles 22 and 23 below.
7. By signing the documents referred to in paragraph 2, the occupant commits to keeping the accommodation clean and tidy and undertakes to return it in the same state in which he/she received it, except for the normal wear and tear.
8. Upon signature of the check-in report, the student will receive the room keys or a badge and any access credentials, which may not be duplicated or transferred to third parties on pain of loss of the benefit.
9. It is forbidden to install room locking devices other than the existing ones.
10. The student is always responsible for storing the keys or badge and any access credentials in a safe place. In residences with 24/7 personnel, keys or badges must be handed in to the reception desk, every time the occupant leaves. In the event of non-compliance, after the third written reprimand, the student will lose the benefit and will have to leave the residence.
11. If the keys, badge or any access credentials are lost or stolen, the student must report the theft or loss to the competent authority and hand in a copy of the police report to the Residence Manager who will provide a duplicate of the keys or badge or any access credentials or replace the lock at the student's expense. The duplicate key or badge will be given to the student upon payment of € 2.00 as a contribution for the duplication costs, and may be deducted from the grant.
12. The Entity accepts no responsibility for any personal items or valuables of any kind kept in the rooms or common parts.

## **ARTICLE 7**

### **Occupancy of the accommodations**

1. Occupancy periods in residences are set out in the annual call for applications promoting the Right to Education. The opening dates, if any, of a limited number of residences during the summer period will be communicated in the course of the year.

2. The students must sleep in the residence at least for two thirds of each month of the occupancy period, otherwise they shall lose any entitlement to the accommodation; in December, January and July, the occupancy obligation is reduced to 50% of the nights of each month. In any case, the relevant call for applications or DiSCo shall apply specific provisions for particularly difficult situations, health and study reasons (properly proven by the competent authority, such as, for example, the National Health Service or the university of reference).
3. Whenever a student leaves his/her residence for more than three days, he or she must notify the staff in writing, also by email, and indicate the date of return to the residence. Failure to notify this shall result in disciplinary measures against the offenders, as set out in Art. 24 and ff., except where justified and proven reasons prevented the student from issuing a notification. Should a student be absent unjustifiably for more than 20 days, their accommodation shall be vacated by the Entity's staff.
4. University students who shall obtain their academic title by the end of the academic year, but whose occupancy was granted under the previous year's call for applications, must apply for a longer occupancy to the specific office. The application must be submitted in accordance with the terms and conditions set out in a specific notice. The Director General appoints a committee to assess the applications received. Following the evaluation, the Commission shall decide whether to accept or reject the applications.
5. The accommodation assignees who obtained a degree for to the course of study they attended, must leave the accommodation within 10 days of the graduation date. This date must be communicated to the Residence Manager as soon as formalised by the university. Those who remain in the residence for more than 10 nights will be required to pay the residence fee for the nights unduly used, plus a 50% charge.
6. Students who are not awarded an accommodation for the subsequent academic year must leave the residence by the deadline set out in the annual call for applications for the Right to Education.
7. Accommodation assignees may not transfer the use of their accommodation to a third party or occupy an accommodation other than the one assigned to them, on pain of losing the benefit.
8. During the academic year, the Entity reserves the right to automatically transfer students to other rooms or residential facilities in case unplanned works need to be carried, that make the room or part of the residence impossible to use or for reasons of cohabitation, always in view of allocating accommodations as fast as possible, or for a student's inadaptability to the milieu.
9. If DiSCo needs to ascertain that the assignees' health conditions do not jeopardise life in the community, it may request, at any time, the production of a medical certificate of good health. Failure to produce the medical certificate within the deadline indicated by the organisation on the application will result in the loss of the accommodation.





10. In the event of a serious and/or contagious illness, DiSCo may order the removal or transfer of a student from the room or facility, unless otherwise ordered by the National Health Service.

### **CHAPTER III        NORMS ON THE USE OF THE ACCOMMODATION**

#### **ARTICLE 8**

##### **Fee payment**

1. During the occupancy period, students are required to pay the occupancy fees in accordance with the modes and rates indicated for specific user categories, as instructed in the annual call for applications for the Right to Education.
2. Scholarship winners shall pay their accommodation fee by means of a deduction from their scholarship amount, as provided for in the relevant call for applications.
3. In other cases, the fee must be paid between the 1<sup>st</sup> and the 5<sup>th</sup> day of each month to DiSCo in advance monthly instalments, according to the indications provided by the Entity.
4. Failure to pay more than two fees will result in the loss of the benefit.

#### **ARTICLE 9**

##### **Rules of conduct**

1. During their occupancy, occupants must act responsibly, showing mutual respect, fairness, politeness, promote their own safety and the safety of others, as well as harmonious cohabitation, and cooperate with other occupants and staff. The residence staff must keep the premises and services in pristine condition with the cooperation and the responsibility of students.
2. Occupants shall do the following:
  - a) promptly report any contagious diseases contracted during the occupancy period and leave the residence in order to avoid spreading the disease, until complete recovery, unless otherwise instructed by the National Health System; the full recovery must be attested by a medical certificate;
  - b) keep rooms, furniture, bathrooms, kitchens, etc. clean and tidy, avoid leaving rubbish around and dirty objects misplaced (e.g. dirty dishes);
  - c) correctly use the facilities and furnishings provided, avoid any conduct that may cause damage or harm, promptly reporting any fault to the reception desk;
  - d) use household appliances or any type of electrical equipment only if certified as conforming to European safety regulations; these must be used in compliance with the safety regulations and in any case with the authorisation of the Residence Manager;
  - e) allow the residence personnel to carry out the necessary ordinary and extraordinary maintenance and cleaning operations;

- f) turn off the lights, water taps and lock your room whenever you leave it; if the student is absent for more than 7 days, he/she must empty, defrost and leave the fridge clean;
- g) always use and keep the mattress and pillow covers provided by DiSCo clean;
- h) display notices, posters or similar items exclusively in the accommodation or on the dedicated notice boards.

3. Occupants cannot do the following:

- a) keep and introduce animals into the residence and the external adjacent areas, with the exception of guide dogs for blind students;
- b) cause disturbance: in particular, after midnight and before 8 a.m., sounds, songs and noises of any kind are forbidden; during the remaining hours of the day, the use of musical instruments, radios, televisions, stereophonic systems, etc., as well as one's conduct must be such as not to cause any disturbance;
- c) smoke, including electronic cigarettes or similar items, inside the rooms and in all the common parts;
- d) keep and/or use weapons, narcotics, explosive materials, pressurized containers, flammable furnishings, harmful or radioactive substances in the rooms and common parts;
- e) cause obstruction of the common areas and the rooms with any bulky material or tools;
- f) throw or deposit rubbish or waste outside the appropriate containers, contrary to the municipal instructions, if any, for the separate garbage collection;
- g) place any objects on terraces and windowsills;
- h) throw water, cigarette butts or other materials of any kind from the windows or any other part of the residence;
- i) cause blockage into the drains of washbasins, toilets, etc. by discharging materials in them;
- j) make alterations or adaptations to the premises, painting, moving or adapting installations;
- k) interfere with equipment, use multiple sockets, except for CE-marked power strips with switch, without additional adapters;
- l) introduce and use cookers, ovens, stoves, air conditioners, or computer equipment that may alter the functionality of the Internet network, other than the equipment specifically provided by the Entity;
- m) remove or introduce fittings or equipment of any kind into the common parts and rooms; move, dismantle, modify the furniture in any possible way;
- n) carry out or have carried out repairs, except for maintenance work for which the assignees are responsible;
- o) permit others to sleep in their accommodations; receive visitors who have not left an identity document at the reception, except for the provisions of these regulations;
- p) ask operators working for DiSCo to perform tasks outside their duties, or behave in a disrespectful manner towards the operators themselves;
- q) park bicycles and mopeds outside the specific parking spaces and disassemble, reassemble and paint the above on the premises of the residence;
- r) use the common kitchens for a long time or in such a way as to prevent others from using them;
- s) make alterations or adaptations to the premises; in particular, painting, varnishing, moving, dismantling and/or modifying installations, equipment and/or furniture, remove

- or introduce furniture or equipment of any kind into the common parts and/or rooms, carry out or have repair work carried out;
- t) place drying racks in spaces other than those specifically designated by the Entity;
  - u) engage in any kind of conduct that may cause harm to occupants, service staff, passers-by, neighbours, the facility and the contents therein;
  - v) hand over the keys to their accommodation to another person, even if only temporarily.
4. Occupants must ask the Residence Manager for an authorisation to introduce and use small electrical appliances (fans, microwave ovens, irons, etc.), and hand in a copy of the relevant certificate of conformity to safety regulations.
  5. It is strictly forbidden to bring burners of any kind into the rooms.
  6. DiSCo declines any responsibility in the event of theft of the students' personal belongings, including objects or valuables of any kind.
  7. Assignee students and temporary guests are required to adhere not only to the articles of these Regulations and their constraints, but also to all the circulars and provisions that will be issued in the course of the year.

## **ARTICLE 10**

### **Room supplies and cleaning**

1. DiSCo provides students with room supplies (blankets, bedspreads, etc.), which must be returned in good condition when the room is vacated. In the event of loss or damage, the student is obliged to pay compensation for the damage caused in accordance with the Entity's provisions.
2. Where the service is active, the Entity provides a regular supply of linen (sheets, pillowcases). On the day and time indicated, students must hand in their laundry and receive clean laundry in return. Students are obliged to change the linen every 15 days.
3. Laundry must not be used improperly.
4. The accommodation includes all utilities (light, water, electricity and heating) and the use of common parts.
5. Students are responsible for the decorum and functionality of the property made available to them.
6. Each student is required to keep their room, bathroom, kitchen, terrace/balcony, if any, clean and tidy. The Entity's personnel shall carry out periodic inspections to verify the state of hygiene and cleanliness. In the event of non-compliance with acceptable hygiene standards, the students shall be responsible for the payment of extraordinary cleaning operations. Any student who fails to clean adequately the spaces assigned to him/her, in the reasonable opinion of the Entity, even after the third formal reprimand, shall lose the benefit and will be asked to vacate the accommodation immediately.

7. If the student discovers the presence of pests, he/she must immediately notify the staff on duty, who will take action to prevent their proliferation. If the presence of the above-mentioned pests is due to poor hygienic conditions, the student will be formally reprimanded; on the third reprimand the student will lose the benefit and will be asked to leave the accommodation.

## **ARTICLE 11**

### **Access of Disco Personnel to the accommodation**

1. DiSCo has a copy of the keys or badge of the accommodations, which can be accessed by DiSCo's operators, officials and/or technicians even in the occupants' absence, in the following cases:
  2. Without notice:
    - a) periodic inspections to be carried out during the occupancy period, also to verify compliance with these Regulations;
    - b) at the request of the occupants or at least one of them;
    - c) urgent works or repairs;
    - d) prolonged absence of the occupant.
    - e) for the purposes of vacating the accommodation as referred to in Article 12, paragraph 2 and Article 21, paragraph 6.
  3. With at least a 48-hour notice:
    - a) inspections to check the condition of the accommodation prior to drawing up the check-in or check-out reports;
    - b) non-emergency checks or extraordinary work on existing installations in the accommodation;
    - c) adaptation or control of the inventory of existing furniture or equipment.If a student is unable to be present on the inspection day for proven reasons, despite a 48-hour advance notice, he/she may agree, where possible, on a different day with the personnel. In case of repeated postponements, the staff will proceed automatically, regardless of whether or not the student is present.

## **ARTICLE 12**

### **Summer breaks**

1. During summer breaks, DiSCo allocates one or more residences for emergency, temporary accommodation to students. The students who, for proven reasons, require to stay at a residence and pay for the accommodation during the summer period, must apply in accordance with the procedures that will be issued during the year.
2. At the end of the occupancy period, the assignees who did not apply to stay on in one of DiSCo residences for the summer period, or who requested it and were assigned a different accommodation, must empty their accommodations from their personal belongings. DiSCo declines all responsibility in the event of loss of or damage to

personal belongings. If a student fails to vacate the accommodation, the organisation is authorised, even in the occupant's absence, to clear the accommodation of his/her personal belongings. This material is then collected in special unsealed containers and stored in a specific space, even outside the residence, by the Entity. The Entity shall keep these materials for a maximum of 30 days, to give the owner the possibility to retrieve them; at the end of this period the materials will be donated to citizens in need or disposed of in the manner that the Entity shall deem most appropriate.

Before the closing periods of the residences, occupants must clean and tidy their room and flat, taking care to turn off all utilities. Perishable foods must not be left around and the refrigerator must be left completely empty and defrosted.

### **ARTICLE 13**

#### **Temporary or permanent closing of a residence**

1. Should the need arise to close a residence temporarily or permanently for renovation works or unforeseeable events, DiSCo grants the students concerned suitable alternative accommodations, through the automatic transfer procedure.

### **ARTICLE 14**

#### **Extended absence**

1. A student on the ranking who is absent from his/her residence during the occupancy period to go to another Italian or foreign university for study reasons, or for other justified reasons, shall inform DiSCo in advance of the duration and reasons for his/her absence.
2. The student can keep the accommodation, and pay the relevant monthly fees, or leave it to DiSCo's temporary availability. In any case, the student must pay the monthly fees due for the occupancy period. If a place left available for temporary accommodation is occupied by another guest, at the end of the academic year the fees for the period of actual occupation shall be reimbursed.
3. The arrival of temporary occupants must be communicated to the other room or flat mates by the reception staff.

### **ARTICLE 15**

#### **Use of common halls and parts**

1. Occupants are obliged to help keep the common parts clean and tidy.
2. In the event of serious non-compliance, the students responsible will be officially reprimanded, and on the third written reprimand they will lose the benefit and shall leave the accommodation.

3. In situations of proven necessity, DiSCo reserves the right to prohibit access to the common parts.
4. The organisation will disinfect and clean all premises during the summer break. For this reason, all common parts must be cleared of any personal belongings.
5. The common parts in the residences may be made available to an individual or a group of students for recreational, cultural and training activities only when the reception service is present and not after 11pm. These activities require the prior authorisation of the Residence Manager, who shall evaluate the relevant reasons, compliance with safety rules and these regulations, including the definition of any specific limits and regulations, which must be scrupulously observed.
6. The students organising the initiatives must submit a written and motivated request. In the event of authorisation, a deposit of € 200.00 must be paid for any damage that might be caused by participants, as well as any conduct contrary to these regulations. The deposit shall be returned after verification that no damage has occurred and that the premises have been cleaned. Otherwise, it shall be retained to cover part or all of the damage caused.

## **ARTICLE 16**

### **Inner transfers and mobility**

1. If a student in the ranking wishes to change the accommodation assigned to him/her, he/she must submit a written and adequately motivated request to DiSCo, within the deadlines indicated in the annual call for applications for the Right to Education. In case of health problems that require a change of accommodation, a medical certificate, issued in the academic year in question by a specialist must be produced to certify the pathology and thus justify a change of accommodation, that shall however be decided by DiSCo. Applications for family reunification are only considered valid if there is the possibility/availability to share the same facility.
2. DiSCo evaluates the requests received taking into account the severity of the reasons presented. If the motivation is the same, consideration shall be given to the level of merit achieved in the studies and the seniority of enrolment, to any transfer requests already accepted and any disciplinary measures applied to students requesting a change of accommodation.
3. DiSCo arranges transfers, subject to the availability of free places, as a priority in three different times of the year: 1<sup>st</sup> March, 1<sup>st</sup> June, and 1<sup>st</sup> October. The applications considered at these specific times are those received from the beginning of the academic year by 10<sup>th</sup> February, 10<sup>th</sup> May and 10<sup>th</sup> August respectively. Applications submitted after these dates will be postponed to the next evaluation period.
4. Applications are considered valid for the academic year in which they are submitted.



5. DiSCo may provide for a change of accommodation and/or residence at its sole discretion if it deems it necessary in order to protect the right to education of students entitled to the Entity's services. If a student does not move to the premises identified by DiSCo, he/she shall lose the right to the accommodation and must leave the residence.

## **ARTICLE 17**

### **Student participation**

1. DiSCo promotes forms and instruments of democratic participation in each residence, and to this end provides the necessary spaces to enable students to organise assemblies in each residence.
2. Each occupant has the right to participate in the Assembly, organised in every residence, which normally takes place once a month. Extraordinary and dedicated assemblies must be notified to the Residence Manager at least with a 48-hour advance notice.
3. Every year, the Assembly elects no more than two representatives by a majority vote who shall address the general and specific problems of the student residence in collaboration with the Entity.
4. The occupants' assembly in each residence may propose to the Entity that provisions aimed at regulating specific and particular problems of each residence be adopted.
5. The residence representatives participate in the Board meetings, also at the request of the Board, in the terms and modes identified by Regional Law no. 6 of 2018 and the Regulation of the Regional Council for the Right to Education and Knowledge Promotion.

## **CHAPTER IV VISITS AND PARTIES**

### **ARTICLE 18**

#### **Day visitors**

1. Visitors may be admitted to the common parts and individual rooms, their number shall be agreed in cooperation with the Residence Manager, as long as they do not disturb the other occupants.
2. Visitors are obliged to adhere to these regulations when staying in the residences. The host student is responsible in all respects for the conduct of his/her guests as well as for any disturbances, damage or problems caused by them. Also for this reason, the assignee student is not allowed to leave the residence if his/her guest is still in the accommodation.
3. Visitors are required to hand in an identification document to the reception, which will be kept until the end of the visit. The reception is responsible for ascertaining the identity of visitors and strangers, and who they are visiting, in order to notify the

occupant and make sure he/she accepts or denies access, where appropriate, particularly to those who refuse to indicate those who they are visiting and to hand in an identity document. It is the responsibility of the assignee student to ensure that his/her guest has left his/her ID at the reception desk. The temporary absence of staff from the reception does not exempt them from fulfilling this obligation before entering the residence. The reception personnel must always make sure that the student a guest wants to visit is in the residence, also by contacting him/her directly, and that he/she agrees to receive the guest. Otherwise, the personnel must not allow entry, even if the guest is already known to the reception staff.

4. DiSCo reserves the right to prohibit access to the facility to visitors who have previously been responsible for violations of the regulations or otherwise disruptive conduct.
5. Visitor access is permitted from 8.30 a.m. till midnight. Only on the night before a public holiday, and in residences where the reception service is open after midnight, access is permitted until 00.30 am.
6. Minors who are not accompanied by a parent may not be present in the facilities for any reason whatsoever.
7. It is not permitted to pass on to others, even temporarily, the keys or access badges to a student's accommodation. The reception personnel must refuse entry to the accommodation to anyone, including students staying in the same residence, if the occupant is absent.

## **ARTICLE 19**

### **Parties**

1. Occupants may organise parties at the Residences only with the prior authorisation of the Residence Manager, who shall indicate the relevant modalities for holding parties, depending on the available spaces, and always in compliance with these regulations and the relevant legislation.
2. Parties can be of the following nature:
  - a) Small indoor parties:  
the number of participants may not exceed the maximum capacity specified in the safety regulations. The premises for the event will be identified by the Facility Manager;
  - b) Large indoor parties:  
subject to the availability of suitable large premises that can also be used for parties in accordance with the capacity of each hall as per the safety regulations.
  - c) Outdoor parties:  
subject to the availability of suitable large outdoor spaces, parties may be organised outdoors, in any case within the Residence, following the guidelines set out in the safety regulations.





3. Parties can be held subject to the Residence Manager's written authorisation. The organisers must sign an application and submit it at least 3 working days before the date of the event for small indoor parties, and 10 days before large indoor parties or outdoor parties. The ending time is agreed upon by the organisers and the Residence Manager.
4. The organisers must be occupants of the residences and are responsible for the smooth running of the event, for the compliance with the rules, the guests' conduct, any compensation for damage caused to DiSCo's or other guests' property, and for cleaning and tidying up after the event.
5. DiSCo reserves the right to withhold the authorization for the event if the student organisers do not provide adequate guarantees of compliance with the rules or if they have already breached them at previous events.
6. The organisers must undertake to do the following:
  - comply with the noise exposure limits, measured outside the building, throughout the evening, in accordance with legal provisions. If this is not the case, the event will be cancelled after prior notice;
  - pay for any SIAE royalties, as may be necessary;
  - bear the cost of additional supervision staff where the Residence Manager deems it necessary, as well as the cost of equipment and services for the party;
  - ensure that the spaces used are restored to their initial condition;
  - bear the cost of extraordinary cleaning operations of the premises and the area nearby, if necessary;
  - ensure the smooth running of the party with the obligation to enforce these regulations and take responsibility for any actions contrary to the regulations;
  - non-resident participants must register at the residence reception, where they will leave an identity document which will be returned on their way out by the security staff;
  - participants who do not reside at the facility where the event takes place are only allowed access to the venue where the event takes place;
  - parties must end within the time stated in the authorisation;
  - the organisers are responsible for the tidiness the premises and the goods they use;
  - the organisers must be accountable to the public security authorities by giving their personal details in the event of infringements.

## **CHAPTER V            RIGHT TO MOTHERHOOD**

### **ARTICLE 20 Motherhood**

DiSCo acknowledges and promotes the right to motherhood while providing support during the pregnancy in the forms and ways established by the call for applications and these Regulations. In cases of childbirth during the occupancy period, DiSCo grants the mother and child an accommodation for the first few months after the birth, if suitable spaces are available. During the last part of the pregnancy and after childbirth, the Entity shall identify the most suitable



accommodation in an effort to provide an adequate and comfortable stay to the mother and preserve the prerogatives of other students.

## **CHAPTER VI LEAVING AN ACCOMMODATION**

### **ARTICLE 21**

#### **Leaving an accommodation**

1. An occupant intending to leave the accommodation allocated to him/her, also in cases of graduation, must give DiSCo at least a 30-day notice in writing, explaining the reasons for this. If this is not the case, the occupant shall be required to pay a monthly fee in excess of the month of actual use of the accommodation, except the cases of duly proven force majeure. For a notice to be deemed valid, it must necessarily contain the date of tenancy release. In case of graduation, an indicative tenancy release date may be notified and then specified as soon as possible.
2. In the event of graduation, except for the cases set forth in the Call for applications, being on a student rank grants the student up to 10 days of stay in the residence after the graduation date.
3. An occupant intending to leave the accommodation permanently, after complying with the requirements set out in paragraph 1, must also inform the reception, at least seven days before the actual accommodation release. This notice is necessary to organise the joint inspection, at which time the occupant must sign a special check-out report and return the keys or badge or any access credentials. Otherwise, the conditions of the released accommodation shall be inspected by the reception staff. The occupant shall be responsible for the cost of replacing locks in case the keys or badges are not duly returned. Exceptionally, a third party may be delegated to sign the check-out report, if adequately justified and according to the required procedures. The final check-out report is essential for the payback of the deposit.
4. The deposit shall offset any damage, loss or extraordinary cleaning charges, found in the manners described in paragraph 3 above. If the value of the deposit does not cover the amount of the damage, DiSCo shall proceed to recover the amount due.
5. Any personal effects left in the accommodation by the former occupant shall be removed at his/her expense and made available to him/her for 30 days. After this period of time, DiSCo declines any responsibility for the safekeeping of such personal belongings or items and will donate them to citizens in need or dispose of them in the manner it deems most appropriate, at the expense of the former occupant.
6. On the end date of the tenancy period or on the date indicated by DiSCo in the event of withdrawal or automatic transfer, both of which are communicated to the students by email or on their personal page, without any need for reminders, the students must return the keys or badge to the reception desk and vacate the accommodation of their personal belongings. If they fail to do so, DiSCo is entitled to enter the accommodation, even in the occupants' absence, and replace the lock(s), as well as remove the goods left

by the occupants at their expense. In addition, the occupants shall be responsible for the daily fee applied to students who are not on the ranking for every day of unlawful occupation of the accommodation from the date set for the accommodation release, as well as for any further charges also indirectly deriving from the refusal to leave the accommodation, without prejudice to charges for damage, fees, sanctions, provided for in these Regulations.

7. The deposit shall be returned within 60 days from the date of accommodation release, except for any additional time required for the quantification of damages or losses found at the time of release, or of debts owed to the Entity. In such a case, DiSCo shall communicate the extension of these times and the relative reasons. Reimbursement shall be made by bank transfer to a current account (exclusively in the name of the person concerned.)

## **CHAPTER VII      RESPONSIBILITIES AND DAMAGES**

### **ARTICLE 22**

#### **Damage and losses**

1. The occupant is responsible, also jointly and severally with other tenants, for any damage resulting from carelessness, misuse, negligence, as detected during specific inspections.
2. Occupants are responsible for the cost of extraordinary painting work required to repair any damage caused by them, including marks left by nails or adhesive tape used to hang posters etc. on the walls.
3. In the event the individual who has caused the damage cannot be identified, each student shall be jointly and severally liable with the other room or flat occupants for any damage, loss and excess electricity, water and gas consumption in their room or flat; the student shall also be jointly and severally liable with all the occupants of the Residence for damage, losses and vandalism to furniture, equipment and facilities in the common parts.
  - a) DiSCo charges the costs incurred for the repair of damaged goods, the purchase of missing or unrepairable goods or the excess electricity, water and gas consumption.
  - b) DiSCo shall apply the price list defined during the procurement procedure for maintenance services to quantify the most frequent works. For other types of work, the amount will be equal to the costs incurred by DiSCo which, in any case, are defined on the basis of official price lists.
  - c) The costs incurred by DiSCo include labour, VAT and 10% for administrative charges.
  - d) In the event of damage to furniture or structures that DiSCo does not provide replacement or fixing for, a €50.00 fine shall be charged for the damage caused, instead of reimbursement for the fixing of the goods.

4. DiSCo reserves the right to apply sanctions for any damage caused by negligence, wilful misconduct and/or vandalism in general, as well as in the cases referred to in paragraph 2 above, without prejudice to the obligation to pay damages.
5. The damage must be repaired within ten days of the relevant notice.
6. In the event of late or non-payment, a reprimand shall be issued to the student. If the payment is withheld for over a month, the student shall lose the benefit and DiSCo shall withdraw the accommodation benefit.

## **ARTICLE 23**

### **Charges and sanctions**

1. In cases of poor cleanliness of the rooms and common parts, DiSCo reserves the right to intervene with extraordinary cleaning, that will be charged, including VAT and 10% for administrative charges, to the students responsible, also jointly with the other occupants.
2. A sanction of €50.00 shall apply in the following cases:
  - a) poor cleanliness of the students' rooms or common parts (kitchens, bathrooms, etc.), including stacks of dirty dishes and rubbish left around. Stacks of dirty dishes may be removed by the reception or cleaning staff and subsequently disposed of, if their owner does not request them within 7 days;
  - b) the presence of potentially dangerous objects on terraces or of objects of any kind on windowsills;
  - c) throwing water, cigarette butts or other materials of any kind from windows or balconies;
  - d) the refrigerator is not defrosted or cleaned or perishable food is left during closing periods;
  - e) bags of rubbish left outside the appropriate bins or failure to separate waste in accordance with municipal regulations;
  - f) improper consumption of water, electricity and gas, or leaving these open when absent from the room; including leaving pots and pans and burners unattended during use;
  - g) non-compliance with safety regulations to use electrical appliances or equipment in general or using without authorisation where this is required;
  - h) Introduction into the residence of any dangerous and/or non-standard equipment and/or equipment other than that authorised, including stoves, ovens, burners, air conditioners other than the equipment specifically provided by DiSCo;
  - i) storage of bulky materials (bicycles, camping beds, etc.) in common parts and rooms;
  - j) non-compliance with the smoking ban inside the residence, without prejudice to the sanctions provided for in the anti-smoking regulations;
  - k) illegal employment or non-compliance with these regulations in the use of the IT service;
  - l) improper or prolonged use of the common kitchens in such a way as to prevent others from using them;
  - m) storage of more than one bicycle per student in the common parts; dismantling, reassembling and painting bicycles in the residence areas;

3. A sanction of €250.00 shall apply in the following cases:
  - a) possession of weapons, narcotics, explosive material, pressurized containers, flammable furnishings, harmful or radioactive substances; this might be followed by a report to the competent authorities;
  - b) tampering with installations and, in particular, with safety devices, the relevant signs, as well as improperly activating alarms, including protective switches, smoke detectors and any device present in the residence;
  - c) the room is not vacated from personal belongings during the summer break.
4. For any damage or loss caused by fraud and/or vandalism, a fine of € 50.00 is imposed on each student responsible, also jointly with the other students, in addition to the repair or additional consumption costs, as specified in art. 22 above.
5. Should the need arise, the Director General reserves the right to revise the amount of the sanctions as determined above with a further measure.

## **CHAPTER VIII      DISCIPLINARY MEASURES**

### **ARTICLE 24**

#### **Disciplinary measures - procedure**

1. Any non-compliance with these Regulations and other provisions disclosed in advance shall result in the application of the sanctions classified as follows:
  - a) reprimand
  - b) fine
  - c) automatic transfer
  - e) loss of the accommodation grant
  - f) withdrawal of DiSCo benefits
2. Reprimands and fines shall be imposed by the Residence Manager; automatic transfers shall fall within the exclusive competence of the DiSCo housing service Manager (P.O.); withdrawal of the accommodation grant and benefits shall fall within the competence of the relevant DiSCo Territorial Office Manager.
3. The Residence Manager initiates the procedure by notifying, also by email, the non-compliance with these regulations in writing. In the event that individual responsibility cannot be established, the reprimand shall be issued to all the occupants of the room, facility or building respectively by means of a collective notification by email, as well as by means of a notice published in the appropriate spaces.
4. The student has the right to submit an appeal in writing to the Residence Manager within 10 days of receipt/posting of the complaint. After this period, the Residence or the Housing Service Manager or DiSCo Director may:
  - accept the appeal and close the disciplinary procedure with a dismissal;

- reject the appeal and impose one of the sanctions provided for in paragraph 1 of this Article.
- 5. Appeals against the measures taken by the Residence Manager, the Housing Service Manager and the Director may be submitted, within 10 days of notification of the sanction, to the Entity's Director, who shall make a final decision, after hearing the parties concerned, within 30 days. After the 30 days, failure by the Entity's Director to notify the Commission shall be deemed as confirmation of the sanction imposed. Minutes shall be drawn up at any hearing.
- 6. In extremely severe cases, the Manager may impose on an occupant, for a justified reason, a temporary prohibition to access the facility, pending disciplinary procedures for conducts and facts for which the withdrawal of the accommodation benefit or of another or all DiSCo benefits is applicable.

## **ARTICLE 25**

### **Reprimands**

1. The reprimand consists of a written and motivated warning issued to the assignee student.
2. Reprimands apply in the following cases:
  - a) conduct that is disrespectful, incorrect, rude and undermines the harmonious cohabitation with the other occupants and the staff;
  - b) non-compliance with these Regulations that are available for consultation;
  - c) use of courtyards, corridors, reading rooms and lounges on every floor for games or hobbies that cause nuisance to others;
  - d) occupying a bed in the assigned facility other than one's own;
  - e) failure to interrupt all noisy activities both in the rooms and in the common parts between 10 p.m. and 8 a.m., that may disturb the neighbourhood and the other Residence occupants;
  - f) introduction of unauthorised equipment or furnishings and fittings;
  - g) use of the common parts to park motor vehicles and vehicles in general;
  - h) receiving visits to the common parts and services outside the cases provided for in the Regulations;
  - i) food and drink is left in the kitchen and common parts;
  - j) hanging the students' clothes in common areas other than those designated for this purpose;
  - k) failure or delay in notifying a student's absence as referred to in Article 7(3).
3. Should a second warning be issued for the same infringement during the same academic year, a fine shall be levied as per Article 26 below.

## **ARTICLE 26**

### **Fines**

1. Fines range between € 25.00 and € 250.00 and must be paid within 10 days of receipt of a written sanction, and shall be applied in the following cases:
  - a) any animal kept in the accommodation and in the external areas connected to them; € 25.00;
  - b) dismantling, modifying or adapting furniture in rooms and common parts, removing furniture or equipment from common areas; € 50.00;
  - c) putting up permanent stickers or posters that may directly damage walls, doors or furniture; displaying notices, signs or other outside the specially reserved spaces; € 25.00;
  - d) actions that caused damage to other students or the staff, to passers-by and neighbours, or to the facility and its contents (in addition to any damages) €100.00;
  - e) holding or participating in parties that disturb other occupants without the necessary authorisation; € 100.00;
  - f) occupying a bed other than one's own in another DiSCo facility; € 250.00;
  - g) receiving visits in breach of the provisions of Article 17; € 100.00;
  - h) receiving two reprimands for the same reason, that is not covered in the previous points, during the same academic year; € 100.00.
  
2. Two sanctions will result in the student being automatically transferred to another residence without any guarantee that they shall have the same type of room.

## **ARTICLE 27**

### **Automatic transfers**

1. Without prejudice to the application of the sanctions envisaged for specific violations, DiSCo's Housing Service Manager may impose a transfer to another facility in all the cases in which the Entity deems it necessary for the students and in any case in the following cases:
  - a) stay of visitors in the facility during night time;
  - b) infringement of these Regulations by an assignee who has already been sanctioned in accordance with Article 26(2).
  
2. The Entity shall impose an automatic transfer to another accommodation with a 7 days' notice; in particularly serious cases, DiSCo may proceed to an automatic transfer with immediate effect.

## **ARTICLE 28**

### **Withdrawal of the accommodation**

1. The accommodation benefit is withdrawn from the assignee in the following cases:
  - a. conduct contrary to public order or which insults other occupants' or the staff's ethical, political or religious beliefs or unlawful conduct which may harm DiSCo's or the Lazio Region's reputation, in a way that might discredit the Entity in the eyes of the general public, users - including potential users - and their families; introduction of harmful substances, including drugs, or inflammable substances for

non-domestic use into the residence. This might be followed by a report to the competent authorities;

- b. failure to use the accommodation as intended;
- c. failure to produce a medical certificate within ten days of the request, in the cases provided for in the call for applications;
- d. failure to pay the sanction within the terms provided for in art. 26, paragraph 1 or the damages as provided for in art. 22, paragraph 6. If the amount due exceeds €100.00, it can be paid in up to four instalments and in any case within the accommodation release date. Failure to pay an instalment will result in immediate withdrawal of the benefit.

## **ARTICLE 29**

### **Withdrawal of DiSCo benefits**

1. The benefits (accommodation, scholarship and catering service) are withdrawn from the beneficiary after completion of the preliminary investigation as per art. 24, in the cases indicated in these Regulations and in any case, if the students do the following:
  - a) concede or allow a third party to use their accommodation either free of charge or against payment;
  - b) put in place a particularly dangerous conduct that causes serious damage to DiSCo or Regione Lazio and/or endangers third parties;
  - c) introduce weapons, explosives, or drugs into the residence.

## **ARTICLE 30**

### **Loss of the benefits**

1. The student shall lose the accommodation/room in the following cases:
  - a) after graduating;
  - b) after transferring to another university with registered office outside the Lazio Region;
  - c) after irrevocably withdrawing from the studies;
  - d) after irrevocably renouncing their accommodation;
  - e) at the end date of the benefit provided for in the annual call for applications promoting the Right to Education.
2. The assignee must notify the competent Territorial Office and the Residence Manager in writing within 5 days of the occurrence of the following:
  - a) graduation;
  - b) transfer to another university with registered office outside the Lazio Region;
  - c) the interruption of their studies.

## **CHAPTER IX FINAL PROVISIONS**

## **ARTICLE 31**

### **Insurance coverage**





1. Students who are allocated an accommodation are insured against accidents that may occur in the residences by means of a special policy.

## **ARTICLE 32**

### **Abrogation**

1. All current regulations governing university residences are repealed.