



## STUDENT HOUSING REGULATIONS

**Art. 1** – The term “Student Housing” applies to the apartments that the University of Gastronomic Sciences assigns to first-year students regularly enrolled in the three-year Undergraduate Degree program and Master course, hereafter called residents or assignees, who have applied and paid the housing fee decided on by the Board of Directors.

The assignee:

- must pay the housing fee on or before the deadline for the first tuition payment for the three-year Undergraduate Degree program or on or before the deadline for payment of the enrollment fee for Master students. Payment deadlines are established by the Board of Directors and communicated to students before commencement of the academic year or Master program;
- must make an advance security deposit, whose import, due date and payment modality are determined yearly by the Board of Directors..

The assignee, upon payment of the housing fee, may reside in University housing for the following period of time:

- For first-year students enrolled in the three-year Undergraduate Degree program, from October 1 until August 31 of the academic year of enrollment;
- For students enrolled in the Master program, from two working days before commencement of the course until two working days after the Master graduation ceremony.
- Upon entering student housing, the assignee is subject to these Regulations, and must read and sign a copy. In case of non-compliance with the regulations or actions contrary to the regulations the student may be immediately expelled from Student Housing and the housing fee will not be refunded.

**Art. 2** – Should the student decide to give up his or her place in Student Housing after payment has been made and housing assignment given, no refund of payment will be made. Refunds are not given due to the fact that the University must support substantial fixed non-refundable costs for housing.

**Art. 3** – Students who are not regularly enrolled and/or who are not up to date with tuition, housing or meal payments may be unable to obtain or keep their place in Student Housing.

If a student receives exemption status, the University Administration may reduce the exemption to a sum equal to the fixed fee for Student Housing.

**Art. 4** – Residents will receive keys to the entrance gate and apartment. The individual rooms and common spaces of the apartments are furnished. Within seven days of receiving the keys to the apartment, the resident must report any damages to the apartment to the University Logistics Office. After the seven-day period, the resident takes responsibility for any damage to the apartment.

The residents are solely responsible for the apartment and its interiors and may not duplicate keys or give keys to any other person; the penalty for such actions will be expulsion.

Only authorized University personnel may enter a student’s room during the student’s absence. After giving notice, authorized personnel may access the student’s apartment and room, even during the student’s absence, in order to manage the apartment.

The residents are solely responsible for their personal items kept in the University apartments. The University of Gastronomic Sciences will not assume responsibility for lost, stolen or damaged personal items.

**Art. 5** – The housing assignment does not give the student the exclusive rights of use to a particular room or apartment. The University reserves the right to transfer students, giving a seven-day notice except in extreme cases, from a particular room or apartment.

The housing assignment and assignment of all items within the room and apartment are of a strictly personal nature. Residents may never, even temporarily, occupy rooms other than their own, occupy empty rooms, exchange rooms or apartments, move furniture or objects within the apartment or from one apartment to another. The resident is responsible for all actions, objects and furniture within their own room. The residents of each apartment are equally responsible for the correct treatment of the apartment's interior, furnishings and utilities.

The student must immediately inform the Logistics Office of any damage caused by the student and any breakages. In the case of damage caused by students, the Logistics Office will evaluate the case, communicate the cost for repair to the responsible parties and establish times and conditions for compensation.

**Art. 6** – Residents must always make sure that their actions do not damage the apartments or their furnishings. Residents must always close and lock the entrance gate as well as the door to their own apartment. Rooms within the apartments should remain unlocked so that authorized University personnel may perform maintenance and cleaning.

**Art. 7** – Residents are responsible for cleaning their own rooms and the common areas of the apartment, separating trash and recycling, depositing the refuse and recycling on the day indicated by the City of Bra in the specified trash containers and maintaining their apartment in such a way that any cleaning and maintenance can be carried out by University personnel.

The University does not provide sheets and towels.

Students are not allowed to nail, pin, tack, tape or glue posters, photographs or other objects on the walls or furniture. Furnishings may not be modified in any way.

**Art. 8** – Students are responsible for the costs of regular maintenance for their own apartment. Ordinary maintenance issues must be promptly resolved.

This is the case for repairs required due to normal wear and tear as well as to plumbing and electrical systems (for example a dripping faucet, a worn-out blind cord or burnt-out light bulbs).

The University is responsible for the costs of extraordinary maintenance. Maintenance and repairs for internal systems (heat/electricity/plumbing) within the apartment and installation of new equipment are the responsibility of the University.

As they are included in the housing fee paid by the student, the University is also responsible for the following services: elevator maintenance, water, electricity, gas, heating, internet access and condominium administration fees.

The University asks students to take care not to waste water or energy and to be aware of the environmental impact of their actions.

**Art. 9** – Out of respect for housemates, smoking is prohibited in the common areas of student apartments (kitchen, bathroom, hallways, etc).

Smokers may smoke in their own rooms, making sure that the window is open and the space is well ventilated so that smoke does not spread throughout the apartment, putting other students and the integrity of the apartment at risk.

Cigarettes may not be put out on the floors, windowsills or furniture and apartment house wares (glasses, dishes, utensils) may not be used as ashtrays. Cigarette butts may not be thrown off the balconies, or out of windows. Matches, lighters and other flammable materials may not be left unattended in the apartment.

Guns and other weapons, drugs, toxic or dangerous substances and animals of any type or size are forbidden in the student apartments. The use of gas, electrical, kerosene or coal heaters is forbidden. It is forbidden to throw any type of object out the windows or keep objects, even temporarily, on the windowsills.

Residents may use low-power electronic devices (radio, stereo, electric razor, computer, hair dryer). Electronic devices with a power-level above 1 KW are not permitted. Students must give the Logistics Office a list of all electronic devices that will be used in the apartment within two weeks of arrival.

The University will confiscate unauthorized or forbidden electronics and electronic devices found in student apartments.

Students are asked to know and observe the safety norms and participate in any safety drills or exercises.

**Art. 10** – Loud noise and behavior that could disturb other housemates or residents in the building is not permitted at any hour of the day or night. Residents are asked to be aware of and respect the rules of the condominium where they live as well as those of the Student Housing Regulations. After 11 pm all condominiums require silence. Students residing in Student Housing must behave respectfully and responsibly at all times.

Students who do not follow these rules are subject to the disciplinary actions listed in art. 10 in the Student Regulations.

**Art. 11** – Students may invite, during daytime hours and until 11 pm, friends and other guests to their apartments. The student is responsible for guests' conduct and any damage that they may cause. Overnight stays are not permitted. Student must respect the space, needs and tranquility of their fellow housemates.

The resident may not loan, rent, or give their room to any other person. The University reserves the right to refuse entry into the Student Housing to non-residents or to ask non-residents to leave at any time.

The use of other rooms within the student apartments is forbidden. Any unused rooms are the property of the University and remain at their disposal.

Residents that break any of the rules in stated here, on a habitual basis or in a way deemed grave and or dangerous will be subject to disciplinary actions of art.10 in the Student Regulations.

**Art. 12** – Should a resident contract a contagious or infective illness he/she must immediately contact the University Registrar's Office. If a resident or guest is involved in an accident or is unwell while in the student housing, the resident must communicate the event to the University Registrar's office so that the proper insurance measures may be taken immediately.

**Art. 13** – When the housing contract period comes to an end (should the resident decide to drop out of the housing program the resident must give ample notice to the Logistics Office) the resident must clean out his/her room and return all keys to the Logistics Office.

Apartments must be vacated and all keys returned by August 31 of the academic year for students enrolled in the three-year Undergraduate Degree program. For Master students, apartments must be vacated within 2 working days following the graduation ceremony.

The resident must leave the apartment in the exact conditions in which it was given.

Residents in violation of the regulations written here must reimburse the University for any costs sustained for repairs or missing items.

**Art. 14** – These regulations will be enforced from the commencement of the 2010/2011 academic year.

A copy of these regulations is given to resident in the Student Housing.

Any eventual personal requests must be presented to the Logistics Office.

Cognome e Nome (in stampatello)  
Surname and Name (in capital letters)

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Firma per presa visione e accettazione  
Signature of consent

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Data/Date

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La sottoscrizione del presente Regolamento per presa visione e accettazione autorizza l'Università degli Studi di Scienze Gastronomiche al trattamento dei dati forniti ai sensi del D.Lgs. n. 196 del 30/06/2003.