

General Rules for ESU Residence

Acceptance of a place

1. The student has the right to use the place in a hall of residence according to the terms in the application information. The room should be left empty by 10.00 am of the last day indicated in the application information.
2. When taking up a place in a ESU residence the student should give the Hall Manager
 - a. a photocopy of a valid form of identity;
 - b. proof of payment of deposit (which can be made in any bank. Further details may be found in the application information).

The student should also sign an acceptance both of the place and these “General Rules for ESU Residence”.

3. When a place is allocated, basic furnishings are guaranteed. Sheets, pillow cases and towels are not included.

Within 10 days of arrival, the student must sign a document which states the conditions of the allocated room and communal areas and lists the furnishings present. If the student fails to sign this document it will be presumed that the conditions stipulated by the Hall Manager have been accepted.

4. Certain circumstances could oblige the ESU to transfer the student to a different room or residence. It would be the responsibility of the ESU itself, in such a case, to provide accommodation conforming to that booked by the resident.

Rules

5. The student is obliged to pay the ESU for the whole allocated period as follows:
 - the rent is to be paid in advance by the fifth day of each month

In case of late payment, a 30,00 € penalty will be applied. If payment is more than a month late the place in Hall will be withdrawn and the student will be denied residence.

6. Students are responsible for the cleaning of bedrooms, bathrooms and other areas inside the apartments. Any problems with installations should immediately be reported to the management.
7. It's on charge of students the following maintenance:
 - replacement of bulbs (unless need of stairs is required);
 - little repairing of furnishing.
8. Due care should be taken of the property and its contents. The student will be held responsible for any damage to or loss from the allocated property (see point 3). Estimates for repairs or replacements can be found in the attached table. Any other estimates will be made by the ESU's Ufficio Tecnico. The student responsible must pay costs to the ESU immediately.

The student will respect all the property, furnishings and amenities, including those of communal use. The student accepts personal and joint responsibility with the other residents for any damage to communal areas inside the building (furnishings, amenities, installations, entrance halls, corridors, stairs, recreational areas, etc.) in accordance with the criteria established in article 1588 of the Italian Civil Law (Codice Civile).

Any damage must be paid for within 15 days of it being reported. There will be a 25,00 € penalty for any delay. If after a month the damage still has not been paid for, the cost will be

deducted from the deposit. In this case, the student will be sent a letter, in accordance with article 15 (revocation of place).

9. The student must pay for any damage to their bedroom or communal areas. They must also contribute to costs when the culprit is not identifiable. Moreover, a 50,00 € fine will be applied in the following cases:

- excessive dirt in bedroom or communal areas;
- presence of animals in bedroom or apartment;
- presence of inflammable, harmful or radioactive substances;
- presence of objects that could cause an obstruction (bicycles, folding beds) in communal areas in bedrooms and apartments;
- presence of dangerous objects on windowsills or balconies;
- presence of electrical appliances that have not been authorised by the Hall Manager.

If costs or fines are not paid for the place in Hall will be lost.

10. The student must give at least 7 days notice before leaving. This is necessary to arrange the relative inspection and so that the student can then hand the keys back in. Until then the whole deposit will not be returned. Rooms used by the student must be cleared of any personal effects and left clean for the next resident, otherwise the deposit will be withheld.

11. The ESU holds the right to enter the property at any time to ensure it is being used correctly and to carry out any checks and repairs on the installations.

12. A 24 hours' notice is expected for routine upkeep, except for those very urgent.

13. The student must:

- a. use the rooms, equipment, sports, recreational and cultural facilities according to rules established by the ESU;
- b. not cede or sublet the room to a third party for any reason;
- c. not have guests staying in their room;
- d. not have animals of any kind on the property;
- e. not use electric or gas cookers, fridges or any other electrical appliance in the bedroom, unless approved of by the ESU;
- f. not disturb other residents or neighbours with any kind of noise, in particular after 11.00 pm and before 08.00 am. During the day the use of radios, televisions, stereos etc. and general behaviour should not disturb other residents;
- g. not keep objects that could cause obstructions in their rooms or communal areas, or objects that could fall from the windowsills or balconies;
- h. not throw water or any objects from the windows or balconies or throw objects that could cause blockages into the toilets;
- i. not make any changes to their rooms, such as painting walls, moving or adjusting appliances, unless authorised in writing by the Hall Manager;
- j. not move furniture or equipment into or out of the rooms and communal areas, or move, dismantle or make changes to furnishings without the written permission of the Hall Manager;

14. The student should also respect the normal rules of living with others.

The student is allowed to have outside visitors as long as they respect the following rules and do not disturb other residents.

The student will be held responsible for any damage caused by guests and for any rules they break. Visitors must report to the hall reception and leave some form of identification which will be given back on leaving.

Nobody other than residents should be on the premises after 11.00 am.

Precautionary measures and penalties

15. Any student who breaks the rules will receive a written notice from the Hall Director. The student then has 7 days to present their case. If accepted, no measures will be taken against the student. If not, point 16 will apply.
16. The student will be obliged to leave the place if:
 - a. fees as established in point 4 and/or costs as established in point 7 and 8 are not paid;
 - b. the room is sublet to another person;
 - c. they have guests beyond the allowed times;
 - d. the room is not used for a month, unless for valid reasons (illness of resident or close relation, military service, study period at another university, research for thesis in another town, region, country etc.);
 - e. the place in residence is attained by false means;
 - f. a second letter (see points 6 and 12) has to be sent by the Hall Manager;
 - g. their behaviour breaks the norms of public order (for example unauthorized parties and happenings disturbing the peace and consequent calls for police assistance).
17. The student must accept the general rules for university residences and behave correctly towards staff and other residents. The ESU reserves the right to move a student to another residence if students in the same room or apartment have serious problems living together.
18. Failure to observe the rules in this document will be put to a Council of the ESU's management. Official action will be taken for cases mentioned in point 15. Any matters not covered in this document will be dealt with according to the law in force. Particular attention is drawn to article 12 of the Decreto Legislativo 31/03/1978 n.59 converted with modifications in the law 18/06/1978 n.191 concerning laws for the prevention and repression of serious crimes.

Declarations and leaving accommodation

19. The student declares not to have any infectious illnesses.
20. If a student decides to leave the accommodation, for valid and documented reasons they must inform the ESU's "Ufficio Coordinamento Alloggi" and the S.A.S.S.A. service. The latter will attempt to reallocate the place, though the student will be asked to pay for the period in which the place remains unoccupied.
21. The deposit will be repaid after the conditions of the property (bedroom and communal areas) have been checked by staff, and the keys and any other borrowed objects have been returned, preferably before the end of the established period of stay. In case, for any reason, it is not possible to check the property by this date, the deposit will be returned to the address that the student has given to the Hall Manager.

Rights of student residents

22. Communal areas in each residence are "only" available for meetings of students who live in that residence. Written requests must be made by the Student Committee to the Hall Manager or the Manager of the Ufficio Coordinamento Alloggi specifying the object of the meeting.
23. Requests from outside organisations to use hall facilities should be sent to the Manager of the ESU at least 20 days in advance. These organisations will be held responsible for any damage or loss caused while they are using the property. They will also be required to clean the rooms used and pay for any repairs.

Privacy Act and video control system

- 24. In accordance to the law 675/96, the undersigned accepts that her/his personal data is inserted in the electronic database or by other means by ESU. The undersigned accept that his/her data is being used by the ESU for information purposes on its (or organized with others) activities.
- 25. For security of residents, in each residence a video control system of entries is in operation from 11 pm until 8 am. The files recorded are kept according to security and privacy rules; the file is cancelled after 5 days. The tapes can be looked over by legal authorities or police as well as by the Manager of the Accommodation Office. Besides the tape can be examined by proper staff only in order to check the well functioning of the control system. With regard to the treatment of this data the residents can exert over the rights provided for article 13 of the “Data Protection Act” (Act 675/96).

Padova,

I HAVE READ AND ACCEPTED THE ABOVE RULES
