

REGULATIONS FOR THE IULM UNIVERSITY RESIDENCES: VIA SANTANDER AND CASCINA MONCUCCO

There are two residences present on the University Campus: the **IULM University Residence in Via Santander**, built by the University and the I.S.U. for IULM University, with a contribution from the Lombardy Regional Government, and the **IULM University Residence Cascina Moncucco**, owned by Milan City Council and whose redevelopment was carried out under the supervision of the Department of Architectural Heritage and Landscapes.

Both residences have contributed to the redevelopment and renovation of existing areas with the aim of providing services and facilities for study and the development of social relationships within the academic community, and with the intent to attract an ever greater number of students, researchers and visiting professors and thereby encourage the internationalization of the University.

ALLOCATION OF ACCOMMODATION

Art. 1 - Necessary requirements for allocation of accommodation

- 1) Accommodation in the Residence is allocated to students enrolled in IULM University who are in possession of the necessary requirements and financial means as specified in the annual call for applications. This document lays out the terms and methods for allocating accommodation on the basis of a specific ranking system. Allocation of accommodation is personal and grants the right to sleeping accommodation for the entire period of allocation, defined on an annual basis, as well as the right to use the rooms allocated, including common areas, in accordance with the limits and rules laid out in these internal regulations, in the regulations for the call for applications, and with respect to the rights of other assignees. Student residents are prohibited from granting the use, even temporarily, to others, or in any case from accommodating strangers. Failure to comply will result in the immediate revocation of the benefit while remaining subject to any civil and penal consequences that may arise.
- 2) For admissions purposes students must provide the Residence Management Offices with:
 - a copy of a valid identity document (identity card or passport)
 - a copy of the *codice fiscale* (tax code)
- 3) Students must also sign:
 - the “*Regulations for the IULM University Residences: in Via Santander and in Cascina Moncucco*”
 - the “Handover report regarding the state of the allocated room and the furniture and furnishings therein and in the common areas”.

Art. 2 - Deposit

On admission students must pay a non-interest bearing deposit, the amount of which shall be determined annually by the Board of Governors. The deposit is refundable, without interest, within 60 days of returning the keys of the allocated room and subsequent to an inspection carried out by the Residence Management of the condition of the accommodation (allocated room and common areas) and the material provided for the resident student, and not prior to the payment in full of all charges in relation to the rent, and on condition that there are no outstanding debts of any kind with the University.

Should the student fail to reimburse the University for any damage to goods, structures or furnishings in the Residence, or fail to settle payment of charges for any extraordinary cleaning costs and/or for the clearance of personal possessions left in the room or the common areas in the Residence, or for the restoration of order, cleanliness and hygiene in the room, the deposit may also be used towards payment of costs and damages. The Management also reserve the right to claim the recovery of greater costs not covered by the deposit.

Art. 3 – Methods of payment

- 1) Accommodation costs shall be paid in accordance with the methods specifically described by IULM University on acceptance of the allocated sleeping accommodation.
- 2) Students must keep receipts as proof of payment.
- 3) In case of late payment, interest will be charged at the legal rate.
- 4) In case of late payment beyond one month, the student will be prevented from continuing their university course and, after three months, will lose the right to the accommodation.

USE OF THE ACCOMMODATION

Art. 4 – Rules for conduct in the community

- 1) In the community of a residence, the conduct of each individual, in their relationships with the other residents and staff, must be based on the observance of fundamental standards of tolerance, respect and collaboration to guarantee the quality of daily cohabitation.
- 2) In the context of this general rule, students must observe the provisions laid out in these regulations, which they shall sign for acceptance on admission and declare to understand. A copy of these Regulations, updated with amendments, will be displayed in the reception of the Residence.

- 3) Students shall observe all legal requirements, City Police and public safety regulations as applicable, regulations regarding the obligations of tenants, and any additional provision regarding these Regulations issued by the Residence Management and IULM University.
- 4) Students may not transfer their permanent residential address to the University Residence, even temporarily, with the exception of cases specifically described in Presidential Decree no. 154 of 30th July 2012 as amended, but may use it as a temporary current address.
- 5) Students are responsible for the correct use and care of their room, its furniture, furnishings and fittings; the Residence Management may carry out periodical inspections in accordance with the methods described in these internal regulations.
- 6) Students shall:
 - a) use all areas and equipment (in particular common areas and shared equipment) showing full respect for the other residents;
 - b) promptly inform the management of any contagious illness contracted during the period of allocation; the Residence Management, subsequent to a specific report to IULM University, may temporarily suspend the assignee's right to use the accommodation until a medical certificate is provided as proof of full recovery;
 - c) display any notices or signs only in spaces specifically reserved for such purposes;
 - d) promptly inform the Residence Management of any breakages or damage to the equipment or furnishings provided, or to the plumbing, electrical and heating systems (in particular water pipes and taps, thermostats etc.);
 - e) observe hygiene regulations and maintain order and decorum both in the allocated room and in the common areas;
 - f) lock the room door when absent and return the keys to Reception;
 - g) provide written confirmation of absences of more than 15 days and hand in the key to the allocated room to the Residence Management;
 - h) allow access to personnel responsible for cleaning duties and for carrying out ordinary and extraordinary maintenance, in accordance with the methods described in article 9;
 - i) make appropriate use of telephones on the premises, both in the allocated room and in the common areas;
 - j) make appropriate use of the IT equipment connected to the Internet. These regulations refer to provisions under Italian law as well as the IULM University guidelines as set out in the specific document;
 - k) make appropriate use of appliances and equipment in the common areas of the Residence;
 - l) maintain a level of tidiness in the room in keeping with regulations regarding hygiene and decorum, also by removing and storing personal possessions in the cupboards and storage spaces and/or store rooms if available and suitable for the purpose;
 - m) residents must respect common areas and ensure tidiness and cleanliness after use, with particular reference to the shared kitchen and dining areas;
 - n) observe regulations drawn up by IULM University regarding the use of teaching and/or recreational infrastructures and/or specific services and facilities provided on the premises;
 - o) observe regulations regarding the smoking ban in public places (Law no. 3 of 16/1/2003);
 - p) be aware of all emergency instructions and in particular emergency numbers and meeting points;
 - q) take part in the compulsory emergency drills.

r) in the case of organisation of events or parties, students must comply with the procedures set out in art. 14 of these Regulations.

7) Students shall not:

- a) keep arms, narcotic substances and spirits, harmful substances or inflammable materials either in their rooms or in the common areas;
- b) keep animals on the Residence premises, including external and adjacent areas, with the exception of guide dogs for the blind and visually impaired;
- c) create disturbance to other residents. In particular after 11 p.m. and before 8 a.m. it is forbidden to play music or make any sound or noise that may disturb the peace, rest or study of the residents; at other times of the day the use of musical instruments, radios, televisions, stereos etc. must in no way create any type of disturbance;
- d) gamble or take part in gaming activities;
- e) place bulky items (bicycles, folding beds, supermarket trolleys etc.) permanently in the common areas or rooms;
- f) place any object on terraces or window ledges that could pose a danger to the safety of passersby, or that is forbidden by the Municipal Regulations in force;
- g) throw materials down the drains of washbasins, lavatories etc. which may block the drainpipes;
- h) carry out any modifications or alterations on the premises, including painting or the moving and adjusting of systems and facilities on the premises;
- i) tamper with the electrical, heating or cooling systems, or emergency sensors;
- j) remove or bring in furniture and equipment of any description in the common areas and rooms, unless specifically authorized to do so;
- k) move, dismantle, modify any of the furnishings, fittings or other elements present in the Residence;
- l) carry out repairs or have repairs carried out by third parties;
- m) use water or other materials in such a way as to cause damage to the premises, or as to constitute a hazard for the safety of residents and passersby;
- n) use heaters, candles, ovens, electric plates, microwave ovens, grills, or cooking appliances of any type apart from those specifically provided by the Residence;
- o) dispose of waste or rubbish outside the containers provided for the purpose;
- p) install locking devices in the rooms other than those provided;
- q) behave or act in such a way as to constitute a risk to persons or property or as to be in violation of Laws and Regulations currently in force.

Art. 5 – Damage and losses

- 1) For actions taken as a result of damage or losses caused by misuse or where the resident is to blame, the amount to be paid will be equal to the costs actually incurred for repairing or for the replacement of the damaged or missing item.
- 2) In the event that no individual responsibility can be attributed, each student will be jointly and severally liable with the other assignees for the damage found in the room, and with the other assignees for the damage found in the common areas of the Residence.

- 3) Compensation for damage must be paid within ten days of notification. The students responsible for the damage must make the payment in accordance with the instructions set out on each separate occasion. If the payment is not made within 30 days, a penalty of 10% of the sum owed for the damage will be applied. After sixty days a written demand for payment will be sent in accordance with the provisions of Art. 16 and following of these Regulations.
- 4) Students are obliged to report the loss or theft of their room key to the Residence Management immediately.

Art. 6 – Obligations of the assignees

- 1) Students are obliged to separate waste using the containers provided for the purpose situated in the rooms, on the balconies and in the common areas.
- 2) All assignees are obliged to keep their room tidy by removing and storing their personal belongings in the cupboards, storage rooms and/or other storage areas located on the premises. The Residence Management declines all responsibility in the event of any loss or damage to the student's personal effects and belongings.
- 3) Should any regular maintenance need to be carried out during the summer period of closure (e.g. painting of the room), IULM University is obliged to provide the assignees with at least 15 days notice. Students are then obliged to remove all personal effects and belongings from their room and deposit them in specifically designated storage areas.
- 4) In case of early renunciation of the accommodation, students are obliged to remove all their personal effects and belongings from the Residence within 15 days; upon expiry of this period the costs for clearing the personal items will be charged to the student.

Art. 7 – Access to accommodation for non-residents

- 1) Students are allowed to invite a maximum of two guests to the Residence or to their room at the same time, provided that no damage or disturbance is caused to other residents. The host student must inform the staff in the porter's lodge. While present on the premises all visitors are obliged to respect the Regulations in force.
- 2) It is absolutely forbidden to invite guests and allow them to stay in the Residence from midnight to 8a.m. Minors may not enter the Residences for any reason unless accompanied by a parent.
- 3) Students will be held responsible for any damage caused by their guests and will also be held liable for any failure to comply with these regulations.
- 4) All visitors must provide their personal details and leave a valid identity document at the porter's lodge, which will be returned to them at the end of their visit.
- 5) All cases of visitors being received without providing staff at the porter's lodge with details will be considered acts of sub-letting, which are strictly forbidden and subject to a fine in accordance with article 19 of these Regulations.

Art. 8 – Access to rooms by Residence Management

- 1) The Residence Management is in possession of copies of room keys.
- 2) The Residence Management has the right to access rooms:
 - a) in the presence of at least one of the assignees:
 - for periodic checks during the period of allocation;
 - at the request of the assignees themselves or at least one of the assignees.
 - b) also in the absence of the assignees, with at least 24 hours notice:
 - for room inspections to assess conditions at the beginning and at the end of the period of allocation or as part of maintenance checks;
 - to carry out checks or extraordinary repairs and maintenance on the equipment and systems in the accommodation areas;
 - c) also in the absence of the assignees without any notice:
 - to carry out the weekly cleaning and to change the bed linen;
 - to carry out urgent interventions and repairs;
 - in the case of the assignee being absent for a prolonged period or in the case of the accommodation being wrongfully occupied by strangers.

Art. 9 – Availability and use of temporarily vacant accommodation

- 1) Students who during the period of allocation are obliged to be absent from the Residence for periods of more than 30 days in order to study at another University in Italy or abroad, or who are obliged to be absent in order to take part in an internship organised by the University in a location not within easy reach of the Residence, shall inform IULM University and the Residence Management in advance (15 days notice) providing details of the length and reasons for the absence, and provide a declaration of temporary renunciation of the accommodation.
During this period the accommodation will be assigned to another student on a temporary basis. Students with the right to the accommodation may only take possession of the assigned accommodation on the expiry date of the mobility scheme, as certified on the official request, unless other accommodation is available in the event of an early return from the mobility programme.
- 2) Students are obliged to contact IULM University and the Residence Management at least 15 days prior to their return so that the allocation of new accommodation may be guaranteed.

Art. 10 – Official change of room in the Residence

- 1) The Residence Management may change the room of the assignees, providing them with no less than 15 days notice, in the case of certified organisational, functional or service needs (e.g. the need to carry out extraordinary or urgent technical interventions, or the need to accommodate two students in a double room).
- 2) In particularly serious cases the University may proceed with the official change providing seven days notice.

- 3) Students changing accommodation are obliged to leave the room by signing the check-out procedures and handing in the keys to the Residence Management.
- 4) Requests on the part of the student to change accommodation during the year will be assessed by IULM University on an individual basis.

Art. 11 – Renunciation of rights to accommodation

- 1) Assignees may renounce their right to the accommodation in advance in accordance with the procedures set out in the annual call for applications.
- 2) Assignees who make the request to leave the accommodation shall lose all their rights for the remaining period covered by the call for applications, unless their renunciation is a result of serious and proven reasons (illness of the assignee and/or family members; period of study at another university in Italy or abroad; research activities for their thesis carried out in another town, region or country). Students renouncing their rights to accommodation will have the right to participate in a new call for applications for the allocation of accommodation.

Art. 12 – Procedures for leaving the accommodation

- 1) On actually leaving the accommodation students are obliged to sign the check-out form and hand in the keys. These procedures shall be carried out together with a joint inspection carried out by the Residence Management during office hours from Monday to Friday.
- 2) The student's deposit shall be used to cover any damage caused or losses identified since check-in, unless the student pays any greater sum that may be due to cover the damage or loss.
- 3) Should the assignee fail to comply with the requirements laid out in the previous points, the entire sum paid as a deposit when the accommodation was allocated will be withheld.

Art. 13 – Summer closing period for the Residences

The Residences will be closed for the summer from 1st to 31st August. Students will be duly notified of any variations to these dates.

Art. 14 – Use of common areas

The Residences provide common areas and services:

- laundry service;
- wireless service;
- shared kitchens;
- break room;
- computer room.

- 1) The common areas are reserved exclusively for the use of residents, who shall be responsible for keeping them tidy and clean, and for ensuring that all areas and equipment are fully functional and in working order. They may be used from 8a.m. to midnight every day (the break rooms are open 24 hours a day).
- 2) The other common areas are open to residents and their guests, who must leave a valid identity document on entering the Residence (in accordance with Art. 7. no. 4 of these Regulations) and communicate the time they will leave (which must be no later than midnight). Use of the common areas must be in compliance with the Regulations described herein on all days from 8a.m. to midnight.
- 3) In the event of damage to any of the items, facilities or furnishings in the common areas, or should extraordinary cleaning expenses be incurred, in cases where it is not possible to identify those responsible, each student shall be held jointly and severally liable with the other assignees for the damage in the common areas of the Residence.
- 4) Students living in the Residence may organize recreational activities on condition that they apply in writing to the Residence Management, addressing the request to the Rector and Director General of the University with the Events Office in CC, at least 15 days prior to the event. It is therefore forbidden to hold parties in student rooms, in the corridors or in rooms and areas other than where authorized. The request must be signed by the students organising the event and must contain the date and time of the initiative, and provide reasons for its organisation and a list of the names of guests. Any non-resident guests attending the event must report to the porter's lodge and leave a valid identity document (in accordance with Art. 7. no. 4 of these Regulations). The student organisers must place a deposit of €200 and also assume responsibility for any damage caused by the participants and for any conduct not in compliance with these Regulations. The deposit will be returned after an inspection to assess lack of damage and to check for order and cleanliness in the area provided for the event. In case of a failed inspection, the deposit will be withheld to cover partially or in full the damage caused. The student organisers shall be held responsible for the conduct of the participants and for any damage caused to furniture, furnishing and equipment present in the residence and its premises. It is compulsory for all organised recreational activities to terminate before midnight. The premises used must be in a clean and tidy state when made available again for use by other residents.
- 5) Smoking is forbidden in all the above-mentioned areas.
- 6) The specific rules for the use of the common areas specified in this article are contained in Annexes A and B, which form an integral part of these Regulations.

Art. 15 – Residence Management – Duties and functions

- 1) It is the duty of the Residence Management to enforce the provisions laid down in these Regulations, and to inform IULM University of any violation.
- 2) In the case of conduct contrary to the provisions laid down in these Regulations and in Annexes A and B, or damage caused to the movable and immovable property of the

Residences, the Management will report the violations to IULM University so that the appropriate measures may be taken, as better described below.

- 3) IULM University shall be informed of any complaints or reports of inefficiency or mismanagement of any kind regarding staff or other guests.

DISCIPLINARY MEASURES AND SANCTIONS

Art. 16 – Disciplinary measures

- 1) Violations of the rules contained in these Regulations may be sanctioned, depending on the seriousness of the infringement, using the following disciplinary measures:
 - a) written warning;
 - b) financial penalty;
 - c) temporary suspension;
 - d) revocation of right to accommodation.
- 2) Failure to comply with the smoking ban in public places will be subject to the penalties provided for by current legislation (Law no. 3 of 16/1/2003).
- 3) Should the Residence Management identify violations of the rules contained in these Regulations, it must immediately notify IULM University, who will deliver by hand a registered letter containing written notification of the claim to the student at the University Residence where they have registered their temporary current address, or, if the student cannot be reached there, will send a registered letter with proof of receipt to the home address provided on accepting the allocated accommodation. The student concerned may provide a written rejoinder within five days of receiving the notification.

Art. 17 – Written warning

- 1) Upon notification by the Residence Management, IULM University may impose the sanction of a written warning in the following cases:
 - the presence of animals in rooms or in the common areas, with the exception of guide dogs for the blind and visually impaired;
 - the presence of bulky items (bicycles, folding beds, supermarket trolleys etc.) in the common areas and in rooms;
 - the presence on terraces and window ledges of objects that could pose a danger to passersby;
 - the presence of perishable foods during periods when the premises are closed;
 - the presence in rooms of furniture or equipment moved from the common areas;
 - rubbish bags left outside the containers provided for the purpose;
 - failure to separate waste.

Art. 18 – Financial penalty

- 1) IULM University may impose a financial penalty of between €50 and €300 in the following cases:
 - failure to keep the allocated spaces tidy and clean;
 - creating a disturbance to residents and neighbours. In particular after midnight and before 8a.m.;
 - improper conduct towards Residence staff and other residents;
 - receiving non-resident guests outside permitted visiting times;
 - the presence or use in rooms of electric or gas cooking equipment, microwave ovens, refrigerators or any other electrical appliance unless specifically authorised and approved of in writing by the Residence Management;
 - carrying out modifications and alterations or tampering with systems and facilities on the premises, or carrying out painting work;
 - for violations of Art. 4 no. 7 letters P-Q;
 - receiving guests in rooms without informing the Residence Management.
- 2) In the event of repeated infringements of Regulations in any of the above-mentioned cases during the period of allocation, Article 19 shall be applied.

Art. 19 – Temporary suspension

- 1) In the event of repeated infringement of the Regulations as described in Articles 17 and/or 18, IULM University may ask the student to leave the Residence with immediate effect for a period of time proportionate to the seriousness of the infringements committed.
- 2) IULM University may also ask the student to leave the Residence as a precautionary measure for the reasons laid down for the revocation of the right to the accommodation.

Art. 20 – Immediate revocation of right to accommodation

- 1) IULM University shall proceed with the immediate revocation of the right to the accommodation in the following cases:
 - a) the keeping of arms, narcotic substances, even for personal use, and spirits in the allocated room, or on the premises of the Residence and the University;
 - b) failure to pay the fees and the failure to settle payments of the sums due for costs and/or sanctions after three warnings;
 - c) granting the use of and/or subletting to strangers the allocated room, or another temporarily empty room, even if on a temporary basis and without asking for payment;
 - e) should it be discovered that the assignee has benefitted from the allocation on the basis of untrue declarations;
 - f) in the event of serious infringement of Regulations during the student's period of stay in the Residence;
 - g) for conduct that is contrary to public order and laws in force, with particular reference to the obligation to behave in a manner in keeping with the rules of living in a community, and it shall be made clear that any breach of these rules arising from the abuse of alcohol

or other psychoactive substances shall be considered an aggravating circumstance and will be duly assessed during the disciplinary and sanctioning process.

- h) lending to third parties or giving permission to third parties to use keys allowing entry to the Residence;
 - i) the keeping of inflammable materials and harmful, radioactive or any other illegal substances;
 - j) repeated violations which have led the student to receive more than three written warnings/financial penalties.
- 2) In the case of revocation of the right to the accommodation the student shall be excluded from participating in the assignment of rooms in the University Residences for the following academic years.

Attachments:

- Annex A – Specific rules for use of common areas – Residence via Santander
- Annex B – Specific rules for use of common areas – Residence Cascina Moncucco

ANNEX A – RESIDENCE VIA SANTANDER

Facilities: Break Room – Computer Room – Laundry – Kitchens

□ BREAK ROOM

The break room is open to all residents and their guests who have left a document at Reception and are in possession of a pass.

OPENING HOURS

The room is open 24 hours a day

□ COMPUTER ROOM

The room is only open to residents, who may use the workstations with Internet access.

In order to access a single workstation each resident must make a booking in the register kept in Reception. For further information regarding use and costs of Internet access residents should consult the specific Regulations.

SMOKING IS FORBIDDEN in the room.

OPENING HOURS

The room is open every day from 8.00 to 24.00

□ LAUNDRY ROOM

The room is only open to residents, who may use the laundry facilities in accordance with the instructions for use on display in Reception.

SMOKING IS FORBIDDEN in the room.

OPENING HOURS

The room is open every day from 8.00 to 24.00

□ KITCHENS

The kitchens are only open to residents.

OPENING HOURS

The room is open every day from 8.00 to 24.00.

ANNEX B – RESIDENCE CASCINA MONCUCCO

Facilities: laundry room – shared kitchens – break room

□ LAUNDRY ROOM

The room is only open to residents, who may use the laundry facilities in accordance with the instructions for use on display in Reception.

SMOKING IS FORBIDDEN in the room.

OPENING HOURS

The room is open every day from 8:00 to 24:00

□ SHARED KITCHENS

The kitchens are only open to residents.

SMOKING IS FORBIDDEN in the kitchen and it is forbidden to use any unauthorised electrical appliances.

OPENING HOURS

The kitchens are open every day from 8:00 to 24:00

□ BREAK ROOM

The room is only open to residents, who may use the facilities in accordance with the instructions for use on display in Reception.

SMOKING IS FORBIDDEN in the room.

OPENING HOURS

The room is open 24 hours a day