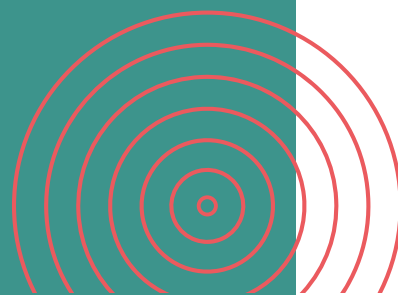






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	pursuant to Articles 12, 13 and 14 of Regulation (EU) April 27, 2016, No. 679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data.	



## PRELIMINARY REMARKS

*This Regulation applies to EDISU Piemonte's university residences.*

*By university residences we mean both the structures purposely created for the accommodation of users and the apartments in other housing structures designated by EDISU Piemonte for the accommodation of students.*

*By users we refer to the guests with an assigned bed in one of the university residences, both EDISU scholarship holders and guests who stay upon reservation.*

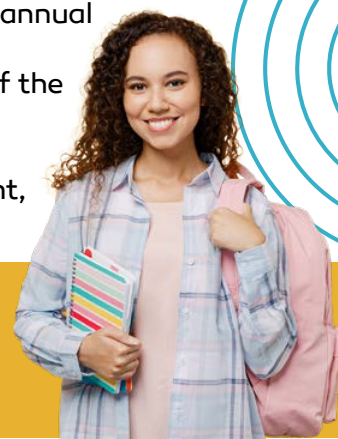
*Visitors refers to people who enter a residence without having an assigned bed in it.*

## ART. 1 HOSPITALITY RELATIONSHIP

1. The use of university residences by guests and the community life within them are disciplined by this regulation.
2. Users must respect the rules of civil coexistence as well as municipal and condominium regulations, complying with the provisions of these regulations and those that may be subsequently issued by the Housing Service Manager, the Prevention and Protection Service Manager (RSPP) of the institution, the EDISU structure referents, the residence directors or service personnel where and when necessary/urgent.
3. The hospitality relationship begins at the moment of the bed assignment, which can only take place in presence of the user: it is not possible to assign the bed to a delegated person.
4. This regulation, as well as all the safety provisions that will be issued, are accepted by the user upon acceptance of the bed/declaration of interest and are always available on the EDISU Piemonte website and at the reception desk of the residence.
5. Failure to observe the regulations will lead to the application of the sanctions set out in Art. 13 and following.

## ART. 2 ACCESS TO THE RESIDENCE

1. The user, in order to check-in, must present:
  - a. a valid ID document, in its original copy (ID card, passport, valid residence permit). Presenting photocopies of the document will not be accepted and will not entitle users to the key's handover.  
The Smart Card and any other cards issued by the Universities are therefore not identification documents and their exhibition does not entitle users to the key's handover.
  - b. a passport photo
  - c. appropriate medical coverage according to the terms of the annual notice of competition.  
Medical coverage can be attested with the exhibition of one of the following documents:
  - d. European Health Insurance Card – EHIC
  - e. private health insurance coverage or a receipt of its payment,





indicating the period of coverage

**f.** valid residence permit, except in case of changes in the relevant legislation

2. Upon arrival at the Residence at the beginning of the stay, the user must sign, in the presence of a Residence representative, the “handover report” about the condition of the room and its furnishings as verified at the moment of the handover. By signing the form, the user takes responsibility for what has been declared: therefore, in order to make it easier to understand, it is available in Italian or English, upon user’s request. The staff, when assigning rooms to the guests of the first years, will point out the main elements of the internal regulation (visits, restrictions and safety).
3. Not signing the handover report will result in the bed assignment being revoked.
4. The user will be held responsible for all damages, except for deterioration or consumption resulting from normal use of the assigned goods. In case of damage or missing items, the user must compensate EDISU or the facility operating with EDISU. Failure to do so will result in the application of the provisions of the guidelines/regulations of EDISU’s debt collection.
5. By subscribing the handover report, the student will receive the room keys, the duplication of which is forbidden, as well as giving it to any other person.
6. It is prohibited to install any room locking devices other than the existing ones.
7. The bed assignee is always responsible for the safekeeping of the received keys. When leaving, in residences with a H24 reception service, the keys must be handed over to the reception, which will hold them on behalf of the assigned person only. In residences without reception, in case of absences of more than three days, the keys must be handed over to the reception of reference. It is not possible to hand over the keys to others, not even upon delegation, except in cases to be agreed upon with EDISU’s contact person. The user must use the key to lock the door of the room/apartment when leaving.
8. In case of theft or loss of the keys, the student must file a report with the Competent Authorities, I and give a copy of the report to the Facility Manager, or to the Director of the Residence if present, who will arrange for a duplicate of the keys and/or replace the lock at the user’s own expenses.

## ART. 3 PERMANENCE IN THE ACCOMMODATION BUILDINGS

1. Fruition time for the assigned beds in the residences is defined in the notice of competition. The opening and closure calendar of the residences, during the summer/winter period, will be communicated during the year. In order to stay in the residence for the entire fruition time, guests must possess a valid residence permit for the entire period, if required. Therefore, should the residence permit expire during the period of assignment, the user is expected to renew it before its date of expiry, and to present it. During the renewal process, the user is required to show the receipt of the renewal request. Failure to renew the residence permit will result in the revocation of the bed, as provided for in art. 17 of this Regulation.



## Starting from June users can:

- Check out permanently from the residence hall. In this case users will no longer be able to re-enter the residence for the current academic year.
- Submit a declaration of absence, in case the users want to return to the residence for the current academic year after leaving.

**2.** In order to avoid the revocation of the bed, users are expected to stay at the Residence for at least 2/3 of the nights of each month during their fruition period. When classes are suspended, as well as during Easter, July and September, longer absences may be granted. For absences of more than 20 nights the room shall be emptied by the assigned student and then made available.

In all cases are subject to different provisions of the notice health and study reasons (documented by the competent Institution: National Health Service, Universities) and justified and special situations agreed with the Institution, even in this case the room must be made available.

**3.** Whenever the user is absent for more than 3 days from his assigned Residence, he must notify it to the designated staff by written communication, also by e-mail, along with the date of his return. If the user is assigned to a residence without reception, he/she must also leave the keys at the reception desk of the relevant structure.

In addition, in the case of absences of 5 or more days, the user must empty the fridge and storage locker, removing all perishable goods.

Not notifying about the absence will result in disciplinary measures being taken by the administration, as defined in Art. 13 et seq., unless a documented reason is provided. In case of unjustified absences of more than 20 days, the room will be vacated by the administration staff members.

**3. bis** It is mandatory for users to pick up the keys whenever entering the residence.

**4.** Assignees who have obtained the degree related to their attended study program must vacate their accommodation within 10 days from the date of their graduation. This date must be communicated to the assigned residence as soon as it is made official.

Those who stay in the residence beyond 10 nights will be charged the housing fee approved by the Regional Council for the nights unduly spent.

**5.** Users who do not result winners of the accommodation service for the following academic year must leave the Residence by the deadline provided by the notice of competition.

**6.** Users who lose the right to a residence bed (revocation, benefit loss, benefit not renewed) must pay the housing fee approved by the Region for the nights unduly spent.

**7.** Assignees are not allowed to let a third person use their bed or occupy a bed other than their assigned one, even temporarily.

**8.** During the academic year, when unplanned interventions are necessary that make the room or part of the residence unfit for use, or when reasons of co-habitation or environmental incompatibility arise, the administration has the right to make an ex officio transfer to another room or structure. The transfer will be ordered by a justified resolution of the director. Ex officio transfers may also be ordered for exceptional cases that are not listed above, upon resolution of the institution's Board of Directors.

**9.** EDISU, when found necessary to ascertain an assignee's health status, which could compromise community life, may at any time



request the exhibition of a medical certificate of good health status. Not exhibiting the medical certificate, within ten days after the request, will result in temporary restriction of access to the residence until the required medical certification is provided.

10. In case of any serious and/or contagious illness, EDISU may order the dismissal or transfer of the user from the room or residence, if not differently provided by the National Health Service.

## ART. 4 RULES OF CONDUCT

1. Users, during their stay, must behave responsibly on the basis of mutual respect, fairness, politeness and civil coexistence, always cooperating with other guests/visitors and the staff. Everyone must comply with safety regulations and participate in evacuation tests, when present in the structure as they are being performed. Maintaining high quality environments and services is up to the Residence staff as well as to the users and their representatives, where available.
2. Users must stop all activities that involve noise disturbance to other users of the Residence and the neighbourhood between 10 p.m. and 8 a.m., either in their rooms or in common areas, including open spaces (gardens and courtyards, terraces, etc.).
3. The use of fans, electric coffeemakers as well as standard coffeemakers, electric kettles, PCs (including related printers and scanners), radios, stereos, TVs, vacuum cleaners, and small personal care appliances (e.g., hair dryers, electric hot water bags) is allowed in the rooms. For multi-socket power strips, the user must make a request for their installation on the wall, which will be carried out by the residence personnel. The equipment must be delivered to the installer(s) fully sealed in the original sales packaging for the purpose of verification of compliance with standards. The lack of request for installation will result in the imposition of a fine in accordance with Article 15 paragraph 1 letter h) of the present regulation. Equipment shall be CE marked with declaration of conformity, and registered at the reception desk as soon as it is introduced.

In any case, EDISU may ban such equipment temporarily, or permanently, because of its power draw on the power grid.

Musical instruments are allowed upon request and their use can only be allowed through headphones.

Additional furnishings may not be brought into the rooms, except for personal chairs, vacuum cleaners/electric brooms, laundry racks, drying racks (to be used only in the bathroom), shoe racks.

Additional furnishings must comply with safety standards and be placed so that they do not obstruct escape routes.



## ART 4 BIS. RESTRICTIONS

It is not allowed to:

- a) bring into the residence any other equipment (such as: electric and gas stoves, toasters, ovens, irons, deep fryers, steamers, air conditioning units, electric or fuel stoves) except what is provided for in Article 9, Laundry and Ironing paragraphs point l, Kitchens point e;
- b) smoke in all rooms and indoor common areas of the residence as well as leaving residues (ashes, butts etc.) and/or cigarette smell;
- c) introduce into the Residence and into the rooms: flammable materials, non-fireproof furnishings (e.g., carpets, doormats, curtains, blankets, feather blankets etc.), explosive materials, gas cylinders of any type and size, bottles of gasoline for lighter refills, candles, incense etc., weapons including toy weapons, ammunitions and explosives, fireworks, dangerous substances;
- d) keep animals of any species within the residence structures and their outdoor areas;
- e) dismantle, modify or adapt furniture in rooms and common areas; remove furniture or equipment from common areas; introduce additional furniture and furnishings (mirrors, glasses, etc.) other than those provided;
- f) introduce and use electronic devices that may alter the functionality of the Internet network (modems and/or routers), unless authorized;
- g) apply permanent stickers or posters that cause any damage to walls, doors, or furnishings; it is also forbidden to display notices, signs, or anything else outside the designated spaces;
- h) use the common areas as parking for cars, motorcycles, and all sorts of vehicles belonging to internal and external users;
- i) Tamper with the protected switches, smoke detectors and any devices provided by the residence;
- j) engage in any kind of actions or pranks that may cause harm to other users, staff on duty, bystanders, neighbours, and the structure and its property;
- k) hold parties in rooms, on floors or other premises other than the prescribed premises specified by the Administration without prescribed authorization;
- l) cook in rooms that do not have a cooking area;
- m) leave food and beverage leftovers, dishes, cleaning products or cloths in common areas (including kitchens). In rooms and lockers perishable foods should be properly stored in the fridge or in suitable airtight containers. Whenever necessary EDISU will dispose of them and charge for any costs;
- n) dispose of garbage outside the provided containers. Should the municipal regulations concerning separate collection be disregarded, any administrative penalties will be charged to the responsible user, or jointly to all users of the facility;
- o) place on the outside windowsills of rooms and corridors, as well as on balcony railings, any object whose falling may cause direct or indirect damage to people or property;
- p) leave lights, bathroom fans and electrical appliances on, as well as power outlets of electrical equipment (hair dryers, battery chargers, coffee makers, kettles) plugged in, and to leave faucets running when leaving the room;
- q) hang out the laundry outside the rooms or common areas that



- have been designated for this purpose in each residence hall;
  - r) play ball games in other areas than those intended for this purpose;
  - s) use common outdoor areas for any activities not approved by the Residence Management;
  - t) light fires and use open flames;
  - u) bring electric mobility vehicles into the room
  - v) leave boxes or any other object in the room that could be a carrier for pests;
  - w) linger at fire escapes and near emergency exits;
  - x) stay in courtyards/outdoor areas causing any disturbance to residents or neighbours;
  - y) access balconies, walkways and decks if not explicitly allowed by the Management.
- Objects, substances, and equipment brought into the residence which are in violation of this article will be removed
5. The costs of any extraordinary cleaning will be charged to the responsible user; if the responsible user cannot be identified, such charges will be shared by all users of the residence.

## ART.5 PARTIES

1. Users may organize parties within the Residences, taking into account the space availability of each facility, condominium regulations and municipal regulations. The party guests must be for the most part users of the residence in which the party hosts are assigned. The minimum limit of 20% of the residents of the area where the party premises are located must be respected: otherwise, the party will not be authorized  
The spaces available for each facility are identified in the “Table of Available Spaces”, which can be consulted at the offices of the EDISU Facility Referent or, where such a figure is present, in the Director’s office.
2. Parties might be:
  - a) *Small indoors parties*  
Small parties are defined as such when up to a total maximum of 30 participants. It is possible to organize small parties at any facility with a 24/24 reception service and common areas.  
Guests of other not suitable facilities may organize parties within other EDISU residences.  
The number of participants may not exceed the maximum capacity of the premises according to safety regulations.  
The premises for holding the events will be identified by the EDISU Residence contact person.  
Authorization for small parties shall be requested by filling out a form, available at the residence’s reception desk. The request must be submitted to the reference reception (direct delivery or by e-mail) at least 3 days before the event.  
Requests submitted after this deadline will not be taken into account.  
On the party request, it must be specified if alcoholic beverages will be consumed, indicating the amount. EDISU reserves the right to deny the consumption of alcoholic beverages upon justified reasons.





## *b) Large indoor parties*

Some residences have large premises that can host bigger parties, always depending on the capacity allowance for each space.

## *c) Outdoor parties*

Some residences may host parties in their outdoor areas within the structure, always depending on the capacity allowance that must be defined and authorized by the EDISU's structure contact person, who will decide according to the guidelines provided by the regulations on safety and noise diffusion during evening/night hours.

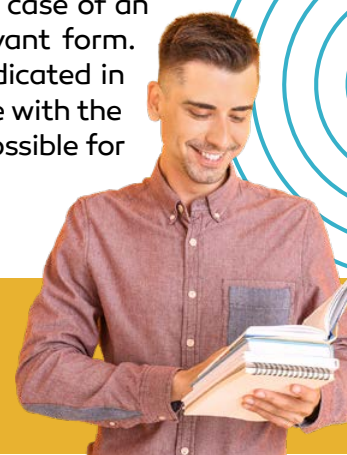
Authorization for large/outdoor parties shall be requested by filling out a form, available at the residence's reception desk. The request must be submitted to the reference reception (direct delivery or by e-mail) at least 10 days before the event. Requests submitted after this deadline will not be taken into account.

On the party request, it must be specified if alcoholic beverages will be consumed, indicating the amount. EDISU reserves the right to deny the consumption of alcoholic beverages upon justified reasons.

3. Holding of parties is subject to the issuance of a written authorization from the EDISU structure contact person. The request, signed by the organizers, must be submitted at least 3 working days before the event for small indoor parties, 10 days before for large indoor parties or outdoor parties. Closing time for the party is determined by agreement between the organizers and the EDISU structure Contact Person.

Authorization for the party is obtained when the administration fill out their reserved space on the form and the organizers countersign it.

4. The organizers must be users of the EDISU residences and take responsibility for the good outcome of the event, compliance with the rules, behavior of visitors, compensation for damages caused to EDISU's property, cleaning and tidying up the spaces after the event. The names of the organizer(s) must be indicated on the party form. By signing the form, the organizers undertake the tasks set forth in the regulations and are held responsible in all respects for any violation
5. The organizers of the party are directly responsible for any damage caused to all property entrusted to them (rooms in which the party is held, equipment, walls, furniture, etc.), as well as damage also brought to other spaces and premises, or to equipment, if directly attributable to party participants, both internal and external ones.
6. In case of any damage to the structure or equipment of the residence, which cannot be attributed directly to party participants, these will be charged according to the ordinary procedure for damages with unidentified responsables (all residents: of residence, of building, etc...).
7. EDISU reserves the right to withhold permission to hold the event if the organizing users or guests do not provide adequate guarantees of compliance with the rules or if they have already violated them at previous events. In case of an unauthorized party, the motivation will be stated in the relevant form. EDISU also reserves the right to change the party schedule indicated in the request in order to make the holding of the event compatible with the primary function of university residences, which is to make it possible for users to study.
8. Organizers must commit to:



- a. complying with the sound exposure limit, measured outside the building, throughout the course of the event, in accordance with legal regulations. Otherwise, after warning, appropriate action will be taken;
- b. paying charges related to SIAE, additional services of surveillance/cleaning and technical interventions for the party's organization, if necessary;
- c. ensuring that the original conditions of the premises are restored;
- d. Taking on the cost of the extraordinary cleaning service of the room and the area in front of it, should it be necessary;
- e. ensuring the normal running of the party with an obligation to enforce the rules of these regulations, and taking responsibility for any infraction;

## *In addition:*

- a) external participants will be registered at the reception desk of the residence, and will be allowed to enter only if they leave an ID which will be handed back upon exit by the supervising staff;
  - b) Participants who are not users of the facility in which the event is held are only allowed access to the premises where the event is held;
  - c) parties must end within the time specified in the authorization;
  - d) organizers are responsible for the good preservation of the premises and property entrusted to their use;
  - e) organizers must be accountable to the public security authorities, providing their personal details in case of violations.
  - f) any requests for extensions/visits by other external guests may be blocked and/or limited during the event, only in case the maximum capacity allowed for each facility is reached.
9. EDISU may contribute to the expenses for additional supervision only for parties involving the totality of the residence hall students, and having aggregational value for all residence guests.

## ART. 6 VISITS

1. Residence users may receive visitors from 8 a.m. to 1 a.m. of the following day. After this time, external visitors are not allowed to enter or stay in the Residences. The same applies to apartments included in apartment buildings.
2. To gain access to the residence, visitors must hand over an ID, and if non-EU foreigners, also a copy of their residence permit, and the reception staff will ask for the consent of the visited person.  
The assignee shall go to the reception desk to greet the visitor. The user shall also accompany the visitor back to the reception desk at the end of the visit;  
The reception staff is required to:
  - record the data of the visitor on the designated register
  - withdraw the visitor's ID
  - hand over a pass to the visitor (the pass determines that the visitor has handed over the document at the reception desk and is immediately identifiable), which must be handed back at the end of the visit. In case the visitor/s does not return the pass, the cost will be charged to the user hosting the visitor/s.



3. Visits are allowed only in the presence of the assignee and only within the assigned room. It is also possible in the lobby and common rooms, with the exception of the laundry room and gymnasium, always respecting the maximum number of people in the room.
4. In the room, it is usually not allowed to receive more than two guests at a time. The consent of all occupants of the room is always required for multi-bed rooms. In this respect, it should be noted that for beds in apartments, the common parts (kitchen, living room), are to be considered private spaces and therefore, consent of guests of the rooms in the apartment is required in order to receive visitors. In case more than 2 visitors are to be received (with a maximum of 5), the assignee(s) must submit a request with supporting reasons to the relevant reception desk.
5. In common areas, including kitchens, the number of visitors shall in no way affect their use by the residents, who have the priority. Failure to do so will require visitors to immediately make the premises available. When extending visits in the common areas, it is always necessary to comply with the maximum capacity, indicated in the fire prevention project approved by the Fire Department; should any room lack of the maximum crowding number, it may be calculated using the crowding density index of 0.4 persons/sqm, or by applying the rate of 20% with respect to the number of residents.
6. Access for minors under the age of 16 is allowed when they are relatives of the user and possess an ID.
7. Personnel in charge may preclude entry to individuals who have been banned from entering, have been reported, or are already known to have failed to have a civil behaviour, based on mutual respect, when using the housing facilities, in dealing with users and staff on duty at the facility, or for any other well-founded reason.
8. For security reasons, with particular reference to the maximum capacity of the building, or any of its sections, the personnel may limit the access of visitors or send them out of the residence.
9. The assignee shall be jointly liable for any damage caused to EDISU and/or violations of these regulations by outside visitors.  
Should the visitor/s stay overnight or beyond 1.00 a.m., in violation of the provisions of this article, the assignee will be directly and personally liable for the overnight stay, and will therefore have to pay for it.
10. It is allowed to extend the visit during the night time in common areas, for study reasons, upon request to be made to the reception desk.
- 10 bis. Free night accommodation for visitors in the room of the user receiving the visit is allowed in the maximum limit of two consecutive nights per month, provided that:
  - the user receiving the visit is assigned to a multi-bed room (double triple, etc.)
  - there is a vacancy in the room
  - the possible assignee(s) of the vacancy has given consent for third party hospitality in his/her absence.
 For safety reasons, hospitality in single rooms is not allowed since there is no bed for the visitor.
11. In any case, all visits can take place only if:
  - a) No disturbance is caused to the other resident(s);
  - b) The maximum crowding guidelines of both common areas and room spaces (often corresponding to fire compartments) are observed, for obvious reasons of user safety.



## ART. 7 EQUIPMENT AND CLEANING OF ASSIGNED ROOMS

### 1. Room Equipment

- a) EDISU provides guests with room equipment (blankets, bed covers, etc.) which must be handed back in good conditions when leaving the room and must not be improperly used (such as mat, tablecloth etc.). In case of loss or damage, the guest is required to pay for compensation.
- b) Periodic supply of linen (sheets, pillowcases) is provided.
- c) On the day and time indicated, the guest(s) must hand in the linen to be washed and receives clean linen in exchange. The guest must have his/her linen changed at least once every 15 days, unless he/she formally notifies the use of his/her own linen, which must have similar characteristics to those provided by EDISU (e.g. 100% cotton). The linen change must be recorded on the designated registry.
- d) linen must not be improperly used, i.e. it must be used exclusively for bed preparation and body hygiene. Any other use will then be sanctioned.
- e) All services (light, water, electricity, and heating), and the use of common areas, are considered part of the accommodation's endowment.

### 2. Cleanliness and decorum

- a) Maintaining the cleanliness, decorum and functionality of the goods made available to the user is the responsibility of the user.
- b) EDISU, or the facility affiliated with EDISU, assumes no responsibility for the goods or money of the users, either in the room/accommodation or in the common areas.
- c) Each user is required to maintain his or her room, bathroom, kitchen, terrace/balcony where present, in a clean and sanitary condition, also disposing of all waste produced daily and ventilating the premises. The Entity will carry out periodic inspections, through the staff in charge to check the state of hygiene and cleanliness. In case of non-compliance with acceptable sanitation standards, extraordinary cleaning will be charged to the student.
- d) If the user detects the presence of pests, he/she is required to immediately notify the staff on duty in order to prevent their proliferation. If the presence of these insects is due to poor hygienic conditions, the assigned bed user is required to share the cost of pest control and cleaning expenses to the extent of 50%, which will be quantified according to the type of intervention. If the disinfection is necessary for failure to communicate the infestation, there will be sharing at 50% of the costs incurred. The user will not be able to make any claims, and will have to follow the protocols of implementing the prescriptions given by the staff.
- e) Litter and garbage bags, and pots of plants and flowers are not allowed to be deposited outside doorways, in hallways and in any common rooms and courtyards.





## ART. 8 USE OF COMMON AREAS

1. The use is that proper of each space, that is that is the one congruent with its specific function.  
Any use other than that congruent with the specific function of the space is to be deemed not to comply with the regulation and constitutes improper conduct sanctioned by admonition.  
Users are obliged to cooperate in maintaining the cleanliness and decorum of the common parts, both interior and exterior.  
Where the common room is exclusively accessible by key to be collected at the reception desk, the room shall be locked and the key returned.
2. In case of serious non-compliance, the Management will arrange for an extraordinary cleaning by charging the cost to the collectively or individually identified responsible(s).
3. In situations of need, the Management reserves the right to prohibit access to common areas.
4. The administration will provide appropriate disinfestations and extraordinary cleaning of all premises during the summer closure. For this reason, all spaces must be cleared of any personal belongings, and all food and perishable goods must be removed. Disinfestations will take place on the dates scheduled and communicated by the staff of the residences.
5. Given the laicity of EDISU, there is no provision for the use of common areas for religious rites and celebrations.  
It is also not permitted to use the spaces for meetings of a political nature (with the exception of previously agreed upon times for meetings with student representatives).
6. The use of common spaces is permitted for residence hall users at all times, subject to the provisions of Article 4 paragraph 2. The use of common spaces shall also take into account the provisions of Article 9 regarding the various services, which provide more restricted hours for some rooms (e.g., gyms).

## ART. 9 SERVICES

1. The services available to users of the residences are governed by the following rules, and other provisions, made known in advance (including by means of signs posted at the residence) and directed to ensure the rational and economical use and control of the facilities, as well as to protect the civil coexistence of the guests.  
Therefore, the cases provided for in Articles 14 paragraph 2 letter a) and 15 paragraph 1 letter o) also include the violation of provisions made known in advance (including by means of signs posted at the residence) and directed to ensure the rational and economic use and control of facilities, as well as to protect the civil coexistence of users. EDISU Piedmont reserves the right to temporarily suspend services (e.g., kitchens, TV rooms, etc.), following the establishment of their improper use by users: in this case all users of the residence will be informed in advance of the suspension by email and/or by means of special notice posted at the residence.

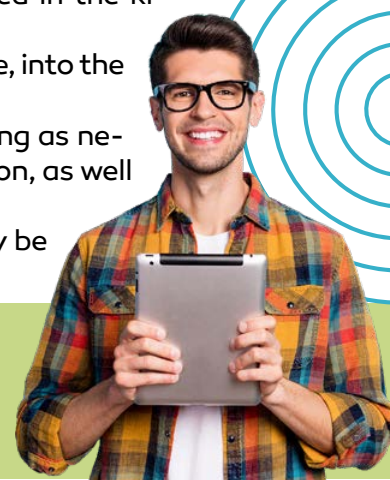


**Laundry and ironing**

- a)** Washing machines, dryers, ironing equipment are provided where possible; use is reserved for/by residents of the individual facility and is guaranteed only for the period of use of the bed. The user shall bear the costs.
- b)** Linen washing and drying services are guaranteed every day, including Sunday, from 0 a.m. to midnight, on days when the residences are actually open. If the position of the washing machines is such as to disturb the rooms, the hours of use will be from 8 a.m. to 10 p.m.
- c)** Each user is normally allowed two weekly shifts of one hour each, including consecutive shifts, for the use of the washing machines and dryers.
- d)** The use of the equipment is allowed by prior reservation to be made by signing the appropriate register available at the facility.
- e)** At the beginning of the shift, the reception give the user the key to the laundry room and the ironing equipment. In case the student is provided with them, he/she may use his/her own.
- f)** Reservations entitle only to the use of one machine per shift. Non-compliance with reservation shifts is sanctioned. Reports of non-compliance with laundry shifts should be made using the appropriate form. Undue clothing in the machines will be immediately removed by the service staff.
- g)** Reservations will be cancelled if there is a delay of more than 20 minutes in using the equipment.
- h)** The user may cancel the shift, or request a change of shift, upon giving at least one hour's notice to the front desk staff.
- i)** At the end of the shift, the user must: unload the used machine in order to allow its use by the next user. Otherwise, the latter is authorized to remove the clothing of others, left there, in order to carry out the washing or drying of his own laundry;
- k)** Return the key to the room to the reception staff and sign the appropriate register.
- l)** Ironing equipment must be returned after use.
- m)** Any damage to the equipment, made by oneself or by others, must be promptly reported to the reception desk, by filling out the "Damage Finding Form," in order to allow restoration of full functionality and determination of any liability.
- n)** It is prohibited to use the services covered by this article on behalf of outside persons who are not guests of the residences.

**Kitchens**

- a)** Users must absolutely not leave while cooking food (even for a few moments), must not leave the hot plates on in their absence, and must leave the kitchen clean and tidy after use.
- b)** It is forbidden to cook and pour liquids, including cleaning products, directly onto the hotplates.
- c)** It is prohibited to tamper with the protected switches located in the kitchens.
- d)** It is forbidden to throw any leftovers, food remains and garbage, into the sinks.
- e)** In the case of communal kitchens, guests may stay only as long as necessary for the consumption of the meal in order to ensure rotation, as well as compliance with capacity limits
- f)** Microwave ovens, steamers and other specific equipment may be



introduced into the kitchens, subject to the authorization of the facility manager, as long as they are up to standard. For requests to introduce ovens, steamers and other equipment into the kitchens, use the appropriate form. Such equipment, if left in the kitchen, is to be considered available to all/all guests and may not be used in the room under any circumstances. Any equipment other than ovens must be kept in the appropriate cabinets, and transcribed on the personal form kept at the front desk.

**g)** In any case, EDISU may temporarily or permanently prohibit such equipment due to absorption against the network or saturation of available space.

**h)** Any equipment, dishware, or other item not part of the equipment, and abandoned in the kitchen, will be removed by the staff and properly disposed of.

**i)** In case of persistent poor hygienic level and/or improper use, kitchens will be temporarily closed.

**j)** In the lockers, food must be properly stored, and guests must completely clear the lockers at each check out, or when there is a specific request to do so, taking care to leave them clean.

### Gyms

**a)** Access to the gymnasium, where it exists, is allowed to the individuals indicated on the Entity's website, who must first register by filling out the appropriate register. To access, users must carry a valid identity document and gym membership card. Users of the gymnasium are required to observe its specific regulations, normally posted inside the premises and/or at the residential bulletin boards.

Due to their location, capacity, and possible unavailability due to renovation of certain gymnasiums, access may be extended to assignees/guest beds in different facilities, or to all students who meet the eligibility requirements for the scholarship. Notice of the overall picture of availability shall be given at the beginning of each academic year, or as conditions change.

**b)** The gyms, and their equipment, are directly usable in an unassisted way for recreational purposes.

**c)** Gyms are open on the days, and in the hours and manner, indicated on the EDISU website. The maximum number of users allowed in the gymnasium at the same time varies due to the facility and the provisions in this regard.

**d)** The fees for the use of the gymnasium premises shall be determined annually by EDISU and shall be paid in the manner established by EDISU.

**e)** In order to access the gymnasium, users must be provided with a special valid card, which, upon request made on the appropriate form, is issued by the reception staff of the residence hall;

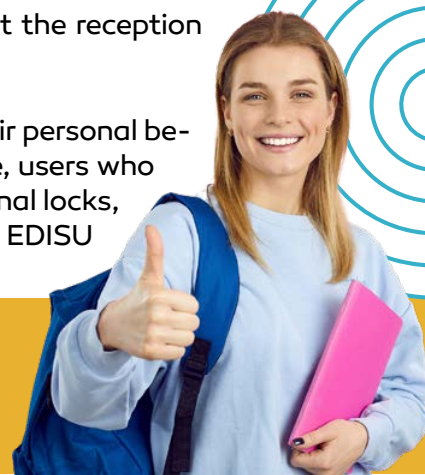
**f)** For the issuance of the card, the guest must present:

- receipt of payment of the amounts required for insurance coverage
- a passport photo.

**g)** It is forbidden to enter the gymnasium premises to all individuals who are not duly registered and not entered in the appropriate register, at the reception desk;

**h)** Users must wear gym clothing and footwear.

**i)** Inside some gyms, lockers are available for users to store their personal belongings, and their own clothing, while in the gym. In this case, users who intend to make use of them must equip themselves with personal locks, must vacate the locker at the end of each use, and exonerate EDISU



from all liability, both civil and criminal, regarding the safekeeping of the goods by assuming all related burdens and responsibilities.

**j)** Any property left unattended on the gym premises will be removed and stored for 6 days, after which it will be disposed of at the public landfill.

**k)** The user is responsible for the good preservation of the space, and the goods had in use, and is not allowed to move or remove the equipment present

#### Internet network

**a)** Internet connection is provided according to the range of the network present.

**b)** All equipment in the residences is made available only to users, regularly authorized, by granting username/password.

**c)** The user who intends to use the EDISU network is issued an active account in the facility to which he/she pertains. Through username/password each access to the network is associated with the physical person to whom to attribute the activities performed. To obtain the issuance of the account the student must contact the reception desk of the residence hall.

**d)** To use PCs owned by guests/visitors, they/they must request client registration. They are also obliged to install the necessary anti-virus programs on their devices. In case of problems caused to the network, and due to the failure to install antivirus, they will be held responsible and sanctioned.

**e)** EDISU adopts measures to monitor the activities provided for in Law No. 144 of July 31, 2005, published in the Official Gazette No. 177 of August 1, 2005, concerning measures to combat international terrorism and subsequent amendments and additions. All services within the university residences of EDISU Piedmont are aimed at guaranteeing the right to university study, which constitutes the institutional mission of the institution.

**f)** Internet service at the university residences of EDISU Piedmont is therefore ensured, in addition to other purposes, primarily as a tool for study. For this reason, restrictions are introduced on access to sites and applications whose use severely limits field capacity by preventing or making navigation difficult, to the detriment of those who use it for study purposes.

**g)** The access code is strictly personal and can only be used by the holder. Any irregular activity will be imputed to the authorized account or client holder.

**h)** The use and installation of hacking programs (even if in the public domain) and illegally copied software, or other material that violates Italian and international copyright and authors' rights laws, or that infringes personal data protection laws, is prohibited.

**i)** The user who obtains access to the network assumes full responsibility for the activities performed.

**j)** It is prohibited to use the network:

in a manner contrary to the provisions of these regulations, in a manner contrary to the provisions of criminal, civil and administrative laws governing the activities and services performed on the network;

to achieve unauthorized access to network resources internal or external to EDISU;

for committing activities that violate the confidentiality of other users or third parties; for activities that adversely affect the smooth operation of the network, or restrict its usability and performance; for activities that cause unauthorized transfers of information;





for activities that violate laws protecting intellectual works;  
anonymously or making use of resources that enable anonymity

In addition, the following activities are prohibited:

introducing into the facility and connecting hardware equipment (routers, access point, powerline etc.);

install and/or use unauthorized services or software to access the EDISU network;  
spread viruses, hoaxes or other programs that damage the activity' of third parties;

create, transmit, or disseminate any image, data, or other material that is offensive, defamatory, obscene, or offensive to human dignity;

transmit unsolicited commercial and/or advertising material ("spamming");

damaging, destroying, attempting to gain unauthorized access to data or violating the confidentiality of other users, including interception and dissemination of confidential passwords and cryptographic keys

### **Multipurpose Halls**

**a)** Where present, the rooms are usually equipped for recreation (game room, TV room, painting room, music room, etc.).

**b)** Use is permitted every day in observance of the hours provided for each facility and with respect for the quiet. Study rooms and game rooms are open from 0:00 to 24:00. Therefore, if the allocation of multi-purpose rooms is such that it compromises the observance of quiet or study activities, the opening hours may be reduced or temporarily closed

**c)** Access is limited to the maximum number of people required by current security regulations.

**d)** In rooms containing valuable equipment, the user interested in using it is required to go to the reception desk to pick up the key, and to register on the special register, indicating the time of entry and exit from the room; the key, once the use of the room is over, must be returned to the reception desk. For access to rooms containing valuable equipment, the student must complete the two registers (key loan and loaned items).

**e)** The equipment inside the halls, resulting from the appropriate searchable list, may not be taken outside of it.

**f)** Any damage to the equipment, caused by oneself or by others, must be promptly reported to the reception desk, through the completion of the "Damage Observation Form," in order to allow the restoration of full functionality and the determination of any liability.

**g)** The requesting user is responsible for the behavior of the participants and for any damage caused to movable property, residence hall equipment and premises.

### **Storage of personal effects**

**a)** Storage of personal belongings by residence hall guests is permitted only in the appropriate rooms, if present within the residence hall, in the following cases:

- summer closure of the residence hall;
- study abroad stays.

Users, at the time of safekeeping, must sign the appropriate form containing the disclaimer



**b)** Personal effects must be contained stored in containers having the following characteristics:

- maximum 4 packages with a maximum size of 50x50x70 each;
  - closed and tightly sealed;
  - bearing, in a visible manner, the name and surname of the owner(s) and the room;
  - numbered consecutively (e.g. 1 of 4, 2 of 4 etc.);
- signed by the guest on the closing flaps.

**c)** For the deposit of a greater number of packages, a specific request must be made to the facility manager who may deny it in relation to the availability of space.

**d)** The delivery and collection of packages shall take place in the presence of the residence staff, who shall verify the regularity of the operations and draw up the appropriate minutes.

**e)** If storage takes place during the summer closure of the residence, the packages must be picked up by the following September 30.

**f)** If storage occurs during study abroad stays, or for other reasons previously authorized by EDISU, the packages must be picked up at the end of the stay, the deadline for which must be indicated on the delivery form at the time of storage.

**g)** In case of failure to collect the packages within the deadline, EDISU shall notify the guest by communication, by e-mail, and setting a peremptory deadline for collection.

**h)** If the guest does not pick up the packages even within this deadline, EDISU shall arrange for their final removal and disposal at the public landfill, having been authorized for this purpose by the guest by signing the delivery form.

**i)** Notwithstanding the provisions of Art. 1766 et seq. of the Civil Code, the guest releases EDISU from all liability, both civil and criminal, regarding the custody of property left in the residence and assumes upon himself/herself all related burdens and responsibilities.

**j)** For any object or parcel left unattended in the residence halls, or within the rooms vacated and returned by the guests, with the exception of the room used for storage, EDISU will provide disposal at public landfill.

**k)** Under no circumstances may food or other perishable or dangerous items (e.g., flammables etc.) be stored.

### Printer service

Printer, scanner and photocopier are available where possible.  
Methods of use and costs will be indicated at the front desk.

### Mail and parcel delivery:

The service is provided in the following ways, differentiated according to the type of correspondence and parcels:

#### **a) Ordinary correspondence and small packages.**

Ordinary correspondence (postcards, letters NOT registered mail) will be picked up from the front desk and placed in the mail/key box to be delivered to the assignee at the first useful step.

The same applies to small packages whose size allows their insertion in the box; in this case the recipient of the small packet, will issue to the reception appropriate receipt certifying the integrity of the same.



**b) Registered letters.**

Given that registered letters also constitute ascertainment of notification of acts (administrative, academic, judicial, etc...), the reception desk upon receipt will contact the addressee, asking him/her to go immediately to the reception desk for collection directly from the hands of the letter carrier. In case of no response, or inability to provide (including due to communicated declaration of absence), by the assignee, the reception will collect only the Notice of Absence, send an email to the addressee inviting him/her to pick up as soon as possible, and at the time of delivery will have a suitable delivery receipt issued.

**c) Packages**

Packages are considered to be all containers that cannot be placed in mail/key boxes. When the package arrives, the front desk will pick it up and notify the recipient(s) of the package by e-mail of its arrival and the obligation to pick it up within the next 48 hours. In case of prior declaration of absence, the 48 hours start from the return to the residence. After the 48 hours, the recipient/ria will be notified by the reception desk of the non-collection and if he/she fails to collect it will be applied for each day - or fraction of a day and in case of non-collection, unless justified reason, the warning referred to in Article 14 point I will be applied. At the residences, the maximum number of package that each student may receive is set at approximately No. 8 parcels per month, except for a smaller number that will be indicated for those residences with limited space available for their storage. In that case, the Notice of Storage will be collected, proceeding in the same way as registered mail.

It is always permissible for the front desk not to pick up packages that by size, degree of filthiness, foul-smelling, etc., are deemed incompatible with the possibility of storage. In such cases, a Notice of Storage will be collected. At the other residences, the maximum number of packages that each student/student may receive is set at No. 8 packages per month.

For anything not specified, careful reading of the Rules and Regulations is recommended, and please refer to the instructions of the operator(s) (who assess from time to time particularities or emergencies that may occur) and the Residence Office.

**Reservation stays**

At EDISU Piedmont's university residences there is a paid reservation stay service, governed by special regulations, published on the website [www.edisu.piemonte.it](http://www.edisu.piemonte.it)

**ART. 10 CONTROLS AND INSPECTIONS**

Inspection activities are aimed at ensuring the integrity and safety of the facilities, and installations, serving the assignees of the beds in residence (including preventive interventions and inspections), and the best hygienic and sanitary conditions. Therefore, the assignees of the beds must comply with the request of those in charge to also inspect the interior of the furniture, and other containers in the room.

In any case EDISU may in its judgment request the intervention of the Public Safety Authority.



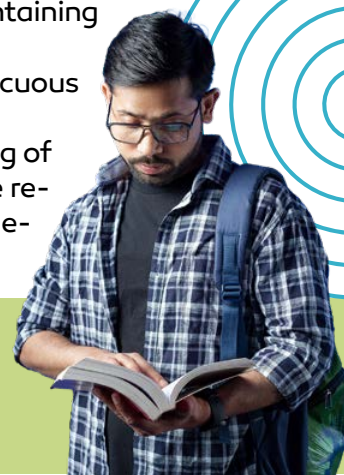
It should be noted that with the acceptance of the bed in the residence, the assignee accepts this inspection practice, while in case of refusal of the same, the recognition of mutual rights and duties is lost, resulting in the revocation of the bed.

That being said, the inspection activity is regulated as follows:

- a) EDISU and/or the manager of the residence hall keeps a copy of the keys to the rooms.
- b) EDISU and/or the residence manager can access any environment to verify the state of cleanliness, the existence of violations of the regulations, and carry out technical inspections. In this case, the user will be notified in advance, except in cases of urgency, within 48 hours prior, by an email containing the time and reason for the inspection, and will be able to attend it.
- c) Following the notice of the inspection and in the event of the assignee's absence, non-response or unavailability of the assignee, 48 hours elapsed, the assigned staff is still authorized to enter the room.
- d) Should it become necessary to enter the room for unforeseeable, or urgent, technical verifications, the user will be informed promptly even by telephone, and if unavailable, the verification will still be carried out.
- e) In the event that there is good reason to believe that violations of these regulations are taking place, and/or a state of emergency or danger, checks may be carried out even without prior notice using, if necessary, the police.

## ART. 11 REPRESENTATION

1. In order to foster a closer relationship between EDISU and bed assignees, the latter will elect at the beginning of the academic year their own representation articulated by residence.
2. Eligible for election are:
  - up to 5 representatives for residences with more than 250 beds;
  - up to 4 representatives for residences with a number of beds between 249 and 150;
  - up to 3 representatives for residences with a number of beds less than or equal to 149;
3. For each residence hall, anyone who is an assignee of the bed for the entire current year is eligible. A voter/elect is any student/scholarship student assigned a bed in the residence hall at the time of holding the election.
4. It is the responsibility of EDISU to call the elections and to ensure that they take place in accordance with the time and manner set forth in the following paragraphs;
5. The elections shall take place in the first quarter of the academic year. By the twentieth day prior to the elections, official notice shall appear containing the application procedures, date and time of the elections;
6. Notice posters shall be posted in adequate numbers and in a conspicuous location within the premises of each Residence Hall.
7. By the deadline of 10 days prior to the date scheduled for the holding of the elections, interested parties must submit their candidacy for the residence at which they are guests, on the appropriate form, to the relevant reception desks.





8. No later than the second day prior to the date of the election, a list of candidates must appear at each call poster. In addition, a list of candidate(s) for each residence as well as the date, time, and place of voting must be e-mailed to all bed assignees. Where the number of candidates in a residence is less than the number of eligible representatives, the election will not take place and the candidates will automatically be declared elected.
9. On the day set for the elections, polling stations will be set up at the reference reception of each residence.
10. Elections shall be held from 07:00 to 20:00 hours.
11. To exercise the right to vote, an identity document must be shown.
12. A maximum of 3 preferences may be expressed on each ballot.
13. Voting operations are carried out in the presence of staff members appointed by EDISU who deliver the ballot by countersigning it at the time and requesting that the signature be affixed to the special register attesting to the exercise of the vote;
14. The counting operations are carried out by the Housing Service Office assisted by two representatives of the Regional Assembly who, by 2:00 p.m. of the following day, draws up special minutes, containing the results of the elections and the finding of any incidents that occurred during the voting and/or counting operations. Said minutes shall remain available for inspection by anyone who requests them.
15. Candidate(s) may be present at the voting and counting operations, with the right to place on record;
16. No later than the fifth day following the elections, the elected candidates will be summoned to the Entity to be appointed full members of each Representation by the Head of the Housing Service.
17. By the tenth day following the elections, the Representatives will be convened at the Institution to elect from among their own members the representative of the students and students who use the housing service in the Regional Assembly of Students and Students, which is also entrusted with the management of the election and communication of its outcome.
18. The elected Representatives shall hold office for 1 academic year, provided that the right to housing for the year of elected office remains. Otherwise, they shall be succeeded by the first non-elected person(s), with the same obligations and duties.
19. It is the duty of the Representation to make observations on the quality of services in the Residence and community life, as well as proposals for the improvement of internal life, to the exclusion of any decision-making role. The Representation is also called upon to collaborate actively with EDISU Piedmont and its staff members in the Residence Hall in order to ensure the maximum effectiveness of their action, including through information and mediation with regard to students and their demands. Therefore, the representatives are required to attend meetings and training courses organized by EDISU, and consequently failure to attend them may result in forfeiture of office, unless justified reasons are adequately documented.
20. The Representatives of the students and student guests of the Residences may be convened by the institution, when this should be deemed useful in order to acquire elements on the performance of the services, collaborating

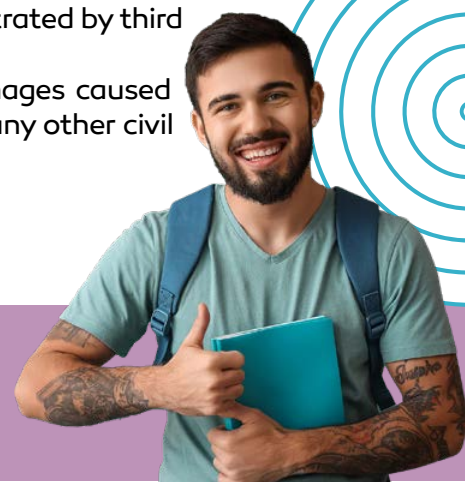


also and to collaborate in the formulation of proposals for the improvement of the services themselves.

21. Telematic procedures may be adopted for the expression of the vote, defined by special resolution of the Board of Directors.

## ART. 12 LIABILITY AND DAMAGES

1. The user is responsible for the good maintenance of the premises and property assigned to him in enjoyment.
2. Liability for damages shall be ascertained through the disciplinary procedure referred to in Article 13, at the end of which the amount that the user is required to pay shall also be determined. If he/she fails to make payment within 10 days of the demand order, unless otherwise specified in the same, a temporary ban on access to the facility shall be ordered until payment is made.  
If payment is not made, the debt will be recovered in accordance with the specific regulations/guidelines of debt collection of the Entity.  
Where the damage/tampering involves security facilities, a report will be made to the public security authorities.
3. In the case of multi-bed rooms, liability for any damage is shared among all/all occupants unless individual liability is apparent.
4. Responsibility for damage caused to property located in the common rooms and or for their removal is shared among all users of the facility, if no individual responsibility has been established; in facilities composed of several buildings, responsibility is attributed to the users of the building in which the event occurred, except for damage to those common services allocated in one building but intended for the entire facility: in this case, responsibility is attributed to the users of the entire facility
5. Where the damage and/or misappropriation relates to property located on the premises used as common services, the use of which is shown in appropriate records, liability shall be attributable to all those who used the property in the 24 hours prior to the ascertainment of the damage and/or misappropriation, when no individual liability is apparent, except where it is established that the damage was caused in a time frame of less than 24 hours prior in which case, liability is attributed to all those who used it in the time span between the ascertainment of the integrity of the property and the ascertainment of the damage.  
The user(s), at the time of use, shall report any damage or malfunction found to the personnel in charge.
6. In the cases provided for in items 4 and 5 of this article, compensation shall be made by payment of the total sum in one lump sum, by one of the representative(s) of the residence or a contact person.
7. EDISU assumes no responsibility for acts or offenses perpetrated by third parties to the detriment of users of the Residences.  
This is without prejudice to personal liability both for damages caused to the institution and to third parties without prejudice to any other civil and/or criminal action



## ART. 13 DISCIPLINARY PROCEDURE

1. Violations of these regulations and other instructions disclosed in advance shall result in the following sanctions:

- a) *warning*
- b) *fine*
- c) *suspension of services*
- d) *ex officio transfer*
- e) *revocation of bed space*
- f) *revocation of EDISU benefits*

Reprimand, fine, ex officio transfer, revocation of bed space and revocation of benefits apply if individual responsibility of the user is established. Suspension of services shall be applied if it is not possible to ascertain individual responsibility for violations of the regulations comparable to the cases referred to in Articles 14 and 15, and perpetrated in the common spaces: in fact, in this case, the responsibility for the violation is attributed to the generality of the users who are guests of the residence.

2. The warning and suspension of services, will be imposed by the EDISU Facility Contact Person or, where such a figure is provided, by the Residence Director; the fine and transfer shall be imposed by the Head of the EDISU Housing Service, assisted by a committee formed by the Facility Contact of the facility in which the students concerned by the disciplinary procedure are guests and by an EDISU employee; the revocation of the bed and benefits shall be the responsibility of the EDISU Director in charge.

3. The EDISU Facility Contact Person or, where such a figure is provided, the Residence Director, also on the basis of the written reports provided by the service employees, shall initiate the proceedings by notifying, by email and by hard copy, written notice of violations of these regulations. If it is not possible to assume individual responsibility, the objection is made to all users of the room, facility, or building, respectively, by means of collective notification by e-mail, as well as by means of notice posted in the appropriate spaces.

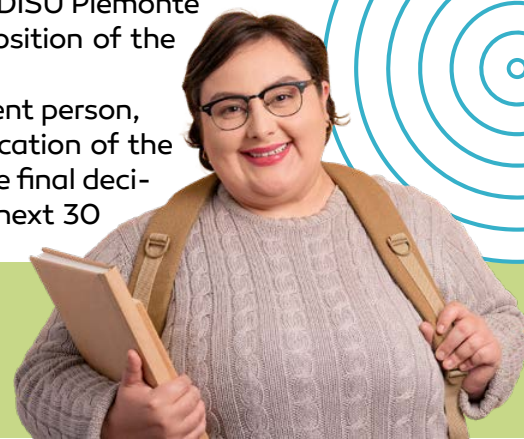
4. The user has the right to submit written counterclaims to the initiating individual within 7 days of receipt of the dispute. After the 7-day period for submitting counterclaims has elapsed, the person responsible for imposing the sanction may:

- accept the counterclaims determining the closure of the disciplinary proceedings by dismissing them;
- reject all or part of the counterclaims and impose one of the sanctions provided for in Paragraph 1 of this Article.

In response to the counterclaims submitted by the user, EDISU may request the user to produce documentation in support of such counterclaims.

If, within 30 days of the dispatch of the counterclaim there is no acknowledgement of receipt of the communication by the student, EDISU Piemonte shall proceed with the closure of the proceedings (imposition of the sanction or dismissal).

5. Against the disciplinary measures taken by the competent person, an appeal may be made within 7 days of the communication of the sanction to the Director of the Institution who makes the final decision, after hearing the interested party(ies), within the next 30



days. Appropriate minutes shall be taken of the hearing.

6. The disciplinary procedure described above shall also be followed for the contestation and assessment of damages that may result from violations of the regulations. The contestation of damages shall be concurrent with the contestation of violations.
7. The Headmaster or his or her designee, in cases of particular seriousness, may order, by reasoned order, the prohibition of access to one or more facilities in the following cases:
  - a) pending disciplinary proceedings for conduct and facts for which the sanction of revocation of the bed or benefits is applicable.
  - b) if the user has engaged in behavior that is harassing and incompatible with community life, for which disciplinary proceedings have been initiated against him/her. In such a case, the disqualification will take effect until the guest's suitability for community life is established. Readmission to the residence of assignment and access to other EDISU residences may therefore take place only once such suitability has been ascertained, in order to protect the safety and serenity of residential community life.
  - c) in respect of individuals from outside the residences, not users of the residences who have been reported, or are already known to have failed to observe civil behavior and based on mutual respect in the use of the housing facilities, and in relations with the guests and staff on duty at the facility, or for any other well-founded reason.
  - d) if he/she fails to present the medical certifications provided for in Article 3 of these regulations
  - e) in case of non-payment of the fine within the terms provided for in Article 15.
  - f) in case of non-payment of damages within the terms provided for in Article 12.
  - g) in the event of pending financial charges against EDISU Piemonte.

## ART. 14 ADMONITION

1. Admonition consists of a written and reasoned warning to the assigned guest.
2. Admonition is applicable to:
  - a) behavior not predisposed to mutual respect, fairness, politeness and civil coexistence with other guests and staff on duty at the residence. Such behavior also includes the violation of provisions made known in advance (including by means of signs posted at the residence) and directed to ensure the rational and economical use and control of facilities, as well as to protect the civil coexistence of the guests;
  - b) violation, if any, of the condominium regulations made available for consultation;
  - c) use of courtyards, hallways, reading rooms and lounges on the floors, for games or pastimes that cause disturbance;
  - d) occupation of a sleeping place at the assigned facility other than one's own;
  - e) failure to interrupt between 10 p.m. and 8 a.m., either in one's own rooms or in the common areas, all activities that involve the spread outside of noise causing disturbance to the neighbors, and to the other



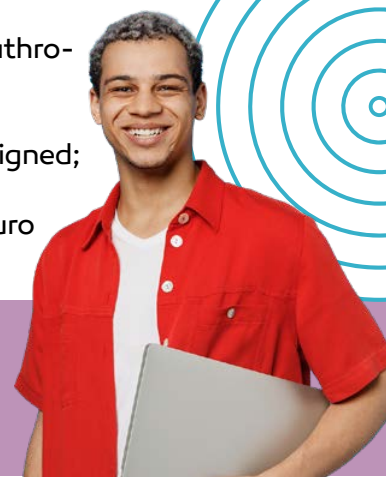


resident(s) of the Residence;

- f)** use of common spaces as parking for motor vehicles and vehicles in general;
- g)** receiving visitors in the common rooms and services outside the cases provided for in the regulations;
- h)** leaving food and beverage remains in the kitchen premises and common spaces;
- i)** laying out one's clothing in common spaces other than those dedicated for this purpose;
- j)** Failure or delay in declaring absence as per Article 3 Paragraph 3.
- k)** Use of common areas in a manner other than as intended.
- l)** Failure to pick up packages as stipulated in Article 9;

## ART. 15 FINE

1. The fine shall consist of a pecuniary penalty from € 25.00 to € 150.00, to be paid within 10 days from the receipt of the written order, according to the following cases:
  - a)** Introducing into the residence any equipment, furniture, furnishings (e.g. carpets, doormats etc.) or other object that is dangerous and/or non-standard and/or different from those authorized; € 50.00;
  - b)** Smoking in all rooms (including near the relevant windows) and common spaces not outdoors of the residence, and/or the presence in the room of residues (ashes, butts etc.) and/or smell of smoke: euro 50.00 in addition to the application of the penalties provided by the law on the prohibition of smoking
  - c)** Keeping animals of any species on the premises of the housing facilities, and in the outdoor areas connected to them; euro 15
  - d)** Implementing without prior authorization, disassembly, modification or adaptation of furniture (including ceiling lights, curtains etc.), in rooms and common areas, removing furniture or equipment from common places; euro 50.00;
  - e)** Applying stickers, permanent posters that cause damage directly on walls, doors or furnishings; displaying notices, signs or other outside the specially reserved spaces; euro 25.00;
  - f)** Tampering with the protected switches, smoke detectors and any device provided in the residence; euro 150.00;
  - g)** Having enacted actions or pranks that may cause damage to the other guest(s) or staff on duty, passersby and neighbors, or to the facility and property in it; euro 50.00;
  - h)** Engaging in actions or pranks that caused damage to the other(s) guests or staff on duty, passersby and neighbors, or to the facility and property therein (in addition to any compensation for the damage): euro 100.00;
  - i)** Placing any object on the outside windowsills; euro 50.00;
  - j)** Leaving the indoor lighting and water supply points on, or the bathroom ventilation fans or hot plates on leaving the room; euro 25.00.
  - k)** Having parties without permission; euro 100.00;
  - l)** Occupying a bed in another EDISU facility other than the one assigned; euro 50.00;
  - m)** Receiving visitors in violation of the provisions of Article 6; euro



100.00;

**n)** Transgressing the specific regulations on the services inside the housing facilities referred to in art.9, including the relevant provisions made known in advance (including by means of signs posted at the residence) and aimed at ensuring the rational and economic use and control of the facilities, as well as protecting the civil coexistence of the guests; euro 25.00;

**o)** Transgressing the provisions on waste collection, without prejudice to the municipal administrative penalty; euro 50.00;

**p)** Having received two reprimands for the same violation in the same academic year; euro 100.00.

**q)** Failure to perform the linen change according to the provisions of Article 7 paragraph 1 letter c); euro 25.00

**r)** failure to participate in at least one of the evacuation tests during the year by the guest(s) present in the facility at the time of their performance; euro 50.00

**s)** damaging, destroying, attempting to gain unauthorized access to data or violating the confidentiality of other users, including interception and dissemination of confidential passwords and cryptographic keys; euro 100.00

**t)** violation of other provisions of these regulations, other than those expressly referred to in the preceding points of this article: € 50.00

If the aforementioned behaviors have also caused damage to the facility or property, in addition to the application of the fine, compensation for related damages will be demanded.

2. The application of more than two fines, during the same academic year, will result in the possible ex officio transfer of the student/student to another residence without guarantee of the same type of room
3. Failure to pay the pecuniary sanction within the prescribed time limit shall result in temporary disqualification from entering the facility until payment is made.
4. If the payment is not made by the deadline of the current academic year, the credit will be recovered in accordance with the specific regulations/guidelines.

## ART. 15 BIS SUSPENSION OF SERVICES

If it is not possible to ascertain individual responsibility for violations of the regulations comparable to the cases in Articles 14 and 15 and perpetrated on the common premises, services will be suspended and/or reduced by up to 3 days.



## ART. 16 COMPULSORY TRANSFER

1. Without prejudice to the application of the sanctions provided for the specific violations, the transfer of facility may be ordered by the Head of the EDISU Housing Service in the following cases:
  - a) stay of visitors/visitors in the facility during the night time outside the cases provided for in Article 6;
  - b) violation of these regulations by a user who is already the recipient of fines, as governed by Art. 15 paragraph 2;

## ART. 17 REVOCATION OF BED SPACE

1. The bed place shall be revoked from the assignee in the following cases:
  - a) behaviour contrary to public order, morality, in any case constituting an offense or having caused damage to the image of EDISU (as a P.A. providing a public service), such as to bring discredit to the generality of citizens, users - including potential users - and their families;
  - b) introduction into the Residence of harmful or flammable substances of non-domestic use;
  - c) failure to use one's bed in the manner provided for in Article 3, Paragraph 2;
  - d) failure to renew the residence permit during the period of bed allocation;
  - e) refusal of the checks and inspections provided for in Article 10 of these regulations;
  - f) in the cases stipulated in the notice;

## ART. 18 REVOCATION OF EDISU BENEFITS

1. Benefits (bed space, scholarship and food service) are revoked from the assignee after completion of the preliminary investigation provided for in Article 13, in the following cases:
  - a) transfer or permission to use one's sleeping place to a third parties either for free or for consideration;
  - b) conduct of particular gravity that causes serious damage to EDISU and/or places third parties in serious danger.
  - c) introduction into the Residence of weapons, explosives, or possession of drugs for the purpose of dealing
  - d) In the cases stipulated in the notice.



## ART. 19 FORFEITURE OF BENEFIT

1. The user forfeits the use of the bed/room in the following cases:
  - a) by graduation;
  - b) for transferring to another university location;
  - c) for forfeiting his or her studies as stipulated in the notice of competition;
  - d) for giving up the bed place.
2. The user is required to give written notice to his/her residence within 5 days from the date:
  - a) of graduation;
  - b) of transferring to another university location;
  - c) of having given up his or her studies.

## ART. 19 BIS REVOCATIONS AND CREDIT RECOVERY

The cases of subjects undergoing to the revocation measures provided for in Articles 15, 16, 17,18,19 of these regulations will be forwarded to the revocation office in application of the revocation and credit recovery guidelines/regulations for what is owed as fines, damages, housing service and/or scholarship.

Individuals subject to revocation of benefits, who have failed to pay the balance of the amount due within the terms specified in the notification letter, or who fail to comply with the installment granted under EDISU Credit Recovery Guidelines, will be subject to administrative freeze of their academic career.

This freeze, as indicated in the previous paragraph, will also be carried out to students who have not indicated a valid residence or domicile address complete with any domiciliary agent, who are therefore found to be unavailable.

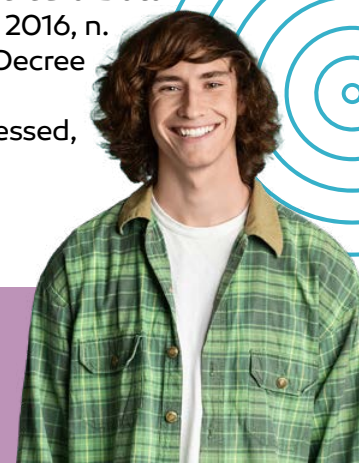
In case of failure to return the amounts due, EDISU will proceed to the recovery of the debts, through the delivery of the roles by the concessionaire in charge of compulsory collection, to the debtors.

## ART. 20 PRIVACY POLICY OF THE GUEST(S)

*pursuant to Articles 12, 13 and 14 of Regulation (EU) April 27, 2016, No. 679 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data and on the free movement of such data*

EDISU Piemonte performs processing of personal data and is considered a Data Controller under the Personal Data Protection Regulation (EU) April 27, 2016, n. 679 (hereinafter, more briefly "Regulation" or "GDPR") and Legislative Decree 30 June 2003, n. 196 (hereinafter, more briefly "Code").

The purpose of this notice is to specify what personal data are processed, why they are recorded, and how they are used.





### 1. DATA CONTROLLER

The Data Controller is EDISU Piemonte - Via Madama Cristina, 83 - 10126 - Torino (TO) C.F. 97547570016 | P.IVA 06440290010.

The Data Controller can be contacted, in addition to the postal address indicated, at the e-mail address ***privacy@EDISU-piemonte.it***

### 2. PERSONAL DATA PROTECTION OFFICER

The Personal Data Protection Officer, appointed pursuant to Article 37 of the Regulations, can be contacted at the e-mail address ***dpo@EDISU-piemonte.it***

### 3. LEGAL BASIS AND PURPOSE OF THE PROCESSING OF PERSONAL DATA

The processing of personal data is lawful if there is a valid legal basis. For the processing considered by this notice, the valid legal bases are as follows:

- Contract (Art. 6(1)(b) of the Regulation): processing is necessary for the performance of a contract to which the data subject is a party, or for the performance of pre-contractual measures taken at his or her request;
- Legal obligation (art. 6, paragraph 1 letter c) of the Regulation): processing is necessary to comply with a legal obligation to which the data controller is subject;
- Public interest (Art. 6(1)(e) of the Regulations): processing is necessary for the performance of a task carried out in the public interest, or in connection with the exercise of official authority vested in the data controller;
- Obligation and/or right in the field of social protection (Art. 9(2)(b) of the Regulation): processing is necessary for the performance of the obligations and exercise of the specific rights of the data controller, or of the data subject in the field of social protection, insofar as authorized by Union or Member State law.

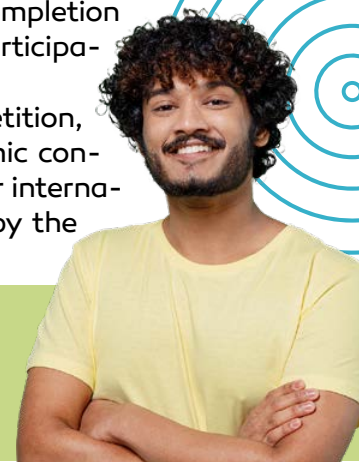
Personal data will be processed in order to carry out the obligations related to participation in the Notice of Competition (compilation of rankings, disbursement of benefits, etc.), and in order to conduct the check on the truthfulness and/or permanence of the conditions (economic and merit) or statuses (by way of example, that of a beneficiary of international protection) self-certified by the participant, also for the purpose of revocation and consequent return of the benefits granted. Personal data will also be processed for the fulfillment of regulatory, accounting and tax obligations and for statistical purposes, the latter through communication to public bodies established for this purpose.

Any further and specific processing purposes, also as they arise, will be communicated with a different and more detailed information, possibly accompanied by the request for appropriate consent.

### 4. PERSONAL DATA SUBJECT TO PROCESSING

EDISU Piemonte records, uses and archives personal and contact data (by way of example: name and surname, citizenship, telephone number, postal and e-mail address, tax code, family unit of belonging and other elements of personal identification) communicated directly by the Interested Party with the completion and submission of the application for participation in the Call for Participation.

In order to provide the benefits referred to in the Notice of Competition, EDISU Piedmont also processes information related to the economic condition, university career, the condition of a disabled person, or under international protection. This information is also communicated directly by the



Interested Party. For a more precise identification of the types of personal data subject to processing, please refer to the contents of this Notice of Competition and the information required by it for the submission of the relevant application. Lastly, EDISU Piemonte will process data not communicated directly by the Interested Party, but received from institutional third parties (Revenue Agency, University of affiliation, other Universities, etc.) to which these have been requested in order to carry out checks on the truthfulness, and/or permanence of the conditions and statuses self-certified by the participant.

#### 5. RECIPIENTS OR CATEGORIES OF RECIPIENTS OF PERSONAL DATA

For the pursuit of the purposes stated in this Information Notice, personal data will be communicated to employees and collaborators of the Data Controller in their capacity as Authorized Data Processors.

Personal data will also be disclosed to Companies/professional firms that provide assistance and/or consulting services to the Data Controller, in accounting, administrative, tax, legal, fiscal and financial matters, as well as to third party service providers to whom the disclosure is necessary for the fulfillment of the services covered by the Notice of Competition.

Said parties will process the data in their capacity as Data Processors.

The Data Controller may also communicate personal data to administrative, institutional and/or judicial Authorities (by way of example, Agenzia delle Entrate, Piemonte's Universities, Guardia di Finanza, Osservatorio Regionale per l'Università e per il diritto allo studio universitario, Associazione Nazionale degli organismi per il Diritto allo Studio Universitario, etc.) and to any other subject to whom communication is obligatory by law and/or for the fulfillment of the purposes indicated in this notice.

Said subjects will process the data in their capacity as autonomous Data Controllers. The full list of recipients of personal data is available upon request from the Data Controller.

#### 6. USE OF AUTOMATED DECISION-MAKING PROCESSES

For the attribution of the score and the related ranking position EDISU Piemonte uses automated decision-making processes in accordance with Article 22 of the Regulations. Pursuant to the aforementioned Article, the Data Controller implements appropriate measures to protect the rights, freedoms and legitimate interests of the data subject, at least the right to obtain human intervention by the Data Controller, to express his/her opinion and to challenge the decision.

#### 7. DISSEMINATION OF PERSONAL DATA

EDISU Piedmont does not make any dissemination of personal data. The rankings can be consulted exclusively within the personal page of the Online Desk (by clicking on "Ranked Processing" in the "Scholarship" section).

#### 8. RETENTION TIME OF PERSONAL DATA

The personal data contained in the application, in documents attached or subsequently transmitted and/or acquired, including at the initiative of E.D.I.S.U. PIEMONTE, will be kept for the time provided for in the conservation and discard plan drawn up in accordance with Legislative Decree no. 42 of 22 January 2004 ("Code of Cultural Heritage and Landscape").



## 9. NATURE OF THE PROVISION OF PERSONAL DATA AND CONSEQUENCES OF REFUSAL

The provision of data is necessary for the attribution of the score and the related position in the ranking list. Failure to provide the data, therefore, will result in the impossibility of obtaining the benefits provided by the Notice of Competition.

## TRANSFER OF PERSONAL DATA TO THIRD COUNTRIES OR INTERNATIONAL ORGANIZATIONS

For the purposes listed in this Notice, personal data may be transferred to countries located within or outside the European Union. In such cases, EDISU Piemonte will ensure appropriate safeguards to protect personal data in accordance with the requirements contained in the Regulations (Articles 44-50).

## RIGHTS RECOGNIZED TO THE DATA SUBJECT

### Right of access (art.15 GDPR)

The data subject has the right to obtain from the data controller confirmation whether or not personal data concerning him/her are being processed and, if so, to obtain access to the personal data and information referred to Article 15 of the Regulations. Where personal data are transferred to a third country, the data subject has, in addition, the right to be informed of the existence of adequate safeguards relating to the transfer pursuant to Article 46 of the Regulation.

### Right of rectification (art.16 GDPR)

The data subject has the right to obtain from the Data Controller the rectification of inaccurate personal data concerning him/her without undue delay.

Taking into account the purposes of the processing, the data subject has the right to obtain the integration of incomplete personal data, including by providing a supplementary declaration.

### Right to erasure (Art.17 GDPR)

The data subject has the right to obtain from the data controller the erasure of personal data concerning him/her without undue delay, and the data controller has the obligation to erase without undue delay the personal data when:

- a) the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed;
- b) [letter omitted as not applicable to the processing indicated in this policy statement];
- c) the data subject objects to the processing pursuant to Article 21, paragraph 1, of the Regulation and there is no overriding legitimate reason to proceed with the processing;
- d) the personal data have been processed unlawfully;
- e) the personal data must be erased in order to comply with a legal obligation under Union or Member State law to which the Data Controller is subject;
- f) [letter omitted as not applicable to the processing operations indicated in this information notice]

### Right to restriction of processing (Art. 18 GDPR 9)

The data subject has the right to obtain from the Data Controller the restriction of the processing when one of the following cases occurs:



- a) the data subject disputes the accuracy of personal data, for the period necessary for the Data Controller to verify the accuracy of such personal data;
- b) the processing is unlawful and the data subject objects to the deletion of the personal data and instead requests that their use be restricted;
- c) although the Data Controller no longer needs the personal data for the purposes of the processing, the personal data are necessary for the data subject to establish, exercise or defend a right in a court of law;
- d) the data subject has objected to the processing pursuant to Article 21, paragraph 1, pending verification as to whether the data controller's legitimate grounds prevail over those of the data subject.

#### **Obligation to notify** (Art. 19 GDPR)

The Data Controller shall notify each of the recipients to whom the personal data have been transmitted of any rectification or erasure or restriction of processing carried out pursuant to Articles 16, 17, paragraph 1, and 18, unless this proves impossible or involves a disproportionate effort. The Data Controller shall notify the data subject of such recipients if the data subject so requests.

#### **Right to data portability** (art. 20 GDPR)

[article omitted as not applicable to the processing indicated in this policy].

#### **Right to object** (art.21 GDPR)

The data subject has the right to object at any time, on grounds relating to his or her particular situation, to the processing of personal data concerning him or her pursuant to Article 6(1)(e) or (f), including profiling.

The Data Controller shall refrain from further processing the personal data, unless he/she demonstrates the existence of compelling legitimate grounds for processing that override the interests, rights and freedoms of the data subject or for the establishment, exercise or defense of a legal claim.

#### **Right to lodge a complaint with the Authority** (art.77 GDPR)

Without prejudice to any other administrative or judicial remedy, the data subject who considers that the processing concerning him or her violates the Regulation has the right to lodge a complaint before the competent independent administrative authority in the Member State of the European Union where he or she normally resides, where he or she works or where the alleged violation occurred.

#### **Right to bring a complaint to the Authority** (Art.77 GDPR)

Without prejudice to any other administrative or judicial remedy, a data subject who considers that processing concerning him or her is in breach of the Regulation has the right to lodge a complaint before the competent independent administrative authority in the Member State of the European Union where he or she normally resides, where he or she works or where the alleged breach has occurred.

#### **Right to compensation** (Art. 82 GDPR)

Any person who suffers material or immaterial damage caused by a violation of the Regulation has the right to obtain compensation for the damage from the Data Control.







## EDISU PIEMONTE

Ente Regionale per il Diritto allo Studio Universitario del Piemonte  
Via Madama Cristina, 83 - 10126 Torino

[www.edisu.piemonte.it](http://www.edisu.piemonte.it)

