



# UniSR

Università Vita-Salute  
San Raffaele

## DISCLAIMER:

*This translation into English of the official Italian competition call is for information purposes only for facilitating international students in understanding the contents of the call. In this sense, this document has extra comments compared to the official competition call. This document has no legal validity. The only official competition call for admission to the university Residences is available on the university website at this link: <https://www.unisr.it/en/campus/residenze-studenti/bandi>*

CALL FOR THE ALLOCATION OF **ACCOMMODATION FOR STUDENTS** ATTENDING UNIVERSITÀ VITA-SALUTE SAN RAFFAELE – **AT FULL FARE** – IN CASCINA MELGHERA AND CASSINELLA STUDENT RESIDENCES

ACADEMIC YEAR **2022/2023**

**Considering** the by-laws of Università Vita-Salute San Raffaele, approved with the decree of the Italian Ministry of University, Scientific Research and Technology dated August 2, 1996 and amendments;

**Considering** the current regulations of the Cascina Melghera and Cascina Cassinella Student Residences;

**Considering** the resolution of the Board of Directors on December 15, 2021;

**Considering** – *Resolution of the Council of Ministers – “Proroga dello stato di emergenza nazionale e ulteriori misure per il contenimento della diffusione dell’epidemia da COVID-19.”* – December 24, 2021.

**Università Vita-Salute San Raffaele**

Via Olgettina 58 – 20132 Milano

Tel. +39 02 91751 500

P. IVA 13420850151 – Cod. Fisc. 97187560152 – N° REA MI-1511742

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## I HEREBY ORDER

### THE ALLOCATION OF ACCOMMODATION IN CASCINA MELGHERA AND CASSINELLA RESIDENCES IS OFFERED AT FULL FARE TO STUDENTS ENROLLED TO UNIVERSITÀ VITA-SALUTE SAN RAFFAELE ACADEMIC YEAR 2022/2023

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#### Art. 1 – PREMISE

The University hereby communicates to all students residing in the Residences that – given the current emergency situation – everyone is obliged to follow the rules and measures established by the university as well as any new rule that will be taken in future, abiding by the regulations coming from the authorities and concerning the current COVID-19 emergency or any other emergency which might occur.

Please consult the dedicated and constantly updated section of the University website <https://www.unisr.it/en/ateneo/info-covid19>.

The University, therefore, is allocating for the 2022/2023 academic year a number of rooms which corresponds to the security criteria.

#### Art. 2 – NUMBER OF PLACES AVAILABLE

For the academic year 2022/2023, Università Vita-Salute San Raffaele offers its enrolled students **123** rooms at full fare divided as follows:

- **58** places at full fare in **Cascina Melghera** Student Residence in Milan, via Olgettina 46;
- **65** places at full fare in the **Cassinella** Student Residence in Vimodrone, Via Cassinella 38;

**For these rooms, priority is given to students already residing in the Residences for the AY 2021/2022.**

**Should the already residing students not confirm their rooms, the rooms will be made available for the students applying for the first time.**

#### Art. 3 – ADMISSION REQUIREMENTS AND ROOM REQUESTS

Students who are already living in the Residences in the ay 2021/2022 must submit their applications within **April 30, 2022, exclusively online** through the procedure indicated on this webpage: <https://www.unisr.it/en/campus/residenze-studenti>

Students already residing in the Residencies who wish to request admission to a different Residence will be considered as new students applying for the first time.

For all other students the request can be sent in **within July 15, 2022. The request is to be done exclusively online** through the procedure indicated on this webpage: <https://www.unisr.it/en/campus/residenze-studenti>

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In order to be eligible to apply for a room, students must be enrolled or enrolling to any degree program at Università Vita-Salute San Raffaele for the A.Y. 2022/2023.

**Students can apply for one Residence only.** Once the application has been sent in, it is **not possible to change** the request for the other Residence.

It is possible to request to cancel the application by sending an email with a declaration signed by the person concerned and a copy of the ID document to ([residenza.universitaria@unisr.it](mailto:residenza.universitaria@unisr.it)). In this case, the student loses the chronological advantage gained with the first application and will not be able to use this advantage for any new application.

#### **Art.4 - MAKING OF THE RANKINGS**

Two separate rankings will be issued for each of the two Residences: one for students requesting a room for the first time and one for students who were already living in the Residences during the A.Y. 2021/2022.

The provisional rankings will be drawn up according to the chronological order of online applications.

In the event of failure to reconfirm the accommodation by the students already assigned, any free place will be made available for students applying for accommodation for the first time.

The number of places available will be announced at the end of the confirmation procedures for students already assigned, on the University website: <https://www.unisr.it/en/campus/residenze-studenti/bandi>.

A percentage equal to 50% of the above number of available places, rounded up in the case of a decimal figure, is reserved for non-EU citizens residing abroad. The remaining 50% will be assigned to students in the ranking according to the ranking order, regardless of citizenship and country of origin.

In all rankings priority will be given to students with a recognised disability rating equal to or greater than 66%, according to Italian law, until all suitable accommodation is allocated.

Rooms will be assigned until all available places are exhausted following the chronological order of online applications received, and in compliance with the terms and conditions specified in article 6 below.

Please note that:

- a) Rankings are drawn up by considering only the applications **for the entire academic year;**
- b) Candidates who fail to submit the application correctly by using the online procedure or who do not meet the admission requirements will not be considered for the rankings.

Any accommodation still available at the end of the procedures explained in this document and any accommodation that could be used following the end of the pandemic emergency, will be attributed to those students who submit an application at a later stage, according to the order of submission.

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## Art. 5 – PUBLISHING OF THE RANKINGS

The provisional rankings will be published on the University website in the Residence section <http://www.unisr.it/campus/residenze-studenti/>

- within **May 9, 2022** for students already living in the Residences in the A.Y. 2021/2022;
- within **July 22, 2022** for students who request a room for the first time.

The final rankings will be published by **November 30, 2022**.

## Art. 6 – CONFIRMATION AND ASSIGNMENT OF ROOMS

Within **5 days** from the confirmation of having a room in the Residence (this will be sent by email), the student must proceed with:

- 1) the bank **transfer of the 1<sup>st</sup> installment** of the Residence fees to the following coordinates:

**VITA-SALUTE SAN RAFFAELE UNIVERSITY**

**IBAN: IT89S052163408000000003963**

**BIC/SWIFT: BPCVIT2S**

**CREDITO VALTELLINESE S.p.A. – Vimodrone (Milan) Branch**

REASON: Student NAME and SURNAME

1st INSTALLMENT UNIVERSITY RESIDENCE (Cascina Melghera or Cassinella) A.A. 2022/2023

Please *make sure that **all transfer costs (also receiving costs)** are covered by the sender. Any missing cost will be added to the other installments.*

- 2) Send an email to [residenza.universitaria@unisr.it](mailto:residenza.universitaria@unisr.it):

- Indicating, in the subject of the email:
  - CONFIRM of ROOM ASSIGNMENT for STUDENT APPLYING FOR THE FIRST TIME
  - or
  - CONFIRM of ROOM ASSIGNMENT for ALREADY RESIDING STUDENT in AY 2021/2022
- indicate Student NAME and SURNAME
- enclose filled and signed accommodation confirmation form, ID document and receipt of payment

**If the student fails to confirm within 5 days, s/he loses the right to occupy that room.**

Already residing students of the A.Y.. 2021/2022 will be allowed to occupy their rooms starting from September 1, 2022.

For students entering for the first time enrolled in the A.Y.. 2022/2023, rooms will be assigned starting from 12 September 2022, first to non-EU students residing abroad and, afterwards, to all the others.

The room will be given upon handing of the following documentation:

- deposit payment receipt;

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- payment receipt of the first installment of the accommodation fees for students applying for the first time;
- payment receipt of the first and second installment of the accommodation fees for students already residing in the A.Y. 2021/2022;
- copy of a valid ID document;

As well as the following signed documents:

- room acceptance form and regulation acceptance;
- Privacy information concerning protection of personal data, as required by the art. 13 Regulation (EC) 2016/679 of the European Parliament and Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and of the Italian legislative decree no.196 of 30/06/2003;

Rooms are allocated by the Residence Administration, strictly based on the ranking order. The assignment of the room is valid for the entire period. For students who were already staying in the Residences in the A.Y. 2021/2022, the entire period is considered from September 1, 2022 – to July 31, 2023. For students applying for the first time the period is from September 12, 2022, to July 31, 2023.

**Please note that the Residences are closed for the Christmas holidays from December 24, 2022 until January 7, 2023.**

**By accepting the room, the student is committing to occupy it for the entire period and to pay the entire fee. The amounts paid will be fully withheld by the University.**

#### **Art.7 – CAUSES OF EXCLUSION FROM ACCOMMODATION ALLOCATION**

Any student will be denied a room in the Residences if:

- They fail to confirm the room according to the indications given in article 6;
- They fail to show at the room assignment appointment;
- They have been subject to disciplinary proceedings by Università Vita-Salute San Raffaele;
- They have debts with Università Vita-Salute San Raffaele;
- They have been expelled from their rooms due to violation of the regulations.

#### **Art.8 – FEES AND PAYMENT METHODS**

The fees refer to the use of a single room with private facilities for the entire academic year (excluding the Christmas holidays and Residence closure which goes from 24/12/2022 to 07/01/2023) as above mentioned.

The fees include:

- weekly cleaning and fresh linen service;
- use of all the common services available in the Residences, according to the regulation.

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The payment of the first installment and, only for students already residing in the A.Y.. 2021/2022, also of the second installment, must be paid by bank transfer to:

VITA-SALUTE SAN RAFFAELE UNIVERSITY

IBAN: IT89S0521634080000000003963

BIC/SWIFT: BPCVIT2S

CREDITO VALTELLINESE S.p.A. – Vimodrone (Milan) Branch

REASON: Student NAME and SURNAME

1st (or 2nd) INSTALLMENT FOR (CASCINA MELGHERA OR CASSINELLA) RESIDENCE A.Y.. 2022/2023

Subsequent instalments must be paid via the MAV payment system, using the form provided on the student's Intranet page once the matriculation procedures have been completed.

The whole fee will be invoiced in one solution indicating the payment instalments as per the table above.

## FEES FOR RESIDENCE CASCINA MELGHERA

<b>Students already living in the University Residences A.Y. 2021/2022</b>		
<b>€ 10,500</b>	First installment	€ 1,000 due when the room is assigned to the student
	Second installment	€ 3,500 upon formal acceptance of the room
	Third installment	€ 3,000 due 10/01/2023
	Fourth installment	€ 3,000 due 30/04/2023
<b>Students applying for the first time A.Y. 2022/2023</b>		
<b>€ 10,500</b>	First installment	€ 4,500 when the room is assigned to the student
	Second installment	€ 3,000 due 10/01/2023
	Third installment	€ 3,000 due 30/04/2023

## FEES FOR RESIDENCE CASSINELLA

<b>Students already living in the University Residences A.Y.. 2021/2022</b>		
<b>€ 7,000</b>	First installment	€ 1,000 due when the room is assigned to the student
	Second installment	€ 2,000 upon formal acceptance of the room

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	Third installment	€ 2,000 due 10/01/2023
	Fourth installment	€ 2,000 due 30/04/2023
<b>Students applying for the first time A.Y.. 2022/2023</b>		
<b>€ 7,000</b>	First installment	€ 3,000 due when the room is assigned to the student
	Second installment	€ 2,000 due 10/01/2023
	Third installment	€ 2,000 due 30/04/2023

## Art.9 - DEPOSIT

Before occupying the room and upon its acceptance, every student must **pay a non-interest-bearing deposit corresponding to € 500 in addition to the first installment.**

The payment must be made by bank transfer to the above coordinates, specifying in the reason for the payment: surname and first name of the student, security deposit (Cascina Melghera or Cassinella) A.Y.. 2022/2023.

Students already residing in the Residences during the A.Y.. 2021/2022 who have their room confirmed also for the A.Y. 2022/2023, will not be requested to pay an additional deposit if their room is confirmed as the previous deposit will be considered valid.

The deposit will be returned by bank transfer, without interests, to students who make a formal request at the end of their stay and within 90 days from the inspection of the room and its fittings and furniture. The inspection is performed by a member of the administrative staff together with the student.

The deposit shall not be returned in cases of forfeiture (art. 10, subsections 4, 5 and 6).

The deposit can be used by the University as compensation for any damage caused by the student to the Residence and deductions can be made to offset any debt owed to the University.

## Art.10 - FORFEITURE

Students lose their right to occupy a room whenever they:

1. do not complete enrolment to the university courses for the A.Y. 2022/2023 according to the university deadlines;
2. transfer to another University;
3. terminate their studies;

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The right to occupy a room is lost also if any student:

4. fails to pay the Residence fees within the terms set in Art.8;
5. is subject to disciplinary measures by the University;
6. fails to act in compliance with the Residence Regulation;
7. does not respect the measures and regulations set by the University against the Covid-19 contagion or against any other pandemic or emergency which can put in danger the health and the safety of the other students and of the community.

## **Art.11 - MEASURES RELATED TO THE COVID-19 HEALTH EMERGENCY OR TO ANY OTHER EMERGENCY SITUATIONS**

With consideration to the current health emergency related to Covid-19 pandemic or in case of any other unpredictable emergency situation which might occur, deadlines indicated in this call may change according to new laws and regulations set forth by national or local authorities or by the University.

Similarly, and for the same reasons indicated above, the University may, at its sole discretion, close and/or prevent students from accessing the common areas of the Residences (in total or partially).

If restrictions must be taken to limit the pandemic risk (i.e. if social isolation is necessary), the University can assign a different room to the person who needs to be isolated and limit his/her access to the common areas.

The University will timeously inform by a specific communication regarding any of the above-mentioned changes. Any change, due to the current health emergency or any other emergency, can also impact the Residence Regulation.

**Fees must be fully paid also by the students who leave the Residences for a period with a valid reason or due to force majeure for which the University is not responsible.**

## **Art.12 - PRIVACY**

Vita-Salute San Raffaele University, with registered office in Milan, Via Olgettina 58, tax code 97187560152 (hereinafter the "University") undertakes to constantly protect the personal data of data subjects. This privacy policy statement is intended to explain the policy adopted by the University with regard to personal data protection in order to: (i) inform data subjects of the procedures by which personal data regarding them are processed; and (ii) enable data subjects to provide informed consent to the processing of the personal data acquired. The aforesaid is in compliance with the provisions of art. 13 of Regulation (EC) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (hereinafter the "Regulation") and Italian Legislative Decree no. 196 of 30 June 2003 (hereinafter the "Data Protection Code").

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The information and data you contribute or which are otherwise collected will be processed in accordance with the provisions of the Regulation and the Data Protection Code, and with the confidentiality obligations enforced in all the University's activities.

In accordance with the provisions of the Regulation and the Data Protection Code, the data will be processed by the University lawfully, fairly, and in a transparent manner, with limitation of the processing purposes and data storage, and measures to ensure data's minimisation, accuracy, integrity and security.

### **Data Controller and Data Protection Officer**

The Data Controller is Vita-Salute San Raffaele University, in the person of its Managing Director.

In accordance with the provisions (i) of the Regulations (see Art. 37) and (ii) the CODAU University Administration Association Guidelines, via a resolution of its Board of Directors dated 22 January 2018 the University appointed GSD SISTEMI E SERVIZI S.C.A.R.L., with registered office in Milan, Corso di Porta Vigentina 18, VAT no. 06959200962, (hereinafter, "GSD") as its Data Protection Officer (hereinafter "DPO").

The professional nominated by GSD to serve as DPO is Mr Gabriele Tettamanti.

The DPO is at data subjects' service for any information regarding the University's personal data processing operations.

The contacts of the Data Controller and DPO are as follows:

Email: [privacy@unisr.it](mailto:privacy@unisr.it)

### **Categories and types of data processed and purposes of the processing**

Personal data acquired for the performance of the University's institutional activities - identification and contact data, academic/educational career data, financial data, sensitive and judicial data - are processed for purposes related solely to the performance of the said activities, and specifically for all the procedures necessary for the full achievement of the University's functions under the law and its charter, including possible disclosure through publication on the University's Internet site, in accordance with the provisions of the Regulation, the Data Protection Code, the regulations and the aforesaid principles of legality, fairness, transparency, limitation of purposes and storage, data minimisation, accuracy, integrity and security in relation to the institutional purposes for which they are used, for educational and administrative activities, and for the pursuance of the University's institutional and security aims in more general terms.

Data may also be used for historic, statistical or scientific purposes, in compliance with the relevant legislation and codes of ethics.

With regard, in particular, to the data classified as sensitive (i.e. personal data which may reveal racial and ethnic origin, religious, philosophical or other beliefs, political opinions, membership of parties, trades unions, associations or organisations of a religious, philosophical, political or trades union nature, and personal data which reveal the individual's state of health or sex life) and judicial data (i.e. personal data

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which may reveal measures as defined by article 3 (1) (a-o, r-u) of Italian Presidential Decree no. 313 of 14 November, 2002, relating to criminal record, list of administrative penalties deriving from offences committed and the relative crimes recorded, or the status of accused or suspected party under articles 60 and 61 of the Italian Criminal Procedural Code) during the pursuance of its institutional aims, the University might acquire the following data:

- a) data relating to diversely able students and/or family members or income data for the purpose of possible verification of self-certification relating to the payment of university fees and any exemption from the payment of university fees and/or access to any reductions granted by law, and data relating to the management of extraordinary grants for students' projects;
- b) data relating to refugee status for access to exemptions and scholarships;
- c) data relating to pregnancy, for the implementation of all necessary precautions to protect pregnant women, both for educational purposes, such as attendance at laboratory classes, and for access to any grants or benefits available by law;
- d) data which may reveal political opinions or membership of parties, associations or organisations of a religious, philosophical, political or trades union nature, for requirements relating to the functioning of the University's internal electoral procedures;
- e) sensitive and judicial data of relevance to disciplinary proceedings against students;
- f) data relating to disabled status for interpreting, tutoring, transport and similar services for all handicapped students;
- g) health data, necessary for assessment of the student's suitability, also by means of medical examinations by professionals appointed for the purpose by the University, and for safety purposes.

The aforesaid sensitive and judicial data relating to teaching activities and the management of students' enrolments and careers (including, if relevant, access to and Residence in the university's student accommodation), acquired both from the data subjects and from third parties, are used by the competent Departments and/or Organisations, both on paper and on digital media.

The following are the main items of legislation under which the University is permitted to use sensitive and judicial data: Italian Royal Decree 1592/1933 and subsequent amendments and additions (Consolidation Law on Higher Education); Italian Royal Decree 1269/1938 and subsequent amendments and additions. (Approval of regulations regarding students); Italian Presidential Decree 382/1980 (Reorganisation of university teaching, relative educational categories and trial of new methods of organisation and teaching); Italian Law 168/1989 (Creation of the Ministry Of Universities And Scientific And Technological Research); Italian Law 398/1989 (Regulations governing university scholarships); Italian Law 341/1990 (Reform of the university system); Italian Law 390/1991 (Legislation on the right to university education); Italian Law 104/1992 (Framework law for the assistance, social integration and rights of handicapped

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people); Italian Ministerial Decree 224/1999 (Regulations governing research doctorates); Italian Legislative Decree 445/2000 (Consolidation Law incorporating legislation and regulations on administrative documentation); Italian Law 148/2002 (Ratification and Implementation of the Lisbon Convention of 11 April 1997); Italian Ministerial Decree 270/2004 (Changes to the Regulations governing the teaching independence of Universities, approved by Ministry Of Universities And Scientific And Technological Research Decree no. 509 of 3 November 1999); Italian Presidential Decree 334/2004 (Regulations for the implementation of the consolidation law on immigration and the status of foreigners); Italian Ministerial Decree no.142 of 25/3/1998 and Law no.196 of 24 June 1997 (Regulations governing internships); Italian Prime Ministerial Decree 9 April 2001; Italian Law no. 30 of 14 February 2003 ("Biagi Law", reforming the labour market); Current Socrates/Erasmus Institutional Contract; University Charter, University Teaching Regulations, Student Regulations and other current University Regulations; current Regional Laws on the right to university education.

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### **Compulsory nature of the contribution of data**

Subject to the aforesaid principles of limitation of purposes and storage and minimisation of data, the provision of personal data is compulsory and those refusing to provide them will be unable to establish and continue any relationship with the University.

### **Data processing procedures**

Personal data are processed using manual and automated tools, by methods strictly correlated to the relative purposes, by means of appropriate security measures and for the period of time required by the current regulatory framework.

### **Transfer of personal data**

Personal data acquired by the University may be transferred to other countries, including outside the EU. In this case, the University undertakes to perform preliminary checks and to oblige any third parties to which personal data are transferred to comply with the relevant principles and legal requirements enforced by the Regulation and the Data Protection Code. For this purpose, the University may require the third-party recipient of the personal data to sign a specific deed designating the third party as a data processor pursuant to Art. 29 of the Data Protection Code or Art. 28 of the Regulation.

### **Rights of data subjects**

Data subjects are entitled to apply to the University, at any time, for access to their personal data, or for their rectification or erasure, or to object to their processing in the circumstances envisaged by Art. 20 of the Regulation, and are entitled to request the restriction of processing in the circumstances covered by Art. 18 of the Regulation, and to obtain the personal data concerning them in a commonly used, machine-readable format (portability) in the circumstances envisaged by Art. 20 of the Regulation.

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Requests must be sent in writing, by email to the Data Controller or the DPO.

Data subjects are entitled at all times to lodge a complaint with the competent supervisory authority (Italian Personal Data Protection Authority), under art. 77 of the Regulation, if they maintain that their data are being processed in breach of the current law.

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## **Art. 13 – FINAL PROVISIONS**

All matters not expressly covered by this call are regulated by the existing laws.

The person in charge of the administrative procedure is Dr. Luca Pollastri.

Milan, 3<sup>rd</sup> March 2022

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