



# UniSR

Università Vita-Salute  
San Raffaele

## DISCLAIMER:

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*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/campus/residenze-studenti/bandi>*

**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 November 25, 2019;

**Considering** the Document “*Linee guida fase 2 -Protocollo di Regolamentazione delle misure di contrasto e il contenimento della diffusione del contagio Covid -19*” - Guidelines phase 2 - Regulation Protocol concerning protection measures for the containment and management of the Covid - 19 contagion, June 4, 2020.

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 2020/2021

Milan, July 6, 2020

**Università Vita-Salute San Raffaele**

Via Olgettina 58 – 20132 Milano

Numero Verde 800 339 033

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

[www.unisr.it](http://www.unisr.it)



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Università Vita-Salute  
San Raffaele

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

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ACADEMIC YEAR **2020/2021**

## **Art. 1 – PREMISE**

UniSR 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.

UniSR, therefore is allocating for the 20.21 academic year a number of rooms which correspond to the security criteria and are for this reason lower than the number of places available last year.

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

For the academic year 2020/2021, 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 **Cascina Cassinella** Student Residence in Vimodrone, Via Cassinella 38;

**Priority for these rooms is given to students already residing in the residences for the AY 2019/2020.**

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

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## Art. 3 – ADMISSION REQUIREMENTS AND ROOM REQUESTS

Students who are already living in the Residences in the ay 2019/2020 must submit their applications within **July 31, 2020, exclusively online** through the procedure indicated on this webpage: <https://www.unisr.it/en/campus/residenze-studenti>

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Students already residing in the Universities 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 September 10, 2020. The request is to be done exclusively online** through the procedure indicated on this webpage: <https://www.unisr.it/en/campus/residenze-studenti>

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 2020/2021.

**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 and 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 2019/2020.

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

Rooms will be assigned up to the maximum number available and on a first come first served basis, in compliance with the methods and conditions set down in the following article 6.

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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.

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In all rankings, priority will be awarded to students with invalidity corresponding to 66% or more, until all rooms for students with disabilities have been occupied.

Any room still available at the end of the procedure will be assigned to candidates who will later request a room which will be allocated on a first come first served basis. In alternative, available rooms will be assigned to students requesting accommodation for shorter periods. In this case, the monthly fee indicated on the website will apply.

## **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 **August 6, 2020** for students already living in the Residences in the A.Y 2019/2020;
- within **September 14, 2020** for students who request a room for the first time.

The final rankings will be published by **November 30, 2020** or, in any case, only once all procedures related to appeals have been settled.

## **Art. 6 - CONFIRM AND ASSIGNMENT OF ROOMS**

Within **7 days** from the confirm 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 bank account:  
**(please note it is different from the one for University tuition fees)**

UNIVERSITA' VITA-SALUTE SAN RAFFAELE

IBAN: IT89S052163408000000003963

BIC/SWIFT: BPCVIT2S

CREDITO VALTELLINESE S.P.A - Agenzia di Vimodrone (MI)

In the description, please indicate:

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- name and surname of the student
- 1<sup>st</sup> instalment for room in (*indicate which Residence*) ay 2020/2021

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.

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- 2) **send the copy of the transfer order** via email to [residenza.universitaria@unisr.it](mailto:residenza.universitaria@unisr.it) indicating in the subject of the email:
- CONFIRM of ROOM ASSIGNMENT for NEW STUDENT
- or
- CONFIRM of ROOM ASSIGNMENT for ALREADY RESIDING STUDENT in AY 2019/2020 and add student NAME AND SURNAME

**If the student fails to confirm within 7 days, s/he loses the right to occupy that room.**

Once the procedures for confirming the rooms have ended, a notice will be published on the UniSR website <http://www.unisr.it/campus/residenze-studenti/> indicating newly available places (if any) which will be assigned to students according to the ranking order and based on the same modalities above mentioned and with the deadlines which will be indicated on the website.

Already residing students of the ay 2019/2020 will be allowed to occupy their rooms starting from **September 1, 2020. Students entering for the first time** will be allowed to access their rooms starting from **September 21, 2020.**

The room will be given upon handing the following documentation:

- 500 euro deposit payment receipt;
- payment receipt of the first installment of the accommodation fees for new students;
- payment receipt of the first and second installment of the accommodation fees for students already residing in the A.Y 2019/2020;
- photocopy of a valid identity document;

And 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;

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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 living in the Residences in the A.Y 2019/2020, the entire period is considered from **September 1, 2020** – to July 31, 2021 For new students the period is from **September 21, 2020** to July 31, 2021.

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**Please note the Residences are closed for the Christmas holidays from December 24, 2020 until January 6, 2021. The Residences are also closed in the entire month of August.**

**By accepting the room, the student is committing to occupy it for the entire period and to pay the entire fee.**

#### **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 Art. 6;
- They fail to present to 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**

The fees refer to the use of a single room with private facilities for the entire academic year (point 6 according to the entrance dates excluding the Christmas holidays and residence closure which goes from 24/12/2020 to 06/01/2021 and the month of August).

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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## FEES FOR CASCINA MELGHERA

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<b>Students already living in the University residences A.Y 2019/2020</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 10/01/2021
	Fourth installment	€ 3,000 due 30/04/2021
<b>New Students A.Y 2020/2021</b>		
<b>€ 10,500</b>	First installment	€ 4,500 when the room is assigned to the student
	Second installment	€ 3,000 due 10/01/2021
	Third installment	€ 3,000 due 30/04/2021

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## FEES FOR RESIDENCE CASSINELLA

<b>Students already living in the University residences A.Y 2019/2020</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
	Third installment	€ 2,000 due 10/01/2021
	Fourth installment	€ 2,000 due 30/04/2021
<b>New Students A.Y 2020/2021</b>		
<b>€ 7,000</b>	First installment	€ 3,000 due when the room is assigned to the student
	Second installment	€ 2,000 due 10/01/2021
	Third installment	€ 2,000 due 30/04/2021

### Art.9 - PAYMENT INDICATIONS AND DEPOSIT

Payments of the first installment must be made by bank transfer to the Residence Bank account  
**(please remember it is different from the one for University tuition fees)**

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- name and surname of the student
- 1<sup>st</sup> instalment for room in (*indicate which Residence*) AY 2020/2021

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.

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Following instalments are to be paid with MAV – an electronic payment forms each student receives on their intranet when deadlines approach which has an identification code and the amount to pay indicated on the form and directly links the payment to the student.

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

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 deposit must be sent via bank transfer using the bank details given above and specifying as reason of the payment: name and surname of the student, deposit for the university residence (*indicate which Residence*) AY 2020/2021.

Students already residing in the residences during the A.Y 2019/2020 who have their room confirmed also for the A.Y 2020/2021, will not be requested to pay another deposit if their room is confirmed as the preceding 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 and 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 done 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 AY 2020/2021 according to the university deadlines

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2. transfer to another university;
3. terminate their studies;

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 UniSR 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 UniSR. Similarly, and for the same reasons above, UniSR can, 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), UniSR can assign a different room to the person who needs to be isolated and limit his/her access to the common areas.

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

The University about any of the above-mentioned changes will inform with specific communication.

Any change, due to the current health emergency or any other emergency can also impact the Residence Regulation.

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## Art.12 - PRIVACY

Vita-Salute San Raffaele University, based in Milan in Via Olgettina 58, C.F. 97187560152 (hereinafter, the "**University**") is committed to constantly protect your private data.

This notice illustrates the policy used by the University in order to: **(i)** inform you on the method with which your personal data is processed; and **(ii)** allow you to give your informed consent to its processing.

This complies with the provisions of art. 13 of the EU Regulation 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 with the Legislative Decree - June 30, 2003, n. 196 (hereinafter, the "**Privacy Code**")

The information and data you provide directly, or is otherwise collected, is processed in compliance with the provisions of the Regulation and Privacy Code and with the obligations of confidentiality, which inspire the activity of the University. Pursuant to the provisions set in the Regulation and Privacy Code, the University bases the processing of personal data on principles of lawfulness, correctness, transparency, purpose limitation, storage and data minimization, accuracy, integrity and confidentiality.

### THE DATA CONTROLLER AND THE DATA PROTECTION OFFICER

The Data Controller is Vita-Salute San Raffaele University, in the person of its legal representative *pro tempore*.

In accordance with the provisions of **(i)** the Regulation (see Article 37) and **(ii)** the CODAU Guidelines, through the resolution of the Board of Directors on January 22, 2018, the University has appointed GSD SISTEMI E SERVIZI S.C.A.R.L., with registered office in Milan, Corso di Porta Vigentina 18, VAT number 06959200962 (hereinafter, "**GSD**"), as Data Protection Officer, (hereinafter, the "**DPO**").

The professional indicated by GSD as DPO is Dr. Gabriele Tettamanti.

The DPO is available for information concerning the processing of personal data carried out by the University. The contact details of the Data Controller and DPO are [privacy@univr.it](mailto:privacy@univr.it)

### CATEGORIES, NATURE AND PURPOSES OF THE PROCESSED DATA

The personal details collected for performing the University's institutional activities (personal data, contact data, data relating to academic / school careers, economic data, sensitive and judicial data), are processed exclusively for carrying out such activities, and specifically for the full implementation of the University's regulatory and statutory purposes, including possible disclosure

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and publication on the University's website, in accordance with the norms of the Regulation, the Privacy Code, regulations and principles of legality, fairness, transparency, purpose limitation, storage and data minimization, accuracy, integrity and confidentiality in relation to the institutional purposes for which they are processed, for educational and administrative activities, as well as for the more general institutional and security purposes.

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Data processing may also take place for historical, statistical or scientific purposes, in compliance with the law and the codes of conduct.

With regards to data classified as sensitive data (i.e personal data revealing racial and ethnic origins, religious, philosophical or other beliefs, political opinions, membership of parties, trade unions, associations, or religious, philosophical, political and trade union organizations, as well as personal data revealing health or sex life) and judicial data (i.e personal data revealing measures pursuant to Article 3, comma 1, letters from a) to o) and from r) to u), of the Presidential Decree November 14, 2002, n. 313, concerning criminal records, the register of administrative penalties deriving from offences and the related crime records, or the status of accused or suspected party under Article. 60 and 61 of the Code of the Criminal Procedural Code).

For pursuing its institutional objectives, the University may have to collect the following data:

- a) data relating to students and / or family members with disabilities, or income data for possible investigations on self-certifications/affidavits related to the payment of university fees and any exemption from payment of the fees and / or use of facilities provided by the law, as well as data related to the management of exceptional contributions for student initiatives;
- b) data relating to Status of Refugee for the fruition of exemptions and scholarships;
- c) data relating to pregnancy for the implementation of all the necessary precautions for the protection of pregnant women, both for educational reasons such as attendance in the laboratories, and for access to grants and benefits by law;
- d) data which may reveal political opinions or adherence to parties, associations or religious, philosophical, political & trade union organizations, for purposes related to the University's internal electoral procedures;
- e) sensitive and judicial data relevant to disciplinary proceedings against students;
- f) data relating to the condition of disabled person for dedicated assistance such as interpreting, tutoring, transportation and similar services;
- g) data relating to health, necessary for assessing the student's eligibility also through medical examinations performed by professionals appointed by the University, and for safety purposes.

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The above mentioned sensitive and judicial data, concerning teaching activity and management of enrolment and student careers (including, if appropriate, access to and permanence in the University residences), collected both from the data subject and from third parties, are processed by the competent Departments and/or Organisations, both on paper and on digital media.

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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 (*Consolidated 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 (*establishment 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 disabled 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; Law no. 40 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

#### **OBLIGATORY NATURE OF THE CONFERMENT OF YOUR DATA**

In compliance with the aforementioned principles of purpose limitation, storage and data minimization, please note that providing personal data is compulsory and failure in doing so entails the impossibility of establishing and continuing any relationship with the University.

#### **PROCESSING METHODS**

#### **Università Vita-Salute San Raffaele**

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Personal data is processed both manually and by automated tools with a strictly purpose-related logic, through appropriate security measures and for the period requested by the legislation in force at each time.

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## **CROSS-BORDER DATA TRANSFER**

Your personal data may be transferred to other countries, including countries outside the EU/EEA. In these cases, the University undertakes to preliminarily verify and impose compliance with the principles and provisions applicable by the Regulation and Privacy Code to the third party to whom the personal data is transmitted.

To this end, the University could request the third party to sign a specific act of appointment as data processing officer, pursuant to Art. 29 of the Privacy Code or Art. 28 of the Regulation.

## **YOUR RIGHTS**

You have the right to request access to your personal data at any time and to have it rectified, removed or to oppose to its use in the cases provided by the Art. 20 of the Regulation. You have the right to request restriction of its processing in the cases provided by Art. 18 of the Regulation, as well as to obtain your data (portability), in a commonly used format, readable by automatic devices in the cases provided by the Art. 20 of the Regulation.

Requests must be sent in writing via e-mail to the Data Controller and to the DPO.

If you believe that at any time, there is a breach regarding the processing of your personal data, you have the right to lodge a complaint to the supervising authority (the Italian Data Protection Authority) pursuant to Art. 77 of the Regulation.

## **Art. 13 – FINAL PROVISIONS**

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

For further information: [residenza.universitaria@univr.it](mailto:residenza.universitaria@univr.it); ph +39 02 91751 997 (Mon-Fri 9.30-12.00 am)  
(International Students [international.office@univr.it](mailto:international.office@univr.it); ph +39 02 91751 544/543/602)

Milan, July 6 2020

The Managing Director, Dr Anna Flavia d'Amelio Einaudi

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