

UNIVERSITÀ VITA-SALUTE SAN RAFFAELE – CASCINA MELGHERA AND CASSINELLA HALLS OF RESIDENCE REGULATIONS

Art. 1

The Cascina Melghera and Cassinella Halls of Residence are located in the immediate vicinity of the University at the following addresses:

- Residenza Melghera - Via Olgettina, 46 – 20132 Milan;
- Residenza Cassinella - Via Cassinella 38 – 20090 Vimodrone.

The Halls have 174 study-bedrooms in total, composed of single rooms with en-suite bathroom, furniture suitable for study needs, Internet connection, telephone and refrigerator. Both Halls offer comfortable and functional communal areas:

- Breakfast room
- Study rooms
- Conference room
- Laundry room-cloakroom
- Gym
- Recreation room

The Administration and Reception Offices are located in the Halls, so staff are always available on the premises during the daytime.

The University Administration Department is located on the campus of Università Vita-Salute San Raffaele in Milan, 58 Via Olgettina – 20132 Milan.

Art. 2

Admission to the Hall and allocation of the accommodation are regulated by a Call for Hall of Residence Applications, the rules of which are applicable in relation to any aspect not addressed in these regulations.

Art. 3

Residents cannot transfer their official residency to the address of a University Hall of Residence, even temporarily. Residents will be domiciled at the Hall during their stay. Except in cases of force majeure, Residents cannot change their room for the entire period of their accommodation.

Communal living arrangements in the Halls are governed by these Regulations, which the student signs when the room is allocated and which are displayed in the Halls of Residence.

Art. 4

The Halls of Residence Administration gives each Resident a room key and main entrance key, for which the Resident is personally responsible; if the keys are lost or stolen the Resident in question must inform Hall Administration immediately.

The cost for replacing lost or stolen keys is charged to the Resident, as stated in the letter of acceptance of the room.

Residents must not make duplicate keys.

Art. 5

The accommodation fees can be paid:

- in one yearly amount
- in monthly instalments
- daily charge: the daily charge is applied for periods of less than one month, with no requirement for a room deposit.

Payments must be made in accordance with the methods and terms established in the Call for Hall Applications.

Art. 6

The Resident is responsible for keeping the communal areas and the allocated room and its contents in good condition, including the fittings, furniture, doors, windows and technical systems, the floors and the walls and the linen provided; the Resident undertakes to inform Hall Administration promptly of any faults or damage.

The Hall Administration office holds duplicate room keys for technical requirements, including the provision of the room cleaning service.

Hall Administration staff can carry out periodic inspections of the rooms for service requirements.

Residents must not fit additional locks on door of their room or modify the existing lock in any way. This prescription is also necessary in consideration of vital emergency-related requirements.

Art. 7

Residents shall dispose of normal waste from their rooms in the specifically provided waste containers.

The communal areas are cleaned by a cleaning contractor; Residents are expected to facilitate the work of cleaning personnel and respect the job they are doing.

Art. 8

Residents must vacate their room in the terms specified during periods of closure of the Hall, as indicated in the Call for Hall Applications.

At the end of the room allocation period the Resident must return the keys and sign a return form in accordance with the methods and terms decided by the Halls of Residence Administration.

Art. 9

The Resident shall personally use the assigned room and cannot transfer it to third parties, even temporarily, or share it others.

Any damage to furniture, equipment and property of the Hall will be charged to the Resident who caused the damage, also by deducting the amounts from the deposit. The Administration has sole responsibility for repairs and replacements in the Halls. If personal responsibility for damage cannot be established, each Resident shall be held jointly responsible for making good any theft or loss of Hall property or damage in communal areas.

Damage to communal areas for which personal responsibility cannot be established will be charged on a pro rata basis to all Residents.

Art. 10

Residents must adopt a polite and respectful attitude towards others and observe due decorum in the University facilities, taking not to cause any nuisance or annoyance to others.

Art. 11

Residents can invite guests to the Hall of Residence.

Guests can enter the Hall of Residence when accompanied by a Resident and must leave an identity document at the reception office.

Residents are personally responsible for the behaviour of their guests.

Guests can visit the Hall between the hours of 9 am and 11 pm.

If Residents wish to arrange recreational events or parties they must obtain prior authorisation from the Hall Administration staff.

Art. 12

1. Residents must not dry washing under the porticoes, on the balconies or at the windows.
2. No bulky items that could damage furniture and fittings can be brought into the rooms (e.g. gym equipment, sports equipment, trunks, etc.).
3. Residents must not adorn the walls or furniture by affixing photographs or stickers; Residents who wish to put up paintings or posters must seek prior authorisation from the Hall Administration.
4. Residents must not throw water or objects from the window or balcony.
5. Residents shall adopt a considerate approach to their neighbours when using of music devices, TVs and radios.
6. A strict no drugs and no alcohol policy is enforced in the Halls.
7. The fittings, accessories and furniture must not be removed from the room.
8. Residents must not make alterations to furniture or add furniture and fittings without prior authorisation from the Hall Administration.
9. Residents must not carry out repairs or instruct other parties to carry out repairs.
10. It is prohibited to change the supplied telephone appliance.
11. Residents shall not keep animals, birds, reptiles, insects or fish in the accommodation.
12. The balcony, portico and outdoor areas must not be used to store materials.
13. Objects or bulky substances must not be flushed down the toilet or the washbasin drain.
14. The use of multiple socket adapters is strictly prohibited.

Art. 13

Disciplinary violations committed by Residents during their stay in the Hall will be subject to the *"Regolamento per l'applicazione di sanzioni disciplinari agli studenti"* ("Regulation for the application of disciplinary penalties to students" - D.R. 4175 of 14 July 2014 – www.unisr.it).

If the violations perpetrated by the Resident attract a higher penalty than a warning, he or she will automatically forfeit the room.

The room may also be forfeited if the Resident violates the rules of communal living set down in these Regulations.

Art. 14

Residents who withdraw from their university course will automatically forfeit the room.

In this case the Resident must vacate the room by the end of the month of withdrawal from the course.

The room is also forfeited if the Resident:

- fails to pay the accommodation fees within 1 month from expiry of the terms specified on the Call for Hall Applications;
- is subject to University disciplinary measures that are more severe than a warning;
- fails to act in compliance with the Hall Regulations.

If the place in the Hall is revoked, the Resident in question is not permitted to submit an application at the time of the next Call for Hall Applications.

Art. 15

By accepting the room, the student undertakes to occupy it for the entire period indicated in the letter of acceptance and to pay the fees for the entire period, in accordance with the provisions of the Call for Hall Applications:

Residents must always inform administrative staff if they intend to vacate their room for a short or prolonged period of absence.

Art. 16

Residents in default with payments or who have been denied their place in the Hall for disciplinary or other reasons, must clear the room of their property, after Università Vita-Salute San Raffaele has exercised its powers of seizure against any outstanding debts, as provided for by art. 2760 of the Italian civil code.

If ex Residents fail to collect their personal property, the Hall Administration can keep the items for one year in a storage room at the Hall.

The operation, and any opening of cupboards and drawers in the vacated room will be conducted in the presence of two witnesses and duly recorded.

Art. 17

Università Vita-Salute San Raffaele cannot be held liable for any personal property, valuables, cash, etc. that the Residents keep in the accommodation.

The Hall Administration reserves the right to relocate Residents, also during the academic year, to another residential structure if the Hall building becomes unavailable for use, irrespective of the reason.

Art. 18

Any complaints concerning communal living arrangements in the Halls or management of communal living should be sent to the Halls of Residence Administration at residenze.universitarie@univr.it.

Art. 19

The accommodation relationship is conducted exclusively between the Residents and the Hall Administration.

Relations between the University and the Residents will be regulated by the articles of law concerning relations between hotel operators and their guests.

Art. 20

Pursuant to Italian legislative decree 81/08 and fire prevention regulations for the construction and operation of tourism facilities and hotels, an emergency plan has been drawn up for the Halls to guarantee personal safety in the cases considered by statutory legislation.

The following items form part of the emergency equipment and must be used exclusively in emergencies:

- emergency exits with panic handles;
- fire extinguishers, hydrants and hose reels;
- smoke alarms - in each room - and manual fire alarm buttons with a centralised alarm system;
- signs indicating exits and emergency equipment;
- floor plans in the rooms and in the communal areas to show the location of exits and fire safety equipment;
- telephone numbers for emergency use only;

Each Resident **must**:

- attend the safety training sessions and fire drills arranged periodically by the Hall Administration;
- comply with the no smoking policy in the rooms and communal areas;
- become familiar with the prevention and protection system in the Hall and the associated safety devices provided to safeguard all the Residents;
- not tamper with safety devices and equipment (devices and equipment that must be used solely for their intended purpose);
- report any malfunctions of safety devices and equipment to the Hall Administration;
- inform the Hall Administration of any conduct they become aware of that is incompatible with the aims of risk prevention;
- read the safety rules and the “**emergency procedures**” which are displayed in each room and in the communal areas.

It is **PROHIBITED** to

- use the lifts in the event of fire;
- use, in the study bedrooms or other rooms of the Hall, any type of cooking stove or heater and any electrical heating and lighting devices in general having an exposed heating element or supplied with solid, liquid, or gas fuel;
- keep small or large stocks of flammable substances in the rooms of the Hall;
- obstruct exits or interior and exterior emergency stairs, which **must remain clear at all times**;

Art. 21

In signing the letter of acceptance of the room, the Resident also confirms that he or she has read and accepted these Regulations.