



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>

1

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 **2024/2025**

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 18ⁿ December 2023.

I HEREBY ORDER

**THE ALLOCATION OF ACCOMMODATION IN CASCINA MELGHERA AND CASSINELLA RESIDENCES OFFERED AT FULL FARE TO STUDENTS ENROLLED TO UNIVERSITÀ VITA-SALUTE SAN RAFFAELE
ACADEMIC YEAR 2024/2025**

Art. 1- NUMBER OF PLACES AVAILABLE

For the academic year 2024/2025, Università Vita-Salute San Raffaele offers to its enrolled students **137** rooms at full fare divided as follows:

- **60** places at full fare in **Cascina Melghera** Student Residence in Milan, via Olgettina 46;
- **77** 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 A.Y. 2023/2024.

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



UniSR

Università Vita-Salute
San Raffaele

Art. 2 – SUBMISSION OF APPLICATIONS AND ADMISSION REQUIREMENTS

Students who are already living in the Residences in the A.Y. 2023/2024 must submit their applications **by 23.59 (CEST) on 30th April 2024 exclusively online** through the procedure indicated on this webpage: <https://www.unisr.it/en/campus/residenze-studenti>.

Students already residing in one of the Residencies, who wish to request admission to the other Residence, will be considered as new students applying for the first time.

Students who are applying for the first time, must send the application **by 23.59 (CEST) on 24th June 2024. The applications must be sent exclusively online** through the procedure indicated on this webpage: <https://www.unisr.it/en/campus/residenze-studenti>.

In order to submit the application, students must be enrolled or enrolling to any degree program at Università Vita-Salute San Raffaele for the A.Y. 2024/2025.

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

It is possible to request the cancellation of 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). 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.3 – RANKINGS FORMATION PROCEDURES

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. 2023/2024.

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 certified 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 5 below.

Please note that:

- a) Rankings are drawn up by considering only the applications **for the entire academic year;**



UniSR

Università Vita-Salute
San Raffaele

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.

Once the procedures of this call for applications are completed, any remaining available places may be assigned directly by the Residency Staff to those who have submitted/forwarded applications at a later date.

3

Art. 4 – PUBLISHING OF RANKINGS

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

- within **10th May 2024** for students already living in the Residences in the A.Y. 2023/2024;
- within **2nd July 2024** for students who request a room for the first time.

The final rankings will be published by 29th November 2024.

Art. 5 – 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 1st installment** of the Residence fees to the following coordinates:

VITA-SALUTE SAN RAFFAELE UNIVERSITY

IBAN: IT12X0623034080000015057176

BIC/SWIFT: CRPPIT2P

CREDIT AGRICOLE ITALIA SPA – Vimodrone (Milan) Branch

REASON: Student NAME and SURNAME

1st INSTALLMENT UNIVERSITY RESIDENCE (Cascina Melghera or Cassinella) A.A. 2024/2025

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:

- 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 A.Y. 2023/2024

- indicate Student NAME and SURNAME
- enclose filled and signed accommodation confirmation form, ID document and receipt of the payment

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

Accommodation will be allocated to students already in the 2023/2024 academic year from **2nd September 2024**. For students enrolled in A.Y. 2024/2025 who have applied for housing for the first time, accommodation will be allocated from **16th September 2024**, first to non-EU students residing abroad and, subsequently, to all other students.

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



UniSR

Università Vita-Salute
San Raffaele

- deposit payment receipt;
- 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. 2023/2024;
- 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.;

Rooms are allocated by the Residence Administration, strictly based on the ranking order. The assignment of the room is valid for the entire period, from 2nd September 2024 – 31st July 2025 for students already assigned in A.Y. 2023/2024; from 16th September 2024 – 31st July 2025 for new assignees.

Please note that the Residences are closed for the Christmas holidays from 24th December 2024 until 6th January 2025.

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.6 - CAUSES OF EXCLUSION FROM THE 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 5;
- They fail to show at the room assignment appointment;
- They have been subjected to disciplinary proceedings, upper to a warning, by Università Vita-Salute San Raffaele;
- They have debts with Università Vita-Salute San Raffaele;
- In a year prior to that of the current allocation, they have been expelled from their rooms due to violation of the regulations.



UniSR

Università Vita-Salute
San Raffaele

Art.7 – FEES AND PAYMENT METHODS

The fees refer to the use of a single room with private facilities for the periods:

- from 2nd September 2024 to 23rd December 2024 and from 7th January 2025 to 31st July 2025 for students already assigned a place of accommodation at the Residences in the academic year 2023/2024;
- from 16th September 2024 to 23rd December 2024 and from 7th January 2025 to 31st July 2025 for all students applying for accommodation for the first time.

The fees include:

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

FEES FOR RESIDENCE CASCINA MELGHERA

Students already living in the University Residences A.Y. 2023/2024		
€ 10,500	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 within January 10 th , 2025
	Fourth installment	€ 3,000 due within April 30 th , 2025
Students applying for the first time A.Y. 2024/2025		
€ 10,500	First installment	€ 4,500 when the room is assigned to the student
	Second installment	€ 3,000 due within January 10 th , 2025
	Third installment	€ 3,000 due within April 30 th , 2025

FEES FOR RESIDENCE CASSINELLA

Students already living in the University Residences A.Y. 2023/2024		
€ 7,000	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 within January 10 th , 2025
	Fourth installment	€ 2,000 due within April 30 th , 2025
Students applying for the first time A.Y. 2024/2025		



UniSR

Università Vita-Salute
San Raffaele

€ 7,000	First installment	€ 3,000 due when the room is assigned to the student
	Second installment	€ 2,000 due within January 10 th , 2025
	Third installment	€ 2,000 due within April 30 th , 2025

The payment of the first installment and, only for students already residing in the A.Y. 2023/2024, also of the second installment, must be paid by bank transfer to:

VITA-SALUTE SAN RAFFAELE UNIVERSITY

IBAN: IT12X062303408000015057176

BIC/SWIFT: CRPPIT2P

CREDIT AGRICOLE ITALIA SPA – Vimodrone (Milan) Branch

REASON: Student NAME and SURNAME

1st (or 2nd) INSTALLMENT FOR (CASCINA MELGHERA OR CASSINELLA) RESIDENCE A.Y. 2024/2025

Subsequent instalments must be paid via the MAV payment system, using the form provided on the student's Intranet page.

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

Art.8 - 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. 2024/2025.

Students already residing in the Residences during the A.Y. 2023/2024 who have their room confirmed also for the A.Y. 2024/2025, 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. 9, 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.9 - FORFEITURE

Students lose their right to occupy a room whenever they:

1. do not complete enrolment to the university courses for the A.Y. 2024/2025 according to the university deadlines;



UniSR

Università Vita-Salute
San Raffaele

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.7;
5. is subject to disciplinary measures by the University;
6. fails to act in compliance with the Residence Regulation;
7. fails to comply with measures defined from time to time by the University to contain emergencies, including those defined to cope with pandemic or emergency situations that may affect the health and safety of other students and the entire population.

Art.10- 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, in accordance with the provisions of Reg. (EU) 2016/679 (hereinafter the “**Regulation**” or “**GDPR**”) and of Italian Legislative Decree no. 196 of 30 June 2003 (hereinafter the “Data Protection Code”).

DATA CONTROLLER AND DATA PROTECTION OFFICER

The Data Controller is Vita-Salute San Raffaele University.

In accordance with the provisions **(i)** of the Regulation (see article 37) and **(ii)** of the CODAU University Administration Association Guidelines, the University has designated GSD SISTEMI E SERVIZI S.C.A.R.L. as its Data Protection Officer (hereinafter “DPO”).

The professional nominated by GSD to serve as DPO is 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:

Data Controller's email: titolare.privacy@univr.it

DPO's email: privacy@univr.it

CATEGORIES AND TYPES OF DATA PROCESSED AND PURPOSES OF THE PROCESSING

The personal data which you contribute - personal details, contacts, data concerning your academic/educational career, financial data and health data (all together defined as “Personal Data”) - are processed for purposes relating solely to the process of selection for and admission to the university course for which you have applied.

Data will be processed in accordance with art. 6, para 1, point e) of the GDPR and, with regard to health data, in accordance with art. 9, para 2, point g). Except for your special categories of data, your personal data may be disseminated through the online publication of the student rankings. You will never be publicly identified by means of your name and/or surname; only your ID code (pre-registration number) will be used.

COMPULSORY NATURE OF THE CONTRIBUTION OF DATA AND STORAGE TIMES

The contribution of the Personal Data requested is compulsory and in case of failure to contribute them it will be impossible to proceed with the selection process.

The Personal Data acquired will be stored for a period of 1 year from the end of the selection, after which your data will be completely anonymised.

DATA PROCESSING PROCEDURES



UniSR

Università Vita-Salute
San Raffaele

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.

DISCLOSURE OF DATA

Your Personal Data will not be disseminated. This will, however, not apply if the disclosure or dissemination of your Personal Data is required, in accordance with the law, by public authorities for the purposes of defence, security or the prevention, investigation or repression of crimes, or by public entities (government bodies, ministries, Inland Revenue, pension and welfare institutions, public health surveillance organisations and the police) in accordance with legal obligations. The aforesaid will usually operate as independent Data Controllers for their respective processing operations.

DATA PROCESSOR

Your Personal Data may be disclosed to the providers of services strictly related to and necessary for the Data Controller's operations, normally acting as data processors under art. 28 of the GDPR. The full list may be requested from the Data Controller at any time by writing to the contacts provided above.

AUTHORISED PROCESSORS

Your Personal Data may be processed by staff of the departments assigned to pursue the purposes set out above, who have been specifically authorised to process them and have received appropriate operating instructions in accordance with the provisions of art. 29 of the GDPR.

TRANSFER OF PERSONAL DATA

Personal data acquired by the University will not be transferred outside the EU.

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 structured, commonly used, machine-readable format (portability) in the circumstances envisaged by art. 20 of the Regulation.

Requests must be sent in writing, by email to the Data Controller and 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 believe that their data are being processed in breach of the current law.

Art. 11 - 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, 15th March 2023