

***PUBLIC COMPETITION FOR UNIVERSITY RESIDENCES CONCERNING THE
ALLOCATION OF LODGINGS AT A
SUBSIDISED RENT
ACADEMIC YEAR 2017/2018***

AB/cm/254/2017

GENERAL CONDITIONS

ADDRESSEES

- a.) University students
- b.) UNIGE/SPES interns
- c.) UNIGE/SPES scholarship beneficiaries
- d.) researchers (only if on first year of bursary)
- e.) participants of training courses organized by SPES S.c.p.A.
- f.) graduate students
- g.) employees of SPES o UNIGE

ADMISSION REQUIREMENTS

The following terms list all specific requirements, restrictions and general conditions under which it may be possible to benefit from the temporary paid sleeping accommodation:

REQUIREMENT NO.1

- a) must be legitimately enrolled to undergraduate and postgraduate degree courses at the University Campus of Savona by the University of Genoa.
- b) must be legitimately enrolled on training courses or Masters organized or sponsored by SPES S.c.p.A. and which take place in Savona.
- c) must have a work contract (university research contract) stipulated by the University of Genoa which is relevant to the University of Savona.
- d) must not be older than 35 upon submission of the application.

REQUIREMENT NO.2

The journey time from place of residence and the Municipality of Savona **can not be less than 60 minutes**, according to public transport timings.

REQUIREMENT NO.3

A household income of origin relating to 2016 which does not exceed 20% of the ISEE ERP limit which is equal to €16.657,35 of the ISEE model for household incomes and equal to €20.250,11 for one member families.

The above requirements must all be contemporaneously met.

REQUIREMENT NO.4 (only regarding: return students and new academic year students)

- a) University students must have obtained at least 25 credits in the academic year of 2016/2017
- b) Students undertaking Master courses: in the years 2016-2017 must not have accumulated more than 10% of absences in relation to the total allowed for by the course.

Students who are indebted to SPES are not entitled to apply to the competition.

SPES reserves the right to take into consideration any written warnings or other disciplinary measures taken against the applicant in the previous academic year.

ART.1 - AVAILABLE LODGINGS (subsidized rent)

For the academic year 2017/2018, in agreement with the region of Liguria and the Municipality of Savona, SPES S.p.c.A. makes available **20** lodgings, in double rooms, with a subsidized rent at the **New university residences** located inside the Campus of Savona University - Via A. Magliotto, 2 - Savona.

ART. 2 - TERMS AND PROCEDURE FOR THE SUBMISSION OF APPLICATIONS

Those interested must fill in and forward the designated application form - APPLICATION FOR MODERATE RATE ACCOMMODATION available on the website www.campus-savona.it - under the section "Richiesta Alloggi" by and not after the due dates specified in the table below.

DUE DATES FOR THE SUBMISSION OF APPLICATIONS FOR LODGINGS

Category	Date	Time
Current students	31 st July 2017	12:00
New applicants (not first year)	4 th August 2017	12:00
First year students	13 th September 2017	12:00

Key to the categories:

- **Current students:**

- Students in the list of recipients who have stayed in one of the residences included in the public competition for a minimum period of 6 months during the academic year 2016-2017.

- **New applicants (not first year):**

- Students in the list of recipients who have stayed in one of the residences included in the public competition for a period of less than 6 months during the academic year 2016-2017.
- Unige students, researchers, PhD candidates and scholars who have never stayed in one of the residences included in the public competition but who don't enroll to the first year.

- **First year students:**

- Students who enroll to their first year of a three-year undergraduate Bachelor's degree or to a Masters, and students who enroll to a unige o SPES course for the first time.

Upon submission of the application, the applicant will be sent an automatic email confirming correct completion. The document must then be printed, conserved and sent to SPES in case of allocation of lodgings. The application is valid for self-certification in accordance with Art.46 D.P.R. n. 445/00.

CONTRACT AND LENGTH OF ALLOCATION OF LODGINGS

The contract for the allocation of lodgings will last a compulsory minimum of one academic year as shown in the table below. Any modification to this period must be agreed and approved by SPES S.c.p.A. in advance and in written form. Students about to graduate are excluded from the time period.

Should the recipients request alternative periods, they must be sure to forward a written request outlining their justification upon acceptance of the lodgings.

Acceptance of lodgings is for the entire duration of the period established at the time of entering into the contract with SPES. Recipients who wish to prematurely pull out of the contract shall be obliged to pay the full amount for the entire period. SPES reserves the right to take into account the possibility for premature termination of the contract only in the event of serious and sudden need and when supported by documentary evidence.

MINIMUM CONTRACT DURATION

Category	Period
Current students	1 st September 2017 – 29 June 2018
New applicants (not first year)	1 st September 2017 – 29 June 2018
First year students	1 st October 2017 – 29 June 2018

Requests for extension for the months of July and August must be submitted in writing before 30th May to the housing service by email (spes@spesspa.191.it).

Those who are about to graduate are exempt from the compulsory minimum period.

ART.3 - CRITERIA FOR THE ALLOCATION OF LODGINGS

1. The lodgings will be allocated on the basis of three distinct rankings drawn up for each of the categories specified and listed in the table at ART. 2:

The three rankings are independent of each other and shall be published according to the deadlines indicated in the following ART. 4 point 2 of this same public competition. If with the I with the I and II there are to be no lodgings left available, the winners of the remaining categories will remain admissible as indicated by the following point 2 of this ART.

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In each individual classification priority shall be given to applicants whose economic situation meets ISEE certification until no lodgings are left available (n.20). In accordance with ISEE, lodgings will be allocated to the applicant whose home is furthest from the University Campus of Savona, following which the send date shall be considered. Should further parity ensue, applicability for classifications I and II shall be taken into consideration.

2. In the event that applications should exceed the number of lodgings available, non-selected candidates outside of the first twenty shall remain in the rankings as **SUITABLE**. Said candidates will benefit from further selection should vacancies become available during the current academic year resulting from renouncement or expulsion of the recipients.

Applications which are incomplete or which do not conform to the parameters of allocation shall not be considered.

ART 4 - PUBLICATION OF THE RANKINGS

1. The classifications specifying the allocation of lodgings shall only be published on the notice boards of the secretary offices of SPES, Via Magliotto 2, Palazzina Branca, 17100 Savona, and on the campus website www.campus-savona.it - under the section "**Richiesta Alloggi/Graduatorie**" and notice will be given also on the Facebook page of the University Campus of Savona.
2. The classifications shall be published within 20 days of the submission due dates specified in the table for each category.
3. Lists shall be put up and published in the manner mentioned above. This shall be considered in all respects a legitimate form of notification and communication to all interested parties.

SPES S.c.p.A. will not send any communication to those who have submitted an application form.

ART. 5 - MANNER OF ALLOCATION

Those who have entered into the final rankings list for the first 20 positions shall be considered admissible for lodgings. The winning recipients must confirm their acceptance of their lodgings by the date indicated in the table below, sending an email to the address spes@spessa.191.it. The form can be downloaded on the website www.campus-savona.it.

DEADLINE FOR SENDING ACCEPTANCE OF LODGINGS

(to send only in the event of becoming a recipient)

<i>Category</i>	<i>Period</i>
Current students	25th August 2017
New applicants (not first year)	25th August 2017
First year students	22nd August 2017

UPON ALLOCATION AND RECEIPT OF THE KEYS THE FOLLOWING HARD-COPY DOCUMENTATION IS TO BE DELIVERED

1. Form received via email together with the email confirming the correct compilation of the application.
2. A copy of the enrollment or pre-enrollment for first year students..
3. A copy of enrollment and a university CV which sites number of credits for full return students or new academic year students.
Another document certifying the current relationship with UNIGE o S.P.E.S Sc.p.A in relation to other courses and/or internships.
4. Certificate of residence or self-certification of residence.
5. Copy of a personal identity document.
Moreover, recipients from **outside the EU** must present: a permit to stay, or notification that attests to the request for issue. Should recipients have to wait for issue, they are advised to promptly leave the permit to stay with SPES as soon as it should be within their possession, pain of losing all benefits.
6. ISEE certificate of the household or individual level of income.
7. Copy of the payment of the security deposit as specified by ART. 6 (for renewals and first year students)

Those who fail to present confirmation in the above-mentioned manner and within the time period indicated will not be considered and shall lose the right for lodgings for the academic year 2017/2018.

KEY RETURN DATES (only working day from 9:30 to 12:00 and from 14:00 to 16:00 except for Friday when the opening time is from 9:30 to 12:00)

<i>Category</i>	<i>Period</i>
Current students	From 1st to the 9th September excluding Saturday and Sunday
New applicants (not first year)	From 1st to the 9th September excluding Saturday and Sunday
First year students	From 28th September to 4th October excluding Saturday and Sunday

Recipients who, for serious and proven health or family reasons, are unable to be present on the agreed entrance date, must be sure to forward the relevant request for postponement (with supporting evidence) to the email address spes@spesspa.191.it.

ART.6 - MONTHLY RATES FOR LODGINGS AND METHOD OF PAYMENT

1. The reduced monthly rent for lodgings for the year 2017/2018 is €160.00 which includes all bills, one weekly clean and all existing taxes.

The monthly payments cannot be paid in installments. SPES reserves the right to make modifications to the monthly rent, following written communication, in the event of tax and charges variations.

The rent must be paid **within the 5th day of every month** by bank transfer to:

SPES S.c.p.A
Via Magliotto 2, 17100 Savona -
Banca CARIGE SPA - Agenzia 10 di Savona
Codice IBAN IT12Q0617510610000001555580

The payer must specify name and month in the payment description or name and surname in the event of payment for the security deposit

All other methods of payment must be agreed with SPES upon acceptance of the lodgings. Delay in payment will result in a 5% penalty and a minimum of € 20.00.

In the event of 2 consecutive months of non-payment, the recipient will lose all benefits and must immediately settle the balance before leaving the lodgings within the end of the current month.

1. Upon allocation of lodgings the recipient must make a **security deposit**, as a guarantee against any damages caused to the accommodation and equipment equal to **400.00 €** and a further **deposit of 20.00 €** for the key card for entrance into the Campus. **The 420.00 € payment must specify name of recipient together with the exact wording "Depositi Cauzionali per Alloggio Campus Savona"**.

The deposits shall be returned to students who do not require accommodation for the following academic year via bank transfer within the month of August, upon inspection by our staff. Upon return of the keys and magnetic card, an inspection of the lodgings must take place in which a member of our personnel and the student are both present.

ART.7 - REGULATIONS

1. The recipients of lodgings are obliged to read and respect the regulations relating to the use of accommodation on the website <http://www.campussavona.it/regolamento.pdf>.

The submission of the application constitutes the applicant having examined and acknowledged the regulations.

2. SPES S.c.p.A has the right to inspect all accommodation whenever it pleases in order to verify correct behaviour and upkeep by its occupants. It may also send representatives to carry out ordinary and extraordinary maintenance.

ART.8 - INSPECTION OF THE SELF-CERTIFICATION PROVIDED

SPES S.c.p.A. will assess the authenticity of self-certification provided by the students, according to art. 43 and 71 of the D.P.R. 445 of 28 December 2000 and all other relevant articles.

ART. 9 - GROUNDS FOR REVOCATION

1. If, during the period that lodgings have been allocated the recipient should no longer meet one of the admission requirements, they shall be obliged to immediately communicate this fact to SPES. Depending on the missing requirement, the management will then evaluate the possibility of either ensuring that the recipient keeps their

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lodgings until the end of the pre-established period or otherwise it will request the lodgings be handed back to SPES while imposing no obligation to continue payment for the full amount owed. Conversely, failure to communicate with SPES will result in lodgings being revoked and compulsory payment of the entire allocation period.

2. The lodgings shall be revoked also in the event that the beneficiary should undertake employment and be unable to commit to regular study.
3. Should the recipient be absent from the lodgings for more than 15 days, they are obliged to communicate this fact to SPES. Proven periods of prolonged absenteeism which have not been communicated nor justified to SPES shall result in the revocation of the allocated lodgings.

ART. 10 – D.LGS.VO 30 JUNE 2003 N. 196 “DATA PROTECTION CODE”

1. The information requested in self-certification as well as all information included in all other requested documentation are intended for all necessary operations, carried out by electronic and automated means and aimed at drawing up the rankings in order to assign scholarships and student accommodation according to Law 390/91 and Regional Law 15/2016. In order to participate in the competition, provision of the requested information is compulsory; those failing to provide said information will be excluded.
2. The information can be made available to the Financial administration, to the University of Genoa, as well as, obviously, to the Ligurian Region; all information on income and all other necessary information for the formulation of the rankings is public.
3. Regarding the information processing in question, the person concerned is guaranteed the rights relating to article 7 of the pertaining Legislative Decree.
4. SPES S.c.p.A – University Campus Savona – Via A. Magliotto, 2 – 17100 Savona is the proprietor of the information processing in question.

ART. 11 – REFERENCE REGULATIONS

For all cases not accounted for by the previous points, all regulations concerning Accordo di Programma Comune di Savona – SPES S.c.p.A. as well as the specific temporary student accommodation regulations indicated in the regional social housing program (who are partially responsible for financing the intervention) apply.

Art. 12 – PROTECTION CLAUSE

The benefits provided for in the public competition a.a. 2017/2018 may be reduced or revoked owing to the reduction or cancellation of government or regional funds, whose financing enables SPES S.c.p.A to maintain their activity in the interests of students who are deserving and in need of support.

Savona, 19 June 2017

Alessandro Berta – Vice Presidente

