

**PUBLIC COMPETITION FOR UNIVERSITY RESIDENCES CONCERNING THE
ALLOCATION OF PAID LODGINGS
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 an internship contract or 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

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

The above requirements must all be contemporaneously met.

REQUIREMENT NO.3 (only relevant to full return students and new academic year students)

- a) University students: must have obtained at least **25 credits in the academic year 2016/2017, except for those about to graduate**. For modular exams it is possible to submit a declaration signed by the relevant professor who must certify that the exam has been passed. The original declaration must be submitted on headed paper together with the date of the exam, the mark and the number of credits.
- b) Participants of Masters and Courses: must not have exceeded, in the years 2016-2017, **10% of absences** compared to the total number of absences consented 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 year.

ART.1 - AVAILABLE LODGINGS

For the academic year 2017-2018, SPES S.c.p.A. shall provide **33** paid bed spaces at the University Campus of Savona – Via A Magliotto, 2 – Savona which are to be subdivided accordingly:

- **26 bed spaces in double rooms.**
- **7 bed spaces in single rooms.**

Upon submission of the application selection of a single or double room is optional. However, this does not guarantee their allocation.

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

Those interested must fill in and forward the designated application form - APPLICATION FOR PAID 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:

Full return 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 academic year students:

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

Requests for extension for the months of July and August must be submitted before 30th May in writing to the housing service by email (spes@spessa.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 there are to be no lodgings left available for the I or for the I and II rankings, the winners of the remaining categories will remain admissible as indicated by the following point 2 of this article.

In each individual ranking time and date of application submission shall be given priority. In the event of parity of time and date, lodgings will be allocated to the applicant whose home is furthest from the University Campus of Savona. In the event of parity for both the above-mentioned conditions, priority will be given based on merit to full return students and new academic year students. For first year students priority will be given based on the date of enrolment or pre-enrolment. Applicants requesting single rooms and who remain outside the rankings due to lack of available places, shall be offered a double room under the same category in which they applied. Should they be accepted they will be placed in the rankings for double rooms under their same category.

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

2. In the event that applications should exceed the number of lodgings available, **NON-RECIPIENT** 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.

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

1. Those who have entered into the final rankings list for the first 26 positions shall be considered admissible for double rooms, and those who have entered into the final rankings list for the first 7 positions shall be considered admissible for single rooms.

The winning recipients must confirm their acceptance of lodgings by the date indicated in the table below, by 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 enrolment or pre-enrolment for freshmen.
3. A copy of enrolment and a university CV which sites number of credits for full return students and 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 to 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. Copy of the payment of the security deposit as specified by ART. 6 (for renewals and freshmen)

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 present themselves 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 monthly rate of lodgings for the year 2016/017 is **€220.00 in a double room and €330.00 in a single room.**

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

2. 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

1. 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. The management will then evaluate the possibility of either ensuring that the recipient keeps their 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 payment must be made for 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 persons concerned are 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 owner of the information processing in question.

Savona, 19/06/2017

Alessandro Berta – Vice Presidente

