POLITECNICO DI MILANO

THE RECTOR

HAVING REGARD TO the R.D.L. [Royal Decree-Law] of 20.06.1935, n° 1071 laying down "Amendments and updates to the consolidation act for laws on higher education", and subsequent amendments;

HAVING REGARD TO Law of 09.05.1989, n° 168 laying down "Institution of the Ministry of Universities and Scientific and Technological Research", and subsequent amendments;

HAVING REGARD TO Law of 30.11.1989 n° 398 laying down "Norms in relation to scholarships for university study", and subsequent amendments;

HAVING REGARD TO Law of 07.08.1990, n° 241 laying down "New norms in relation to administrative procedure and right of access to administrative documents", and subsequent amendments;

HAVING REGARD TO Law of 02.12.1991, n° 390 laying down "Norms on the right to university study", and subsequent amendments;

HAVING REGARD TO the D.P.R. [Decree of the President of the Republic] of 28.12.2000, n° 445 laying down the "Consolidation Act for legislative and regulatory provisions in relation to administrative documentation", and subsequent amendments;

HAVING REGARD TO the Decree of the President of the Council of Ministers of 09 April 2001 laying down "Uniformity of treatment, in law on university study, pursuant to article 4 of the Law of 2 December 1991, n° 390";

HAVING REGARD TO the D. Lgs. [Legislative Decree] of 30.06.2003, n° 196 laying down the “Code in relation to the protection of personal data”, as amended by EU Regulation 2016/679 of the European Parliament and Council of 27 April 2016, related to the protection of people in relation to processing of their personal data, as well as the free circulation of said data, that also abrogates Directive 95/46/CE (General Data Protection Regulation - GDPR);

HAVING REGARD TO the Law of Lombardy regional government of 13.12.2004 n° 33 laying down "Norms on regional intervention in relation to the Diritto allo studio" (right to university study);

HAVING REGARD TO Law of 31.12.2010 n° 240 laying down "Norms in relation to organisation of universities, academic personnel and recruitment, as well as the delegation of the Government to incentivise the quality and efficiency of the university system", and subsequent amendments;

HAVING REGARD TO Law of 6.11.2012 n° 190 "Provisions for preventing and repressing corruption and illegality in the public administration", and subsequent amendments;

HAVING REGARD TO the Statutes of the Politecnico di Milano in force;

HAVING REGARD TO the University's current General Regulation”;

HAVING REGARD TO the current Administration, Finance, and Accounting Regulation;

HAVING REGARD TO the Rectoral Decree n° 3183 of 19.04.2019 issuing the Code of Ethics and Conduct for the Politecnico di Milano;

HAVING REGARD TO the current Determinations adopted by the Director General in relation to organisation of the Administration of the Politecnico di Milano;

HAVING ACQUIRED the favourable opinions expressed by the Academic Senate and the Board of Governors, in their meetings of 21 and 29 October 2019 respectively, in relation to approval of the new Regulation on the Politecnico di Milano's University Residences;

HAVING RECOGNISED the need to make provision;

DECREES

1) For the reasons indicated in the preambles, the Regulation for the Politecnico di Milano’s University Residences is issued, the text of which is an integral part of this provision.
Regulation for the Politecnico di Milano’s University Residences

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Art. 1  
General principles and area of application

1) These Residence Regulations discipline how university residences are managed, and the behavioural norms for guests on all campuses of the Politecnico di Milano.
2) Guests at the residences are to conform to the provisions laid down in these Regulations, which must be signed for acceptance at the time of admission.

Art. 2  
Definitions

1) "Guest" is taken to mean any person who is hosted at any Politecnico di Milano residence (students, professors, PHD students, or others).
2) "Politecnico" means the Politecnico di Milano, in its capacity as owner of all the Politecnico di Milano university residences.
3) "Operator" means the company that sees to the property and hospitality management of the Politecnico di Milano residences.
4) "DSU" means Diritto allo Studio Universitario (right to university study). "DSU Student" means a student who benefits from or is suitable for the DSU.
5) "PHD Student" means a student enrolled with the Politecnico di Milano's PhD School.
6) "Visiting Professor" means a Professor hosted in the residences.
7) "Visiting PhD" means a PhD student from another University.

Art. 3  
Determination of the contingents

1) Each year the Politecnico di Milano defines the total number of places made available for students who win the competition under the Diritto allo Studio Universitario scheme, Full-fee students, Visiting Professors, International Scholarship Students, Other Scholarship Students, PhD students, Disabled students, Lodging service, and other conventions and/or agreements.
2) The total number of places available for the various categories indicated in comma 1) above, is defined by a Decree of the Head of the Administration Area responsible, and is published on the University's institutional website www.residenze.polimi.it.
3) The number of places for each of the contingents referred to in comma 1= above, is subject to change, based on needs that may arise during the year.

Art. 4  
Modes and criteria for assigning places

4.1) Students included in the Diritto allo Studio Universitario (DSU) scheme
   a) The methods for assigning places for DSU students are detailed in the competition announcement, that is drawn up and published each year, via the following link: https://www.polimi.it/studenti-iscritti/tasse-borse-e-agevolazioni-economiche/il-diritto-allo-studio-universitario-dsu/.
   b) Places are assigned annually to all students who appear on the residence rankings for the first and successive years. In case of renunciations on the part of these beneficiaries, places are assigned to suitable students as well, by going down the list of rankings, until all places have been assigned.
   c) Students to whom residence places are assigned must:
      - Be duly enrolled at the Politecnico di Milano.
      - Pay the deposit in terms of article 5.1. If the deposit is not paid, the student may not claim possession of the residence place assigned.
      - Read, acknowledge and accept these Regulations.
   d) Boarding fees are defined each year by the Lombardy Regional Government.
e) Any places that become vacant during the year due to renunciations or obtaining of a Laurea [Degree] are made available to the booking service at full fee rate.

4.2) **Full-fee students**

a) The booking and assigning modes for full-fee students are defined each year by a Decree of the Head of the Administration Area responsible, and are published on the University's institutional website www.residenze.polimi.it.

b) Booking of residences at full fee requires payment of a residence fee that can be annual or semi-annual.

c) The residence tariffs are approved each year by the Politecnico di Milano’s Board of Governors.

d) Booking brings about the obligation to pay for the entire period booked.

e) The guest may only cancel the booking in case of graduation, giving up their studies, or serious and proven health reasons involving the guest themselves, or a relative up to second relations, or a death in the family up to second relatives.

4.3) **Visiting Professors and Visiting PhD Students**

a) The booking and assigning modes for Visiting Professors and Visiting PhD Students are defined each year by a Decree of the Head of the Administration Area responsible, and are published on the University's institutional website www.residenze.polimi.it.

b) Residence for the Visiting Professor / Visiting PhD contingent can be booked by professors / researchers / persons assigned to research / visiting PhD students, who have ties with the Politecnico di Milano or who are sent to the Politecnico di Milano to carry out temporary teaching / research activities.

c) The residence tariffs are approved each year by the Politecnico di Milano’s Board of Governors.

4.4) **Lodging Service**

a) "Lodging Service" is taken to mean the possibility of hosting any person who has ties with the Politecnico, even for short periods of time (for example, to attend a convention). The Lodging Service is only provided at the "Adolf Loos" University Residence in Lecco (Via Ghislanzoni, 24 - 23900 Lecco).

b) The booking and assigning modes for the Lodging Service are defined each year by a Decree of the Head of the Administration Area responsible, and are published on the University’s institutional website www.residenze.polimi.it.

c) The tariffs for the Lodging Service are approved each year by the Politecnico di Milano’s Board of Governors.

4.5) **Students with Disabilities**

a) The residence places available to students with disabilities, are located at the "Casa dello Studente" (viale Romagna 62, Milano). Other accessible places are also available at other Residences.

b) Discounted tariffs are granted for students with certified disability equal to or greater than 66%. If further residence places are available for the disabled contingent, these are assigned at full rate to students with certified disability of 45% to 65%.

c) The booking and assigning modes for students with disabilities are defined each year by a Decree of the Head of the Administration Area responsible, and are published on the University's institutional website www.residenze.polimi.it.

d) The tariffs for the Residence Service for persons with disabilities are approved each year by the Politecnico di Milano's Board of Governors.
Art. 5

Representation

1) In order to facilitate closer ties between guests assigned residence places and the Politecnico, at the start of each academic year the guests elect their representatives, made up of a maximum of 5 guests per residence, by means of elections based on democratic principles.

2) This representation's functions are consultative and to provide a responsible link between the guests at the University's residences, and the University's Administration, for discussing problems related to life within the community.

Art. 6

Deposit - check-in/out

1) Before entering the residence, each guest, including DSU students, are required to pay an amount, by way of non interest-bearing deposit, of € 400.00.

2) This deposit will be returned by bank transfer, subject to a written request by the student to the Residences Office, on expiry of their time in the residence, or at the time of early releasing / lapsing of the place. Among other things, returning the deposit is subject to checking for any damage and/or faults caused to assets, structures, and furnishings in the Residences, as well as amounts deducted for extraordinary cleaning for which the guest makes themselves personally and/or jointly responsible.

3) In the case of damage and/or faults as per comma 2, having determined the extent and related responsibility, without prejudice to the any further steps and subject to written communication to the guest involved, the corresponding amount will be deducted from the deposit, if the corresponding amount is not paid beforehand, without prejudice to compensation for any greater amounts due.

4) At the start and end of each period of residence, the guest assigned a residence place signs a check-in / check-out and key - access credential handover / return report in the presence of a member of staff of the Porters Service, that contains information on the condition of the places and furnishings in the room assigned, as checked at the time of such handover and subsequent return.

5) The assignee is required to also indicate in this report, any allergies to specific products, and to report them to the cleaning and pest control / extermination service.

6) Failure to sign the check-in and handover of keys / access credentials, prevents the residence place from being assigned.

7) If, during check-in, the guest fails to report in writing damage or anomalies found in the room on entering it, the guest may be held responsible for the same both as a result of any inspections, and due to checking at the check-out stage.

8) If the guest fails to be present for checking out, in order to carry out the exit check, this check will be done by personnel appointed by the Porters Service, and the guest will be charged for any anomaly or damage found, as well as for expenses for any extraordinary cleaning needed.

9) The guest is responsible for all modifications and/or damage not indicated in the check-in / check-out reports, excepting for deterioration or wear due to normal use of the assets assigned to them.

Art. 7

Behaviour of Guests in University Residences

1) In a residence housing a number of people, the individual's behaviour towards other guests and operating personnel must be marked by observance of the fundamental norms of tolerance, respect, and collaboration, which is the only way of ensuring acceptable day-to-day living conditions. In terms of this general norm, the guest is to abide by the rules contained in this Regulation, which they are to sign for acceptance during admission.

2) Guests are required to:
a) Use all spaces and equipment involved, in conformity to locally recognised customs and habits, hygiene norms, decorum, and understanding and agreement with the other guests.

b) Use the fittings and equipment in the common spaces of the residence, in an appropriate manner.

c) Report any faults or damage to the equipment, plants, or furnishings made available, in a timely manner.

d) Keep the residence assigned in an orderly state, as well as all common areas, such as kitchen, study halls, and gym.

e) Behave in a way that does not disturb the peace, rest, and study of the residence's other guests, even when using musical instruments, radios, televisions, or hi-fi systems.

f) Inform the Director or porters service personnel timeously of any contagious illnesses contracted during the period for which the residence space is assigned to them.

g) Know and respect the values and expected behaviour described in the Politecnico di Milano’s Code of Ethics and Conduct:


3) Any behaviour that is not in line with the above and is not respectful, is subject to sanctions according to the procedures indicated in art. 10 "Sanctions" below.

Art. 8

Visitors

1) Each guest is allowed to permit access to a maximum of 2 or 3 visitors. Once the structure's maximum limit for visitors has been reached, as established by the safety service, no other visitors can be allowed access.

2) For study or reasonably motivated reasons, it is possible to petition the residence's director, in writing and with at least 24 hours prior notice, to authorise hosting of more than 3 visitors, and should the time go beyond midnight, the place in which they will remain is to be indicated.

3) Access to visitors is allowed from 09:00 to 24:00.

4) Visitors are to leave a valid identity document (passport or identity card) at the porters desk, and collect the relevant "visitor" badge that must be displayed for the entire duration of the visit. Any visitor who does not have a badge is to be removed from the residence immediately.

5) While they are in the residences, visitors are required to respect this Regulation. Hosting residents are guarantors, in all regards, for the behaviour of their visitors, and will be responsible for any disturbance, damage, or problems caused by them.

6) Visitors may enter all common spaces in the residence (atrium, corridors, study halls) and the host's residence room.

7) The Residence Director or the porter may prohibit access to the structure, to visitors who have previously been guilty of violating this Regulation or of any disturbing behaviour.

8) The keys for one's own residence space may not be lent to others, even temporarily. The porter is required to strictly deny entry to the residence to anyone, in the host's absence.

9) The host is forbidden to leave the residence while visitors registered in their name are present.

Art. 9

Meetings and Celebrations

1) Guests may organise small celebrations / meetings in the closed spaces in the residence indicated by the Administration, with maximum attendance of the same being limited to that allowed for the spaces used and the fire-prevention rules. However, these celebrations may not continue beyond midnight, excepting for specific requests and, in any case, not later than 02:00.
2) Requests for authorisation are to be submitted to the Residence Director by e-mail, via the Residence’s official address, indicating who the organising and responsible guest is.

3) The Director, having consulted the elected residence representatives, will reply granting or refusing permission. The students’ representatives are to collaborate with the residence personnel, in order to promote respect of this regulation, during celebrations as well.

Art. 10
Access to residences by Politecnico Management or Personnel

1) Given that Management has a copy of the keys for each residence room, access to the same can take place, in the ordinary regime (points a) and b) below), from 08:30 to 12:00 and from 14:00 to 18:00, and in an extraordinary situation, at any time. Personnel appointed by Management can enter the rooms in the following cases:
   a) In the presence of at least one of the assignee guests.
   b) Also in the absence of the guests, subject to prior notification given verbally or by e-mail, at least 24 hours beforehand.
      i) To inspect the condition of the residence spaces.
      ii) As part of the inspections for maintenance purposes.
      iii) To carry out checks or extraordinary work on the residence's plants or equipment.
   c) In the absence of the guests, without prior notification:
      i) To carry out works or repairs that are urgent.
      ii) In the case of prolonged absence of the assignee guest, or if they suspect that the residence space is unduly occupied by extraneous persons.

2) Situations adjudged not to conform to the Regulation may be documented by taking photographic and/or video evidence, of which only the guests involved will be notified, in respect of the current privacy regulations.

Art. 11
Sanctions

1) Respect of this Regulation and related disciplinary questions aimed to guarantee rational and economical use of the structures, as well as to attain and facilitate respectful living conditions between the guests.

2) Violation of these rules results in application of one of the following sanctions, based on the indications contained in Annex 1:
   a) Admonishment, that is a written, motivated call to observe this Regulation.
   b) A fine, that is monetary penalty, the amount of which is indicated in annex 1.
   c) Official transfer to another residence space in the same or another structure, is applied with the need arises to separate assignees to the same room or apartment, due to ascertained incompatibility. An official transfer can be ordered, other than in cases of incompatibility, in all other cases in which the operator and/or Head of the University Service identifies the same as a solution to avoid repeated behaviour that is contrary to this Regulation.
   d) Suspension of residence, that is, not being allowed to use the room assigned, for up to a maximum of sixty days.
   e) Revocation of assignment of the residence space with immediately sending away from the residence and immediate lapsing of the assignment, and confirmation of said status for subsequent years as well.

3) In case of repeated violation of this Regulation, progressively more severe sanctions can be applied, as indicated in annex 1.

4) Sanctions can be individual and collective. When it is not possible to ascertain who is directly responsible, the cost of reinstating the item in a workmanlike manner, is charged as follows:
   a) Damage inside a room: charged to those to whom the room is assigned.
   b) Damage inside an apartment: charged to all those to who are hosted in the apartment.
   c) Damage to floors and common areas: charged to all guests in the residence.
5) When violation occurs during a celebration and in the spaces set aside for the same, reimbursement for damage is not applied to all the residents, but to the celebration organiser.

6) The fine is received by the Residence Director on behalf of the Operating Company, and will be used to improve and/or create services and activities inside the residences, in favour of the guests. The works will be determined by the structure that operates the University's residences, with the agreement of the Guests' Representatives.

7) Annex 1 describes behaviour that violates this Regulation and related sanctions. It can be amended by the Head of the Administration Area tasked with the same at the explicit request of the Structure Directors and/or Student Representatives, normally done once a year and before the new academic year.

**Art. 12**

**Disciplinary Authorities and Disciplinary Procedure**

1) A disciplinary procedure can be carried out against any guest who contravenes the provisions of this Regulation or that, in any way, commits acts prejudicial to the normal functioning of the Residence, or contrary to the Code of Ethics and Conduct.

2) The sanctions referred to in art. 10, comma 2, letters a) Admonishment, b) Fine, c) Official Transfer, are ordered by the Residence Director and/or by the Head of the Structure that operates the University residences, as described in commas 3), 4) and 5) below.

3) The Residence Director and/or Head of the Structure that operates the University's residences calls for an investigation, in order to ascertain violations of this Regulation. The investigation concludes with a decision not to proceed, or a violation report drawn up and signed by the Residence Director, and must contain a clear, precise description of the fact of which the person is accused.

4) The violation report is to be served on the resident involved by the Director or member of the Porters staff, and sent by e-mail to the official academic address.

5) The guest has 5 days to pay for the damages claimed from them, or to agree a payment instalment plan, or to lodge an appeal in terms of Art 13 below.

6) The sanctions in terms of art. 10 - comma 2 letters d) “Suspension of residence” and e) “Revocation of space allocation and immediate sending away” are ordered by the Rector by means of a Disciplinary Provision in terms of the Code of Ethics and Behaviour, and related implementation regulations. The Residence Director is responsible for reporting to the Rector and the investigation phase, with the help of the Manager of the structure that operates the University's residences.

**Art. 13**

**Appeals**

1) For the fines in terms of commas a), b) and c) of art 10, the guest has a right to submit their counter-deductions to the Residence Director, within 5 days of receiving the complaint. Once this 5-day term has passed, the Residence Director or Head of the structure that operates the University's residences can:
   a) Accept the counter-deductions, calling for the disciplinary procedure to be closed and filed.
   b) Reject the counter-deductions and impose one of the sanctions provided for by art 10 of this Regulation.

2) Appeals are to be submitted by e-mail to the official addresses of the residence and the structure that operates the University's residences. Submission of an appeal suspends the count of days of late payment, as from the day the appeal is sent. The count recommences following finalisation of the matter. Finalisation must be explicit and communicated to the plaintiff.

**Art. 14**

**Service Charter**

1) The service charter for each residence is published annually on the University's institutional website www.residenze.polimi.it. Any additional services, offered subject to payment
in addition to the fees paid for residence, are indicated in the Service Charter, with the related cost.

**Art. 15**

**Forms**

1) The forms, which are an integral part of this Regulation, are annexed hereto and include:
   a) Report on handover of a residence space, report on handing back a residence space (annex 2).
   b) Notification on processing of personal data (annex 3).
   c) Personal details form, with acceptance of the Regulation for the Politecnico di Milano's University Residences (annex 4).

2) Any amendments and/or additions to the documents indicated in comma 1) above, are defined by a Decree of the Head of the Administration Area responsible, and are published on the University's institutional website www.residenze.polimi.it.

**Art. 16**

**Coming into effect - Final provisions**

1) The Regulation for the Politecnico di Milano's University Residences is issued by a Rectoral Decree, and comes into effect on the day following its publication on the University's institutional website https://www.normativa.polimi.it/.

2) For anything not covered by this Regulation, reference is made to the provisions contained in the Law and the Civil Code.

THE RECTOR
Prof. Ferruccio Resta

Signed digitally in terms of the Digital Administration Code.
Annex 1: Behavioural rules, prohibitions, and related sanctions

In a residence housing a number of people, the individual's behaviour towards other assignees and operating personnel must be marked by observance of the fundamental norms of tolerance, respect, and collaboration, which is the only way of ensuring acceptable day-to-day living conditions. In terms of this general norm, the guest is to abide by the provisions contained in this Regulation for the Politecnico's University Residences, which they are to sign for acceptance during admission.

Expected behaviour is indicated below, along with the related sanctions that can be applied in case of violation.

**BEHAVIOURAL RULES**

Residents are required to:

<table>
<thead>
<tr>
<th>CONDUCT</th>
<th>CAT. SANCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Use all spaces and equipment present, in accordance with recognised local customs and habits, and norms in relation to hygiene, order, and decorum, understood and agreed with the other guests.</td>
<td>A, B1</td>
</tr>
<tr>
<td>1.2 Use the fittings and equipment in the common spaces of the residence in an appropriate manner. The term &quot;appropriate&quot; is taken to mean use of the equipment and lined provided, according to local habits and customs, that are normal and deemed socially accepted.</td>
<td>A, B1</td>
</tr>
<tr>
<td>1.3 Use the bed linen provided or their own bed linen, to protect the mattresses.</td>
<td>B1</td>
</tr>
<tr>
<td>1.4 Change the lined at least twice a month. Should the guest use their personal lined, they are to inform the Director in writing, giving suitable prior notice.</td>
<td>B1</td>
</tr>
<tr>
<td>1.5 Leave telephone equipment found in the residence spaces assigned connected and usable, and use it in the appropriate manner.</td>
<td>A</td>
</tr>
<tr>
<td>1.6 Keep the residence space assigned in order, so as to allow cleaning personnel to clean the room, and maintain the hygiene and healthiness of the spaces and objects they contain. Correctly store any food in their residence space.</td>
<td>B1, B2, C</td>
</tr>
<tr>
<td>1.7 Regularly empty the waste baskets located in their residence space, depositing the material in the dedicated area indicated by management, and being careful to abide by the rules for separate waste collection, in accordance with the current municipal regulation.</td>
<td>A, B1</td>
</tr>
<tr>
<td>1.8 Keep common kitchen spaces orderly and clear of any material while cleaning is being done, to allow correct cleaning by the personnel, and correct use of the spaces by other guests. The operator reserves the right to throw away any material left in the sink or on the cooker tops or worktops.</td>
<td>A, B1</td>
</tr>
<tr>
<td>1.9 See to monthly cleaning of the refrigerator, in order to guarantee normal hygiene, cleanliness and odour control.</td>
<td>A, B1</td>
</tr>
<tr>
<td>1.10 Inform the Director or porters service personnel timeously of any contagious illnesses contracted during the period for which the residence space is assigned to them. The Director, in collaboration with the structure that operates the University's residences, may temporarily suspend the assignee from using the space assigned to them, until they have recovered completely, proven by a specific medical certificate,</td>
<td>C, D, E</td>
</tr>
<tr>
<td>1.11 Inform Management in case of an absence of more than 30 days.</td>
<td>B1, B2, C</td>
</tr>
<tr>
<td>1.12</td>
<td>Report any faults or damage to the equipment, plants, or furnishings made available, in a timely manner, using the residence’s notification system.</td>
</tr>
<tr>
<td>1.13</td>
<td>Should the keys that allow access to the residence space be lost or stolen, the Director shall be immediately notified.</td>
</tr>
<tr>
<td>1.14</td>
<td>Allow access to their residence space by personnel tasked with cleaning, inspections, and necessary routine and extraordinary maintenance works.</td>
</tr>
<tr>
<td>1.15</td>
<td>Behave in a way that does not disturb the peace, rest, and studying of the residence’s other Guests, also when using musical instruments, radios, televisions, hi-fi systems, etc.</td>
</tr>
<tr>
<td>1.16</td>
<td>When assigned to a double room, leave the spaces and/or equipment intended for the other inhabitant (bed, desk, bookcase, wardrobe, etc.) clear.</td>
</tr>
<tr>
<td>1.17</td>
<td>Provide Porter staff with their details whenever asked to do so.</td>
</tr>
</tbody>
</table>

## PROHIBITIONS

Residents are forbidden to:

<table>
<thead>
<tr>
<th>CONDUCT</th>
<th>CAT. SANCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>Display notices, signs, or anything else outside the spaces specifically reserved for the same.</td>
</tr>
<tr>
<td>2.2</td>
<td>Keep and/or use arms and drugs, as well as harmful or explosive substances, inflammable materials, and animal breeding situations, of any kind or type.</td>
</tr>
<tr>
<td>2.3</td>
<td>Use naked flames (cigarette lighters, gas cooker rings, candles, etc.), smoke, use candles, or burn incense and similar substances.</td>
</tr>
<tr>
<td>2.4</td>
<td>Keep animals, with the exception of guide dogs for blind people.</td>
</tr>
<tr>
<td>2.5</td>
<td>Disturb the other Guests, especially between 24:00 and 08:00, during which period sounds, songs, and noises of any kind that disturb peace, rest, and studying, are forbidden.</td>
</tr>
<tr>
<td>2.6</td>
<td>Use emergency exit routes, excepting for cases of emergency and when expressly authorised by the emergency signage.</td>
</tr>
<tr>
<td>2.7</td>
<td>Give the keys for their residence space to any third party.</td>
</tr>
<tr>
<td>2.8</td>
<td>Put bulky material in the common spaces including terraces and outside spaces in front of the residence, on a permanent basis.</td>
</tr>
<tr>
<td>2.9</td>
<td>Put objects of any kind on the windowsills.</td>
</tr>
<tr>
<td>2.10</td>
<td>Throw materials that may clog the piping down washbasin, WC and shower drain pipes. Especially in the case of kitchen sinks, no food residue must be thrown into them.</td>
</tr>
<tr>
<td>2.11</td>
<td>Make modifications / adaptations to their residence spaces and the common spaces in the residence. Proceed to move, dismantle, remove, modify, or change furnishings and any other element in the residence. Move items / furniture from common spaces into their spaces, and vice-versa.</td>
</tr>
<tr>
<td>2.12</td>
<td>Remove or add furniture or equipment of any type from/to the common spaces or their own residence space, without explicit authorisation from the Director.</td>
</tr>
<tr>
<td>2.13</td>
<td>Do any repairs, maintenance, or replacement works themselves, or get these done by third parties, without the prior authorisation of the Director.</td>
</tr>
<tr>
<td>2.14</td>
<td>Tamper with the electrical, heating, and air-conditioning plants, fire detection system, or the emergency signage. Move, tamper with, or use fire-fighting equipment incorrectly. Damage the residence's objects, structures, and plants.</td>
</tr>
<tr>
<td>2.15</td>
<td>Throw water or other materials that may damage the rooms, or constitute a danger to the wellbeing of the remaining guests and/or passers-by.</td>
</tr>
<tr>
<td>2.16</td>
<td>Use their own stoves, air-conditioners, or cooker tops (of any kind), that are not authorised by the Director.</td>
</tr>
<tr>
<td>2.17</td>
<td>Cook and prepare food in residence spaces that do not have a kitchen.</td>
</tr>
<tr>
<td>2.18</td>
<td>Bring in electrical equipment that does not bear the CE mark or equivalent, unless allowed by the Director.</td>
</tr>
<tr>
<td>2.19</td>
<td>Host visitors after 24:00 and before 08:00. Host more than 3 visitors. Host visitors who cause disturbance of the residents. Host visitors without regular authorisation by porters service staff.</td>
</tr>
<tr>
<td>2.20</td>
<td>Use a common space for their exclusive use, or use a common space / room as a storeroom that is not authorised by the Director.</td>
</tr>
<tr>
<td>2.21</td>
<td>Install room closing devices other than those already in place.</td>
</tr>
<tr>
<td>2.22</td>
<td>Install routers other than those already in place.</td>
</tr>
<tr>
<td>2.23</td>
<td>Improperly occupy a room not assigned to them.</td>
</tr>
<tr>
<td>2.24</td>
<td>Transfer their official residence to the Politecnico's residences, even temporarily.</td>
</tr>
<tr>
<td>2.25</td>
<td>Make excessive or undue use of alcoholic drinks either in private or in a group (e.g. during celebrations), in common spaces (kitchen, party hall, etc.) or in a room. On all occasions, guests are required to behave in a manner fitting for the university environment, suitable for studying.</td>
</tr>
</tbody>
</table>

If an action is included in more than one sanction category, the Director is responsible for determining which category is to be applied.

**SANCTIONS**

The sanctions provided for by the Regulation are:

**CATEGORY A:** Written warning by the Director.

**CATEGORY B1:** Written warning by the Director, and fine of € 25.00.

**CATEGORY B2:** Written warning by the Director, and fine of € 100.00.

**CATEGORY C:** Official transfer to another residence space.

**CATEGORY D:** Suspension of residence rights, for a maximum of 60 days.

**CATEGORY E:** Revocation of the residence space, sending away from the residence, and prohibition of staying in other residences. After the first time a sanction of the same category is applied within the entire time the guest stays in the residence - the sanction that applies to the next category is applied (instead of, not in addition to).

The sanctions are to be taken as being in addition to compensation for any damage caused.

Category D and E sanctions can be handed down by the Students Disciplinary Committee, in terms of the functioning regulation for the Students Disciplinary Committee.
RESIDENCE SPACE HANDOVER REPORT

Mr/Mrs/MS

receives room N°__________ complete with the following property, furniture and accessories

On __________ We organised the check-out for following reasons:

- Voluntary Office
- Voluntary for Erasmus

of our guest Mr/Mrs/Ms

Room N°_____

---

<table>
<thead>
<tr>
<th>Object</th>
<th>Notes</th>
<th>Linen</th>
<th>Notes</th>
<th>Returned</th>
<th>Notes</th>
<th>Returned</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>N° 1 Bed</td>
<td></td>
<td>N° 1 Mattress</td>
<td></td>
<td>N° 1 Bed</td>
<td></td>
<td>N° 1 Mattress</td>
<td></td>
</tr>
<tr>
<td>N° 1 Bedside table</td>
<td></td>
<td>N° 1 Pillow</td>
<td></td>
<td>N° 1 Bedside table</td>
<td></td>
<td>N° 1 Pillow</td>
<td></td>
</tr>
<tr>
<td>N° 1 Bedside lamp</td>
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<td>N° 1 Mattress cover</td>
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<td>N° 1 Bedside lamp</td>
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<td>N° 1 Mattress cover</td>
<td></td>
</tr>
<tr>
<td>N° 1 Desk lamp</td>
<td></td>
<td>N° 1 Blanket</td>
<td></td>
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<td>N° 1 Blanket</td>
<td></td>
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<tr>
<td>N° 1 Desk</td>
<td></td>
<td>N° 2 Bed sheets</td>
<td></td>
<td>N° 1 Desk</td>
<td></td>
<td>N° 2 Bed sheets</td>
<td></td>
</tr>
<tr>
<td>N° 1 Chair</td>
<td></td>
<td>N° 1 Pillow cover</td>
<td></td>
<td>N° 1 Chair</td>
<td></td>
<td>N° 1 Pillow cover</td>
<td></td>
</tr>
<tr>
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<td>N° 1 Shower towel</td>
<td></td>
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<td>N° 1 Shower towel</td>
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<td>N° 1 Face towel</td>
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<td>N° 1 Waste basket</td>
<td></td>
<td>N° 1 Guest towel</td>
<td></td>
</tr>
<tr>
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<td>Fridge key code</td>
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<td>N° Box stored in the residence</td>
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<tr>
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<td>Cupboard key code</td>
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<td>Electronic Key</td>
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<td>N° 1 Hanger</td>
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<td>Electronic Key</td>
<td></td>
</tr>
<tr>
<td>N° 1 Toilet brush</td>
<td></td>
<td></td>
<td></td>
<td>N° 1 Toilet brush</td>
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<td>Guest’s signature</td>
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</tr>
<tr>
<td>N° 1 Shower cubicle</td>
<td></td>
<td></td>
<td></td>
<td>N° 1 Shower cubicle</td>
<td></td>
<td>Director’s signature</td>
<td></td>
</tr>
<tr>
<td>N° 1 Bathroom cabinet</td>
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Toiletry equipment

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<tr>
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<td></td>
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<tr>
<td>N° 1 Toilet brush</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N° 1 Shower cubicle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N° 1 Bathroom cabinet</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOTES:

- Leaving your bags in storage implies that the monetary deposit will be held and released after you retrieve all your stuff.

The Administration shall not be held liable for any theft or loss.

Date________________________ Signature________________________

OFFICE-RECEIPT OF PAYMENT

On date________________________ the guest settled all payments owed to the residence.

Guest’s signature________________________ Director’s signature________________________
**VERBALE CONSEGNA POSTO ALLOGGIO**

Res.

Sig./ Sig.na ________________________________

Prende in consegna la camera N.______ fornita dei seguenti beni e accessori

- N. 1 Letto
- N. 1 Materasso
- N. 1 comodino
- N. 1 cuscino
- N. 1 lampada tavolo
- N. 1 coprimaterasso
- N. 1 lampada letto
- N. 1 coperta
- N. 1 scrivania
- N. 1 lenzuola
- N. 1 sedia
- N. 1 federa
- N. 1 armadio
- N. 1 spugna doccia
- N. 1 Libreria
- N. 1 spugna viso
- N. 1 cestino
- N. 1 spugna ospite
- N. 1 tapparella
- N. 1 copriletto
- N. 1 telefono
- N. 1 Frigorifero (Cod. Chiave)
- N. 1 Appendino (Chiave elettronica)
- N. 1 Scopino WC
- N. 1 Box doccia
- N. 1 armadietto

Chiave elettronica

**VERBALE DIMISSIONI STUDENTE**

Res.

In data __________ abbiamo provveduto alle operazioni di check-out

- Volontario
- Ufficio
- Volontario per Erasmus
dell'ospite Sig./ra ________________________

Room N.______

La direzione non è responsabile in caso di furti e/o smarrimenti

Concluse le operazioni di uscita il modulo è da restituire al Servizio Residenze - UFFICIO SERVIZI AGLI STUDENTI QUIETANZE DI PAGAMENTO

In data ________________________ l'ospite ha saldato tutti i debiti relative alla suddetta abitazione

**Fornitura**

<table>
<thead>
<tr>
<th>Arredi</th>
<th>Note</th>
<th>Biancheria</th>
<th>Note</th>
<th>Reso</th>
<th>Note</th>
<th>Reso</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>N. 1 Letto</td>
<td>N. 1 Materasso</td>
<td>N. 1 Letto</td>
<td>N. 1 Materasso</td>
<td>N. 1 comodino</td>
<td>N. 1 Cuscino</td>
<td>N. 1 comodino</td>
<td>N. 1 Cuscino</td>
</tr>
<tr>
<td>N. 1 lampada tavolo</td>
<td>N. 1 coprimaterasso</td>
<td>N. 1 lampada tavolo</td>
<td>N. 1 coprimaterasso</td>
<td>N. 1 lampada letto</td>
<td>N. 1 coperta</td>
<td>N. 1 lampada letto</td>
<td>N. 1 coperta</td>
</tr>
<tr>
<td>N. 1 lampada letto</td>
<td>N. 2 lenzuola</td>
<td>N. 1 scrivania</td>
<td>N. 2 lenzuola</td>
<td>N. 1 sedia</td>
<td>N. 1 federa</td>
<td>N. 1 sedia</td>
<td>N. 1 federa</td>
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<tr>
<td>N. 1 armadio</td>
<td>N. 1 spugna doccia</td>
<td>N. 1 armadio</td>
<td>N. 1 spugna doccia</td>
<td>N. 1 Libreria</td>
<td>N. 1 spugna viso</td>
<td>N. 1 Libreria</td>
<td>N. 1 spugna viso</td>
</tr>
<tr>
<td>N. 1 cestino</td>
<td>N. 1 spugna ospite</td>
<td>N. 1 cestino</td>
<td>N. 1 spugna ospite</td>
<td>N. 1 tapparella</td>
<td>N. 1 copriletto</td>
<td>N. 1 tapparella</td>
<td>N. 1 copriletto</td>
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<tr>
<td>N. 1 Appendino</td>
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<td>N. 1 Appendino</td>
<td>N. 1 copriletto</td>
<td>N. 1 telefono</td>
<td>N. 1 telefono</td>
<td>N. 1 telefono</td>
<td>N. 1 telefono</td>
</tr>
<tr>
<td>N. 1 Frigorifero (Cod. Chiave)</td>
<td>N. 1 Frigorifero (Cod. Chiave armadietto)</td>
<td>N. 1 Scopino WC</td>
<td>N. 1 Box doccia</td>
<td>N. 1 Armadietto</td>
<td>N. 1 Armadietto</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**

- In caso di bagagli o scatole in deposito la cauzione sarà restituita solo al ritiro di tutto il materiale
- Polimi Card
- N. scatole lasciate in deposito presso la residenza

Data __________ Firma __________
Firma ospite

La direzione
NOTIFICATION ABOUT PROCESSING OF PERSONAL DATA IN TERMS OF ART 13 OF EU REGULATION N° 679/2016 OF 27 APRIL 2016

This notification is issued pursuant to art. 13 of EU Regulation 2016/679 of 27 April 2016 related to protection of persons in relation to processing of their personal data, and in compliance with the norm on processing of personal data as well as the free circulation of said data.

Data Controller
The Data Controller is the Politecnico di Milano - Director General, as delegated by the pro-tempore Rector. – Contact: dirgen@polimi.it.

Internal data processor
The internal data processor is Federico Colombo – Head of the Development and Relations with Companies Area, Piazza Leonardo da Vinci 32, Milano (MI) - tel. 02 23993923, e-mail: booking-residenze@polimi.it; dsu-residenze@polimi.it. - The data will be processed by other authorised persons, instructed in this regard in accordance with the current norm.

Person responsible for the protection of data and points of contact
Dr Vincenzo Del Core - privacy@polimi.it tel.: 0223999378.

Purpose of processing, legal basis, categories of data, and period of keeping.
For the purposes of applying the European and Italian norm in this regard (EU Reg. 679/2016, hereinafter, the Regulation), we hereby inform you that your personal data will be used for the following purposes:

<table>
<thead>
<tr>
<th>Purpose of processing of personal data</th>
<th>Legal basis for processing</th>
<th>Categories of personal data processed</th>
<th>Period of keeping of personal data</th>
</tr>
</thead>
</table>
| The data provided will be processed for assigning and managing the residence space at its residences in the free market | Execution of the contract with the person involved (art 6, comma 1, lett.b) of the Regulation | • Identifying and personal data  
• Registry data  
• Fiscal data  
• Banking data | The data will be kept for the duration of the contract, and subsequently for the time for which the Politecnico di Milano is subject to obligations of keeping for fiscal purposes or for other purposes provided for by legal norms or the Regulation |
| The data provided will be processed for assigning and managing the residence space at its residences, as a service related to the right to university study | To carry out the Politecnico di Milano's institutional activities (art 6, comma 1, letter e of the EU Regulation). | • Identifying and personal data  
• Registry data  
• Fiscal data  
• Banking data | The data will be kept for the duration of your stay and subsequently, for the period for which the Politecnico di Milano is subject to obligations of keeping for fiscal purposes, or other purposes provided for by legal norms or the Regulation. |
Nature of the data
Providing the data is optional. Refusing to provide the data makes it impossible to fulfil the required purposes.

Particular categories of data
In specific cases, the personal data that belongs to particular categories in terms of art 9 of the Regulation, such as:
- Data related to one's health status (in case of pregnancy or for students / dependants / collaborators with disabilities)
- Data related to criminal records and crimes (art 10)
- Data related to religious convictions
- Data related to racial or ethnic origin

is processed, in terms of the purpose indicated in the TABLE, to allow the person involved to:
- Make use of the service provided by the Politecnico di Milano, based on the declared needs.

Processing modes
Processing done for the purposes indicated above, can be done in hand-copy and digital format, manually and/or using electronic or automated tools. The data will also be kept in hard-copy and digital format for the duration of your stay and subsequently, for the period for which the Politecnico di Milano is subject to obligations of keeping for fiscal purposes, or other purposes provided for by legal norms or the Regulation, but in any case for a period of not longer than 10 years.
Access to the data obtained for said purposes, is allowed to duly authorised personnel.

Categories of recipients
The data processed for the purposes indicated above, will be communicated to or will, in any case, be accessible by employees and associates assigned to the relevant offices at the Politecnico di Milano that, being persons authorised to process the data, will be adequately instructed for the purpose by the Data Controller.
In relation to the purposes indicated, the data may be communicated to categories of public or private entities, or may be communicated to companies in Italy and abroad, who provide services, also on an outsourcing basis, on behalf of the Data Controller, nominated as data processors if necessary. In particular, your personal data can also be communicated to other public administrations, also in anonymous form, where they need to process said data for any procedures for which they have institutional competence, as well as the public entities to which, in the presence of the relevant prerequisites, communication is obligatory in terms of European ordinances or legal or regulatory norms, and to insurance entities for any injury cases. In particular, the personal data processed will be transmitted to the following third parties, by way of example but not exhaustively:
- Police Headquarters
Residence Operating Company
The company that provides the booking software,

**Period of keeping of personal data communicated to them**
For the purposes of filing and keeping, the data required for proper functioning the Public Administration will be kept, in compliance with the principle of transparency, as well as those of legality, proportionality, and minimisation, for a maximum period of 10 years.

**Transfer to countries outside the EU**
Personal data may be transferred abroad, in conformity to the provision of the Regulation, also to Countries outside the European Union, when this is necessary for one of the purposes indicated in this notification. Besides cases in which this is guaranteed by adequacy decisions by the European Commission, transferring to countries outside the EU is done in a way that provides appropriate, useful guarantees in terms of articles 47, 47, or 49 of the Regulation.

**Rights of those involved**
As the person involved, you may at any time as the Data Controller:

- To confirm whether or not personal data regarding you is held.
- For access to your personal data and related information, correction of incorrect data or addition to incomplete data, deletion of personal data related to you (when one of the conditions arises that are indicated in art 17, paragraph 1 of the Regulation, and in accordance with the exceptions provided for in paragraph 3 of the same article). Limitation of processing of your personal data (when one of the cases arise that are indicated in art 18, paragraph 1 of the Regulation). Transformation into anonymous form or blocking of data processed in violation of the law, including any data that does not need to be kept in relation to the purposes for which the data was gathered or subsequently processed.

As the person involved, you also have the right to oppose, fully or partly:

- Processing of personal data that concerns you, even if pertinent to the purpose for which it was gathered, for legitimate reasons.
- Processing of personal data that concerns you for the purpose of sending promotional material on training initiatives and cultural events at Politecnico di Milano.

These rights can be exercised by contacting privacy@polimi.it.

If you believe that your rights have been violated by the data controller and/or a third party, you have the right to lodge a complaint with the Authority for the protection of personal data (for Italy: www.garanteprivacy.it) and/or some other competent controlling Authority in terms of the Regulation.
Annex 4: Registry details and Acceptance of the Regulation Form

University Residence “...................”

Via

Tel. +39 - +39

FORM DATE

ROOM N°
REGISTRATION ID
FACULTY

FIRST NAME
LAST NAME
CITY OF BIRTH    COUNTRY
DATE OF BIRTH
HOME ADDRESS

IDENTIFICATION DOCUMENT   N°
ISSUED BY
RELEASE DATE
EXPIRY DATE
TAX CODE

PHONE N°
E-MAIL

ENTRY DATE
EXIT DATE

I authorize the personnel to accept mail on my behalf.

I declare that I have read and accept the University Residence Regulation received by mail on my arrival and available on the website

www.residenze.polimi.it

Date                                              Signature
Residenza Universitaria “................”

Via

Tel. +39

MODULO DATI ANAGRAFICI

<table>
<thead>
<tr>
<th>CAMERA N.</th>
<th>CODICE PERSONA</th>
<th>CORSO DI STUDI</th>
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<th>DATA CHECK-OUT</th>
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</table>

Autorizzo il personale addetto a ritirare la posta a mio nome

Dichiaro di aver preso visione accettato il Regolamento delle Residenze Universitarie ricevuto via mail e disponibile sul sito web www.residenze.polimi.it

_________________________  ___________________________
Date                                      Signature