

# **REGULATION OF THE UNIVERSITY COLLEGE OF THE CENTER OF GEOTECHNOLOGIES OF THE UNIVERSITY OF SIENA**

## **Art. 1 - University College of the CGT and Valdarno University Campus**

1. The University College (hereinafter the "College") and the building for residential use of the Center of GeoTechnologies of the University of Siena (hereinafter "CGT"), intended to house the subjects engaged in institutional activities aimed at carrying out, organizing and promoting of scientific research, teaching, cultural and professional training, as well as scientific and technological innovation, the third mission and the transfer of knowledge.
2. The complex of buildings consisting of the College (Via Vetri Vecchi n. 34) and the headquarters of the CGT (Via Vetri Vecchi n. 55), located in the Municipality of San Giovanni Valdarno (AR - Italy), constitutes the "Valdarno University Campus".
3. The College is made up of 27 apartments for a total of 114 "accommodation places", intended to accommodate the subjects (hereinafter referred to as "assignees") referred to in paragraph 1 of this article, according to the rules specified in these regulations; access to the public is expressly excluded.
4. The College is managed by the CGT as a university residence and for other collateral uses, however connected and compatible with the institutional activities, referred to paragraph 1 of this article, expressly excluding any commercial and profit-making purpose; the CGT may provide for rents or reimbursements to be borne by the assignees in order to cover the management costs of the building, as well as the economic, patrimonial and financial balance of use, according to the methods specified in these regulations.
5. The amounts of the fees and reimbursements referred to in paragraph 5 are described in Annex A (Rate table) to this regulation which is updated annually by resolution of the CGT Board of Directors.

## **Art. 2 - Types of accommodation and related equipment, common areas**

1. The College is made up of three types of apartments: one bedroom apartment (type 1), two bedrooms apartment (type 2), three bedrooms apartment (type 3); all rooms are double.
2. The apartments are equipped with kitchen-living room, veranda, one or two bathrooms according to the typologies; some have a closet.
3. The apartments are furnished and equipped with appliances (washing machine, dishwasher, television, refrigerator and microwave).
4. The assignees, according to the procedures set out in this regulation, may request the delivery, for the period of stay, of the following linen: blanket, quilt, pillow, mattress cover, single bed sheet set, towels.
5. By common areas of each of the apartments we mean the kitchen-living room, the bathroom/s, the veranda, the closet (if present).
6. By common areas of the College we mean the sidewalks, flower beds, stairs and corridors.
7. The assignees of the accommodation can request the assignment of a double room for single use, which is granted based on the availability and needs of the CGT.

## **Art 3 - Criteria and methods for assigning the accommodation place**

1. The accommodation is assigned primarily to students enrolled at the University of Siena.
2. When the requests for accommodation places are higher than the places available, the CGT Board of Directors, with a motivated resolution, assigns the accommodation places, however giving priority to students.

3. The accommodation, furnishings and equipment are assigned exclusively to the assignee, who cannot transfer them to third parties, even temporarily.

#### **Art. 4 Allocation of accommodation in "guesthouse" mode**

1. For stays of a maximum duration of 30 days, the accommodation is assigned in guest house mode, according to the rates set out in Annex A.

#### **Art. 5 - Methods of delivery and return of the accommodation**

1. The delivery of the accommodation is carried out on weekdays, from 9.00 to 12.00 am. Different times can be agreed upon request by the interested party to the e-mail address [collegiocgt@unisi.it](mailto:collegiocgt@unisi.it).

2. At the same time as the delivery of the keys, the assignee receives the requested linen as per art. 2 paragraph 4, and signs the form referred to in Annex B, containing the inventory of the furniture and furnishings of the assigned room and the common areas of the apartment; any damage or defect found at the time of delivery must be noted in the inventory. Where it is not possible to check the inventory together with the delivery of the keys, the assignee can report to [collegiocgt@unisi.it](mailto:collegiocgt@unisi.it) within 12 hours of delivery of the keys, any discrepancies with respect to the inventory, damage or defects.

3. The CGT provides for the replacement of the goods supplied to the apartments not suitable for the use for which they are intended and as noted above at the time of delivery of the accommodation or later during the stay.

4. The CGT assumes no responsibility for the theft or damage to valuables and/or personal effects of the assignees who are in the room or apartment assigned to them.

5. At the end of the stay, the assignee must leave the apartment without any personal belongings and return the keys and material received. The return must be on weekdays from 9.00 to 12.00 am. Different times can be agreed, upon request by the interested party, at the e-mail address [collegiocgt@unisi.it](mailto:collegiocgt@unisi.it).

6. The assignee may, on an extraordinary basis, request the President of the CGT to change the assigned apartment by sending an e-mail to [collegiocgt@unisi.it](mailto:collegiocgt@unisi.it); the request is accepted only on the basis of availability and compatibly with the needs of the CGT and upon payment of a contribution of 50.00 euros.

#### **Art. 6 - General rules of conduct**

1. For the use of the College structures, as well as for community life within them, all assignees, including any "guests" and those who use the accommodation in "guesthouse" mode, are required to comply - as well as the provisions of the law and the provisions of this regulation - the fundamental rules of good coexistence, education and mutual respect.

2. This regulation and its annexes, including the "Rules of conduct, prohibitions and obligations of the assignees" (attachment C) are published on the website <http://www.geotecnologie.unisi.it/>.

3. The assignee of the accommodation place takes over the accommodation and its furnishings, regardless of the length of the stay, and is responsible for their good conservation; the assignee is required to use them in accordance with their normal use and the provisions of the CGT, under penalty of compensation for the damage caused.

4. If several assignees share the same apartment, the responsibility for the damage caused falls jointly and severally with the occupants, unless there is a clear assumption of responsibility or clear evidence of individual responsibility.

5. In the event of damage to structures or assets in the common areas of the College or of the assigned apartment, if it is not possible to identify the responsible person, all those who have had the

opportunity to use the damaged property are held jointly and severally liable. The assignee, subject to the authorization of the President of the CGT, may receive relatives or acquaintances ("guests"), as long as this does not disturb the other assignees and in compliance with these regulations; the assignee is responsible for any damage caused by their relatives or acquaintances.

7. In the case of an overnight stay at the College of a "guest" referred to in paragraph 6 above, the assignee concerned must submit the request using the appropriate form available on the website <http://www.geotecnologie.unisi.it/>; this request and its attachments must be sent to the e-mail address [collegiocgt@unisi.it](mailto:collegiocgt@unisi.it) at least one day before the date of arrival of the relative or acquaintance.

8. Guests, authorized by the President of the CGT, are hosted free of charge for a maximum of 2 days, after which, if the need for accommodation persists, the rules of this regulation and related annexes are apply.

#### **Art. 7 - Cleanliness, hygiene and decorum**

1. The assignee must personally provide for the maintenance of order, cleanliness, hygiene and decorum in the assigned apartment both in the room in use and in the common areas of the apartment itself for the entire period of stay and at the end of the stay.

2. At the end of the stay, the assignee must also provide for the return of the keys and the washing and ironing of any material received (blanket, quilt, pillow, mattress cover, single bed sheet set, towels).

3. If the assignee does not carry out the final cleaning of the apartment and/or the washing and ironing of the material received, the CGT retains the amounts corresponding to the security deposit received for this purpose (see Article 12).

#### **Art. 8 - Maintenance**

1. The CGT provides to:

- the routine maintenance of the building intended for the College;
- the repair or replacement of equipment owned by the CGT, provided that this need is consequence of wear or failure in any case deriving from normal use of the same.

2. The assignees are required to promptly report to the CGT (at [collegiocgt@unisi.it](mailto:collegiocgt@unisi.it)) any failures or malfunctioning of the equipment, as well as of the College systems and equipment.

3. The CGT holds a copy of the keys to access the apartments and each room of the same.

4. The CGT staff in charge has the right to carry out periodic checks in order to verify the state of the apartments, both as regards maintenance and safety, and as regards the conservation and cleaning of the same, for the purposes of application of the provisions of art. 5, paragraphs 3-6, of this regulation.

5. The checks described above are carried out in the presence of at least one of the assignees.

6. For unauthorized checks on the systems or urgent interventions and repairs, or in the event of prolonged and/or repeated absence of the assignees, access to the apartments and rooms is allowed to personnel authorized by the CGT even in the absence of the assignees.

#### **Art. 9 - Organization of events within the CGT**

1. The assignees can organize, with the prior authorization of the President of the CGT, convivial events in the apartments or in the common areas of the College.

2. The request must be submitted by sending the relevant form available on the website <http://www.geotecnologie.unisi.it/>, completed in all its parts, to the e-mail address [collegiocgt@unisi.it](mailto:collegiocgt@unisi.it) at least four working days before the event.

3. The events must take place in such a way as not to disturb the ordinary activities of the CGT and the College and not to cause "disturbance of occupations or people's rest" pursuant to art. 659 of the Criminal Code.
4. The applicant for the event/demonstration is held responsible for any disturbances or inconveniences caused to the occupations or rest of the people present at the CGT and/or at the College.
5. The applicant must also clean and restore the state of the apartments and common areas used for the event and return any equipment/materials of the CGT received for the occasion on loan for use.
6. In the event of non-compliance, the measures provided for in this Regulation will be applied to those responsible for the subsequent art. 10 and the costs of any cleaning and/or damage reported will be charged.

#### **Art. 10 - Recall and revocation of accommodation**

1. The assignee who contravenes the provisions of these Regulations, or who in any case commits acts prejudicial to the normal functioning of the College, is subject to the following provisions issued by the President: a) recall/warning; b) revocation of the accommodation place.
2. The warning consists in a written complaint of non-compliance with these Regulations, to be made also by e-mail. Three written warnings automatically result in the revocation of the accommodation.
3. The withdrawal of the benefit is ordered with a motivated provision of the President in cases of violation of the obligations of conduct that have caused serious material or/and image damage to the College, to the CGT or to third parties.

#### **Art. 11 - Additional assignees of the accommodation place**

1. In addition to the subjects referred to in art. 3 paragraph 1, housing services can be intended, upon request by the interested party in accordance with the provisions of art. 11, to the following subjects:
  - students enrolled in first, second and third level courses of Universities that have conventions or agreements in force with the University of Siena;
  - students or recent graduates who carry out a curricular or extra-curricular internship at the CGT;
  - recipients of study and research grants promoted by the CGT;
  - research fellows who carry out their activities at the CGT;
  - CGT teachers and researchers;
  - contact persons for the purposes of fire prevention and firefighting, first aid, emergency management measures at the CGT;
  - visiting professors and visiting students of institutions that collaborate with the University of Siena;
  - external visitors authorized by the President of the CGT;
  - members and collaborators of the Joint Research Laboratory for Applied Geotechnologies to the Environment (LCG);
  - students enrolled in courses organized by the Masaccio Foundation;
  - external on the occasion of training activities, research projects, on behalf of third parties, congresses and conferences organized by the University of Siena or by institutions that have agreements or agreements in force with the University of Siena;
  - relatives or acquaintances of the assignees, according to the procedures set out in this Regulation;
  - other subjects not included in the previous points may be recipients of accommodation subject to the motivated authorization of the Board of Directors and in any case always in compliance with the provisions of art. 1.

### **Art. 12 - Procedure for requesting accommodation**

1. The request for assignment of accommodation, drawn up according to the model available on the website <http://www.geotecnologie.unisi.it>, must be completed in all its parts, signed by the interested party and accompanied by the attachments provided therein, in detail of the copy of an identity document and of the tax code.
2. Non-EU assignees must also provide a copy of the residence permit and passport; in such cases, the CGT provides, within 48 hours of the assignment, to notify the Public Safety Authority in accordance with the applicable regulations.
3. The request and the related attached documents must be sent to the e-mail address [collegiocgt@unisi.it](mailto:collegiocgt@unisi.it) at least seven days before the arrival date indicated therein.

### **Art. 13 - Security deposit, fees and reimbursements**

1. For the purposes of covering the management costs of the building, as well as the economic, patrimonial and financial balance of use, the CGT may provide for fees or reimbursements to be paid by users, the amounts and methods of payment of which are specified in the Annex A (Rate table).
2. All assignees, with the exception of those who use the accommodation in the "guesthouse" mode, must pay the CGT a security deposit, the amounts of which are defined in Annex A (Rate table).
3. Once the keys and any material received have been returned, the CGT will refund the security deposit by bank transfer to the bank account of the person concerned, withholding the amounts corresponding to the goods not returned by the assignee.

### **Art. 14 - Final rule**

1. For anything not expressly provided for in this Regulation, reference should be made to current legislation.