

**NOTICE FOR THE ALLOCATION OF ACCOMMODATION WITH FEE PLACES FOR  
STUDENTS ENROLLED AT THE UNIVERSITY OF GENOA, STUDENTS ENROLLED AT  
AFAM INSTITUTIONS BASED IN THE REGION OF LIGURIA AND STUDENTS ON  
INTERNATIONAL MOBILITY**

**ACADEMIC YEAR 2023 – 2024**

**ART. 1 ACCOMMODATION WITH FEE PLACES**

1. For the academic year 2023 – 2024 ALiSEO provides with nr. 130 accommodation with fee in Genoa during the period comprehended from 01/09/2023 to 31/07/2024.

Keeping into consideration the requests of the students and the total availability, places are distributed in the following structures:

**APPARTMENTS:**

- **Stella Residence**, located via Andrea Doria 2.....(bed places 27)  
apartments with single and double rooms, residence provided with study hall, laundry service and Internet connection
- **Balbi Residence**, located in via Balbi 34A.....(bed places 19)  
apartments with single and double rooms, Internet connection. The laundry and photocopy service is available in the neighbouring Milano Terminus Residence.
- **Montagnola Residence**, located in via Montagnola della Marina 2 – 4 .....(bed places 6)  
apartments with double and single rooms and laundry service (NO INTERNET CONNECTION)
- **S. Fede residence**, located in Vico S. Fede 6 .....(bed places 10)  
five apartments with double rooms ( NO INTERNET CONNECTION)
- **Gramsci Residence**, located in via Gramsci 9 .....(bed places 15)  
apartments with single and double rooms and with internet connection
- **Mele Residence**, located in Vico Mele 2 ..... (bed places 4)  
apartments with single and double rooms with services inside, the residence is provided with a study hall and laundry service (NO INTERNET CONNECTION)
- **Ferradini Apartments**, located in Passo Ferradini .....(bed places 4) flat  
in a residential building with 2 single rooms and 1 double room (NO INTERNET CONNECTION)

## RESIDENCES:

- **Garibaldi Residence**, located in Salita della Neve 17 ..... (bed places 15)  
single or double rooms with services and provided with Internet connection, common refreshment area, IT room, gym, TV area and laundry service
- **Gastaldi Residence**, located in Corso Gastaldi 24 ..... (bed places 30)  
single and double rooms with services and internet connection, study hall, IT room, photocopy service, reception service and laundry service, Canteen Service at the ground floor

The above mentioned structures can be visited using the following link:  
<https://www.aliseo.liguria.it/alloggi/il-servizio-abitativo/#toggle-id-1>

## ART. 2 SUBMISSION REQUIREMENTS

1. The application for the accommodation with fee can be submitted, only at the first degree for each level of study by students who:
  - a) do not reside in the Municipality of Genoa and are regularly enrolled at or intend to enroll for the academic year 2023 – 2024 respectively at:
    - the University of Genoa or at AFAM Institution located in Liguria;
    - the University of Genoa to post-graduate course, PhD course, Master degree II level;
  - b) do not reside in Genoa who do not intend to enroll for the a. y 2023 -2024 due to their condition of “graduating student”;
  - c) participate in International mobility program for university students;
  - d) are in possession of the title in order to access to the the training courses referred to in art. 3 of the Decree of the Ministry of Education and University and Research 10 August 2017, no. 616 (24 CFU).
2. Students who apply for the accommodation with fee must meet the following requirements:
  - a) be eighteen years of age or older and not having reached 40 year by September 1st, 2023;
  - b) to not apply/have applied for the accommodation through the attribution of the benefits for the academic year 2023 – 2024, with the Notice for ARTE or not have resulted eligible or to not have renounced to the accommodation place with the same Notice of Competition;
  - c) to apply for the accommodation for a minimum period of 4 months;
  - d) to have achieved minimum 20 credits from September 2022 until the deadline of the submission of the application of this Notice (exception made for students who are enrolled at PhD courses or Masters’s Degree II level, students who participate in International mobility programs and first year students).

### **ART. 3 SUBMISSION OF THE APPLICATIONS AND ATTACHED DOCUMENTS**

1. The application for the assignation to the accommodations with fee has to be submitted exclusively using the online procedure by logging on to the ALiSEO website [www.aliseo.liguria.it](http://www.aliseo.liguria.it) from 20/06/2023 and expiring at 12 noon on 20/07/2023.

Pursuant to Decree-Law No. 76 of 16 July 2020, converted into Law No. 120 of 11 September 2020, with effect from 1 March 2021, in order to access the services and benefits offered by the Public Administration it is necessary to be in possession of SPID credentials (at least level 2) or the Electronic Identity Card (CIE).

students who on the date of application are not in possession of Italian citizenship and a valid Italian identity document are exempt from possessing SPID credentials (at least level 2) or Electronic Identity Card (CIE) and can therefore access the on-line 'Accreditation' procedure (registration on the ALiSEO website).

Students must upload the following valid documents during the accreditation process

- a) for EU citizens: identity card (front and back);
  - b) for non-EU citizens: passport and residence permit or request to be issued.
- Underage students with Italian citizenship can access the online procedure by the use of the Electronic Identity Card (CIE).

Once accreditation has been completed, a personal code (user code) is sent to the e-mail address indicated by the student. personal code (user code) which has to be used only for the first access. Using this code the student can access the paid accommodation request forms by logging in and then clicking on "Accommodation with fee". For the following accesses to the on-line procedure, the student must use their tax code (as user name) and the password they have entered in the "Accreditation" procedure.

Once logged in students must:

- fill in the application form in all its spaces, attaching the requested certificates/attestations;
- verify the correctness of the submitted data;
- forward the application;
- verify the succesful submission of the application through the confirming e-mail and the protocol number of the application;
- print or save the application receipt.

During the online registration, the student is asked to enter an e-mail address. It is recommended that this address is directly attributable to the student and not to any other person and that it has to be directly managed by the student himself/herself, as any communication from ALiSEO will be made through this e-mail address. The student must be aware that failure to read communications from ALiSEO does not constitute acceptable grounds for any dispute. Any change of e-mail address must be made by the student through the appropriate procedure available on the student's personal "Student Desk" page.

The application has to be considered succesfully transmitted if the student has the receipt of the application of the accommodation with fee with the protocol number of the application.

The mentioned receipt does not imply eligibility for the benefit: the result of the application will be available with publication of the ranking list.

The student is required to check that the attached files are correct. Please note that the document must be scanned in its totality and has to be readable in all its parts. PDF, JPEG, PNG or GIF formats are accepted, and each must not exceed a maximum size of 5 MByte. If the student attaches a damaged and therefore unreadable file, it is not considered valid for the purposes of the application.

The access codes for the application for a paid accommodation place are strictly personal and therefore the application must be completed exclusively by the student who assumes full responsibility for what is declared.

Changes to data entered in the paid accommodation application:

Student may make changes to the data entered in the online application within the deadline of the application for a paid accommodation place.

After the deadline for the paid accommodation application, will be accepted only changes relating to personal details and changes to the IBAN code, by accessing the "Student Desk" screen.

Any other event occurring after the application for a paid accommodation place must be promptly notified to ALiSEO at [alloggi.pagamento@aliseo.liguria.it](mailto:alloggi.pagamento@aliseo.liguria.it) which will verify the maintenance of the requirements or will adopt the eventual measure. Otherwise ALiSEO reserves the right to take measures in relation to the omission of the communication.

2. Students already accommodated in the 2022-2023 academic year who wish to exercise their right of pre-emption the accommodation used during the previous academic year must indicate this when submitting their application (exclusively from 20/06/2023 to 30/06/2023, after this date it will not be possible to exercise the right of pre-emption).

3. The following documents must be attached to the application:

- EU – citizens: identity card;
- EXTRA – EU citizens in possession of the permit of stay: passport and permit of stay;
- EXTRA – EU without the permit of stay: passport;
- EXTRA – EU in possession of unlimited permit of stay: identity card and permit of stay;
- valid Italian certification attesting the recognition of disability pursuant to art. 3, par. 1 of law no. 104 of 5 February 1992 or disability of 66% or more;
- self – certification of the exams;
- self-certification of enrolment in the training courses referred to in Article 3 of the Decree of the Ministry of Education, University and Research no. 616 of 10/8/2017 (24 CFUs).

## **ART. 4 CAUSES OF EXCLUSION**

1. Will be causes for exclusion from the acceptance of the application respectively:

- being indebted to the Agency or other public authorities for scholarships or other financial obligations;
- having been subject to the disciplinary sanction of suspension for more than 3 months, revocation or disqualification from housing;
- having undergone the disciplinary sanction of permanent withdrawal of university benefits;
- failure to enrol or failure to complete the enrolment at the University of Studies of Genoa or to an A.F.A.M. Institution for the academic year 2023-2024 on the date of submission of the application.

## **ART. 5 RESIDENCY PROVISIONS, GROUNDS FOR REVOCATION (EXPULSION)**

1. Students who result assignee for the accommodation place have to respect all the Provisions for the Students accommodations which are available and downloadable from the institutional website of ALiSEO at the following link:

<https://www.aliseo.liguria.it/alloggi/il-servizio-abitativo/disposizioni-sulle-residenze-universitarie/>

2. What is established in the aforementioned Provisions on Student Residences, will constitute a revocation of one's right to the accommodation; in this regard, particular reference is made to the delay in payments for any reason due to ALiSEO of more than 30 days from the written notification made by the Accommodation Service.

3. The student is obliged to notify within 5 days that the graduation title has been obtained.

## **ARTICLE 6 - EXAMINATION OF APPLICATIONS AND ALLOCATIONS**

1. The ranking list will be drawn up by the competent ALiSEO service (from 20/07/2023 to 31/07/2023), after processing the applications received, in the following order of priority:

- students with recognition of disability pursuant to Article 3 paragraph 1 of Law No. 104 of February 5, 1992, or with disability equal to or greater than 66% or students from particularly poor and developing countries;
- priority for previous academic year's students;
- length of period required;
- seniority of university enrollment;
- CFU achieved.

2. Following the ranking formulated as established out above, the competent Service will send to the email address provided by the student in the online application, the indication of the residence assigned according to his/her preference until the availability of free places or, in the event of unavailability, in another similar residence, with the request for the payment of the deposit provided for in Article 8 below.

3. The payment of the deposit, following the above-mentioned communication, regardless of whether the student has visited or not the apartment/room, will entitle the student to the confirmation of the reservation.

4. After the deadline of three working days from the communication referred to in paragraph 2 without having received an answer, students shall be considered, for all intents and purposes, to have renounced to the assigned place.

5. In the event that any applications remain unfulfilled due to the unavailability of places, Aliseo reserves the right to proceed through the ranking list, contacting eligible students who were not assigned, according to the terms of the notice.

## **ART. 7 - REGISTRATION AND ENTRY AND EXIT PROCEDURE FROM THE ACCOMMODATION**

1. Registration and check-in procedure can be arranged on all weekdays, excluding Saturdays, from 9 a.m. to 12 p.m. subject to an appointment communicated by Aliseo.
2. During the check – in procedure students must show:
  - a valid identification document (corresponding to the one submitted in the online application);
  - for non-EU students: passport and residence permit or receipt of application for the issue or renewal of such a document, presenting the permit as soon as it is issued by the competent authority (corresponding to the one entered in the online application);
  - receipt of the payment of the first monthly fee.
3. Upon entering the assigned residence hall, the student will be required to sign a declaration of acceptance of all the Provisions on Student Residences.
4. The exit procedure must be done by the closing date for the summer period and the accommodation must be left free of people and personal belongings.

## **ART. 8 - DEPOSIT**

1. The amount of the deposit is set at two months in advance.
2. The deposit will be fully refunded by ALiSEO at the end of the allocation period if no damage is found to the Agency's property. Students may request its return if they do not intend to use the accommodation for the following academic year by sending an email to [alloggi.pagamento@aliseo.liguria.it](mailto:alloggi.pagamento@aliseo.liguria.it).
3. The deposit must be reinstated if it is used to cover any debts, sanctions and/or damages, no later than 15 days after the request sent by Aliseo to the student.

## **ART. 9 - RENOUNCEMENT OF ACCOMMODATION**

1. Early renunciation and the consequent early departure of the accommodation place, in relation to the period applied for, implies the NON- return of the deposit and request for payment of the entire period applied for.
2. Failure to enter on the indicated date for taking over the accommodation or early departure due to the student's serious and documented reasons of health (certificate issued by the National Health Service and examined by the Accommodation Service offices) or for termination, including early termination, of the student's university career (graduation), entitles the student to the return of the deposit. The student is in any case required to pay for the period during which he/she used the accommodation and must produce a written justification duly documented and send it via email to the following address: [protocollo@aliseo.liguria.it](mailto:protocollo@aliseo.liguria.it)

## **ART. 10 - PENALTIES AND DEDUCTIONS**

1. The student shall be subject to all sanctions provided in the Provisions of the Residences and to which should be objected during the period of the accommodation assignment.
2. Any deductions may be applied to the refund of the deposit in case of violations of the specific rules provided in the Provisions of the Residences.
3. The deposit will be deducted in its entirety and at the sole discretion of ALiSEO in the following cases:
  - renunciation of the accommodation after having exercised the reservation through the appropriate payment;
  - failure to enter or early departure that does not fall within the permitted cases provided for in art.9 paragraph 2.
  - serious violation of the provisions of the regulations on student residences resulting in the revocation or forfeiture.
  - contestation of non-payment of past monthly payments.

#### **ARTICLE 11 - MONTHLY RATES**

1. The monthly fees are respectively equal to:
  - €. 270,00 per month for the single room in student house;
  - €. 220,00 per month for the double room in student house ;
  - €. 300,00 per month for the single room in flat;
  - €. 250,00 per month for the double room in flat.
2. The fee is charged respectively:
  - fully in case of **check - in** into the accommodation by the 15th day of the month, otherwise it is required the payment of the full monthly rate indicated above;
  - half of the monthly rate indicated above in the case of **exit** procedure by the 15th day of the month; otherwise it is required the payment of the full monthly rate indicated above
3. The fees indicated in this article are to be intended per person and include, in addition to the availability of the bed, the consumption of electricity, water and gas and the weekly replacement of bed linen (in residences where this service is provided) or the provision of two sets of bed linen.
4. The payment of the monthly rent will start from the date of the request for use of the accommodation place expressed in the application form for the accommodation with fee, regardless of the date of effective check - in into the accommodation and unless the accommodation space is available.

#### **ART. 12 – PAYMENTS**

1. Payments for deposit and monthly rent must be made via PagoPA platform by accessing directly from the personal "Student Desk".
2. Payments for monthly rent must be made from the 5th to the 15th day of each month.
3. Delays in payment exceeding one month shall be sanctioned by the application of the late payment penalty provided for in the Provisions on Student Residences;
4. Delays in payment exceeding two months shall result in disqualification from the accommodation place and the initiation of legal proceedings to recover the debt.

Debtors will be reported to the University of Genoa which, on the basis of specific agreements, may take steps to prevent the student from proceeding with his career until such time as the debt has been settled.

### **ARTICLE 13 – PROVISIONS FOR PERSONAL DATA PROTECTION**

1. Data will be processed in observance to the EU Regulation 2016/679 and Legislative Decree no. 196/03 as amended by Legislative Decree no. 101/18. In the on-line application, students must sign the acceptance of the information notice; the provision of personal data as well as the declaration of acceptance of the information notice is compulsory for the participation in the competition.
2. The data requested in self-certification (e.g. personal data, residence, email address, registration data, etc.) as well as those contained in the required documentation (e.g. income data, etc.) are intended for the entirety of the operations, carried out, as a rule, by using electronic and automated means, aimed at drawing up the ranking for allocation of scholarships and university residence accommodation as envisaged by the Prime Ministerial Decree of 09 April 2001 and the Legislative Decree no. 68, 29 March 2012 and Ministry of Universities and Research Decree No. 1320 of 17 December, 2021 and for surveys, including anonymous ones aimed at improving the services of ALiSEO. The legal basis of data processing is the execution of a task of public interest required by the aforementioned legislation.
3. The data may be disclosed to the Liguria Region, to the University of Genoa, to the Higher Education in Art and Music Institutions (AFAM), to INPS, to the Italian Agency of Revenue, to the Ministry of Education, University and Research, to the Ministry of the Interior, to the Ministry of the Defense, to the National Association of the Organisms for the Right to University Study (ANDISU), as well as to other public and/or private subjects for control purposes
4. The data collected, except for different resolutions of the Ministry for University and Research and Liguria Region or Research, will be kept for ten years.
5. As far as data processing is concerned, the interested parties have the rights granted as per articles 15 et seq. of GDPR Regulation (EU) 2016/679; the interested party has the right to make a complaint to the Authority for the protection of personal data.



6. The Data Controller of the above-mentioned data is ALiSEO, Agenzia Ligure per gli studenti e l'orientamento, – via San Vincenzo - Genoa; Lawyer Cathy La Torre has been appointed responsible for the protection of personal data, she can be reached at [dpo@wildside.legal](mailto:dpo@wildside.legal).

7. The extended information will be available in the online application for accommodation with fee request referred to in this Notice.