



ALISEO STUDENT RESIDENCES DISPOSALS
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Introduction

1. The Ligurian Agency for Students and Orientation (ALiSEO) organises and manages the accommodation service, according to the criteria set out in these regulations.
2. The admission procedures, the duration of the allocation and the amount of the fees related to the different types of accommodation are established each year in the Notice of Competition for the allocation of benefits pertaining to the right to study and in the Notice of Competition for the allocation of the accommodations with fee and the possible application for summer accommodation.

Article 1 – Purpose of the Disposals

1. These provisions apply to all students accommodated in the Residences ALiSEO, regardless of the title under which they occupy them.
2. The following terms are defined as:
 - "housed student" the student assigned to the accommodation;
 - "ALiSEO" the Ligurian Agency for Students and Orientation;
 - "Residence Manager" the person in charge of the specific accommodation facility or of a complex of buildings;
 - "Residence" the specific housing structure (University Residence, Student House, apartment and any other form of accommodation);
 - "Student Webdesk" the web procedure made available to students for the registration and submission of applications for access to the various calls for applications.

Article 2 - Access to Residences

1. The student may apply for an accommodation place, in the manner and for the period provided for in the respective Notices of Competition.
2. The Institution, on the basis of the ranking of eligible applicants and in accordance with the criteria set out in the competition notice, shall proceed to call the eligible students.
3. The allocation of the university residence shall take into account the following criteria:
 - a) distance between the university residence and the prevailing teaching establishment;
 - b) balanced presence of the various ethnic, religious and cultural communities in order to favour opportunities for integration and aggregation among students.
4. The assignation of single rooms (unless otherwise required by the office), according to availability of the latter, shall be made according to the criteria of:
 - a) disability;
 - b) in accordance with the terms of the relevant notice of competition.

5. Students who have been assigned the accommodation following the issue of the rankings relating to the respective competition notices must present themselves for the allocation within the terms and procedures indicated, on penalisation of forfeiture of the benefit.
6. The first check – in into an accommodation and the return of the accommodation at the end of the allocation period may only take place during reception or desk hours, or in any case during the hours agreed with the Operational Management Service of the Residences.
7. During the check – in procedure students must:
 - a) be in possession of a suitable valid identification document and the residence permit or the request for its issue for international students non-EU students (which must match the one entered during the online application);
 - b) have made payment of the security deposit;
 - c) be in possession of appropriate health cover as provided for by the regulations in force;
 - d) sign the act of acceptance of the accommodation, declaring that they have read these provisions and also undertake to attend the meeting information meeting on protection and safety in the residences as provided for by the regulations in force, under penalty of revocation of the assignment.
8. Failure to sign the aforementioned act implies the renunciation of the assignment of the accommodation for the academic year in object.

Article 3 – Facilities and maintenance of the room

1. The standard furniture of each room consists of the set of furnishings generally consisting of a bed, bedside table, wardrobe, desk, bookcase and an ergonomic chair.
2. The room is also equipped with all the necessary utilities (electricity, water electricity, heating and internet connection, where provided) and the use of common areas.
3. In the apartment, in addition to the bed, students are provided with a living room and kitchen, which may vary from structure to structure.
4. The maintenance of the decorum and functionality of the property made accessible to the student is the responsibility of the assignee.
5. Aliseo, on request, provides students with room equipment (sheets and duvets) which the student will be responsible for maintaining throughout their entire stay in the accommodation.
6. In the event of loss or damage caused by the student, the latter will not receive any additional equipment.
7. Each student is required to keep his or her room, bathroom, kitchen, terrace/balcony where present in good hygienic and sanitary condition.
8. The organisation will carry out periodic checks by the authorised personnel to verify the state of hygiene and cleanliness. In the event of non-compliance with acceptable hygiene and sanitary

standards, the student will be asked to provide assistance; in the event of refusal or lack of commitment extraordinary cleaning will be carried out *ex officio* and the student will incur the consequent disciplinary proceedings.

9. In the event that the student discovers the presence of insect pests, he/she must report it immediately to the staff on duty in order to prevent their proliferation.

10. If the presence of the aforementioned insects is caused by poor hygienic conditions attributable to the occupant of the room, the user is obliged to share in the cost of of the cost of disinfection and cleaning (which will be quantified according to the type of intervention) to the extent of 50%, but no more than the sum deposited as a deposit.

11. Should infestation be necessary due to failure of the notification of the infestation there will be 100% cost-sharing. The accommodated student may not make any claim for compensation and must follow the pest control protocols in strict compliance with the prescriptions.

Article 4 – Use of common areas

1. The accommodated students are obliged to cooperate in maintaining the cleanliness and decorum of the common areas including the shared kitchens and dining areas (refrigerators, microwave, hot plates, etc.) .

2. In the event of a severe failure to comply, the Institution will request the assistance of the housed students on a joint and several basis. In the event of refusal or lack of commitment on the part of the latter, extraordinary cleaning will be carried out *ex officio*, charging the responsible parties collectively or individually identified.

3. In situations of proven necessity or for serious or repeated violations of these provisions, Aliseo reserves the right to temporarily or permanently prohibit access to the common areas.

4. Generally, the use of common areas is permitted to the allotted students in the residence at all times, subject to any restrictions that may be necessary at the discretion of the Institution, without prejudice to the interruption between 11.30 p.m. and 8.00 a.m. of all activities that involve the spread of noise that disturbs other residents and the neighbourhood.

Article 5 – Services

Listed below are the main services made available to the accommodated students in the different Aliseo student residences:

A) LAUNDRY SERVICE

1. A laundry service with fee is also available for washing and drying of linen and personal clothing. Any damage resulting from tampering of the washing machines and dryers (where present), which are not attributable to specific individual students, will be charged to all students with access to the laundry room. In the event of repeated tampering, the service may be suspended temporarily or definitively.

2. Some of the apartments in the residences in the Old Town are equipped with washing machines. In the event that a washing machine is not installed or is out of service the student will be given the possibility of using the paid service as mentioned above in the nearest residence.

B) COMMON STUDY ROOMS

1. Common Study Rooms may be used by students accommodated in the residences and, if the conditions of capacity, safety and accessibility are fulfilled also by students from outside the residences, in the manner and at the times foreseen by the specific provisions.

2. External students must respect the established opening hours; in case of non-compliance, the sanctions set out in these provisions will be applied. The first issue of access badges to classrooms equipped with this system is free of charge; the issue of a duplicate is subject to the loss being reported to the forces of law and order and the fee applied is € 10.00.

C) COMMON KITCHENS – DINING AREA

1. In some residences, shared kitchens equipped with pots and pans are available to accommodated student, excluding personal crockery or dining areas.

2. Guests may only stay as long as necessary to eat their meals in order to ensure turnover.

3. Guests must not leave while food is cooking, must not leave hotplates on during their absence, and must leave the kitchen clean and tidy after use. It is also forbidden to cook and pour liquids, including cleaning products, directly onto the hotplates.

D) INTERNET CONNECTION (exception made for Mele, S. Fede and Montagnola structures)

1. Internet connection is generally ensured via WiFi depending on the available network bandwidth.

2. Access is made available only to users who are regularly accommodated and authorised by granting username/password.

3. The user who intends to use the Aliseo network is issued an active account in the structure to which he/she belongs. By means of username/password, each access to the network is associated to the natural person to whom the activities are to be attributed.

4. The access code is strictly personal and can only be used by the holder. Any irregular activity shall be imputed to the holder of the authorised account or client.

5. It is forbidden to use or install hacking programs (even if they are of public domain) and illegally copied software or other material that violates Italian and international laws on copyright and authors' rights or that infringes laws on the protection of personal data.

6. To this end, it is emphasized that ALiSEO adopts measures for the monitoring of the activities envisaged by Law no. 144 of 31 July 2005 published in the Official Gazette no. 177 of 1 August 2005 concerning measures to combat international terrorism and subsequent amendments and additions.

7. The user who obtains access to the network assumes full responsibility for the activities performed.

8. In the event of violations of the provisions set forth in the preceding paragraphs ALiSEO reserves the right to suspend the account for Internet browsing and/or to limit the bandwidth per user.

E) MANAGER OF THE RESIDENCE

1. The management of single residences or a group of residences is entrusted to a manager, an Aliseo employee, with the task of coordinating and regulating all the related services and to ensure regular operations in general.

2. The person in charge is obliged to enforce all the provisions received in addition to those herein, interacts with students and collects the needs represented, coordinates the work of all staff, including external staff, involved in the management of the residence halls, collects and forwards reports of minor maintenance and liaises with the Service Manager.

F) GUARDIAN SERVICE

1. In the bigger residences, a guardian service (also carried out with external personnel) who is obliged to enforce in particular these provisions and in general every Aliseo directive.

2. The aforementioned personnel is responsible for establishing and registering the identity as well as the destination of visitors, not allowing access to those who refuse to indicate their destination or to document their identity.

3. The student may not require to the staff to perform tasks that exceed their normal duties, nor may they behave in a disrespectful manner towards them.

4. Entrance to the residences is regulated by showing to the guardian a valid identity document.

G) IMMEDIATE AVAILABILITY (POLO BALBI)

1. For residences within the Polo Balbi complex (where a 24-hour concierge service is not available), an on-call phone number has been established (listed on the notices posted in each residence) for service requests outside of regular business hours.

2. A telephone request for on-site assistance may be made in the following cases:

- activation of the fire alarm system (where present) and for the necessary checks
- entry of strangers into the residence,
- loud noise or disturbance of the peace after 11:30 PM and until 8:00 AM, including by residents.
- possible assistance to law enforcement officers already on site
- other types of emergencies

3. Assistance to open doors upon request is not provided in the event of lost keys or access badges. In this case, the resident must contact the respective administrative offices on the next business day during office hours.

Article 6 – Permanence and check – out procedure form the housing structures

1. The assignee of a bed in any Residence is responsible for the key and/or access badge and if he/she allows others to use them, he/she shall be liable to the sanctions referred to in these provisions.
2. In the event of theft or loss of the key, the student must file a report the competent authority and deliver a copy of the report to the Residence Manager, who will arrange for a duplicate key or replace the lock.
3. If, due to loss or forgetfulness of the access badge or housing key, the the assignee requests a duplicate, this can only be done during the opening hours of the relevant secretariat. In such cases, or in the event of damage, the relevant office will charge the assignee €10.00 for the issuance of a replacement. Proof of payment of the aforementioned fee must be presented before picking up the new access badge or apartment key.
4. Requests to stay in the Residences for periods other than those indicated in the notices, exclusively for study reasons, may be taken into consideration and possibly granted on the basis of the beds that will be made available during the closing periods, also taking into account the Agency's needs to carry out maintenance and/or extraordinary cleaning.
5. In the event that faults or damage are found in the common areas that cannot be attributed directly to the responsible, all those accommodated in the facility are jointly and severally liable to pay a lump-sum reimbursement to cover the damage sustained by Aliseo, established by a formal request of the Head Operational Management of the Residences Service, unless an amount is due as shown by adequate documentation. In the event of non-compliance, the Administration shall provide for the recover of the amount, using the security deposit, if sufficient, with the obligation reinstatement of the amount deducted within 10 days.
6. In the event that the assigned student contracts a contagious or infectious disease, he/she must immediately inform the Manager of the Residence, providing a medical certificate proving the nature of the illness and the possibility of residence; if, on the basis of the medical documentation, it is not possible for the student to stay, he/she must leave the accommodation until he/she recovers. n the event of non-compliance, it will be applied revocation of the assignment.
7. The student, at the end of each academic year, must return the accommodation clean and cleared of all personal belongings.
8. When returning the accommodation, the student must arrange with the staff member in charge to return the keys and/or badge, checking the state of the room and the furniture. In the lack of this procedure, the student will still be considered to be present in the accommodation. The student will be charged for any damage, missing or alterations found and any extraordinary cleaning that may be necessary.
9. Any personal belongings left irregularly in an accommodation will be removed and kept at the owner's disposal for ten days. After this period, ALiSEO declines all responsibility for the safekeeping of such effects or personal belongings and will provide to their removal with photographic documentation and a list of what was dismantled.

10. The graduated student may continue, with payment, to stay in the accommodation for a period of maximum 20 days after obtaining the degree beyond the end of the last semester. For specifics on the duration of the free period and the end of the last semester, please refer to the Notice of Benefits article "Last semester - access and merit requirements'.
11. Students who are allocated in the accommodation are insured against accidents that may occur in the university residence with a special insurance policy.
12. ALiSEO will not assume any responsibility for objects of value or money or anything else in the assigned room or in the common areas.

Article 7 - Voluntary and *ex officio* transfer

A) VOLUNTARY TRANSFER

1. Aliseo will publish a special notice for the purpose voluntary transfers of the accommodated students.
2. Accommodated students, if there are serious and documented reasons, may apply to transfer to another accommodation different from the one initially assigned to him/her.
3. Applications for transfer must be submitted in a written form to the Accommodation Service, using the appropriate format and in accordance with the procedures contained in the above mentioned notice.
4. Applications will be processed within the limits of the actual availability of places and according to the criteria set out in the notice.

B) *EX OFFICIO* TRANSFER

1. During the academic year the Agency has the possibility to proceed with the so called *ex officio* transfer, with prior notice of 7 days, in the current structure or in a different one, when the need arises to separate the assignees of the same room or flat, due to proven incompatibility.
2. An *ex officio* transfer may be ordered, in addition to cases of incompatibility also in all the other cases in which the Agency identifies this as a solution to avoid the recurrence of conduct contrary to these rules, without prejudice to the disciplinary sanctions.
3. The Agency can also proceed with the transfer in case it is necessary to change the typology of the apartment a male to a female one or *viceversa*, or for reasons of management rationalization.
4. Finally, an *ex officio* transfer is carried out in the event of the need of assignation a special equipped accommodation to disabled students.
5. If particularly serious cases and if non-foreseeable interventions are made necessary and if this makes the room or part of the residence uninhabitable, the Institution may proceed with the *ex officio* transfer with immediate effect.
6. The transfer is ordered by a justified executive decision.

Article 8 - Absence from Student Residences

1. The accommodated student is obliged to stay at the Residence for at least 10 of the nights of each month of the period of use of the accommodation service, on penalty of revocation of the bed; in the months of December, January, July and September the obligation to stay is reduced to half the nights (equal to 5 nights) for each month.
2. An exception to the above is made, unless differently provided by the Notice, in case of reasons of health and study (documented by the competent institution: National Health Service, universities) and justified and particular situations agreed with the organisation, which in any case may not be longer than 3 months.
3. Whenever the student is absent for more than 10 days from the residence in which he/she is staying, he/she must communicate this in a written form, also by e-mail, together with the date of return, to the staff in charge. In case of unjustified absences of more than 20 days, the bed will be made available by the administration staff and the accommodation may be assigned to another student.
4. The failure in communicating the absence, shall result in the adoption by the administration of disciplinary measures as identified by the specific article. unless justified and documented reason is submitted.

Article 9 – Fees and penalty on payments

1. Accommodation students are required to pay the accommodation fee for the entire allocation period, according to the different statuses and amounts defined by the respective Notices.
2. The payment of the monthly fee shall be made from the 5th day of each month and no later than the 15th.
3. For each late payment (whether the fees or penalties) it will be charged a penalty of 5% of the fee, if the payment is made within 5 days of the due date, and of 10% if the delay is longer.
4. Delays in payment of more than two months shall result in the revocation of the accommodation place, the initiation of debt collection and the notification to the University of Genoa to suspend the degree.

Article 10 – Rules of conduct

1. The accommodated student commits himself/herself to:
 - use the assigned furniture and property with proper care (he/she is responsible for the damage caused to his or her room);
 - ensure the proper use of all furniture and property in common use, including equipment and furnishings, assuming, together with the other guests, personal and joint liability for damage caused to the common parts of the building that directly relate to the full benefit of the assigned accommodation (furniture equipment, facilities, halls, corridors, stairs, recreational areas, etc.), according to the criteria established by Article 1588 of the Civil Code, even if the perpetrator of the damage is not identifiable;

- turn off the lights, turn off the water and gas, and lock their room each time they leave; in case of absences exceeding 7 days, the accommodated student is also obliged to empty, defrost and clean the refrigerator, if it is provided;
 - keep the hygiene and decorum of the assigned accommodation;
 - always use and keep clean your own bed linen, in order to keep the mattress in good condition;
 - periodically check the efficiency of the equipment and furnishings, as well as the installations (with particular regard to water and gas pipes or taps) in the flat and/or room, promptly reporting any faults or malfunctions to the Manager of the Residence;
 - promptly provide an update of their documents that may have expire during the period of stay in the residence (e.g. residence permit).
2. Guests must interrupt between 11.30 p.m. and 8 a.m., both in their rooms and in the common areas, all activities that involve the spread of noise disturbing other residents and the neighbourhood.
 3. Any furnishings or electrical equipment not included in the standard equipment of the accommodation may only be introduced if previously authorised and provided that it complies with standards and it is positioned so as not to obstruct emergency exits. The use of fans, electric coffee makers, kettles, personal computers (including printers and scanners), tablets, smartphones, radios, stereos, TVs, small electrical appliances for personal care and multi-plug power strips may therefore be allowed in the rooms. The equipment must be CE marked with a declaration of conformity. In any case, Aliseo may temporarily or permanently prohibit such equipment because of the absorption to the grid.
 4. In the residences it is mandatory to comply with the safety regulations that are posted on the premises. The destruction, displacement or removal of signs or any other element related to safety in the Residences (notices, lights, fire extinguishers, signs, etc.), unless individual responsibility is established, shall be charged to all the occupants of the Residence for the cost of restoration.
 5. The use of cooking facilities, where provided, is only permitted in the areas equipped for this purpose in the manner and on the terms laid down;
 6. The student is required to comply with municipal and Aliseo regulations concerning differentiated waste collection;
 7. During the check – in procedure, students must be informed about the procedure to follow in case of emergency and fire prevention, through the instructions. The student agrees to participate in the training and information activities organised, the purpose of which is protection and safety in accordance with the regulations in force and as prescribed by the relevant authorities. Failure to unjustified participation in such activities by guests shall entail the application of the sanctions set out in these provisions.

Article 11 – Restrictions

1. Misbehaviour or harmful behaviour to the safety and to the peaceful and civilised coexistence in the residences are not allowed. The staff of the Operational Management of the Residences Service is obliged to exercise controlS, detect any infringements or impermissible behaviour, even if not expressly provided for in the present provisions, and any other facts that may damage the correct and regular community life and promptly reports them in a written form to the competent Managers.
2. Drugs and the possession of weapons, explosive material, flammable materials and gas cylinders are prohibited in the accommodation, under penalty of immediate revocation of the accommodation assignment.
3. It is forbidden to use cookers of any kind, gas or electric cookers and household electrical appliances in general, including microwave ovens, unless previously authorised by the Service.
4. Prohibited conducts include, by way of example only and not exhaustively:
 - the occasional or continued use of the accommodation to third parties (in this case, pending the conclusion of the disciplinary procedure, the accommodation access badge will be deactivated immediately);
 - host for any reason, outside the permitted hours, persons external to the Residence;
 - the bringing of one's own furniture and/or equipment into one's accommodation without the prior authorisation of the Residence Manager;
 - behaving in one's own room and/or in the communal areas in a manner that in any way violates normal and civilised coexistence or that in any way disturbs or endangers the other guests in the facility;
 - entering residences without respecting the regular passage through the designated access control gates;
 - the use the common areas for one's own exclusive use;
 - the organization of parties or meetings in common areas or rooms, without the prior authorisation of the Residence Manager.
5. It is also forbidden to:
 - bring into the residence any electrical equipment such as: electric and gas cookers, toasters, ovens, irons, deep fryers, steamers, air conditioners/air conditioners, electric or fuel stoves. These will be removed and retained until the end of the lodger's stay in the residence, and will result in the adoption of the consequent disciplinary measures;
 - smoke in all rooms and common areas;
 - bring flammable materials, non-fireproof furnishings (e.g. curtains, blankets), explosive materials, flammable materials, including those in common use, into the residence and keep them in the room if they are not properly stored;

- keep animals of any kind in the different areas of structures and in the outdoor areas associated with them, with the exception of guide dogs for the blind;
- disassemble, modify or adapt furniture in rooms and common areas; remove furniture or equipment from common areas;
- use and/or configure computer equipment that may alter the functionality of the Internet network (modems and/or routers) unless expressly authorised upon reasoned request;
- apply permanent stickers or posters that cause damage directly on walls, doors or furnishings; display notices, signs or anything else outside the specially reserved spaces;
- use the common areas as parking spaces for cars or motorbikes and vehicles in general of internal and external guests;
- tampering with the protected switches, smoke detectors and any device provided in the residence;
- carry out any kind of actions or pranks that may cause damage to other guests, staff on duty, passers-by, the neighbourhood, the facility and property present in it;
- hold parties in rooms, on floors or other areas other than those indicated by the Administration, or in areas without the prescribed authorisation;
- cook in the rooms of the residences and in general in areas not equipped for this purpose;
- leave leftover food and drink in common areas (including kitchens).
- keep perishable foodstuffs in the rooms (they must be properly stored in the communal refrigerators where present). Where necessary and appropriate, Aliseo will remove them, charging any costs;
- throw or deposit rubbish or waste outside the appropriate containers. In the event of failure to comply with the municipal and Aliseo regulations concerning waste collection, any administrative sanctions will be charged to the student responsible, or jointly and severally to all the guests of the facility;
- place on the external windowsills of rooms and corridors as well as on the railings of balconies any object whose fall could cause damage to persons or property directly or indirectly;
- use power strip, except for CE-marked power strips, fitted with a switch, without additional adapters;
- leave lights and electrical appliances switched on, and leave power strips of electrical appliances (hairdryers, battery chargers, coffee makers, kettles) plugged in or water taps open when leaving the room;
- leave autonomous heaters in the flats in heating mode beyond the period and times permitted by the regulations in force;
- lay out clothes outside the rooms and common areas specifically identified in each residence.
- wander around the residence in a state of intoxication or in indecorous clothing;

- disseminate photos or images of the residences without having requested and obtained specific authorisation from ALiSEO.

6. Non-accommodated students who are responsible for any behaviour within the ALiSEO residences that is not permitted by these provisions will be subject to the sanction of being banned from entering the residences and, in the event of repeated or particularly serious violations, the revocation of any ALiSEO benefits.

Article 12 - Parties

1. Accommodated students may, with prior authorisation, use shared rooms for cultural or leisure events organised by them.

2. The event organisers must be guests of the ALiSEO dormitories and shall be responsible for the smooth running of the event, the observance of the rules, the behaviour of the guests, compensation for any damage caused to the property of the Institution, and the cleaning and tidying up of the spaces after the event.

3. ALiSEO reserves the right not to authorise the event if the student organisers do not provide adequate guarantees of compliance with the rules or if they have already violated them in previous events.

4. The request for use must be addressed to the Dormitory Manager at least 48 hours before the scheduled event

5. The Dormitory Manager, taking into account public safety regulations, authorises the event, detailing any prescriptions that must be observed.

6. The authorisation may be revoked or suspended at any time following ascertained violations of the established agreements.

7. The organisers must agree to:

- comply with the legal sound exposure limit, measured outside the building, throughout the course of the evening. Otherwise, after prior warning, appropriate action will be taken;
- take responsibility for the cost of additional staff required for supervision if the facility manager deems it necessary, as well as the cost of equipment and services for the party;
- provide for the original condition of the venue to be restored and take on the responsibility for the extraordinary cleaning of the location and the area in front of it should it become necessary;
- ensure the normal execution of the party with the obligation to enforce the respect of these regulations and assume responsibility for any facts contrary to them;
- register external participants at the reception of the residence where present, or in a written list to be provided by the organisers, leave a copy of an identity document in either case;

- prevent access to locations other than the one where the event is being held to participants who are not accommodated guests of the facility in which the event is being held;
 - conclude the festivities within the time stipulated in the authorisation;
 - be responsible for the good preservation of the areas and the property in their use,
 - make themselves liable in the event of intervention by the public security authorities by providing them with their personal details in the event of any alleged violations.
7. All activities must end by 11.30 p.m. so as not to disturb the other guests and the public peace. Any exceptions to the time must be authorised in advance by the Manager of the Residence.

Article 13 – Visitors

A) VISITS

1. The accommodated student may receive guests (who have reached the age of majority) during the periods specified by AliSEO in compliance with the following standards:
 - visitors are only permitted to stay in the residence from 8 a.m. to 10 p.m. each day, except for residences with reception desk closures at an earlier time, with the consent of any co-tenants of the accommodation, and within the overall numerical limits imposed by compliance with safety regulations;
 - visits are allowed in the presence of the assignee and only in the assigned room, in the common areas, with exception of the laundry and gym room;
 - it is not allowed to receive more than 2 guests in the room at a time;
 - it is possible to receive up to 5 visitors per day with the prior authorisation of the manager of the Residence.
2. In all cases in multi-bed rooms, the consent of all those sharing the room is required.
3. In the common areas, including kitchens, the number of guests must not in any way prejudice the use of them by the residents, who are the priority users. Otherwise, external guests must immediately make the areas available. Access by minors is allowed when they are part of the host's household or when they are accompanied by adults who are responsible for them.
4. The staff may refuse entry to persons who have been excluded from access, have been reported or are known to have failed to observe civil and mutually respectful behaviour in the use of the accommodation facilities and in relations with guests and staff on duty at the facility.
5. For security reasons, with particular reference to the maximum capacity of the facility or individual parts thereof, the staff may restrict the access of visitors or remove them from the residence.

B) GENERAL RULES

1. Visitors are also obliged to comply with the internal regulations in force and with these provisions when staying at the residence.

2. The host student is the guarantor, in every respect, of the behaviour of his/her guests and is liable for any disturbance, damage or problems caused by them. The student host is therefore jointly and severally liable for any damage caused to the Institution and/or for violations of these regulations by third party visitors or guests.
3. The staff of the Operative Management Service of the Residences or the concierge staff expressly authorised for this purpose by ALiSEO will ascertain the identity and destination of visitors, denying access, with specific reference to the facilities.
4. For unmanned facilities (Polo Balbi), the resident must send email to the relevant secretary enclosing guest ID and access will be allowed upon acknowledgement by the secretary (response to email).
5. For all ALiSEO structures, in the event of repeated violations, the visitor will be considered to all intents and purposes an unauthorised person, with a consequent permanent exclusion from the facilities, without prejudice, however, to the possibility for ALiSEO staff to request the intervention of the Public Security bodies.
6. The presence of unwelcome persons on the areas and in the facilities shall entitle the Agency and its staff to report them for trespassing.

Article 14 - Controls and inspections

1. Aliseo keeps copies of the access keys to rooms and accommodation in general.
2. Aliseo Staff, including operators, officials and/or external technicians appointed by the same, are entitled to access even in the absence of guests, in the following cases and respectively for:

A) WITHOUT PRIOR NOTICE

- a) periodic checks during the period of allocation, also to verify compliance with these rules;
- b) request by the guests or at least one of them;
- c) proven violations of these Rules;
- d) interventions or repairs of an urgent nature or requested by the students assigned to the accommodation, if not present despite the agreed appointment;
- e) extended absence of the accommodated person;
- f) accommodation for which there are reports of undue occupation by outsiders;
- g) after the date of expiry of the allocation period or the date indicated in the case of revocation or compulsory transfer, if the lodger has not returned the keys to the porter's lodge and/or has not cleared the lodging of his/her personal belongings.

B) WITH PRIOR NOTICE AT LEAST 24 HOUR

- a) inspections to check the condition of the accommodation, at the beginning and end of the allocation period or as part of the checks aimed at verifying hygiene and maintenance conditions, including the proper management of waste collection on the basis of municipal regulations;

- b) in the case of planned maintenance of buildings, furniture and installations;
- c) adaptation or control of the stock situation of furniture or present equipment.

3. Should the Agency have reasonable grounds to believe that violations of the present provisions and/or a state of emergency or danger to the building, the officials in charge and the accommodation staff may carry out any kind of control also by relying on public security.

Article 15 – Students Representation

1. In order to promote a closer relationship between Aliseo and the assignees students, the latter will nominate their own representative at the beginning of each academic year.

2. Are entitled to be elected the following:

- up to 2 representatives for residences with more than 100 beds;
- 1 representative for residences with fewer students.

Residences with 40 or fewer beds, located in the same area, may be grouped together for the purposes of the election of the representatives, in the Managerial Act referred to in Article 4.

3. Anyone who is an assignee of the accommodation service, both with the scholarship or with fee for the current academic year, can be elected and is a voter. Dual candidacy for student representative and scrutineer during elections is not allowed.

4. The student accommodation representatives are called by an executive decision of the Right to Study Sector. They are called by November 15th of each year, at least 30 days before the date set for the elections. The Executive decision indicates the representatives to be elected and the relative number of those eligible, the timetable of voting, the requirements for the right to vote, the procedures for the submission of the candidates, the place, date and time of the deadline for filing the names of the candidates, the locations where the elections are to be held, the polling methods and anything else necessary for the approval of the elections.

5. Elected representatives hold their positions for 1 year, provided that they maintain the accommodation in the elected residence; otherwise, they are replaced by the first non elected, with the same obligations and duties.

6. The representative may identify a student housed in the residence (who meets the same requirements as the representative) as his or her assistant. The name must be communicated via email to the Aliseo offices.

7. Is also automatically declared disqualified and is replaced by the first of the non-elected students in the ranking list the one who is late with payments and, more generally, with the provisions on the use of Student Residences.

8. It is the duty of the Representatives to make observations on the quality of the services of the Residence and on community life, as well as to promote and organise, with prior authorisation, cultural and sporting activities and also propose solutions to improve community life.

9. Representatives of students of the residences may be invited by the institution whenever it is considered useful for the purpose of acquiring information on the performance of services and to

collaborate in the formulation and implementation of proposals for improving the services themselves.

Article 16 - Responsibility and damages

1. The student is responsible for the good maintenance of the rooms and objects assigned to him/her.
2. For damage caused personally or by his or her visitors and/or guests, to the property in his or her use the student is required to pay compensation; if he or she fails to do so within 10 days of the request, the specific provisions shall apply in case of non-payment.
3. If the damage/tampering relates to security installations, the public security authorities shall be notified.
4. In case of multi-bed rooms, responsibility for any damage is shared among all occupants unless an individual responsible is established.
5. Responsibility for damages caused to property in the common area and/or for their removal is shared by all guests in the structure if no individual responsible has been established; in structure consisting of several buildings, the responsibility is attributed to the guests of the building in which the event occurred.

Article 17 - Disciplinary procedures and sanctions

1. In the event of non-compliance or breach of the rules contained in these provisions, or of others that have been made known in advance, aimed at ensuring the rational and effective management of the facilities, as well as to protect the peaceful and civilised coexistence between guests, the following disciplinary sanctions will be applied:
 - a) verbal or written warning;
 - b) written warning;
 - c) pecuniary sanction;
 - d) suspension from accommodation assignment;
 - e) revocation of accommodation and expulsion;
 - f) revocation of right-to-study benefits.
2. Acts subject to disciplinary sanctions (excluding verbal or written warnings) are contested in a written form to the student by e-mail, possibly anticipated also by telephone contact where this is considered indispensable. Within three working days from the student's receipt of the notification, the student may submit counter-arguments in a written form.
3. The above-mentioned disciplinary measures are taken respectively:
 - lett. a) Manager of the Residence and/or of the Operational Management Service;
 - lett. b) Manager of the Operational Management Service;

- lett. c) and d) Manager of the Right to Study Sector;
- lett. e) and f) General Manager of ALISEO.

4. All the communications from ALiSEO concerning any disciplinary measure take place via email using the address communicated by the student on the personal "student webdesk", where the request for assignment was filled in. assignment; these communications have legal value for all purposes, replacing the postal communication.

5. If the student does not register the changed e-mail address or the address is incorrect, the communication from ALiSEO will be considered valid for all purposes, if notified to the last e-mail address on the "student webdesk".

6. A student who loses the right to a residence bed (withdrawal, forfeiture of benefit, non-renewal of benefit) is required to pay the residence accommodation in relation to nights improperly used.

Article 18 – Written warning

1. The written warning is communicated formally to the email registered in the procedure and to the student's computer dossier.

2. The warning may also lead to the application of a pecuniary sanction in proportion to the committed violation.

3. The application of a second warning for the same infraction in the course of the same academic year shall lead to the application of a fine € 150.00, regardless of the type of infringement committed.

Article 19 - Pecuniary sanction

1. The financial penalty, on the proposal of the Manager of Operational Management of the residences, is established by reasoned decision of the Manger of the Right to to Study and communicated by sending it to the e-mail registered in the procedure and to the file student's computer dossier.

2. The amount of the penalty is set at between € 25.00 and € 150.00 depending on the seriousness of the committed violation.

3. The financial penalty must be paid within 10 days of the receipt of the written provision.

4. Payment of the fine, if it exceeds 100 euros, may be paid in instalments in a maximum of four instalments and in any case no later than the date of leaving the residence.

5. The application of financial penalties during the same academic year for a total amount of € 200.00 or more entails the application of the suspension of benefits as established in the specific article.

6. Failure to pay the amount of the financial penalty within 10 days shall result in the retention of the deposit and the application of the suspension for a period of a minimum of 5 days and a maximum of 3 months in relation to the amount of the unpaid penalty.

7. Failure to pay the amount of the fine at the end of the academic year will result in the impossibility of obtaining the benefit for the next academic year without the prior reintegration of the deposit.

Article 20 - Suspension of the accommodation

1. Suspension of the accommodation, upon the proposal of the Manager of the Operational Management of the Dormitories, is enforced by means of a justified decision of the Director of the Right to Study Sector.
2. Depending on the gravity of the breach or non-payment of the penalty, the student may be suspended for a minimum of 5 days and a maximum of 3 months.
3. The disciplinary measure of suspension of three months implies the loss of of the right to re-enter the following year's confirmed list.
4. The suspended students shall in any case be required to pay the dormitory fee, if any, for the period of suspension.

Article 21 - Withdrawal from accommodation and expulsion

1. The following cases result in the automatic withdrawal of the housing assignment with consequent withholding of the deposit:
 - a) transfer to strangers of one's own accommodation place or another place temporarily empty, even if only temporarily;
 - b) hospitality of strangers out of hours and without authorisation causing disturbance to other residents of the facility;
 - c) refusal to leave the accommodation in the event of the disciplinary suspension;
 - d) refusal to *ex officio* transfer;
 - e) refusal to provide personal details to Aliseo staff in the event of any ascertainment of of violations of these rules;
 - f) introduction of harmful or flammable substances for non-domestic use into the residence;
 - g) any breach of these provisions which could cause serious damage to the Agency, third parties or other users;
 - h) tampering with facilities in the residences and use of facilities and appliances, including those belonging to the student himself/herself, with carelessness carelessness or in any event with behaviour likely to expose to a risk of fire;
 - i) serious misconduct towards Aliseo staff members, concierges or towards other students.
2. The revocation of the accommodation assignment, on the proposal of the Director of the Right to Study, is imposed by order of the Director General for the violations referred to in the previous paragraph or for other serious violations with due reasons.

3. In the event of withdrawal from the accommodation assignment and for particular reasons Aliseo reserves the the right to also withdraw the catering service.
4. The sanction of revocation of the accommodation assignation entails the disqualification of the allocation of accommodation for the following academic years.

Article 22 - Withdrawal of benefits

1. The following cases result in the automatic withdrawal of benefits (scholarship, accommodation and catering service, including at subsidised rates):
 - a) tampering with alarm, security and surveillance devices;
 - b) particularly serious conduct that causes serious damage to the property of the Organisation or to the Organisation itself and/or puts third parties in serious danger;
 - c) introduction or possession in the Residences of weapons of any kind, narcotics inflammable or explosive materials and any other dangerous or likely to cause offence;
2. In the event of particularly serious violations of the provisions ALiSEO reserves the reserves the right to proceed with the immediate revocation of all benefits for the ongoing year.
3. Withdrawal from benefits, on the proposal of the Manager of the Right to Study Sector is imposed by order of the Director General for the violations referred to in previous paragraph 1 or for other serious violations with due grounds.
4. The withdrawn scholarship holder student is required to pay the residency fee in respect of nights unduly spent.

Article 23 - Disqualification from accommodation service

1. A student loses his or her allocated place in the following cases:
 - a) graduation;
 - b) transfer to another university location;
 - c) for having irrevocably renounced the pursuit of studies;
 - d) if they definitively give up their place.
2. The assignee student is requested to notify the Accommodation Service in a written communication within 5 working days after respectively:
 - a) graduation;
 - b) transfer to another university location;
 - c) interruption of studies.
3. Failure by the assigned student to reply to the expression of interest or to the call for applications within the deadline set is considered a definitive renunciation of the accommodation place and entails automatic disqualification from the accommodation assignation.

Article 24 - Communications to the Student

1. During online registration, the student is asked to enter an e-mail address. It is recommended that this address is attributable directly to the student and not to other parties and that it is 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 by ALiSEO does not constitute acceptable grounds for any dispute. Any change of the e-mail address must be made by the student through the appropriate procedure available on the student's personal page "Student Webdesk/*Sportello studenti*" page.
2. All communications from ALiSEO take place via the e-mail address communicated by the student during the registration on the personal "Student Webesk" page and/or through publication on the institutional website. These communications have to all effects legal value, replacing postal communication.
3. If the student does not communicate the change of the e-mail address or this one is erroneous, the communication from ALiSEO (including that relating to the verifications and withdrawal from benefits) will be considered valid for all purposes if notified to the last e-mail address communicated by the student to the Agency.

Article 25 - Privacy Policy

1. The data will be processed in accordance with EU Regulation 2016/679 and Legislative Decree No 196/03 as amended by Legislative Decree No 101/18. In the application, the student must sign the acknowledgement of the information notice; the provision of personal data as well as the declaration of having read the information notice is mandatory for participation in the allocation of accommodation.
 2. The requested data (personal data, residence, e-mail address, registration data, etc.) are intended for all operations carried out, as a rule with electronic and automated means and paper archives, suitable to guarantee maximum security and confidentiality, aimed at all types of operations connected to the allocation of scholarships, entry and accommodation in residences, with reference to the regional legislation on the right to study. The legal basis of data processing is the exercise of a power provided for by Regional Law no. 15/2006 and regional law no. 25/2018. The images on the entry and accommodation badges in the residences are intended for the purposes of building security; the common areas of university residences are subject to video surveillance.
 3. The data may be communicated to the Liguria Region, the University of Genoa, to AFAM Institutions, to the Revenue Agency, to the Ministry of Education University and Research, the Ministry of the Interior, the Ministry of Defence to the National Association for the Right to Study Organisations, as well as to other public or private entities for control, statistical or research purposes.
- Video surveillance images, as well as other processed data, may be communicated, in the event of criminal offences, to the Judicial Authority.
4. The data, unless otherwise determined by the Region or the MIUR, will be preserved for ten years.

Video surveillance images will be retained only for the time period provided for by the regulations in force.

5. Data subjects are guaranteed the rights set out in Articles 15 et seq. of EU Regulation 2016/679; the data subject also has the right to lodge a complaint with the Data Protection Authority.

6. The data controller is ALiSEO, Agenzia Ligure per gli studenti e l'orientamento, with registered office in Via S. Vincenzo 4, Genova; mail: dpo.privacy@aliseo.liguria.it PEC: direzione@pec.aliseo.liguria.it; Switchboard: +39 01024911, provides the following information on the personal data processed for the performance of its tasks of public interest or otherwise related to the exercise of its public powers; ALiSEO has appointed pursuant to Art. 37 of Regulation (EU) 2016/679 the Personal Data Protection Officer Avv. Sofia Piermattei who may be contacted, also for the exercise of the data subject's rights, at the email address: (privacy@wslegal.it) or by post at DPO C/O Aliseo Via San Vincenzo n. 4, 16121 Genova.

7. The extended information is available on the ALiSEO website www.aliseo.liguria.it within the application form for accommodation in ALiSEO residences.