

REGULATION FOR THE HOUSING SERVICE AT THE “STUDI HUB” UNIVERSITY RESIDENCE

ARTICLE 1 (PURPOSE AND DEFINITIONS)

A.D.S.U. Teramo provides the housing service at the complex known as “STUDI HUB”, comprising a total of 111 bed spaces divided into 39 apartments, for university students who, in possession of certain requirements, must attend the University of Teramo or the “G. Braga” Music Conservatory of Teramo.

This regulation governs the rules of conduct for assignees within the housing facility provided by the Agency for the Right to University Studies of Teramo (ADSU Teramo) through an agreement with the company CENTRO MEDICO COLLEPARCO srl, hereinafter the MANAGEMENT COMPANY.

The Agency guarantees the housing service as set out in the ADSU Students' Housing Service Notice (hereinafter the “Notice”) and in compliance with this regulation.

Assignees of bed spaces also undertake to comply with the rules of civil coexistence.

ARTICLE 2 (SERVICES)

The MANAGEMENT COMPANY provides all guests of the facility with:

- a) Standard room furnishings for each user: bed, bedside table, desk, two chairs, wardrobe, desk lamp and bookshelf;
- b) Standard furnishings for each apartment: kitchen, worktop, refrigerator, table and 4 chairs;
- c) Replacement of movable items worn through age;
- d) Cleaning of the common areas of the building;
- e) Cleaning of the external areas;
- f) Cleaning of individual spaces prior to handover;
- g) Ordinary and extraordinary maintenance of the building;
- h) Reception service and liaison with the competent local Prefecture;
- i) Help-desk service at the ADSU Teramo offices;
- j) On-call service;
- k) Surveillance service by video surveillance;
- l) Wi-Fi service (the student is civilly and criminally liable for data traffic generated from their own account/device);
- m) Laundry service, on request, for a fee.

The complex is located in Via Balzarini snc, near the University of Teramo campus, and is also reachable by local public transport.

ARTICLE 3

(SURVEILLANCE, ON-CALL AND HELP-DESK SERVICES AT ADSU TERAMO)

The surveillance service is carried out by the MANAGEMENT COMPANY through a remotely managed camera system.

The on-call service is provided by the MANAGEMENT COMPANY through a dedicated telephone number and a reporting system via app and website.

The Help-Desk Service, on the days and at the times communicated upon access, is carried out by the MANAGEMENT COMPANY at the ADSU Teramo offices, and serves as the interface with ADSU for all residential and interpersonal matters concerning the guests.

In particular, the tasks of the MANAGEMENT COMPANY include the following:

- verifying that the necessary safety conditions in the residence are maintained, and initial handling of any emergencies;
- monitoring compliance with the prohibitions, reporting any irregularities to the ADSU Teramo administrative office.

ARTICLE 4

(ACCESS TO THE ACCOMMODATION)

Upon arrival, the student must present:

- A valid identification document (identity card, passport, residence permit);
- A copy of documentation proving enrollment at the University of Teramo or the “G. Braga” Music Conservatory;
- A copy of the receipt proving payment of the security deposit to the Management Company.

The student assigned the bed space must review and sign, in the presence of the facility's representative and staff appointed by ADSU:

- the accommodation assignment report, containing the details of the furnishings and equipment present;
- a medical certificate attesting to good health for communal living within the facility;
- consent to the processing of personal data under Regulation (EU) 2016/679 (GDPR), together with the Personal Data Protection Code (Legislative Decree 196/2003);
- this code of ethics and conduct regulation;
- the organizational regulation of the facility in which the assigned bed space is located.

Failure to sign the assignment report prevents the assignment of the bed space.

By signing the report, the student assumes the obligation to make correct use of what has been assigned, and undertakes to return it in the same condition in which it was received, except for normal wear and tear from use.

The student also undertakes to comply with the rules of this Regulation, together with any amendments and additional provisions subsequently approved.

Duplication or transfer of the keys received to third parties is prohibited.

In the event of theft or loss of the keys, the student must file a report with the competent Authority and deliver a copy of the report to the MANAGEMENT COMPANY, which will arrange for a duplicate set of keys or a lock replacement at the student's expense.

ARTICLE 5

(STUDENT OBLIGATIONS)

For the entire period of the accommodation assignment, the student acquires free and full enjoyment of the premises, subject to the limits imposed by current legislation, safety and hygiene requirements, and respect for the rights and freedoms of the other assignees.

Since the assignment is strictly personal (nominative), the student may not, under any circumstances, transfer the assigned bed space to third parties or share it with third parties, even temporarily.

Violation of this obligation will result in the assignee's immediate forfeiture of the housing benefit, and the assignee will also remain liable for any resulting civil and criminal consequences.

The student:

- a) Must maintain civil and courteous behavior, respectful of the personal integrity and dignity of others, as well as of the integrity and decorum of the places where university life takes place, avoiding disturbing the tranquility of other guests in any way. Anyone who fails to comply with these provisions may be removed from the residence, with loss of the deposit.
- b) Must promptly report any contagious illness contracted during the assignment period; in order to prevent contagion, should the student concerned share a double room, they will be transferred, where possible, to a single room until fully recovered, as certified by an appropriate medical certificate.
- c) Must personally take care of the cleaning of the assigned premises and must comply with municipal rules on waste sorting.
- d) Is responsible for the proper upkeep of what has been assigned, as well as of the common areas, furnishings, furniture, fixtures and fittings, floors and walls. The Management Company, with prior notice, even immediate, using its own staff and/or ADSU Teramo staff, may carry out periodic inspections of the apartments for service needs; the student is prohibited from installing locking devices other than those already existing.
- e) Must allow access to the apartments for staff in charge of maintaining the systems, even in the student's absence.
- f) Must promptly notify the Management Company in writing of any damage or malfunction of the accommodation of which they become aware. The assignee student must leave the accommodation in the same hygienic and structural condition in which it

was handed over. Any restoration costs are borne by the student and must be reimbursed. In case of non-compliance, the deposit will be withheld until the student's obligations are fully met.

g) Must turn off the lights and lock their accommodation every time they leave; in the case of absences exceeding 7 days, the student is also required to empty, defrost and clean the refrigerator, after agreement with the other occupants of the unit.

h) Must inform the Management Company staff of any prolonged absences; if the absence exceeds 7 working days, the student is also required to return the keys.

ARTICLE 6 (PROHIBITIONS)

The Student/Guest may not:

1. Bring into the accommodation any type of stove for heating food, gas heaters or electric heaters with exposed heating elements, kerosene or coal heaters or the like; the use of non-compliant electric power strips and the overloading of sockets is also prohibited, in order to prevent fires; such items will be removed and kept by the MANAGEMENT COMPANY until the end of the student's stay at the facility, and may result in disciplinary measures.
2. Use household appliances or equipment other than those already present in the apartments.
3. Open emergency exit doors.
4. Tamper with fire extinguishers or any other safety system.
5. Obstruct the internal or external emergency stairways, which must always be kept clear.
6. Keep bulky items in the apartment, or items liable to damage the furnishings, walls or floors (e.g. skis, bicycles, trunks, etc.), without prejudice to the possibility of using common spaces made available by the Management Company.
7. Dirty, clutter or occupy in any way, even temporarily, with materials or furnishings of any kind, the entrance hall or other passageways on the floors.
8. Throw water or any other object from the windows.
9. Cause disturbance, particularly between 12:00 AM and 8:00 AM, with shouting and noise, or with television, radio equipment or musical instruments. The MANAGEMENT COMPANY will apply appropriate measures in the event of violations that occur or are repeated, notifying ADSU accordingly.
10. Remove from the premises any items provided as equipment.
11. Bring in or keep animals of any kind in one's accommodation, in the residence premises, or in the external areas attached to it.
12. Discharge into sink, toilet or shower drains any materials or substances that may clog the pipes.

13. Keep and/or use flammable, explosive or corrosive materials, or materials otherwise posing a danger to persons or property.

14. Bring in weapons, alcoholic beverages, explosive materials or narcotic substances.

15. Host persons external to the residence, under penalty of forfeiture of the housing benefit (GUESTS MAY BE HOSTED DURING DAYTIME HOURS, SUBJECT TO PRIOR NOTIFICATION TO THE FACILITY OF THEIR NAMES).

16. Smoke or vape in any premises of the facility, as provided for and sanctioned by current legislation on the matter.

17. Organize parties within the facility.

In the event of misconduct by guests, serious violations of the rules of this Regulation, or damage caused to movable or immovable property of the facility, the violations found will be reported by the MANAGEMENT COMPANY to the person responsible and to the ADSU Management, and the relevant disciplinary measures will be adopted.

If the party responsible for any damage cannot be identified, the cost of restoring the item to its original condition will be charged as follows:

- Damage within the accommodation: charged to the assignees of that accommodation.
- Damage on the floor: charged to all guests on that floor.
- Damage in common areas: charged to all guests of the residence.

The Agency assumes no responsibility for valuables, money or any other property kept in the recipients' accommodation.

ARTICLE 7

(SECURITY DEPOSIT)

Admission to the housing service requires a security deposit of €200.00 in favor of the Management Company.

This deposit will be returned to the student, without interest, within 90 days from the date on which the student permanently vacates the assigned bed space, and not before all required payments have been made, and provided that there are no outstanding debts to the MANAGEMENT COMPANY or to ADSU TERAMO, which may make deductions from any amounts due to the student for any reason, such as scholarship installments.

If the student fails to cover the reimbursement of any damage caused to the residence facilities, or the restoration of the hygienic and structural condition of the accommodation, the deposit may also be used to contribute to covering the costs incurred.

ARTICLE 8
(LOSS OF THE RIGHT TO ASSIGNMENT)

Students are summoned to sign the formal assignment document by certified email (PEC).

Should the student fail to appear for the assignment of the accommodation, without having given a justified reason to the Agency's offices and without arranging another appointment date with them via PEC, they will be considered to have withdrawn and will lose the right to the assignment.

For any further information, reference is made to the competition call approved and published by ADSU Teramo, which is considered fully referenced and applicable here, even though not formally attached.

ARTICLE 9
(CHANGE OF ACCOMMODATION)

Should a student assigned a bed space wish to change rooms, they must submit a written and duly justified request to the MANAGEMENT COMPANY via PEC; the Management Company, in coordination with ADSU, will undertake to accommodate the request, where possible.

Following verification of the feasibility of the request, any procedures relating to the change of bed space will be activated and must be communicated to A.D.S.U. Teramo. The student will sign a new assignment report.

ARTICLE 10
(TRANSFER TO ANOTHER APARTMENT, ROOM OR BED SPACE)

The MANAGEMENT COMPANY reserves the right to carry out administrative transfers of the assigned bed space, with 7 working days' notice, should the need arise to separate assignees of the same apartment whose cohabitation proves difficult due to established incompatibility, or should this become necessary for particular organizational needs.

The transfer may be ordered, in addition to cases of incompatibility, in all other cases where repeated conduct contrary to this regulation is found, without prejudice to the sanctions provided for in this regulation.

In cases of particular seriousness, the MANAGEMENT COMPANY may proceed with an administrative transfer with immediate effect, notifying ADSU Teramo in cases of environmental incompatibility or other relevant circumstances.

ARTICLE 11
(FORFEITURE OF THE HOUSING BENEFIT)

The student will forfeit the housing benefit during the course of the year in the following cases:

a) Transfers to another University.

- b) Withdraws from their studies.
- c) Incurs sanctions (specified in Article 14).
- d) Is responsible for serious violations of the Regulation of the Residence of which they are a guest.
- e) Graduates.

In this last case, the student must permanently vacate the apartment within 7 working days of graduation.

ARTICLE 12

(RETURN OF THE ACCOMMODATION)

At the end of the period of use, the student is required to return the apartment in the same condition as when it was received. The student must therefore:

- a) Leave the room clean and free of any personal belongings.
- b) Sign, together with the Management Company's representative and the staff appointed by ADSU, the accommodation return report, listing the condition of the furnishings.

The return report is essential for the regular refund of the security deposit.

Should any damage be found, the MANAGEMENT COMPANY will initiate the procedures for the relevant compensation.

ARTICLE 13

(ITEMS LEFT IN THE ACCOMMODATION)

A student in arrears, or one who has been removed from the facility for other disciplinary reasons, is required to clear the apartment of their belongings.

Otherwise, the MANAGEMENT COMPANY staff may arrange for the collection of the abandoned items in a room of the residence itself, where they will remain available to their rightful owners for 60 days, after which the Management Company will be authorized to dispose of them in the manner deemed most appropriate.

A report of the operation, and of the opening of any wardrobes or drawers that proved necessary, will be drawn up in the presence of two witnesses.

ARTICLE 14

(DISCIPLINARY MEASURES)

A student assigned a bed space who fails to comply with the rules of this regulation will be reported to the ADSU Management for the relevant disciplinary measures, which, at ADSU's discretion, may also lead to permanent removal from the facility.

In the event of non-compliance with the obligations and prohibitions of this Regulation, the Agency reserves the right to apply the following sanctions:

1. Written warning.

2. Fine.
3. Suspension of the benefit.
4. Revocation of the benefit.

WRITTEN WARNING

The written warning consists of a formal disciplinary notice and is applied for the following minor infractions:

- Failure to maintain decorum: occasional untidiness of one's room or of the common spaces.
- Disturbing noise: first violation of quiet hours (e.g. TV or music at high volume).
- Non-compliance with formal procedures: failure to return keys for short absences, or failure to report short periods away.
- Negligence: failure to turn off lights or electrical equipment when leaving the room.

FINANCIAL PENALTY (FINE)

The financial penalty applies to infractions which, while not compromising safety, indicate repeated non-compliance with the rules or cause costs to the Agency:

- Repeat offense: second violation of a rule that has already resulted in a written warning.
- Minor damage: damage to furnishings or furniture resulting from negligence (in addition to compensation for the damage). MONITORED BY THE COMPANY, which will promptly notify ADSU.
- Administrative interventions: need to send staff for extraordinary cleaning due to the state of neglect of the premises.
- Loss of keys: failure to report, or delay in reporting, the loss of keys/badges.

SUSPENSION OF THE BENEFIT

Suspension entails temporary removal from the facility (from 1 to 3 months) and is applied for particularly serious infractions:

- Aggressive behavior: verbal aggression or seriously disrespectful attitudes towards facility staff or other students (OR TOWARDS ANY PERSON PRESENT IN THE FACILITY).
- Serious hygiene violations: persisting in keeping the premises in conditions that compromise public hygiene, despite previous sanctions.
- Removal of property: taking away or improperly using furnishings or equipment belonging to the common areas of the residence.

Revocation of the bed space, with removal from the residence, is ordered ex officio in the following serious cases:

- a) Transfer of the bed space: transfer to third parties on any grounds, or duplication/handover to third parties of keys or access credentials.
- b) Unauthorized hosting: hosting external persons during nighttime hours without prior authorization.

c) Safety and danger: possession of weapons, narcotic substances or explosive material, or tampering with fire-safety equipment (fire extinguishers, emergency doors).

THE CHOICE OF SANCTION AMONG THOSE LISTED ABOVE IS LEFT TO THE ASSESSMENT OF A SPECIFIC COMMITTEE, WHICH WILL TAKE INTO ACCOUNT THE SERIOUSNESS OF THE ACT, THE CIRCUMSTANCES IN WHICH IT WAS COMMITTED, AND ANY REPETITION OF PREVIOUSLY SANCTIONED CONDUCT.

ARTICLE 15 (DISCIPLINARY PROCEDURE)

The MANAGEMENT COMPANY is required to report, in writing, to ADSU Teramo any fact or conduct contrary to this Regulation that may give rise to one of the measures referred to in the preceding article.

ADSU Teramo, upon becoming aware of facts that may give rise to one of the measures referred to in the preceding article, invites the student to provide, in writing, clarifications and counterarguments.

Following the student's counterarguments, if these allow the alleged regulatory violations to be assessed as unfounded, no sanction will be imposed. Otherwise, the complaint will proceed to the sanctions provided for in this Regulation.

All sanctions imposed will be formally notified to the person concerned by CERTIFIED EMAIL (PEC).

ARTICLE 16 (FINAL PROVISIONS)

For anything not covered by this Regulation, reference is made to the provisions of current legislation on the matter and to the Civil Code.

The Regulation is published on the ADSU Teramo institutional website and is displayed within the housing facility.

The Court of Teramo has jurisdiction over any legal disputes.

Attachments:

- 1) Bed space assignment report
- 2) Accommodation return report