

**PUBLIC COMPETITION NOTICE FOR UNIVERSITY RESIDENCES
CONCERNING THE ALLOCATION OF LODGINGS
ACADEMIC YEAR 2023/2024**

GENERAL CONDITIONS

ADDRESSEES

- a) University students;
- b) UniGe/SPES interns;
- c) UniGe/SPES scholarship beneficiaries;
- d) researchers (only if on first scholarship year);
- e) participants of training courses organized by SPES S.c.p.A.;
- f) PhD students;
- g) affiliated of SPES or UniGe.

ADMISSION REQUIREMENTS

The following terms list all specific requirements, restrictions and general conditions under which it may be possible to benefit from the temporary paid accommodation:

REQUIREMENT NO.1

- a) must be legitimately enrolled to undergraduate and postgraduate degree courses at UniGe, based at the University Campus in Savona;
- b) must be legitimately enrolled on training courses or Masters organized or sponsored by SPES S.c.p.A. and which take place in Savona;
- c) must have a work contract (university research contract) stipulated by UniGe which is relevant to the Campus in Savona.

REQUIREMENT NO.2

- a) must not be older than 35 upon submission of the application.

REQUIREMENT NO.3

- a) the journey time from place of residence and the Municipality of Savona **can't be less than 60 minutes**, according to public transport timings.

The above requirements must all be contemporaneously met.

REQUIREMENT NO.4 (Merit Requirement: only regarding current students and New Students Subsequent years)

- a) University students must have obtained at least **22 credits** in the academic year of **2022/2023**;
- b) Students undertaking Master courses: **in the years 2022/2023** must not have accumulated more than **10% of absence** in relation to the total allowed for by the course.

REQUIREMENT NO.5 (to apply for no. 20 accommodations on a subsidized rent)

- a) Economic situation of the family of origin relating to 2022 which does not exceed the ISEE limit of €24,335.00.
- b) Students who are indebted to SPES are not entitled to apply to the competition.

SPES reserves the right to take into consideration any written warnings or other disciplinary measures taken against the applicant in the previous academic year.

TERMS AND CONDITIONS

ART.1 - AVAILABLE LODGINGS

For the 2023/2024 academic year, SPES S.c.p.A. provides 53 paid beds at the University Campus of Savona - Via A. Magliotto, 2 - Savona divided as follows:

- N ° 26 beds in double rooms at full height;
- N ° 20 beds in double room at a reduced moderate fee;
- N ° 7 beds in single room.

The selection of single or double room is optional when submitting the application, but does not guarantee the assignment.

Those who apply for a **MODERATE FEE CAN NOT apply for a SINGLE ROOM.**

17100 Savona - Via Magliotto, 2 - Campus Universitario

Tel. 019 21945481 - fax 019 21945480 E-mail: segreteria@spes-savona.it

C. F. e P. IVA: 00511850091 - Reg. Imprese Savona n° SV056-15353 - www.spes-savona.it

ART. 2 - METHODS AND TERMS FOR SUBMITTING APPLICATIONS.

Interested parties must fill in, after reading the announcement, the online form **REQUEST ACCOMMODATION WITH A FEE or MODERATE FEE** on the website http://residenze.campus-savona.it/registrazione_new.php - University Residences - request for accommodation - by and no later than the terms specified in the table below.

DEADLINE WITHIN WHICH SUBMITTING REQUESTS FOR BEDS

For all categories August th21 by 12.00 pm

ASSIGNMENT CRITERIA:

- **Current students (ranking I):**
 - Students in the addressees list who have stayed in one of the residences included in the public competition for a **minimum period of 5 continuous months, ended in June or July** during the academic year 2022/2023.
- **New Students Subsequent years (ranking II):**
 - Students in the addressees list who have stayed in one of the residences included in the public competition for a **period of less than 5 months** during the academic year 2022/2023;
 - UniGe students, researchers, PhD candidates and scholars who have never stayed in one of the residences included in the public competition but who don't enrol to the first year.
- **Freshman Year Students (ranking III):**
 - Students who enrol to their **first year of a three-year undergraduate Bachelor degree or to a Master, without ever having stayed in one of the university residences in Savona;**
 - Students who enrol to a UniGe or SPES course for the first time.

At the end of the compilation, the automatic system will send the applicant an email with a copy of the application certifying the correct compilation. The document must be printed, kept and delivered to SPES in case of bed assignment. The application is valid as a self-certification pursuant to Art.46 of the Presidential Decree no. 445/00.

ACCOMMODATION CONTRACT AND ALLOCATION DURATION

The bed assignment contract will have a mandatory minimum duration of one academic year as per the table below; any changes in the duration of the period must be requested in writing, stating the reasons, and formally approved by SPES S.c.p.A..

Graduating current students are excluded from the obligation of the duration, but they will have to communicate and agree on the period in advance with SPES.

Acceptance of lodgings is for the entire duration of the period established at the time of entering into the contract with SPES. Recipients who wish to prematurely pull out of the contract shall be obliged to pay the full amount for the entire period. SPES reserves the right to take into account the possibility for premature termination of the contract only in the event of serious and sudden need and when supported by recorded evidence.

MINIMUM CONTRACT DURATION

Category	Period
Current students	September 2023 – June 2024
New Students Subsequent years	September 2023 – June 2024
Freshman Year Students	October 2023 – June 2024

Requests for extension for the month of July must be submitted in writing before 31st May to the housing service by email (segreteria@spes-savona.it).

The stay in the month of August is only and exclusively permitted for study purposes, upon written certification of a professor, or real and proven inability to leave the accommodation.

ART.3 - CRITERIA FOR THE ALLOCATION OF LODGINGS

1. The bed places will be assigned on the basis of the separate rankings by category and drawn up specified and reported in the ART. 2.

The beds will be assigned in the following order:

- 1) University students enrolled in three-year and master's degree courses at UniGe and/or courses affiliated with SPES and/or UniGe
- 2) PhD students

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3) Researchers

4) Students requesting 1st semester for Double Degree or Erasmus starting from September.

Within this order, the following assignment criteria will apply:

Confirmations of previous years at full payment. Ranking 1

- Be in possession of the credits required in the requirements section
- Distance: the assignment order will be from the furthest from the Campus.

In the event of a tie, greater emphasis will be given to the highest number of credits obtained in the previous academic year.

Confirmations of previous years Moderate fee. Ranking 2

- ISEE indicator
- Be in possession of the credits required in the requirements section
- Distance: the order of assignment will be from the most distant from the Campus.

In the event of a tie, greater emphasis will be given to the highest number of credits obtained in the previous academic year.

New Students Subsequent years full payment. Ranking 3

- Be in possession of the credits required in the requirements section
- Distance: the order of assignment will be from the farthest away from the Campus.

In the event of a tie, greater emphasis will be given to the highest number of credits obtained in the previous academic year.

New Students Subsequent the Moderate fee. Ranking 4

- ISEE indicator
- Be in possession of the credits required in the requirements section
- Distance: the order of assignment will be from the farthest away from the Campus.

In the event of a tie, greater emphasis will be given to the highest number of credits obtained in the previous academic year.

Full payment freshmen. Ranking 5

- Distance: the order of assignment will be from the most distant from the Campus.

In the event of a tie, for the assignment order, greater importance will be given to the date of arrival of the request in the management system.

Freshmen Moderate Fee. Ranking 6

- ISEE indicator
- Distance: the order of assignment will be from the most distant from the Campus.

In the event of a tie, for the assignment order, greater importance will be given to the date of arrival of the request in the management system.

If valid applications exceed the number of places available, **non-ASSIGNED** candidates will remain in the ranking as **SUITABLE** and will be able to take advantage of any repechage in the event of places left vacant, during the current academic year, by renunciations or exclusions of the assignees.

Incomplete or incorrect Applications will be considered non suitable.

ART 4 - PUBLICATION OF RANKINGS

1. The rankings specifying the allocation of lodgings shall be published on the campus website <http://www.spes-savona.it/accoglienza.html>. Rankings shall be published within 15 days from the application deadline specified in the table for each category.

2. Lists shall be published in the manner mentioned above. This shall be considered in all respects a legitimate form of notification and communication to all interested parties.

SPES will not send any communication to those who have submitted an application form.

ART. 5 - MANNER OF ALLOCATION

Shall be considered admissible for lodgings those who have entered in the first **26** positions for the ranking "**paid double rooms**", in the first **7** positions for the ranking "**paid single rooms**" and in the first **20** positions for the ranking "**subsidized rent**".

Assignees must confirm the bed within **7 days from the publication of the ranking**, by sending the specific form that can be downloaded from the website <http://www.spes-savona.it/accoglienza.html> , by email at the address segreteria@spes-savona.it , under penalty of exclusion.

At the same time as the confirmation, only for Freshmen and Subsequent years New Students, a security deposit of € 420.00 must be paid, without which the confirmation will not be considered valid.

S.P.E.S. S.c.p.A.
BPER Banca IBAN code
IT7850538710610000047329001

specifying the name and surname of the assignee and the words "Security Deposits for Accommodation and Magnetic Card".

The deposit will be retained for all the years of stay in the residences. Before returning it will be necessary to carry out a joint inspection of the property. The deposit will be returned within 3 months by bank transfer, unless damages to the accommodation or common areas have been ascertained.

Those who have not presented the confirmation in the manner and within the times indicated above will be considered to have withdrawn, losing the right to a bed for the A.Y. 2023-2024.

PAPER DOCUMENTATION TO BE DELIVERED ON THE DAY OF COLLECTION OF THE KEYS

1. Form received by email confirming the correct completion of the application;
2. Copy of university enrollment or pre-enrollment for freshmen;
3. University curriculum certifying credits, for confirmations or new subsequent years;
4. Other document certifying the existing relationship with UniGe or SPES for other courses;
5. Certificate of residence or self-certification of residence;
6. Copy of a personal identity document;
7. Non-EU assignees must also present: valid residence permit, or certification attesting to the request for release or renewal. If awaiting release, it will be their concern to send the residence permit to SPES as soon as it is in their possession, under penalty of revocation of the benefit;
8. ISEE certification of the family unit or single-component unit (only Moderate Fee);
9. Copy of the bank transfer certifying the payment of the security deposit

KEYS COLLECTION DATES

(only working days from 9:30 a.m. to 12:00 and from 02:00 p.m. to 04:00 p.m. except for Friday when the opening time is from 9:30 a.m to 12:00)

Category	Period
Current students	From 4 th to 8 th September 2023
New Students Subsequent	From 4 th to 8 th September 2023
Freshman year students	From 3 th to 7 th October 2022 except for who request the access in September which will have to be collected from 4 th to 8 th September

Student assignees who, for serious and proven health or family reasons, are unable to appear on the date indicated in the form for entry into the accommodation, must send a specific request for postponed entry, duly justified, to the email address segreteria@spes-savona.it at least 48 working hours before the arrival date, but the monthly rent must still be paid in full.

Those who will not show up on the date and time indicated in the acceptance form will be considered renunciative.

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ART.6 - MONTHLY RATES FOR LODGINGS AND METHOD OF PAYMENT

The monthly fees per bed for the year 2023/2024 are:

- €250.00 in a double room
- € 350.00 in single room,
- €180.00 for the moderate fee

Costs include utilities, weekly cleaning (weekly cleaning is provided only for the "New Building") and current taxes. Splits of the monthly payments aren't admitted and the A/Y period must be paid in full except for serious and proven reasons. SPES reserves the right to make changes to the monthly fee, upon written notice, in the event of changes in taxes and duties. The fee must be paid in advance by the 5th day of each month, by bank transfer made out to:

S.P.E.S. S.c.p.A.
Codice IBAN BPER Banca
IT78S0538710610000047329001

The payer must specify the recipient's first and last name and relevant month in the payment description.

Any other payment method must be agreed with SPES upon entry. Late payments will result in a 5% penalty, with a minimum of €20.00.

In the event of non-payment of two consecutive months' instalments, the assignee will lose the benefits, will have to pay the balance immediately and will have to leave the accommodation. SPES reserves the right to inform UniGE, a SPES member, of the default which may, at its discretion, block the career.

ART.7 - REGULATIONS AND SAFETY STANDARDS

1. The recipients of lodgings are obliged to read and respect the **Regulations** relating to the use of accommodation and the **Safety Standards** on the website <http://www.spes-savona.it/>

The submission of the application has the value of having read and accepted regulations and safety standards.

2. SPES has the right to inspect all accommodation whenever it pleases in order to verify correct behaviour and upkeep by its occupants. It may also send representatives to carry out ordinary and extraordinary maintenance.

ART.8 - VERIFICATIONS ON PRODUCED SELF-CERTIFICATIONS

S.P.E.S. S.c.p.A. will assess the authenticity of self-certification provided by the students, according to art. 43 and 71 of the D.P.R. 445 of 28 December 2000 and all other relevant articles.

ART. 9 - GROUNDS FOR FORFEITURE OR REVOCATION

1. If, during the allocation period, the recipients no longer meet one of the admission requirements, they shall be obliged to immediately communicate it to SPES. Depending on the missing requirement, the administrative office will then evaluate the possibility of either ensuring the accommodation until the end of the pre-established period or otherwise it will request the lodging be handed back to SPES while imposing no obligation to continue payment for the full amount owed. Conversely, failure to communicate with SPES will result in lodging being revoked and compulsory payment of the entire allocation period.
2. The lodgings shall be revoked also if the beneficiary should undertake employment and be unable to commit to regular study.
3. Should the recipient be **absent from the lodgings for more than 8 days**, they are obliged to communicate it to SPES. Proven periods of prolonged absenteeism which have not been communicated nor justified to SPES shall result in the revocation of the allocated lodgings.

ART. 10 – HAUSED CIRCULAR ABOUT THE EUROPEAN PARLIAMENT AND COUNCIL GUIDELINES EU 2016/679 APRIL 27th 2016

S.P.E.S. S.c.p.A., registered office in VIA A. MAGLIOTTO, 2 – 17100 SAVONA, is the title holder for Data Treatment, impersonated by current president, Avv. Francesco Sanguineti, reference email privacy@spes-savona.it. The DPO of S.P.E.S. S.c.p.A. is Massimo Ramello, whose contacts are: Tel. 0131 1826681, pec: dpo@gdpr.nelcomune.it.

Your Data, acquired by the organization are directly released to the interested party either by filling the online form or by manual input of data at Our office.



S.P.E.S. S.c.p.A.

Società di Promozione degli Enti Savonesi per l'Università

CERTIFICAZIONE UNI EN ISO 9001:2015 PER LE ATTIVITÀ FORMATIVE



Your Data will be processed by electronic and automated means at the premises of S.P.E.S. S.c.p.A., but also in paper form, finalized to administrative, fiscal and logistical management for the University Campus Residences of Savona. These Data are collected on a cloud data management entrusted to S.P.E.S. S.c.p.A., or to an eventual non-member named for external Data Controller.

The Company can provide Your personal data to non-members: Genova University – Università degli Studi di Genova; Savona municipality – Comune di Savona; Police Headquarters and Prefecture – Questura e Prefettura; ALISEO Liguria; Fiscal, Job and Legal Consultant; Italian Tax Supervision Authority – Agenzia delle Entrate; Italian Welfare and Health Authorities.

Personal data collected by SPES are not subject to disclosure or deployment, they will not be sold nor disposed of to others.

Your Personal Data WILL NOT be transferred outside the European Community.

Your Data will be stored for a period up to a maximum of 10 years according to the Civil Code Article 2220 regarding accounting Data storage.

It belongs to Your rights to ask for access, correction, portability deletion or limited treatment of Your Data, in addition to the Data Treatment opposition right. In case of Data Treatment opposition, S.P.E.S. S.c.p.A. will be unable to ensure any right of access to University Residences – University Campus of Savona.

Treatment of Your Data will be accomplished with your agreement which is always retractable with a exception of fiscal and administrative obligations.

Moreover, it is your right to present an official claim to the Control Authority if you believe that a non-conform Data Treatment has been accomplished.

Savona, 14/06/2023

Firmato in originale
Avv. Francesco Sanguineti – Presidente

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