

AB/cm/256/2019

**PUBLIC COMPETITION NOTICE FOR UNIVERSITY RESIDENCES FOR THE ALLOCATION OF LODGINGS  
ACADEMIC YEAR 2019/2020**

**GENERAL CONDITIONS**

**ADDRESSEES**

- a) *University students;*
- b) *UniGe/SPES interns;*
- c) *UniGe/SPES scholarship beneficiaries;*
- d) *researchers (only if on first year of bursary);*
- e) *participants of training courses organized by SPES S.c.p.A.;*
- f) *PhD students;*
- g) *employees 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, taking place in Savona Campus.

**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 **cannot 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 applicants)**

- a) University students must have obtained at least **22 credits** in the academic year of **2018/2019**;
- b) Students undertaking Master courses: **in the years 2018/2019** 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) A household income of origin relating to 2018 which does not exceed 20% of the ISEE ERP limit which is equal to €17.000,00 of the ISEE model for household incomes and equal to €20.000,00 for one member families.

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 academic year 2019/2020, in agreement with the region of Liguria and the Municipality of Savona, SPES S.c.p.A. makes available **no. 53** accommodations for rent, at the University Campus of Savona - Via A. Magliotto, 2 – Savona, broken down as follows:

- **No. 26 full price accommodations in double rooms;**
- **No. 20 subsidized rent accommodations;**
- **No. 7 accommodations in single rooms.**

Those applying shall choose between double or single accommodation; however this choice doesn't guarantee the allocation.

Whoever applies for **SUBSIDIZED RENT** can **NOT** choose the accommodation in single room.

### **ART. 2 - TERMS AND PROCEDURE FOR THE SUBMISSION OF APPLICATIONS**

Those interested, after reading the competition announcement, must fill in the application form **FOR FULL PRICE RENT OR SUBSIDIZED RENT ACCOMMODATION** available on the website [http://residenze.campus-savona.it/registrazione\\_new.php](http://residenze.campus-savona.it/registrazione_new.php) - Student accommodation - Accommodation Request Form by and not after the due dates specified in the table below.

### **DUE DATES TO APPLY FOR ACCOMMODATIONS**

Category	Date	Time
Current students	22 <sup>th</sup> July 2019	12:00 p.m.
New applicants (not first year)	29 <sup>th</sup> July 2019	12:00 p.m.
Freshman Year Students	13 <sup>th</sup> September 2019	12:00 p.m.

### **Key to the categories:**

- **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 2018/2019.
- **New applicants (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 2018/2019;
  - 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.

Upon submission of the application, the applicant will be sent an automatic email confirming correct completion. The document must then be printed, conserved and sent to SPES in case of allocation. The application is valid for self-certification in accordance with Art.46 D.P.R. n. 445/00.

### **ACCOMMODATION CONTRACT AND ALLOCATION DURATION**

The accommodation contract will last a compulsory minimum of one academic year as shown in the table below. Any modification to this period must be agreed and approved by SPES S.c.p.A. in advance and in written form, marking out a valid reason.

**Students about to graduate are excluded from the regulatory requirement.**

**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 2019 – June 2020
New applicants	September 2019 – June 2020
Freshman Year Students	October 2019 – June 2020

Requests for extension for the month of July must be submitted in writing before 31<sup>st</sup> May to the housing service by email ([segreteria@spes-savona.it](mailto: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 lodgings will be allocated on the basis of three distinct rankings drawn up for each of the categories specified and listed in the table at ART. 2:

The three rankings are independent of each other and shall be published according to the deadlines indicated in the following ART. 4 point 2 of this same public competition.

It is specified that for the **I** and **II** ranking (*subsidized rent excluded*) on equal date of submission, the priority will be given to the applicant whose residency is furthest from the University Campus of Savona. In case of further parity, it will be considered the merit requirement, only for current students or new applicants, or the date of university registration or pre-registration, for freshman year students.

To the single room accommodation applicants, left out of the ranking for unavailability of rooms, it will be offered a double room accommodation, if available, for the category to which they applied. In case of acceptance, applicants will be added at the bottom of the ranking of the category to which they applied.

The **subsidized rent** rankings **I**, **II** and **III** have a maximum of 20 double room priority accommodations for a subsidized fee. When those accommodations are no longer available, applicants will be included in the "FULL RENT DOUBLE ROOM" ranking, according to the submission date.

In each ranking for subsidized rent (**I**, **II**, **III**) it will be given priority to the economic status, following what it is specified in the ISEE certification. In case of ISEE parity, it will be given priority to the applicant whose residency is furthest from the University Campus of Savona. Ultimately, the submission date will be considered. In case of further parity, the merit requirement will be taken into consideration (ranking **I** and **II**)

Should there be any vacant accommodations when allocating the 20 **subsidized rent** lodgings for rankings **I**, **II** and **III**, those remaining will be assigned to **ELIGIBLE** students in full rent rankings starting from the **I**.

2. In the event that applications should exceed the number of accommodations available, non-selected candidates shall remain in the rankings as **ELIGIBLE**. Eligible people will be able to take advantage of any repechage in case of vacancies, for the current academic year, resulting from renouncement or exclusion of the recipients.

**Applications which are incomplete or incorrect 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 20 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".

Recipients must confirm their acceptance of their lodgings by the date indicated in the table below, sending the form by email to the address [segreteria@spes-savona.it](mailto:segreteria@spes-savona.it), under penalty of exclusion. The form can be downloaded on the website <http://www.spes-savona.it/accoglienza.html> .

### **DEADLINE FOR THE SUBMISSION OF THE ACCEPTANCE FORM**

Category	Period
Current students	23 <sup>th</sup> August 2019
New applicants	23 <sup>th</sup> August 2019
Freshman Year Students	21 <sup>st</sup> September 2019

**Those who have not presented the confirmation in the manner and in the times indicated above will be considered waivers, losing the right to the accommodation for AY 2019-2020.**

**UPON ALLOCATION AND RECEIPT OF THE KEYS THE FOLLOWING PAPER DOCUMENTATION IS TO BE DELIVERED**

1. Form received via email confirming the correct compilation of the application;
2. A copy of the enrolment or pre-enrolment for freshman year students;  
A university CV which sites number of credits as regards current students or new applicants;  
Another document certifying the current relationship with UniGe o SPES in relation to other courses and/or internships;
3. Certificate of residence or self-certification of residence;
4. Copy of a personal identity document;  
Moreover, recipients from **outside the EU** must present: a residence permit, or documentation showing the request for issuance. Recipients waiting for the issuance are advised to promptly provide SPES the residence permit as soon as it should be within their possession, or it worth the loss of all benefits;
5. ISEE certificate of the household or individual level of income (*only for Subsidized Rent applicants*);
6. Copy of the payment of the security deposit (€ 420) only for *New Applicants* and *Freshman year Students*. Bank account of reference:

**S.P.E.S. S.c.p.A.**  
**IBAN code IT12Q0617510610000001555580**

The payer must specify the recipient's first and last name and the description "Depositi Cauzionali per Alloggio e Tessera Magnetica".

The deposit will be held for all the years in the residences.

Upon refund, a joint inspection of the lodgings must take place. The deposit shall via bank transfer within 3 months, unless proven damage to housing or common parts.

**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 2 <sup>nd</sup> to 6 <sup>th</sup> September 2019
New applicants	From 2 <sup>nd</sup> to 6 <sup>th</sup> September 2019
Freshman year students	From 1 <sup>st</sup> to 4 <sup>th</sup> October 2019

Recipients who, for serious and proven health or family reasons, are unable to be present on the agreed entrance date, must be sure to forward the relevant request for postponement (with supporting evidence) to the email address [segreteria@spes-savona.it](mailto:segreteria@spes-savona.it) at least 24 hours before the arrival day.

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

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

The monthly accommodation fee for the AY 2019/2020 are € 220,00 for double rooms, € 330,00 for single rooms, € 160,00 for subsidized rent. The fee includes all bills, one weekly clean and all existing taxes..

The monthly payments cannot be paid in instalments. SPES reserves the right to make modifications to the monthly rent, following written communication, in the event of tax and charges variations.

The rent must be paid **within the 5th day of each month** by bank transfer to:

**SPES S.c.p.A.**  
**Codice IBAN IT12Q0617510610000001555580**

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

All other methods of payment must be agreed with SPES upon acceptance of lodgings. Delay in payment will result in a 5% penalty with a minimum of € 20,00.

In the event of two consecutive non-paid monthly fee, the recipient will lose all benefits and must immediately settle the balance before leaving the lodging within the end of the current month.

**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 constitutes the applicant having examined, acknowledged 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 - INSPECTION OF THE SELF-CERTIFICATION PROVIDED**

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 in the event that 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 27<sup>th</sup> 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, Prof. Maurizio Schenone, reference email [privacy@spes-savona.it](mailto:privacy@spes-savona.it). The DPO of S.P.E.S. S.c.p.A. is lawyer Massimo Ramello, whose contacts are: Tel. 0131 1826681, pec: [dpo@gdpr.nelcomune.it](mailto: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.

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, 14/06/2019**

**Signed in the original  
Prof. Re Maurizio Schenone - President**