

FS/cm/185/2022

**PUBLIC COMPETITION NOTICE FOR UNIVERSITY RESIDENCES  
CONCERNING THE ALLOCATION OF LODGINGS  
ACADEMIC YEAR 2022/2023**

**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) 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 applicants)**

- a) University students must have obtained at least **22 credits** in the academic year of **2021/2022**;
- b) Students undertaking Master courses: **in the years 2021/2022** 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 relative to 2021 that does not exceed the ISEE limit of € 24,335.00 by + 20%.
- 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 2022/2023 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 at a reduced moderate rent;
- 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.

**17100 Savona - Via Magliotto, 2 - Campus Universitario**

Tel. 019 21945481 - fax 019 21945480 E-mail: [segreteria@spes-savona.it](mailto:segreteria@spes-savona.it)

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Those who apply for a **MODERATE RENTAL CANNOT** apply for a **SINGLE ROOM**.

## **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 RENT** on the website [http://residenze.campus-savona.it/registrazione\\_new.php](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.

### **TERMS FOR SUBMITTING REQUESTS FOR BEDS**

**For all categories 24 August by 12 noon**

#### **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 2021/2022.
- **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 2021/2022;
  - 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 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..

**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 2022 – June 2023
New applicants	September 2022 – June 2023
Freshman Year Students	October 2022 – June 2023

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) University students enrolled in three-year and master's degree courses at UniGe
- 2) PhD students

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3) Researchers

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

Within the aforementioned order, the following assignment criteria will apply:

**Confirmations of previous years with full payment. Ranking 1**

- 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, the highest number of credits obtained in the previous academic year will be given greater importance for the order of assignment.

**Confirmations of previous years Moderate Canon. 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, the highest number of credits obtained in the previous academic year will be given greater importance for the order of assignment.

**New year following in 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, the highest number of credits obtained in the previous academic year will be given greater importance for the order of assignment

**New Years following the Moderate Canon. 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, the highest number of credits obtained in the previous academic year will be given greater importance for the order of assignment

**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.

In the event that the valid applications exceed the number of available places, the **non-ASSIGNED** candidates will remain in the ranking as **ELIGIBLE** and will be able to take advantage of any repechage in the event of vacant beds, in the current academic year, by renunciation or exclusion of the assignees. .

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 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](mailto:segreteria@spes-savona.it), under penalty of exclusion.

Those who have not submitted the confirmation in the manner and within the times indicated above will be considered renouncers, losing the right to a bed for the A.Y. 2022-2023.

#### **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 (€ 420) for subsequent new years and freshmen. Account to which to make the deposit:

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

**IBAN code IT12Q0617510610000001555580**

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

The deposit will be withheld for all the years of stay in the residences.

Before returning it will be necessary to carry out a joint inspection of the accommodation. The deposit will be returned within 3 months by bank transfer, unless damage to the accommodation or common areas is ascertained.

#### **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 5 <sup>th</sup> to 9 <sup>th</sup> September 2022
New applicants	From 5 <sup>th</sup> to 9 <sup>th</sup> September 2022
Freshman year students	From 3 <sup>th</sup> to 7 <sup>th</sup> October 2022 except for the access request in September which will have to be collected from 5 <sup>th</sup> to 9 <sup>th</sup> September

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.

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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 2022/2023 are **€ 250,00 for double rooms, € 350,00 for single rooms, € 180,00 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 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 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.



**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



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, 15/06/2022

Firmato in originale  
Avv. Francesco Sanguineti – Presidente