

SPES Accommodation Regulation **University Campus** **Savona**

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REGULATIONS OF THE STUDENT RESIDENCES

PART I - GENERAL REGULATIONS

Article 1 – GENERAL RULES

1. SPES manages and organises the housing service according to the standards set out in these same regulations.
2. The conditions of approval, the length of allocation and the amount owed for the different types of accommodation are laid down in the public competition.

Article 2 – RESPONSIBILITY

1. SPES is responsible for the management of the residences and takes all necessary action to ensure the correct application of these same regulations. SPES oversees the proper running of the service.
2. SPES can carry out the activities connected to the service directly,
 - Directly, through its own personnel;
 - Indirectly, through tutors or external companies and organizations.
3. Indirect or direct personnel is authorized to carry out inspections in all spaces of the residence and to report any noncompliance; students must behave respectfully towards personnel and are not permitted to call upon them for anything which may fall outside their remit.

PART II - STUDENT RIGHTS

Article 3 – ALLOCATION OF LODGINGS

1. Students have the right to allocation of lodgings in accordance with the conditions and for the period provided for by the Public Competition. Students who are nominated recipients, following sliding in the rankings, may be allocated lodgings at a later date, with a different duration of the contract.
2. Upon the allocation of the accommodation, the student receives and signs the acceptance document, declaring that they have read and accepted the present Regulations in their entirety.
3. Students have the right:
 - a. to have repairs made to damaged equipment within the agreed time;
 - b. to weekly cleaning of the communal areas and/or the apartment, if applicable, except for the kitchens which must be cleaned by the students after every use. However, students must always keep lodgings in respectable order and must leave bedrooms free of objects which may otherwise obstruct the work of personnel who are carrying out weekly cleaning and during maintenance;

It should be noted that cleaning is mandatory in the building named "Nuove Residenze" with the obligation to leave the area tidy and free of personal effects on floors and bathrooms. The scheduled cleaning hours are from 9:00 to 12:00 one day a week, and all resident students must vacate the rooms for the entire indicated time on the day cleaning is scheduled. Common areas will be accessible by 9:00. In the event that students are repeatedly found sleeping and/or the rooms are not left vacant, SPES reserves the right to cancel the weekly cleaning service throughout the building, leaving the full responsibility to the students without any reimbursement and/or reduction of the monthly fee. Repeated offenders will face sanctions and fines, up to expulsion.

- c. to have been promptly and correctly informed of all rules and planned activities concerning the residences in which students are housed.
4. Recipient students may request transfer to different lodgings to those initially allocated due to serious and documented reasons. All such requests must be presented to S.P.E.S. S.c.p.A. in writing. Within the limits of availability, all requests shall be examined and SPES shall undertake to make the appropriate decisions case by case, in accordance with regulatory principles which apply in each case.

SPES assumes no responsibility for valuable possessions or money or otherwise which may be left in the allocated rooms and communal areas.

5. Foreign students may apply for residence on the Campus for the study period only, at the end of which they will be deregistered by the local authority. Residence can only be requested in the presence of a valid residence permit, and for stays of more than six months.

Residence at the student residence may not be required:

- If the remaining period of the contract (maximum term 31 July) is less than 4 months.
- If graduation is planned in the following 6 months
- If ERASMUS + departures or transfers for internships abroad and/or research theses at other universities are planned.

In the event of discovery of false declarations SPES reserves the right to make complaints to the competent authorities.

Article 4 – LAUNDRY SERVICE

1. A coin wash and dry laundry service is available in the residences. The student will have to provide himself for the purchase of the detergent or any other washing products.
2. Any damage due to misuse of the washing machines or dryers which is not caused by any single student shall be debited to all

students who have access to this service.

3. Students are required to keep the laundry facilities in good condition, avoiding spills of water on the floor that could endanger the safety of other students and/or the facilities themselves.
4. The student is required to take care of the equipment present (washing machines, dryers, drying racks, ironing board and iron). In the event of breakage due to misuse, all users will be charged. The use of equipment other than that provided is not permitted, under penalty of being locked out of the room until the resident is expelled. If such misuse should continue, the service may be temporarily or definitively suspended.

Article 5 – STUDY ROOMS

1. Students who are resident in the student lodgings are allowed access to the study rooms, and all safety conditions apply. Non-resident students may also access the study rooms provided they respect the timings stipulated in the relevant regulations. Continuous 24-hour access to the study rooms is ensured to resident students, in the manner stipulated by the relevant regulations.
2. Study rooms must be kept clean and tidy by users, including waste management. PCs and other equipment related to teaching activities may be used in the study rooms. Any other equipment must be authorised by SPES, and according to the request approved by the other occupants of the building

Article 6 – COMMUNAL KITCHENS AND REFRESHMENT AREAS

1. Where present, resident students can make use of communal kitchens and refreshment areas in compliance with the article 9.

Article 7 – USE OF COMMUNAL ROOMS

1. Resident students may use communal rooms for cultural events or recreational purposes only upon seeking prior authorization. Any request must be directed to SPES at least 48 hours beforehand complete with a list of participants and a description of its purpose.
2. The service shall authorize the events in strict compliance with the necessary limitations which are to be observed in accordance with the regulations of public safety.
3. Authorization may be withdrawn at any moment owing to proven violations to the agreements or if any other resident puts forward study reasons.
4. Should authorization be given for use of the communal areas and should any damage occur during the event, the applicants shall assume all responsibility for any damage caused, including payment of any necessary restorations.
5. Cleaning of the rooms shall be at the expense of the organizers.
6. All events must finish by 23.30 in order not to disturb other guests and to maintain peace, except in case of different dispositions of SPES.
7. Prior authorization from SPES must be given for exceptions to the above timetable.

Article 8 – GUESTS OF THE RESIDENT STUDENTS

1. Resident students may receive guests under the following terms:
 - a. guests may only stay in the residence from 8.00 to 22.00 every day, in agreement with all co-inhabitants and under the numerical limits of safety;
 - b. during their stay visitors are bound to respect all internal regulations in force.
 - c. Hospitality must be occasional and not continuous and cannot use the kitchen service
2. Hosting students are guarantors for their guests' behaviour and are accountable for any disturbance, damage or problems caused by their guests.
3. The housing service personnel are authorized to verify the identity the purpose of visitors and may remove anyone who refuses to state their purpose and/or to show a valid identity document from the Campus.
4. Should such violation persist, visitors shall be considered persona non grata to all intents and purposes. This will result in a permanent ban on entering the campus structure and the name will be reported to the University of Genoa as owner of the area. Authorized personnel may, in case of need, call upon the public law enforcement bodies.
5. It is forbidden for all resident students to allow guests to stay overnight, even with roommate being absent.

PART III - STUDENT DUTIES

Article 9 - ALLOCATION, MAINTENANCE, AND RETURN OF ACCOMMODATIONS**

1. The student awarded a bed space must report to the SPES offices for the allocation within the terms and conditions set out in the call for applications, under penalty of forfeiting the benefit.
2. The initial entry into accommodation and the return of the accommodation at the end of the allocation period may only take place during office hours, or at a time agreed upon with the SPES service. Unjustified delays will incur a penalty ranging from €30 to €50.
3. Upon acceptance, the student must present a valid identity document and/or residence permit (if required by current legislation) to the designated staff for the completion of the required registration forms.
4. The student assigned a bed space must pay the security deposit in the amount specified in the call for applications.

5. The deposit, which shall in no case be considered an advance payment of any amount due to SPES for any reason, will be refunded (within 3 months) only after an inspection by SPES staff and the return of the accommodation keys and magnetic card by the student, minus any expenses incurred for damages or extraordinary cleaning.
6. The bed space assignee must always ensure the cleaning of their own room, bathroom, kitchen, or any other shared or exclusively assigned space. If the assigned premises are found to be in unacceptable hygienic conditions, SPES, following appropriate inspections, may carry out cleaning of the premises, furniture and equipment, charging the students a minimum of €20.
7. Cleaning of communal kitchens and refreshment areas after use is mandatory and the responsibility of each individual student.
8. Tenants are required to comply with the cleaning shifts of the common areas, which are drawn up monthly by the designated tutors, or to notify in advance and in writing any unavailability. If the assigned areas are found to be in unacceptable hygienic conditions or the monthly cleaning shifts of common areas are not respected, SPES, after appropriate verification, will charge the involved residents a minimum of €20 each and may apply disciplinary sanctions.
9. Each student is responsible for keeping their assigned refrigerator clean and tidy; all users of the same fridge are jointly responsible for its condition. Periodically, all users must check and dispose of expired or spoiled items in the appropriate waste bins. If SPES finds expired and/or spoiled food, it may issue a written warning and charge the cleaning costs to the occupants of the rooms to which the refrigerator is assigned.
At the end of the stay, each student must empty their accommodation, locker, pantry, and refrigerator. Any items found in the assigned spaces will be discarded, and restoration costs will be deducted from the security deposit of all responsible occupants (e.g., fridge: all occupants of rooms sharing that fridge; lockers: both assignees of the relevant accommodation number).
10. In the case of repeated violations, access to kitchens and common areas may be temporarily or permanently suspended, with consequent prohibition of entry to said areas.
11. Each tenant must wash and put away their own dishes after every meal, ensuring that nothing is left out in plain sight. Each unit is equipped with a shelf in the designated pantry space for dish storage; any items left out may be removed by SPES. Assigned lockers located in corridors must be kept closed for safety reasons, particularly to avoid obstruction during emergencies. If SPES personnel or Security Officers repeatedly find open locker doors obstructing passageways, they may report it to SPES, which may issue a warning and/or disciplinary action.
12. The bed space assignee, regardless of the residence, is responsible for their key and/or access badge and may not allow its use by others. Any such misuse is subject to the sanctions described in this Regulation. Loss or theft must be reported to the service within 3 days. In such cases, or in the event of damage not caused by proper use, the relevant office will charge the replacement cost, as determined by the Service Manager.
13. If the assignee occasionally forgets their key or is locked out outside of SPES office hours, they must go to the main gate, where the security company's number is displayed, or where porter services are available. The intervention will incur a €30 charge. The security service will intervene within the time frame established in the contract. The student must provide their full name, mobile number, building, and room number over the phone and wait for the security officer at the main gate. Failure to be present will still incur the service fee. If the student is not present upon the guard's arrival, resulting in a second call-out, the charge will be doubled.
If the student makes more than two such requests during the academic year, thereby abusing the service, disciplinary measures may be taken, including loss of the benefit and deduction of costs from the deposit. The security guard is also authorized to request identification; if the student refuses, the guard is authorized not to open the room and to contact the relevant authorities.
14. Students must report to SPES, at any time, any damage or deficiencies found in the accommodation or common areas, failing which all occupants may be held jointly liable for the costs.
15. If damages or deficiencies are identified and responsibility cannot be attributed to a specific individual, the cost of repairs will be charged to all residents present at the time of the incident, as determined by the Service Manager or verified through appropriate documentation. If the student fails to pay, the Administration will recover the cost from the deposit, with the student being required to restore the deducted amount within 10 days.
16. As the allocation is strictly personal, it is strictly forbidden to transfer the assigned accommodation to third parties, for any reason, even occasionally.
17. For maintenance purposes and/or in case of force majeure, SPES may order the immediate relocation of one or more students to another accommodation within the Campus residences. In case of refusal or delay in moving, the allocation may be revoked immediately and with justification.
18. The student must notify SPES by email at least one week in advance of the intended date for returning the keys and badge, for check-out purposes.
19. If the inspection reveals any damage, deficiencies, alterations or the need for extraordinary cleaning, the related costs will be deducted from the deposit.
20. The student must return the accommodation clean and free of any personal belongings. Any personal effects left behind will be removed and stored at the SPES offices for 15 days, after which they will be disposed of, with any costs charged to the student. After this period, SPES declines all responsibility for the safekeeping of said items and will proceed with disposal.
21. A student who graduates may retain their accommodation until the end of the month in which the degree was awarded. Any exceptions must be agreed with SPES.
22. Students must comply with local and SPES regulations on waste separation in both rooms and common areas. Failure to comply with sorting rules may result in sanctions up to expulsion. Students must also keep waste containers clean and sanitized (see Waste Separation Regulation).

23. Students must take part in evacuation drills and/or safety meetings organized by SPES or the University. Absence is only excused for health reasons, exams, or serious family matters, and must be justified in writing. Unjustified absence will result in a €50 fine and a written warning. Repeated absences may lead to loss of the benefit and expulsion.

Article 10 – ABSENCES

1. Absences longer than 8 days must be reported in advance to the Service Manager via written communication by email to segreteria@spes-savona.it. In cases of non-communication, SPES may revoke the benefit and retain the deposit as reimbursement.
2. During periods of absence for more than 1 month, and in agreement with the allocated student, SPES may make the affected lodgings temporarily available to other students. In doing so, the corresponding amount shall be docked from the amount owed.

Article 11 – RATES

1. Students are obliged to pay the amount due for lodgings for the entire allocation period according to the differing rates stipulated by the public competition. No splitting of the months is allowed, no postponed entry (on other dates than those indicated in the competition) nor early exit before the end of the month are permitted.
2. The monthly payment must be made via bank transfer within the 5th of each month. A late payment penalty of 5% of the rate owed shall be applied for all late payments. In the event of delaying two consecutive monthly payments, SPES is entitled to revoke the housing benefit.

PART IV - PROHIBITIONS

Article 12 - FORBIDDEN BEHAVIOURS

1. Behaviours which are incorrect or otherwise detrimental to the safety and peaceful co-existence in residence are not allowed. The housing service personnel exercises control over any infraction or behaviour deemed to be unacceptable, even if not expressly provided for in these regulations. Any other act which may damage correct and regular community life is forbidden.
2. The following behaviours are strictly forbidden, for example:
 - a. temporarily or continually leaving one's bed space to third parties;
 - b. hosting for any reason whatsoever extraneous persons outside of consented hours;
 - c. introducing personal furniture into the accommodation without prior authorization from the housing service;
 - d. in any way moving, removing, modifying or altering the furniture of the accommodation, as well as fixing posters and paintings or decorations to the walls;
 - e. failing to keep allocated lodgings clean and in acceptably hygienic conditions;
 - f. behaving in one's room or in communal areas in a manner which fails to comply with civil and normal co-existence and otherwise may cause disturbance or danger to other guests of the building;
 - g. using communal areas exclusively for one's own purposes;
 - h. Smoking in the rooms and common areas. If smoke triggers the smoke detectors, the room will be identified through the Fire Prevention software and the student(s) will also be liable to charges for causing a false alarm, as well as financially penalized for the intervention.;
 - i. introducing or keeping animals inside the building;
 - j. organizing parties or celebrations in the communal areas or bedrooms without prior authorization from the building;
 - k. leaving bags of rubbish outside one's door even if for only short periods.

PART V - SECURITY

Article 13 - SAFETY REGULATIONS OF THE LODGINGS

1. It is forbidden to keep drugs, arms, explosives, flammable material or gas canisters in pain of immediate revocation of the lodgings and being reported to the competent authorities.
2. The use of household electrical appliances is prohibited, particularly space heaters of any kind, gas or electric cookers, and microwave ovens, unless expressly authorised by the Service. Any electrical equipment not included in the standard accommodation furnishings may only be brought into the room if it has been authorised in advance, is compliant with applicable safety regulations, and is positioned so as not to obstruct emergency exits.
3. The use of fans, electric coffee makers, kettles, personal computers (including printers and scanners), tablets, smartphones, radios, stereos, TVs, small personal care appliances, and power strips may therefore be permitted in rooms. All equipment must bear the CE marking and have a declaration of conformity.
4. In any case, Aliseo may temporarily or permanently prohibit the use of such devices if their power consumption overloads the network.
5. Electric scooters and bicycles are strictly prohibited. In the residences it is compulsory to abide by the safety regulations that are posted in loco as well as those indicated in the regulation on the website www.spes-savona.it
6. Damage to or removal of the signs and notices or any other relevant element related to the safety of the residences

(announcements, lights, fire extinguishers, billboards etc.) will result in repairs being charged collectively to all occupants where it is not possible to assign responsibility to an individual. It is absolutely forbidden to use, in any way, fire-fighting equipment except for emergency use.

Article 14 - ACCESS

1. SPES has the right to send its personnel, people in charge or specific technicians into the bedrooms to verify the state of cleanliness of the lodgings or the carry out an inspection upon notification via email or otherwise written. If however, urgency should necessitate or otherwise in the case of the regulations being violated, the interventions and inspections will take place without warning and in absence of the interested persons.
2. If the company should find reason to believe that these regulations have been violated and/or for a state of emergency or danger to the buildings, the responsible officials and personnel shall perform any kind of inspection. Law enforcement bodies shall be called upon if necessary.

PART VI - FORFEITURE

Article 15 – CAUSES OF FORFEITURE AND LOSS OF BENEFITS

1. The following causes constitute forfeiture:
 - a. Failure to make use of the accommodation for a period of more than 30 consecutive days, where such absenteeism has not been proven to be due to exceptional circumstances and/or has not been declared in writing beforehand;
 - b. Late payment of more than 30 days after written notification from the housing service (2 monthly payments);
 - c. Introducing or making use of drugs and possessing weapons, explosive materials, flammable materials, and gas cylinders, this means immediate withdrawal of the assignment, loose benefits for subsequent years and complaint to the competent authorities.
 - d. Any cases provided for in these regulations that pose a danger or involve repeated violations of these Regulations.
2. Forfeiture shall preclude access to benefits in subsequent years.
3. In the case of forfeiture, the student will be given 3 days to leave the lodgings. Should the student fail to leave the lodgings after the 3 days have elapsed SPES reserves the right to remove all personal belongings, to change the locks and to debit all expenses to the student. All collected items shall be left in custody for 10 days after which SPES declines all responsibility for the safekeeping of said items and shall arrange for their disposal.

PART VII - DISCIPLINARY MEASURES

Article 16 – DISCIPLINARY MEASURES

1. To ensure effective management of the buildings as well as the safeguarding and peaceful co-existence of its guests, any violation or breach of these rules and regulations will result in the application of the following disciplinary measures:
 - a. written warning;
 - b. suspension of the benefit (from 1 to 6 months);
 - c. revocation of the benefit.
2. The student shall be given written notification of the facts which are liable to disciplinary measures by the Head of Services. Such objections shall be communicated to any student representatives inside the residences set out by article 6 comma 1. Upon receipt of notification the student has 3 working days within which they may present their written appeal to the Head of housing services.
3. The measures of the written warning and suspension of benefit are applied by the Head of housing services. The measures of revocation of benefit are applied by the President or Vice President of SPES.
4. Three written warnings constitute the revocation of benefit.
5. Where the measure of suspension for more than 3 months is applied, it shall result in the loss of the right to enter into the rankings the following year.
6. SPES reserves the right to consider written warnings from previous years when making new allocations.

PART VIII - PRIVACY NOTE

Article 17 – NOTE REGARDING RESIDENTS' PRIVACY

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 lawyer 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.

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 –; 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

APPENDIX

SUMMARY OF BEHAVIOURS SUBJECT TO “WRITTEN WARNING”

The following behaviours are subject to measures of written warning, for example:

- 1) keeping the allocated lodgings in unhygienic conditions;
- 2) keeping materials belonging to the residence but which have not been allocated to the student in bedrooms;
- 3) leaving furniture and all forms of object in the communal areas;
- 4) throwing objects and obstructive or harmful substances into the plumbing of sinks and bathrooms;
- 5) inappropriate use of the emergency exits and alarms;
- 6) inserting nails, hooks and similar objects in the internal and external walls;
- 7) damaging the internal and external walls through affixing posters and similar items;
- 8) inappropriately using radio, TV, hi-fi equipment and similar items;
- 9) moving flower vases or others objects in dangerous positions;
- 10) behaving in a manner which may constitute harassment towards other guests and/or personnel;
- 11) contravene the rules of the regulation of good coexistence;
- 12) do not carry out the transport and storage of solid urban waste according to municipal regulations and in the appropriate containers outside the Residence
- 13) failure to communicate temporary absences;
- 14) failure to take part in safety courses, without proper justification;
- 15) parking in the no-parking areas, no-stopping zones or pedestrian areas.
- 16) Failure to participate in evacuation drills without valid written justification approved by SPES ScpA.

SUMMARY OF BEHAVIOURS SUBJECT TO SUSPENSION OF THE BENEFIT

The following behaviours are subject to the suspension of benefit, for example:

- 1) leaving the bedrooms or bed to other students;
- 2) leaving the room keys or room/communal area magnetic cards to others;
- 3) hosting in bedrooms or in those of absent students t strangers in relation to the highlighted rules in art.8 of the present regulations;
- 4) modifying, tampering with or inappropriately using equipment belonging to SPES;
- 5) performing repairs or otherwise arranging for such intervention without prior consent from the company;
- 6) keeping electric heater or hobs of any type in bedrooms;
- 7) violating on more than 2 occasions the above regulations sanctioned with a written warning.
- 8) Use of non-CE compliant equipment that compromises the safety of the facility and its occupants or is unauthorized.

SUMMARY OF BEHAVIOURS SUBJECT TO REVOCATION OF BENEFIT AND OF ALLOCATION OF LODGINGS

The following behaviours are subject to measures of revocation of benefit, for example;

- 1) tampering with alarm, safety, and surveillance systems;
- 2) violating the rules and regulations concerning safety measures and fire prevention regarding the rules in force and to the specific regulations of SPES;
- 3) failure to take part in safety courses, without proper justification;
- 4) introducing or possessing weapons of any sort, flammable materials, explosives and any other dangerous or offensive material in the residence;
- 5) Introduce or make use of any kind of drugs.
- 6) leaving bedrooms or those of other absent students to others, after already having had the benefit suspended owing to the same type of violation;
- 7) hosting strangers in bedrooms or those of absent students outside of consented hours, after already having had the benefit suspended owing to the same type of violation;
- 8) leaving keys to others, after already having had the benefit suspended owing to the same type of violation;

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- 9) duplicating keys after receiving them.
- 10) being unjustifiably absent in violation of the rules and regulations;
- 11) all other violations in the rules and regulations of this same regulation that may seriously damage the company, third parties or beneficiaries.

Those who allow expelled or suspended students to enter or stay in the buildings will be liable to measures for the suspension of benefit. The presence of unwanted persons in the buildings will oblige the company and its personnel to report trespassing.

SANCTIONS:

All assignees are required to comply with any regulations issued by the Government and/or the Liguria Region and/or the University of Genoa, as well as with the provisions of this addendum. Failure to do so may result in immediate removal, forfeiture of the deposit, and notification to the competent authorities.

For any matters not expressly covered by this addendum, reference must be made to the rules of conduct established by the Government, Municipality, and the Liguria Region.

Savona, 10/06/2025

Signed in the original
Avv. Michele Ferrando