



POLITECNICO
MILANO 1863

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POLITECNICO DI MILANO

THE RECTOR

HAVING REGARD TO Italian Royal Decree Law 20.06.1935, no. 1071 containing "Amendments and updates to the consolidation act of the laws on higher education", as amended;

HAVING REGARD to Law 09.05.1989, no. 168 containing "Institution of the Ministry of the University and Scientific and Technological Research", as amended;

HAVING REGARD to Law 30.11.1989, no. 398 on "Regulations on university scholarships," as amended;

HAVING REGARD to Law 07.08.1990, no. 241 containing "New rules regarding administrative procedure and the right of access to administrative documents", as amended;

HAVING REGARD to Italian Law 02.12.1991, no. 390, "Regulations on the right to university studies", as amended;

HAVING REGARD to Presidential Decree 28.12.2000, no. 445 containing "Consolidated laws and regulations on administrative documentation", as amended;

HAVING REGARD to the Decree of the President of the Council of Ministers of 9 April 2001 on the "Standardisation of processing procedure regarding the right to university studies, under Article 4 of Law 2 December 1991 no. 390" HAVING REGARD to Legislative Decree 30.06.2003, no. 196 containing the "Privacy Code", as amended by Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of natural persons' data during processing and the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation);

HAVING REGARD TO Lombardy Regional Law 13.12.2004, no. 33 on "Rules on regional measures for the university Diritto allo Studio";

HAVING REGARD to Law 31.12.2010, no. 240 "Rules on the organisation of Universities, academic staff and recruitment, and delegation to the Government to promote the quality and efficiency of the university system" as amended;

HAVING REGARD to Law 06.11.2012, no. 190 "Provisions for the prevention and suppression of corruption and illegality in the public administration", as amended;

HAVING REGARD TO the current Statute of Politecnico di Milano;

HAVING REGARD to the University's current General Regulation;

HAVING REGARD TO Regulation on Administration, Finance and Accounting;

HAVING REGARD TO Rector's Decree 3183 of 19.04.2019 under which the Politecnico di Milano Code of Ethics and Conduct was issued;

HAVING REGARD to the Director General's Determinations in force on the administrative structure of Politecnico di Milano;

HAVING REGARD to Rector's Decree no. 8396 of 07.11.2019 under which the Politecnico di Milano University Halls of Residence Regulations were issued;

HAVING OBTAINED the favourable opinions, expressed by the Academic Senate and the Board of Governors at their meetings on 19 and 27 June 2021, on certain amendments made to the Politecnico di Milano University Halls of Residence Regulations;

DECREES

- 1) For the reasons mentioned in the introduction, Rector's Decree no. 8396 of 07.11.2019 under which the Politecnico di Milano University Halls of Residence Regulations were issued, it was modified as shown in the text, which is an integral part of this measure.
- 2) The changes are marked in ***bold italics***.

Politecnico di Milano University Halls of Residence Regulations

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SECTION 1: INTRODUCTION

Art. 1

General principles and scope of application

- 1) These Residence Regulations govern how the university Halls of Residence are managed and the rules of conduct for guests of Politecnico di Milano facilities.
- 2) Halls of Residence guests must comply with these Regulations, which must be signed for acceptance upon admission.
- 3) ***The assignment of the room is personal, and the recipient guest is forbidden to permanently or temporarily transfer its use to others. Any form of abuse will result in sanctions under regulations, including the revocation of the housing benefit, without prejudice to the University right to report the fact to the Authorities under the law.***
- 4) ***It is impossible to permanently or temporarily transfer a residence to Politecnico di Milano's housing places, but it is possible to establish a domicile there.***

Art. 2

Definitions

- 1) "Guest" means any person connected to the University hosted in any Politecnico di Milano residence.
- 2) "Politecnico" means that Politecnico di Milano is the owner of its university Halls of Residence.
- 3) "Operator" (where foreseen by the existing contract) means the company that guarantees the property and housing management services of the Politecnico di Milano Halls of Residence.
- 4) ***"Coordinator of residential services" (where applicable) is the Politecnico di Milano employee responsible for the control and coordination of residential services.***

SECTION 2: CONDUCT

Art. 3

Guest conduct in university Halls of Residence

- 1) In a collective university residence, the individual's conduct shall be based on relationships with other guests and management staff, compliance with the fundamental rules of tolerance, respect and cooperation, which can guarantee daily coexistence in the community. As part of this general rule, guests must observe these Regulations, which they sign for acceptance on admission.
- 2) Guests are required to:
 - a) Know and respect the values and conduct described in the Politecnico di Milano Code of Ethics and Conduct:
https://www.polimi.it/fileadmin/user_upload/il_Politecnico/Brochure_Codice_Etico_e_di_Compportamento.pdf.
 - b) ***Comply with applicable legal provisions (municipal police and public safety regulations), Politecnico and housing services Operator regulations which are relevant to staying at the Halls of Residence.***
 - c) ***Acquire the safety policy and comply with its rules.***
 - d) Use the spaces and equipment available under recognised local procedures, hygiene, order, propriety, rules, agreed with the other guests.
 - e) Use housing facilities, appliances and equipment in the communal residence areas appropriately.
 - f) Promptly report any faults or damage to the equipment, facilities and furnishings provided.

- g) **Keep the assigned housing and all communal areas such as study rooms, gym and kitchens tidy and clean, paying particular attention to the differentiation of waste in the kitchens, under the rules laid down by the Municipality of Milan or the Residence.**
- h) Keep the key (personal and non-transferable) of the assigned room and give it to the porter every time you leave the Residence, and if you lose it, report the fact immediately.
- 3) Any inappropriate or disrespectful conduct is subject to sanctions according to the procedures set out in the following Art. 15 "Violations and penalties."

Art. 4 Safety

- 1) It is forbidden to adopt conduct contrary or detrimental to the personal and physical safety of other guests, including for example:**
- **tampering with fire extinguishers and any other safety system and device (smoke detectors); - tampering with any element of the electrical, plumbing and room management systems (electrical panels, thermostats, fan coils, presence detectors, card readers, etc.);**
 - **obstructing the passage of the external and internal safety staircases and the doors installed along exit routes (equipped with panic bars) which must always be left unobstructed and usable;**
 - **using the emergency exits except in case of danger;**
 - **keeping electrical appliances other than those provided in the room;**
 - **keeping flammable, explosive, corrosive materials or materials in the room that may represent a danger to people and property;**
 - **throwing water or any other object out of the windows;**
 - **entering or leaving through windows or other openings not intended to be used as doors;**
 - **entering or using spaces not intended for residents (technical rooms, storerooms, etc.);**
 - **introducing or using weapons, instruments, tools or objects that may cause damage or compromise the safety of other people staying in the residence.**
- 2) Any violation of the above prohibitions and any other conduct that may harm the personal and physical safety of the other guests will be sanctioned, depending on the offence seriousness, with a fine of €100 and, where deemed appropriate by the Manager or the Service Head referral to the Disciplinary Committee.**

Art. 5 Behaviour

- 1) It is forbidden to adopt any conduct aimed at damaging the serenity, peace and quiet of other guests, including for example:**
- **dirtying, cluttering and occupying, communal areas, the entrance hall and passageways to the floors even temporarily, with any materials and furnishings;**
 - **displaying notices, signs or other material outside the spaces reserved for this purpose;**
 - **disturbing other guests, especially between midnight and 8 am, when sounds, songs and noises that disturb tranquillity, rest and study are forbidden;**
 - **keeping bulky objects in the room or objects that could damage the furniture, walls or floors (e.g. skis, bicycles, gym equipment, etc.): individual cases will be assessed on request.**
 - **throwing bulky objects or substances into toilets and sinks.**
 - **abuse alcoholic beverages and possessing and using drugs.**
 - **keeping animals, unless permitted by applicable regulations (for example: guide dogs for the blind);**
 - **make changes or adaptations to the housing and communal areas by introducing furnishings not belonging to Politecnico. Any request to introduce small items of furniture into the housing unit and its spaces (e.g.**

balconies) must be submitted to the residence Manager, who will assess its approval;

- installing room locking devices other than those provided.

2) Violations of the above prohibitions and conduct harmful to the Residence's peaceful coexistence will be fined €50 and, where deemed appropriate by the Manager or the Service Head, referral to the Disciplinary Committee.

Art. 6 Absences

1) *All guests are obliged to report absences of more than 48 hours in writing to the porter on duty and the management, which will make a note in a special register.*

Art. 7 Illness

1) *Residents must report (presumed or medically certified) contagious illnesses to the residential services Coordinator or housing services Operator immediately.*

Art. 8 Transfers

1) *Politecnico or the Housing Services Operator may, at their discretion, arrange room or residence transfers if these are deemed necessary for a better organisation of the service or to resolve any problems that may arise between the Residence guests.*

Art. 9

Use of communal areas: meetings and parties

- 1) *Communal areas are available to guests at each University Hall of Residence for recreational, cultural and training activities.*
- 2) Guests may organise small parties/meetings inside the Residence in closed spaces decided by the Coordinator of Residential Services or Operator and with maximum participation according to the spaces and fire regulations. These parties must end by midnight, except for special requests and not later than 3 am.
- 3) The authorisation request must be submitted to the Hall of Residence Manager by email to the Residence official address, indicating the guest organising the event and person responsible: ***the residence representatives are informed.***
- 4) The Manager, having heard the elected hall of residence representatives, will give or deny permission. At the end of each authorised event, guests must leave the assigned spaces tidy and clean.

Art. 10 Receiving external visitors

- 1) Each guest is allowed a maximum of three visitors. Once the maximum number of visitors per facility has been reached, no further visitors may be admitted. This will be decided by security staff.
- 2) For study or other reasons, it is possible to ask the residence Manager for a written authorisation to admit more than three visitors with at least 24 hours' notice. If they stay past midnight, the place where they will stay should be stated.
- 3) Access to visitors is permitted from 9 am to midnight.
- 4) Visitors must leave a valid identification document at the porter's lodge (e.g. passport or identity card) and collect their "visitors" badge, which they must wear for the

visit duration. Visitors without a badge or who do not show identification must be immediately removed from the residence.

- 5) Visitors must comply with these Regulations while they are in the residences. The host resident is responsible for the conduct of their visitors and is liable for any disturbances, damage or problems caused by them.
- 6) Visitors may only enter the communal residence areas (lobby, corridors, study rooms) and the host's housing if they are accompanied by the host, who receives them at reception on arrival.
- 7) The Residence Manager or porter may forbid access to the facility to visitors who have previously been responsible for violations of these Regulations or had disruptive behaviour.
- 8) Guests are forbidden to leave the Residence during the presence of visitors registered in their name.

Art. 11 Internet

- 1) ***The Internet connection is a communal service offered to residence guests. It is recommended that it be used correctly and not overused for prolonged connection times or excessive downloading. This is in respect of everyone's right to enjoy it equally. Please note, excessive data traffic could cause connection problems.***
- 2) ***Internet connection use:***
 - ***it is forbidden to connect routers or other devices with a similar function to the home network, which may interfere with the correct functioning of the residence network or limit the service used by residents;***
 - ***any improper use of the network and the illegal downloading or use of copyrighted content will be grounds for sanction and possible referral to the University Disciplinary Committee.***
- 3) ***The University reserves the right to prohibit the use of the residence Internet network for defined periods to students who are responsible for violating these Regulations or uses that penalise other residence guests using available bandwidth.***

Art. 12

Security deposit: check-in, check-out and housing return

- 1) ***Any guest, including students under university the Diritto allo Studio, before entering the housing, must pay a non-interest-bearing deposit set by the relevant department Manager.***
- 2) The deposit will be refunded by bank transfer, following a written request by the guest at the end of the stay or at the time of early or final check-out. The security deposit refund is subject to the verification of any Residence damage or breakdown to facilities and furnishing and the charging of extraordinary cleaning costs for which the guest is personally or jointly liable.
- 3) If there is damage or breakdown referred to in paragraph 2, the extent of the damage or breakdown and responsibilities will be ascertained. This is subject to prior written notification to the guest concerned and without prejudice to any further measures. The corresponding amount will be deducted from the security deposit unless the guest pays this sum in advance, and without prejudice to any additional damage compensation.
- 4) ***The guest undertakes to inform the Management of the housing release date with at least seven days' notice, where possible, to schedule a joint inspection with the Management staff.***

- 5) At the beginning and at the end the stay, the guest recipient of the housing shall sign the check-in/check-out and hand-over/returning the keys form, containing information on the state of the places and furnishings in the assigned room and the equipment, at the time of the hand-over and subsequent release , before a Porter's Lodge Service appointee.
- 6) The recipient must list any allergies to specific products in this form, to inform those responsible for cleaning and rodent control.
- 7) Failure to sign the check-in and key hand-over form will not result in the assignment of a bed.
- 8) If the guest does not report in writing any damage or anomalies found in the room during check-in, these may be charged to the guest after any inspections or at their check-out.
- 9) If the guest is not present at the check-out for the check completion, this will be carried out by the staff in charge of the Porter's Lodge Management, and any anomaly or damage found will be charged to the guest, including the costs for extraordinary cleaning.
- 10) The guest is responsible for all changes or damage not listed in the check-in/check-out form.
- 11) ***The guest can be evicted for: arrears, forfeiture, disciplinary reasons, termination of the aid right if housing is provided under the university Diritto allo Studio.***
- 12) ***The evicted guest must vacate the room of their personal belongings after exercising the privilege under art. 2760 of the Italian Civil Code. The personnel may arrange for the return of abandoned objects (they will be available to those entitled for a year after which they will be disposed of under the law, without Politecnico or the Operator being held responsible for their safekeeping or damage). The operation and opening of the cupboards and drawers shall be recorded by a management representative in the presence of a member of the relevant department.***

Art. 13

Housing access by Politecnico Management or staff

- 1) Given that the Management has a copy of the keys to each apartment, access to the apartments may take place, from 8.30 am to 12 noon and from 2 pm to 6 pm for ordinary reasons (points a) and b) below), and at any time for extraordinary reasons. The Management-appointed personnel may enter the housing in the following cases:
 - a) in the presence of at least one of the guests;
 - b) in the absence of guests, by at least 24-hour notice via email;
 - c) for inspections to verify the housing conditions;
 - d) ii) as part of maintenance checks;
 - e) iii) to carry out extraordinary checks or work on the housing's systems and equipment;
 - f) in the absence of guests without prior notice;
 - g) to carry out urgent work or repairs;
 - h) If there is a guest prolonged absence or it is suspected that the housing unit is being unduly occupied by outsiders
 - i) in cases where the Manager or Politecnico deem immediate access justified and necessary.***
- 2) ***The cleaning staff is always authorised to enter the housing units even in the guest absence and without prior notice, limited to cleaning during the hours and days set by the facility. It is impossible to request the suspension of the cleaning service unless a guest is ill. The missed cleaning will be carried out as soon as the guest's health conditions have recovered.***

- 3) Situations deemed not to comply with the Regulations may be documented by photographs or videos, which will be notified exclusively to the guests concerned under current privacy legislation.
- 4) ***If the housing is in poor condition, the Operator and Politecnico di Milano may order an extraordinary cleaning. The cost of this will be charged to the guests responsible. .***

Art. 14 Representatives

- 1) To promote a closer relationship between the guests and Politecnico, guests shall elect representatives of up to five guests per Residence using democratic elections at the beginning of the academic year.
- 2) These representatives shall act as advisors and a responsible link between the University Halls of Residence guests and the relevant department to discuss issues relating to the community internal life and any suggestions and disseminate the good rules of collective living.
- 3) If there is a lack of representatives, Politecnico reserves the right to appoint them among the student guests.

SECTION 3: MEASURES AND SANCTIONS

Art. 15 Violations and sanctions

- 1) Compliance with these Regulations and related thematic guidelines ensures the rational and cost-saving use of the facilities and encourages respectful coexistence among residents.
- 2) ***If the Residential Services Coordinator (or Operator, if provided for in the contract) identify a guest who violates the provisions of these Regulations, misbehaving or causing damage to the Politecnico property and buildings, they will decide the sanction, in agreement with the relevant department, draw up a written notification of the charge and notify the offender.***
- 3) Violation of these rules shall lead to the application of one of the following sanctions:
 - a) a reprimand, i.e. a written and reasoned reminder to comply with these Regulations;
 - b) **a fine, the amount of which is determined as follows:**
 - ***Tampering with equipment and violation of the safety regulations under Art. 4 of these Regulations: €100;***
 - ***Unauthorised activities affecting the propriety of the residence communal areas and disturb the guests under Art. 5 of these Regulations: €50***
 - ***Unauthorised activities that affect the guest's housing propriety under Art. 5 of these Regulations: €25***
 - c) transfer to another housing in the same or another facility; it is applied when the need arises to separate recipients of the same room or flat due to incompatibility. In addition to cases of incompatibility, a transfer may be ordered in other cases in which Politecnico identifies this as a solution to avoid the repetition of conduct contrary to these Regulations;
 - d) suspension of housing, i.e. the impossibility of using the bed for up to a maximum of sixty days;
 - e) revocation of the bed with immediate removal from the residence and immediate forfeiture of the assignment with related confirmation of the status for the following years.

- 4) Sanctions may be individual and collective. If it is not possible to trace the direct liable party, the cost of restoring the property to the original state will be charged as follows:
 - a) damage inside the room: charged to each room recipient;
 - b) damage inside the flat: charged to all flat guests;
 - c) damage to the floors and communal areas: charged to all residence guests.
- 5) If the violation is committed during a party and in the spaces where it took place, the reimbursement of damages is only applied to the party organiser.
- 6) The fine is collected by the Residence Manager or deducted from the security deposit and will be used for the improvement or creation of services and activities within the residences for the benefit of guests. The relevant department will decide the works in agreement with the guests' Representatives.

Art. 16

Disciplinary authorities and procedures

- 1) A disciplinary procedure may be initiated against a guest who violates these Regulations or commits acts detrimental to the normal functioning of the Hall of Residence or contrary to the Code of Ethics and Conduct.
- 2) The sanctions referred to in Art. 15, paragraph 2, letters a) Reprimand, b) Fine, c) automatic transfer, are ordered by the Residence Manager or the Head of the relevant department that manages the Politecnico Halls of Residence as described in paragraphs 3), 4) and 5) below.
- 3) The Residence Manager or the Head of the relevant department that manages the Politecnico Halls of Residence shall prepare a preliminary investigation to ascertain any violations of these Regulations. The preliminary investigation concludes with a "no need to proceed" decision or a violation report, drawn up and signed by the hall of residence Manager. The notice must contain a clear and precise description of the charges.
- 4) The violation report must be handed over to the resident by the Manager or porter's lodge staff and sent by email to the official academic address.
- 5) The resident has five days to pay the damages or penalties they have been charged with or agree on an instalment of the payment or make an appeal under Art. 17.
- 6) The sanctions referred to in Art. 15 - paragraph 2 - letters d) "suspension of housing" and e) "revocation of the bed and immediate removal" are ordered by the Rector with a Disciplinary Measure under the Code of Ethics and Conduct and its implementing regulations. The Rector's report and preliminary investigation phase are the responsibility of the Hall of Residence Manager and the Head of the relevant department.

Art. 17 Appeals

- 1) For sanctions referred to in paragraphs a) b) and c) of Art. 15, the guest has the right to present their counterclaim in writing to the Hall of Residence Manager within five days of receiving the complaint. After the five-day period has elapsed, the Hall of Residence Manager or the Head of the relevant department may:
 - a) accept the counterclaim, closing the disciplinary procedure by dismissing them;
 - b) reject the counterclaim and impose one of the sanctions under Art. 15 of these Regulations.
- 2) The appeal shall be emailed to the official residence address and the Politecnico residences organisation. The appeal effectively suspends counting the days of late payment from the day on which the appeal is sent. Counting resumes following the resolution. The resolution must be explicit and communicated to the appellant.

Art. 18 Non-payment

- 1) Guest (except for visiting professors, whose methods are regulated by the dedicated registration form) must make the payment of the housing instalments within the deadlines communicated and published online.**
- 2) If there is a non-payment within 15 days of the due date, the student will be required to pay the instalment with the addition of a penalty of 10 per cent of the expected fee; if payment is not made after a further 15 days, the student will be reported to the disciplinary committee and their academic career will be frozen until the receipt certifying the payment of the outstanding fees is submitted.**

SECTION 4: CONCLUSIONS

Art. 19

Entry into force - Final provisions

- 1) The amendments to the Regulations for the Politecnico di Milano University Halls of Residence are issued by Rector's Decree. They shall enter into force the day after their publication on the University's institutional website <https://www.normativa.polimi.it/>.**
- 2) For anything not governed by these Regulations, please refer to legal and Italian Civil Code provisions.**

RECTOR
Prof. Ferruccio Resta

Signed digitally under the Digital Administration Code