



POLITECNICO
MILANO 1863

POLITECNICO DI MILANO

THE RECTOR

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

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

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

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

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

HAVING REGARD to Italian Presidential Decree of 28.12.2000 no. 445 "Consolidated laws and regulations on administrative documentation";

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 Italian 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 Italian Law of 31.12.2010, no. 240, "Rules on the organisation of Universities, academic personnel, and recruitment, as well as delegation to the Government to incentivise the quality and efficiency of the university system";

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

HAVING REGARD to Politecnico di Milano's Statute;

HAVING REGARD to the General University Regulations;

HAVING REGARD to the Regulation on Administration, Finance and Accounting;

HAVING REGARD to Politecnico di Milano's Code of Ethics and Conduct;

HAVING REGARD to the General Director's Determinations concerning the organisation and administration of Politecnico di Milano;

HAVING REGARD to Rector's Decree no. 8396 of 07.11.2019 under which the Politecnico di Milano's University Halls of Residence Regulations were issued and amended by Rector's Decree no. 6799 of 29.7.2021;

HAVING OBTAINED the favourable opinions, expressed by the Academic Senate and the Board of Governors at their meetings on 21 and 18 June 2025, on certain amendments made to the Politecnico di Milano University Halls of Residence Regulations;

DECREES

Art. 1

- 1) For the reasons outlined in the introduction, the Politecnico di Milano's University Halls of Residence Regulations issued by Rector's Decree no. 8396 of 7-11-2019 and modified by Rector's Decree no. 6799 of 29.7.2021, is further amended as outlined in the text which forms an integral part of this decree.
- 2) The changes made to the regulatory text are shown in ***bold italics***.

Politecnico di Milano University Halls of Residence Regulations

Contents

Art. 1 - Definitions	4
Art. 2 - General principles	4
Art. 3 - <i>Safety regulations</i>	5
Art. 4 - <i>Behaviour contrary to standards of decorum</i>	5
Art. 5 - Absences	6
Art. 6 - Illnesses	6
Art. Art. 7 - <i>Transfers and temporary access restrictions</i>	6
Art. 8 - <i>Use of communal areas for recreational, cultural, and educational activities</i>	7
Art. 9 - External visitors	7
Art. 10 - Internet	8
Art. 11 - Security Deposit	8
Art. 12 - <i>Check-in, check-out and housing return</i>	8
Art. 13 - Housing access by Politecnico Management or staff	9
Art. 14 - Representatives	10
Art. 15 - Violations and <i>disciplinary actions</i>	10
Art. 16 - <i>Tuition fee payment</i>	11
Art. 17 - <i>Defaulting Guests</i>	11
Art. 18 - Entry into force - Final provisions	12

Art. 1 Definitions

- 1) "Guest" refers to any individual including those who are not Politecnico di Milano students, who has been allocated a bed space in any of the university's residences.
- 2) "Politecnico" refers to Politecnico di Milano.
- 3) "Operator" refers to the organisation to which one or more university residences may be entrusted under an agreement by Politecnico di Milano.
- 4) **"Residence Services Director" or "Director"** refers to Politecnico di Milano staff member or the Manager responsible for residence oversight, and to whom the powers outlined in these Regulations are delegated;
- 5) *"Director of the Campus Life Division" refers to the manager responsible for the coordination and oversight of residential services at Politecnico di Milano.*
- 6) *"Head of the Housing and Dining Unit" refers to the manager responsible for the administration and coordination of Politecnico di Milano's residential services, who reports to the Director of the Campus Life Division.*

Art. 2 - General principles

- 1) *Guests in the residences must comply with Politecnico di Milano's provisions of the Code of Ethics and Conduct, these Regulations, and the fundamental rules of respect, tolerance and cooperation that guarantee daily coexistence between people.*
- 2) *These regulations must be signed by Guests upon admission to the residence, as a confirmation of their full acceptance. Room assignments are strictly personal. Therefore, the allocated bed space may not, under any circumstances, be transferred, even temporarily, to third parties.*
- 3) *It is impossible to permanently or temporarily transfer a registered residence to Politecnico di Milano's housing places.*
- 4) For example, Guests must:
 - a) be aware of and comply with the values and regulations outlined in Politecnico di Milano's Code of Ethics and Conduct;
 - b) *comply with the rules stated in the service charter of each residence, available at residenze.polimi.it/en*
 - c) *abide by the provisions set out in the booking guide, available at residenze.polimi.it/en/*
 - d) observe applicable national and local laws (including, local public order and safety regulations), and instructions issued by Politecnico or the residence Manager;
 - e) use the facilities, equipment, and furnishings of personal and shared spaces appropriately, following local customs, hygiene standards, and principles of order and decorum, ensuring not to disturb or harm other Guests;
 - f) promptly report any faults or damage to the assigned location, equipment, facilities and furnishings provided;
 - g) *keep the allocated accommodation clean and tidy, including shared spaces, such as study rooms, gyms, and kitchens. Strictly comply with regulations on waste sorting as established by the local municipality where the residence is located. If hygiene and cleanliness standards are not maintained, the cost of extraordinary cleaning services will be charged to the student responsible. If those responsible cannot be identified, the cost will be shared among all room residents;*

- h) keep the key (personal and non-transferable) of the assigned room and give it to the reception personnel every time you leave the residence. If a key is lost, the Guest must immediately inform the *Director*.

Art. 3 – Safety regulations

- 1) Guests must comply with applicable safety regulations. Any behaviour that could endanger personal or other Guests' safety is strictly prohibited.
- 2) For example, the following actions are expressly forbidden:
 - Tampering with fire extinguishers or any other safety systems/devices (e.g. 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). Such spaces must be kept clear and accessible;
 - using the emergency exits except in case of danger;
 - keeping electrical appliances other than those provided in the room. *At the Guest's written request, the Directors of Residential Services may, at their discretion and after assessing the individual case, authorise the introduction of small electrical appliances into 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 access;
 - 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.

Art. 4 – Behaviour contrary to standards of decorum

- 1) It is forbidden to adopt any conduct which damages the decorum, serenity and peace of the residents or residence staff. For example, Students must not:
 - dirty, clutter or occupy communal areas, the entrance hall and passageways, even temporarily, with any materials and furnishings;
 - displaying notices, signs or other material outside the spaces reserved for this purpose;
 - disturb the Guests. For example, the following is prohibited: emitting sounds, singing, or making any kind of noise between midnight and 8 am;
 - keeping bulky items in rooms that may damage furniture, walls, or floors (e.g., skis, bicycles, gym equipment, etc.), or making any modifications to the accommodation or related areas (e.g., balconies) or shared spaces. *Upon the Guest's written request, the Directors may, at their discretion and after evaluating the case, authorise the storage of bulky items in the room, considering the needs of any co-occupants;*
 - throwing bulky objects or substances into toilets or sinks;
 - possessing or using alcoholic beverages or drugs;

- keeping animals, unless permitted by applicable regulations (for example: guide dogs for the blind);
- installing room **locking devices or systems** other than those provided.

Art. 5 - Absences

- 1) Guests must notify the Director in writing, about any absence exceeding 48 hours. They will record it in a dedicated register and inform the on-duty reception staff.

Art. 6 - Illnesses

- 1) *Guests must inform the Director of any medical condition that could pose even a potential risk to the community.*
- 2) *The University reserves the right to adopt any measures deemed necessary to address public health emergencies.*
- 3) *Guests must comply with such measures without exception. failing to do so will entitle the University to initiate disciplinary proceedings and report the matter to the relevant Authorities.*
- 4) *Politecnico di Milano may request a medical certificate issued by a doctor of the National Health Service (SSN) or a licensed physician, confirming that the student is not suffering from any condition which, by law, prohibits residence in shared living environments, in the following cases:*
 - a) *if outbreaks of infectious disease have been reported by the health authorities;*
 - b) *if symptoms compatible with infectious diseases are identified by qualified health or trained personnel;*
 - c) *upon admission to a residence, for students arriving from areas considered to be of public health risk, as specified by the relevant authorities.*
- 5) *The deadline for submitting such certification is 15 working days. Failure to provide the certification, or if a health risk is confirmed, may result in temporary and proportionate measures, including suspension of access to the residence. Where possible, alternative housing solutions may be offered.*
- 6) *If a confirmed medical condition that prohibits continued residence in a communal setting, removal or relocation may be required. Re-admission will be subject to the submission of a valid medical certificate.*
- 7) *Students will be informed of the reasons for the request and of their health data processing and may submit comments or appeals under applicable procedures.*
- 8) *Personal data processing, particularly sensitive data under this Article, will be carried out in compliance with applicable European and national legislation, specifically Regulation (EU) No. 679/2016 and Legislative Decree No. 196/2003. Politecnico di Milano shall provide the data subject with a privacy policy under Art. 13 of Regulation (EU) No. 679/2016 and to ensure adequate data security measures are in place.*

Art. Art. 7 – Transfers and temporary access restrictions

- 1) *Without prejudice to Art. 15 below concerning disciplinary procedures and sanctions, the Director of the Campus Life Division, having consulted the Director (or relevant personnel of the Managing Body), may, by reasoned*

decision, impose a temporary access restriction to the residence or arrange for a transfer, should serious grounds exist. For example, such restrictions or transfers may be enacted:

- a) in cases of conduct or incidents deemed particularly serious, incompatible with community life or dangerous to others;*
- b) against non-residents who have engaged in behaviour contrary to these regulations;*
- c) failure to pay fines within the deadlines set out in Art. 15;*
- d) where there are outstanding financial obligations to Politecnico di Milano or the Managing Body;*
- e) in any situation where a transfer is necessary to resolve issues or conflicts between Guests.*

Art. 8 – Use of communal areas for recreational, cultural, and educational activities

- 1) Communal areas are available to guests at each residence for recreational, cultural and educational activities.
- 2) Guests may organise recreational, cultural, and educational activities within the residence's communal areas, subject to the Director's prior written authorisation, who shall specify the maximum number of participants allowed at the event. Such events must not continue beyond midnight. In exceptional cases, and with the Director's prior written authorisation, the event may be extended beyond midnight, but not later than 3 am.
- 3) Requests for authorisation must be submitted to the Director via email using the official residence address. The request must include the full name and contact details of the Guest organising and taking responsibility for the event.
- 4) Following the written request, the Director may, at their discretion and after consulting the residence student representatives, approve or reject the request.
- 5) At the end of each event, Guests must leave the allocated spaces clean and tidy.

Art. 9 – External visitors

- 1) Each Guest may invite up to a maximum of three visitors ***aged more than 18*** to the residence. Once the maximum number of visitors per facility has been reached, it is strictly forbidden to allow other visitors to enter.
- 2) If, for academic or other valid reasons, a Guest needs to host more than three people or if visitors remain beyond midnight, the Guest must submit a written request to the Director via email at the official residence address, with at least 24 hours' notice. ***After assessing the request, the Director may, at their discretion, approve or deny it based on circumstances. The request must specify the time periods of the visitors' presence and the areas of the residence they will occupy.***
- 3) Access to visitors is permitted from 9 am to midnight.
- 4) Each visitor must leave a valid form of identification with the residence reception staff (e.g. passport, identity card, printed residence permit, or driving licence with photograph) and collect a "visitor" badge, which must be visibly worn throughout the visit. Visitors without a badge or who do not show identification will be immediately removed from the residence.
- 5) Visitors must comply with these Regulations while they are in the residences. The guest is responsible for the conduct of their visitors and is jointly and severally 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 guest's housing if they are accompanied by the guest.
- 7) The Director or the reception staff may refuse access to visitors who have previously engaged in conduct that violated these Regulations.
- 8) Guests are forbidden to leave the Residence during the presence of visitors registered in their name.

Art. 10 - Internet

- 1) The Internet connection is a communal service offered to residence guests and for study purposes. It is recommended that it be used correctly 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 network or limit the service used by residents;
 - any improper use of the network, including downloading or illegal use of copyrighted content, is strictly prohibited. Misuse of the network constitutes a disciplinary offence and is subject to sanction under applicable regulations.
- 3) Politecnico 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 preventing other residence guests using the available bandwidth.

Art. 11 - Security Deposit

- 1) Before entering the housing, guests, including students under the Diritto allo Studio, must pay a non-interest-bearing deposit. **Details of the security deposit amount and payment terms and procedures will be made available in the "BOOKING" section of the website residenze.polimi.it/en/**
- 2) The security deposit will be refunded via bank transfer, subject to a written request by the Guest to the relevant office when vacating the accommodation. *The security deposit refund is conditional upon verification of any outstanding debts owed by the Guest to Politecnico or the Managing Body or the existence of any damages caused by the Guest or their visitors.*
- 3) *In such cases, and following written notification to the Guest, the residence reserves the right to deduct the amount corresponding to the debt owed to Politecnico or the Managing Body or for any damage, from the deposit, without prejudice to the right to claim further damages.*

Art. 12 - Check-in, check-out and housing return

- 1) 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 appointed staff. *This notification must be sent by email to the Director at the residence's official address.*
- 2) At the beginning and the end of the stay, the Guest shall sign, the check-in/check-out form in the presence of the appointed staff. This includes the handover/return of

keys. This form will document the condition of the room, furnishings, and equipment as verified at the time of handover or vacating the room.

- 3) The recipient must list any allergies to specific products in this check-in form, to inform those responsible for cleaning and rodent control.
- 4) Signing the check-in form and receiving the keys is a mandatory requirement for being assigned a bed space.
- 5) The Guest must immediately report any anomalies, damages, or malfunctions upon entering the room. Failure to do so will result in the Guest being held responsible for any issues identified during inspections or at the time of check-out.
- 6) If the Guest is not present during the check-out inspection, this will be carried out by designated staff. Any anomalies or damages found will be charged to the Guest, including any costs incurred for necessary extraordinary cleaning services.
- 7) The guest is responsible for changes or damage not listed in the check-in/check-out form.
- 8) *The Guest may be expelled from the residence for the following reasons:*
 - *non-payment;*
 - *disciplinary reasons, as outlined in Art. 15 below;*
 - *loss of entitlement to student financial aid benefits (Diritto allo studio);*
 - *loss of student status;*
 - *withdrawal from studies.*
- 9) *The Guest must remove all personal belongings from the room within 48 hours of signing the check-out form or its issuance in the circumstances outlined in paragraph 9 above. After this deadline, Politecnico or the Managing Body will proceed with the definitive removal and disposal of any remaining items at a public waste facility, as authorised by the Guest by signing these Regulations.*

Art. 13 - Housing access by Politecnico Management or staff

- 1) The Management holds a copy of the keys to each room. Access to the rooms by the Management or authorised staff may take place, under ordinary conditions, and points a) and b) below, between 8:30 am and noon, and 2-6 pm:
 - a) in the presence of at least one of the assigned Guests;
 - b) *in the absence of the Guests, if they are given prior notice by email sent to the address provided at check-in at least 24 hours in advance, if inspections are required, including those conducted by external companies or contractors, to verify the condition of the accommodation as part of routine or extraordinary maintenance.*

Extraordinary access is permitted at any time, including in the absence of the Guests, in cases of necessity or urgency. For example, access is permitted in the following situations:

 - c) inspections to verify the housing conditions;
 - d) *carry out urgent work or repairs;*
 - e) if there is a guest prolonged absence or it is suspected that the housing unit is being unduly occupied by outsiders
 - f) in all cases where the Residential Services Coordinator or Politecnico deems immediate access necessary.
- 2) Cleaning staff are always authorised to access rooms without prior notice, even in the absence of the Guest, to perform scheduled cleaning.

Cleaning service suspension is allowed only if a Guest is ill, *and for the strictly necessary period.*

- 3) If access occurs by Management or authorised staff, they may document room conditions via photos or videos, shared with the involved Guests, under privacy regulations.
- 4) If the room is in poor condition, extraordinary cleaning will be arranged at the expense of the responsible Guests. *If those responsible cannot be identified, the cost will be shared among all room residents.*
- 5) *Under the above paragraphs, if a Guest does not respond to scheduling communications, the Director may access the room regardless.*

Art. 14 - Representatives

- 1) *To foster closer communication between Guests and Politecnico, at the start of the academic year, Guests may elect up to three representatives per residence. Elections must follow democratic principles and reflect gender, cultural, and national diversity.*
- 2) *The term lasts for one academic year and is renewable once, subject to a review by the Director.*
- 3) *Elected representatives promote Politecnico di Milano's Code of Ethics and Conduct and community living best practices. They may submit feedback and suggestions about residence life and services but have no decision-making authority. Representatives mediate between Guests, the Director, and Politecnico/Management staff, providing information and mediation towards students and their demands.*
- 4) *If present in the residence, elected student representatives serve as emergency contacts and evacuation officers (floor wardens). Evacuation officers, including staff and student reps, are responsible for guiding Guests and any external individuals safely to emergency exits and ensuring affected areas are evacuated. They must inform the Director once the premises have been cleared. Representatives bear no liability for these duties, under applicable regulations.*
- 5) If no representatives are elected, Politecnico reserves the right to appoint them from among Guests.

Art. 15 – Violations and disciplinary actions

- 1) *Anyone aware of disciplinary violations by Guests must report them immediately to the Residence Director, who will proceed under the Student Disciplinary Code (see: normativa.polimi.it).*
- 2) *If a violation is confirmed, disciplinary measures under the student code will apply. These may be combined with or replaced by the following:*
 - a) *finer;*
 - b) *suspension from housing;*
 - c) *revocation of the accommodation with immediate removal from the hall of residence.*
- 3) *Fines range from € 50,00 to € 150,00 and must be paid within 10 days of receiving the disciplinary notice.*

Examples include:

 - *tampering with equipment and violating the safety regulations under Art. 4 of these Regulations: € 100,00;*

- tampering with protected switches, smoke detectors and any devices in the residence: € 150,00;
 - unauthorised activities affecting the decorum of the residence communal areas and disturb the guests € 75,00;
 - activities that spoil the decorum of the Guest's room or flat: € 50,00;
 - hosting unauthorised parties: €100,00;
 - receiving visitors in violation of Art. 6: € 100,00;
 - smoking inside the room or in any part of the residence (including near windows), € 50,00 in addition to any legal penalties under smoking laws;
 - failure to follow waste sorting rules, in addition to any municipal fines: € 50,00.
- 4) If a Guest incurs more than two fines within the same academic year, the University may transfer them to another residence without guaranteeing a similar room type.
 - 5) In addition to these provisions, Guests are fully liable for any damage caused, including to third parties, resulting from misconduct. Liability is determined through the disciplinary process outlined in Article 15, which establishes any compensation. Disciplinary action does not prevent Politecnico from pursuing civil or criminal proceedings.
 - 6) Fines and compensation must be paid electronically via the on-site POS system, or through alternative arrangements agreed with the Director of Residential Services. Amounts owed may be deducted from the Guest's security deposit and reinvested in services and activities for residents' benefit. This is decided by the Housing and Dining Service, in consultation with student representatives and the Director of the Campus Life Division.
 - 7) If the Guest fails to pay within the required deadline, under Art. 15 above, the Division Director may order a temporary restriction of access to the residence until payment is received.
 - 8) When individual responsibility cannot be determined, the penalty may be applied collectively. In such cases, the charge will be communicated to all Guests through collective notification, either by email or a notice displayed in designated areas within the residence. Collective responsibility will be determined according to the following criteria:
 - for violations occurring within a room: the sanction will apply to all Guests of that room;
 - for violations occurring within a flat: the sanction will apply to all Guests of that flat;
 - for violations occurring on floors or in communal areas: the sanction will apply to all residence Guests.

Art. 16 - Tuition fee payment

- 1) If tuition fees are unpaid 15 days after the deadline, a 10 per cent late fee is applied. Failure to pay within a further 15 days will trigger the actions described in Article 17.

Art. 17 - Defaulting Guests

- 1) Guests who fail to pay any required fees under these regulations (e.g. tuition, damages, fines) may have their graduation held. To have this block removed, the

student must pay the amounts or any debts owed by the deadlines established for enrolment in the graduation call.

Art. 18 - 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 www.normativa.polimi.it/.
- 2) For anything not governed by these Regulations, please refer to legal and Italian Civil Code provisions.

RECTOR
Prof. Donatella Sciuto

Digitally signed under the Digital Administration Code.