

GENERAL REGULATIONS OF LUISS GUIDO CARLI UNIVERSITY HALLS OF RESIDENCE

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GENERAL PROVISIONS

Article 1 - Allocation and Taking Possession of Accommodation

1.1 Entitlement to the accommodation runs from the date of residents' acceptance thereof and is for the entire period indicated in the allocation form itself, in the manner stated in the relevant announcement advertising the accommodation or otherwise communicated by the University's offices at the time of actual allocation of the accommodation. The Halls of Residence may remain closed during the holidays in accordance with a schedule that will be promptly communicated to all concerned.

1.2 At the time of actual allocation residents are required to sign a declaration embodying an express acceptance of both the accommodation itself and these Regulations, including pursuant to and for the purposes of article 1341 of the Civil Code. By means of that acceptance residents acknowledge the conformity of the state of the accommodation as well as the facilities and any other property put at their disposal, whether for individual or collective use, and undertake to use the accommodation and the common areas in a manner that ensures that they are maintained in the best condition possible. Failure to sign the allocation form will lead to revocation of the allocation of the accommodation and will entail definitive renunciation thereof for all purposes.

1.3 Upon taking possession of the accommodation, the assignee shall sign a handover report certifying the condition of the accommodation and its furnishings. Any discrepancies not reported within 48 hours from the date of handover shall be deemed not to exist, and any subsequent damage shall be attributed to the assignee. Furthermore, upon taking possession, the assignee shall carefully review the safety regulations set out in the relevant documentation.

1.4 Luiss Guido Carli reserves the right to transfer the assignee to another room or residence for technical, health, or operational efficiency reasons, upon at least 7 days' prior notice, except in cases of emergency.

1.5 Entitlement to the accommodation is subject to the regular enrollment in a Luiss Guido Carli course or the requirement that has determined the assignment.

Article 2 - Security Deposit

2.1 The accommodation assignee is required to pay a security deposit, non-interest-bearing, in the amount established for each year, except in cases expressly provided for.

2.2 The security deposit will be returned after the accommodation has been vacated, subject to whatever deductions may be required to cover the costs of repairing any damage caused to the accommodation. If the security deposit is used, in whole or in part, to cover damage caused by residents during their period of stay, the deposit will have to be replenished by the latter.

Article 3 - Renunciation and Early Termination

3.1 In the event of renunciation of the accommodation for any reason, or if the eligibility requirements for the assignment are no longer met (e.g., completion of the degree, withdrawal from studies, transfer to another university, or any other condition affecting eligibility), the assignee must vacate the accommodation within 15 days of the occurrence of the relevant event, upon prior notice to the relevant office.

3.2 In the event of voluntary termination of the accommodation prior to the end of the assigned period, 20% of the fees relating to the unused period shall remain due, in addition to the forfeiture of the security deposit, if paid.

Article 4 - Vacating Accommodation

4.1 At the end of the term the accommodation must be vacated free from any personal effects and in the same state as it was when possession thereof was taken.

4.2 At the time of vacating the accommodation, the University shall inspect its condition and, in the presence of the resident concerned, shall point out any damage found. Any comments or disputes raised by the resident in this regard shall be recorded in the accommodation return sheet, which the resident shall sign by way of acknowledgment.

RULES OF BEHAVIOR

Article 5 - Use of the Accommodation and Rules

5.1 Residents may fully utilize the facilities and items in the accommodation and make use of the common areas, observing the rules and schedules that regulate their use in each Hall of Residence and consistent with the needs of others to use and enjoy their own accommodation and associated common areas and facilities.

5.2 Residents are required to comply with these Regulations as well as any other rules of proper behavior, ethics and common sense that foster healthy and civil communal living. Residents are also required to comply with any regulations governing the services specifically provided at each Hall of Residence, which will be duly communicated and publicized.

5.3 Residents must take care of their own health and safety and must not endanger that of other persons present on the premises. In particular, residents must:

- observe the directives and instructions given by staff for the purposes of collective and individual safety;
- use the equipment of the Halls of Residence correctly;
- immediately report any safety deficiencies as well as any dangerous situations of which they become aware, taking direct action in case of urgency;
- notify such situations to staff, without prejudice to the obligation to eliminate or reduce situations of serious and imminent danger to the best of their ability in the meantime;
- not remove or modify any safety equipment, alarms, or monitoring devices without authorization;
- not take any actions on their own initiative that fall outside their remit or that may compromise their own safety or that of others;
- participate in any training programmes that may be organized at the Halls of Residence;
- not violate any of the prohibitions expressly indicated as subject to disciplinary measures and/or sanctions under Articles 8, 9, 10, and 11 below.

5.4 The maintenance of the quality of the accommodation and services is not only a matter for staff but is also the direct responsibility of residents. In the event that the room / apartment is found to be in condition that does not enable the periodic cleaning service to be performed, the University may arrange for a special cleaning of the room / apartment. In that case the cost of the service will be charged to the occupants of the room / apartment, dividing the amount equally between them. The special cleaning operation must be paid for within seven days after the University so requests.

5.5 Furthermore, residents must:

- periodically check the efficiency of the equipment and furnishings made available to them, promptly communicating any faults;
- arrange for the adequate cleaning of their room and associated balcony, the bathrooms and common areas inside the apartment;
- permit the carrying of the necessary routine and extraordinary maintenance work, in which case the University is also authorized to order the temporary transfer of residents to other premises or, if alternative accommodation is unavailable, to temporarily suspend the right to accommodation of the residents involved;
- promptly report any contagious diseases contracted during the term for which the accommodation has been allocated to them;
- immediately inform the University of any loss or theft of the keys, where provided, which allow access to the Halls of Residence and to residents' own room / apartment.

5.6 Although providing normal security, the University is not liable for any theft of or damage to residents' personal property.

5.7 The assignee is required to pay the accommodation fee in advance, according to the type of accommodation assigned, within the deadlines indicated by the relevant offices at the time of assignment.

In the event of late payment, a penalty of €50.00 (fifty/00) shall apply for each month or part thereof.

Failure to pay for three (3) consecutive monthly instalments shall result in the revocation of the accommodation assignment.

Article 6 - Maintenance and Repairs - Damage

6.1 Residents must immediately report any faults that occur in the accommodation itself or common areas.

6.2 In the event of damage to property, facilities and furnishings in the common areas or costs for special cleaning operations arising out of a resident's negligence, including if detected or incurred after the latter has vacated the accommodation, the residents concerned shall be required to pay compensation for the damage caused without prejudice to the right of the University to appropriate in whole or part the security deposit (if paid and not yet returned) with the obligation for the resident to replenish the amount deducted within ten days.

6.3 By accepting these Regulations, residents acknowledge - waving now and for the future any right to object in this regard - that the University may enter the accommodation to carry out inspections. Should the residents concerned not be in their rooms at the time, the University may nonetheless at its discretion proceed with the inspection, possibly in the presence of another resident or third party.

Article 7 - Visitors

7.1 Access by visitors to the Halls of Residence is permitted from 9.00 a.m. to 11.00 p.m., provided that this does not disturb other residents. Visitors must provide their personal details to the concierge or security staff and leave an identity document, which will be returned at the end of the visit.

7.2 Residents are jointly and severally liable with their guests for all of the latter's actions and conduct that is relevant for the purposes of article 2043 of the Civil Code. In any case, guests must comply with the rules set forth in these Regulations.

7.3 Access by visitors under the age of 18 is permitted if they belong to the resident's family unit and are accompanied by adult family members. Responsibility for the minor lies with the resident or the accompanying family members.

DISCIPLINARY MEASURES AND SANCTIONS

Article 8 - Disciplinary Measures and Sanctions

8.1 Resident who violates the provisions set out in this Regulation or who, in any case, engages in conduct detrimental to the proper functioning of the Residence shall be subject to the following measures, applied progressively:

1. Written warning
2. Financial penalty
3. Revocation of the accommodation assignment

This is without prejudice to any further compensation for damages caused by the assignee to Luiss or to third parties as a result of their conduct. By accepting this Regulation, the assignee also waives any liability of Luiss for damages caused by themselves or their guests to third parties.

Article 9 - Written Warning

9.1 The written warning consists of a formal written notice issued to the assignee by the Luiss Guido Carli **Accommodation & Campus Services** Office, requesting the immediate cessation of the conduct in question as well as any necessary restoration of the premises.

9.2 This measure is applied in the event of a breach of the following prohibitions:

1. introducing or using heaters, ovens, hotplates, grills, or any type of cooking appliance other than those specifically provided by the Residence, without prior authorisation from Luiss Guido Carli;
2. keeping animals of any kind within the residential premises or in the adjoining external areas;
3. removing or introducing furniture or equipment of any kind into common areas or rooms; any academic need to place additional furniture and/or equipment in the rooms must be reported to Luiss Guido Carli, and shall only be allowed upon specific authorisation;
4. moving, assembling, modifying, or otherwise altering furniture without prior authorisation from Luiss Guido Carli;
5. presence in the room of furniture or equipment removed from common areas;
6. placing any materials whatsoever in common areas;
7. placing any object on balconies or windowsills that may pose a risk to the safety of passers-by or that is prohibited by applicable municipal regulations;
8. violation of any rules governing the services provided within the Residence;
9. failing to grant access to service personnel for ordinary or extraordinary maintenance works, as well as for any inspections;
10. causing disturbance in any manner; between 11:00 p.m. and 9:00 a.m., any form of noise or sound that disturbs the peace and respect of other residents is prohibited;
11. negligence in keeping the assigned spaces tidy and clean.

Article 10 - Financial Penalty

10.1 The financial penalty is determined and applied by the Luiss Guido Carli **Accommodation & Campus Services** Office and may range from €100.00 to €500.00.

The application of the penalty is communicated to the offender via email, and within seven days of receipt of the email the assignee may send their counter-arguments to **housing@luiss.it**. Following such submission, the penalty may be confirmed or modified.

If confirmed, the assignee must proceed with payment within 10 days of receipt of the relevant communication. In the event of non-payment, the amount of the penalty shall be deducted, if already paid, from the security deposit, which must then be reinstated.

10.2 The financial penalty is applied in the event of a breach of the following prohibitions:

1. failure to comply with the provisions set out in a written warning referred to in Article 9;
2. repeated violations resulting in the assignee receiving more than two written warnings under Article 9 during the same academic year;
3. installing locking devices on rooms or apartments other than those provided;
4. occupying a bed space other than the one assigned;
5. throwing water or other materials from windows or balconies that may damage the premises or pose a risk to residents or passers-by;
6. carrying out modifications, tampering with, or alterations to systems, or performing painting or decorating works;
7. smoking in both common areas and individual rooms;
8. carrying out or commissioning repair works without prior authorisation;

9. engaging in any actions or pranks which, due to their questionable nature or potential danger, may cause harm to other residents, service staff, passers-by, neighbours, or to the structure and its assets;
10. violation of any other provision set out in this Regulation not expressly indicated in Articles 9, 11, and 12.

10.3 The amount of the financial penalties will be used to improve services and activities organised within the Residences for the benefit of resident students.

Article 11 – Forfeiture of Accommodation

11.1 Accommodation is immediately and automatically forfeited if residents:

1. engage in conduct contrary to the law, municipal regulations, public order and morality;
2. breach rules of behavior that have caused serious damage to the facilities, other students or third parties;
3. engage in conduct or acts in a way that may endanger, even if only potentially, persons or property and/or that constitute a violation of the laws and regulations in force;
4. assign or permit others to use the accommodation in their absence;
5. give the keys or permission to use the keys so as to enable third parties to gain entry to the Halls of Residence and/or individual rooms;
6. receive visits in breach of the provisions of article 7 above;
7. keep, in either their own rooms or common areas, weapons, flammable materials, drugs, harmful substances or substances prohibited by law;
8. gamble or participate in gambling;
9. make false declarations in order to obtain the accommodation;
10. do not pay the sums due for expenses under article 6 above;
11. fail to pay rent for three months;
12. repeat breaches that entail the imposition on the resident concerned of one or more written warnings under article 10 above during university studies

11.2 The Luiss Director of the relevant Area of the **Accommodation & Campus Services** Office, upon becoming aware of facts that may lead to the revocation of the bed space assignment, and on the basis of the findings carried out, shall formally contest the charges to the assignee via email. The assignee shall be invited to submit written counter-arguments within five days of receipt of the notification.

Following any further investigations, the case shall be closed if no breach or liability is found. Otherwise, the decision shall be confirmed and the relevant party shall be notified accordingly, and the matter shall be reported to the Rector for any consequent disciplinary measures, where applicable.

11.3 Forfeiture of the accommodation entails exclusion from any right to compete for Luiss accommodation in the following academic years.

FINAL PROVISIONS

Article 12 – Residents’ Committee

12.1 At the Halls of Residence a Student Representative Committee is set up, consisting of two residents, elected by a meeting of all residents convened by the residents themselves by October each year. The Committee has advisory functions and may submit proposals to the University regarding how to improve the functioning of the services at the Halls of Residence and community life.

12.2 The quorum for any such meeting is the majority of residents at the Halls of Residence, and resolutions are adopted by majority vote of those present.

Article 13 – Other Rules and Regulations

13.1 For matters not specifically addressed in the preceding articles hereof, reference is to be made to the provisions of the calls for application for the allocation of accommodation, the specific rules governing the individual Halls of Residence, the [Luiss Code of Ethics](#) and the [Code of Conduct for Luiss Carli Students](#) as well as to the laws, rules and regulations in the matter in force from time to time.

13.2 Notwithstanding any breaches and sanctions applied pursuant to this Regulation, all civil, criminal, administrative, and disciplinary liability applicable under current laws and regulations shall remain unaffected.

13.3 By signing these Regulations to convey acceptance hereof, residents submit to the exclusive jurisdiction of the Courts of Rome for all disputes concerning the lawfulness, validity, effectiveness and implementation of each and every one of the provisions hereof.