



## RULES SAN PAOLO UNIVERSITY HALL OF RESIDENCE

The Rules of Fondazione La Vincenziana's Halls of Residence are the regulatory expression of the objectives of the Educational Plan, to which they refer and of which they form an integral part. The Rules consist of a general section applicable to all the Halls of Residence and specific rules for each Hall.

### 1- COMMUNITY LIFE

A) Life in the Hall of Residence is rooted in faithfully sharing the objectives of the Educational Plan, pursued in line with the diocesan university pastoral teachings and requires a coherent lifestyle. This is why communication with Management and participation in the Hall of Residence meetings and the community activities are essential conditions for life in the Hall of Residence. Guests who do not attend meetings or participate in other activities must give Management a reason.

B) Students who wish to be admitted to the San Paolo Hall of Residence must fill out the online application form and participate in verbal and written interviews to verify whether they:

- have a satisfactory predisposition for community life;
- have an adequate disposition for university studies, based on their final marks and report cards of the last years of high school;

for readmission:

- share the objectives proposed in their Educational Plan;
- participate and are actively engaged in community life;
- follow all the Rules;
- have a satisfactory academic career based on the exams taken and marks earned.

C) Admission is subject to signing:

- the Educational Plan;
- the Rules in all their clauses;
- the ACRU Vademecum;
- anti-Covid safety protocols;
- the accommodation contract

Guests may not stay at the Hall of Residence for more than six years. They may not be younger than 18 years old nor older than 25. Exceptions may be made to these limits if they are justified and at Management's indisputable judgement.

D) A commitment to one's studies and active participation in university life are essential components of the Hall of Residence. This is why every Guest undertakes to maintain an environment that is conducive to studying in both the common areas and their assigned room.

E) Three interviews are normally held each year with Management in order to achieve the objectives set forth in the Educational Plan: one after the first few months at the Hall of Residence, one midway through the year and one at year end. Academic results will be checked with the submission of university documents.

During their years at the Hall of Residence, each Guest submits a Personal Educational Pact at the first interview.

F) Guests are asked to personally meet with the Spiritual Adviser within the first two months of their stay at the Hall of Residence in order to facilitate the Spiritual Adviser's work. It is a requirement to uphold the founding spirit of the Hall of Residence.

G) Guests' conduct and clothing must be consistent with the purposes of the Hall of Residence and respectful of everyone's needs.

H) Management decides whether to readmit guests for the subsequent year based on the following:

- verification that the agreed personal educational pact has been implemented;
- satisfactory academic results and active participation in community life.

Academic results will be checked with the submission of university documents.



l) Within the scope of the Hall of Residence's educational choices and in order to protect them, Management may, at its indisputable judgement, take disciplinary action in the form of verbal reprimands, written warnings, temporary suspension or definitive expulsion during the year.

## 2 – SAFETY

The emergency fire prevention and first aid officers are indicated on specific placards at reception. Guests will be informed of their names at the start of the academic year. When they are admitted, Guests must learn the emergency and fire prevention procedures by consulting the emergency instructions on display. Specific fire prevention training and evacuation drills are planned each year.

Participation is mandatory for all Guests at the Hall of Residence.

A) So Management knows who is in the Hall of Residence at any time, Guests must:

- leave the key to their room with reception whenever they go out (with the exception of point 3 B, when they have been authorised to return after reception has closed);
- leave a written note with reception if they will be spending the night outside the Hall of Residence, indicating a telephone number at which they may be reached and the date when they expect to return. They should call to notify reception in case they return at a later time;
- if they have been authorised to return after reception has closed, keep the key to their room, fill out the form and, when they return, report that they have returned to the Hall. Students may enter using the magnetic badge or personal access code given to them by Management when they return after reception has closed. Any time the badge or code is used, it is logged and the data are available to Management;
- inform the reception staff of the arrival and departure of any relatives or friends who visit them at the Hall of Residence, specifying the common areas in which they will stay;

B) The exits and emergency stairs must be used for emergencies only. The stairs inside the building are for emergency use only.

C) Guests personally use the room assigned to them, may not change rooms with other Guests and must return the room in good condition. Guests are responsible for their rooms and the furniture inside them. Any additional furniture must be authorised by Management, as it is liable for any additional fire risk. In particular, electronic equipment and multi-plug adapters must be safe (EC or IMQ certified) and used exclusively in accordance with the manufacturer's instructions. Guests are not permitted to hang posters or other items on the walls to avoid damaging the paint. At the end of the contract and during the summer holidays, all personal effects must be removed from the rooms and the rooms must be returned clear and tidy as they were received.

D) Any Guest who causes damage or breakage must immediately report it to Management. Guests are personally responsible (or jointly with their room-mate/room-mates) for any damage to their rooms or the common areas and shall pay compensation for damage, without prejudice to Management's right to take disciplinary action.

E) In order for the service to function well, Guests are required to report any irregularities, breakdowns and unknown persons in the Hall of Residence and facilitate personnel in the performance of their duties. Guests may not request personnel for any service, especially if such service differs from their respective duties. Any and all requests or reports must be made with Management.

F) IN THE ROOMS IT IS PROHIBITED TO:

- keep refrigerators;
- use cooktops of any kind, irons, food warmers, gas, electric or kerosene heaters or other similar devices;
- keep flammable liquids or substances like alcohol or fuel, even in small amounts;
- use electric equipment of over 1000 watts;
- keep televisions;
- place, hang or store bags or sundry objects on the ledges outside the windows.

FURTHERMORE, BRINGING ANY OF THE FOLLOWING INTO THE HALL OF RESIDENCE IS PROHIBITED:

- any type of animal, except guide dogs;
- spirits;



- hallucinogen and/or illegal drugs.

Management and the prevention and protection officer reserve the right to verify compliance with these rules and any additional safety rules to be made known in specific notices.

G) In accordance with article 51 of Italian Law no. 3/2003, for the protection of public safety and health, smoking is prohibited in the Hall of Residence. Anyone who smokes in their room should do so in moderation, keeping in mind that each room is equipped with a particularly sensitive smoke detector and fire alarm. Smokers who do not have a single room may only smoke with their room-mate's consent.

H) The lifts are shut down for safety reasons when reception is closed.

I) Management has a second key to each room to ensure service, safety and maintenance, and personnel may enter the rooms in the event of an emergency. Therefore, the locks may not be changed.

The Foundation shall not be held liable for any objects or money that Guests leave unattended in their rooms.

L) Parking cars, motorcycles and bicycles inside the Foundation's structures is prohibited. In any case, the Foundation shall not be liable for any damage caused by third parties (theft, fire, vandalism, etc.) to cars, motorcycles or bicycles that are parked or stopped, even temporarily, inside its structures.

M) In the event of illness, Guests must notify Management (or its representative) which will, in agreement with the person concerned, decide whether to call for medical assistance and inform their family. If, on the basis of medical assessments, the Guest's illness could put the community at risk, Management will arrange for the Guest to return home or to be taken to a place set up by the Health Protection Agency. In this case, the Guest may be readmitted to the Hall of Residence by submitting medical certification attesting to their recovery and/or fitness for community life.

Guests who remain at the Hall of Residence for extended periods of time are advised to choose a local Doctor on a temporary basis with the Health Protection Agency of the city of Milan. In any case, guests must carry their national health card with them.

In the event of a health emergency (accident), Guests must inform the emergency and safety officers, who will take the necessary action.

The Hall of Residence has a first aid kit for minor injuries which the first aid officers have been charged with keeping and using.

To protect Guests' health, Hall of Residence personnel are prohibited from administering drugs of any kind.

In addition to the above, the provisions of the aforementioned ACRU Vademecum and Safety Protocols prepared in response to the Covid-19 pandemic.

### **3 - HOURS AND SERVICES**

#### **A) HALL OF RESIDENCE HOURS**

The Hall of Residence is open, with reception service, every day from 8 am to midnight.

During the year, reception could be organised differently, resulting in different opening hours, in which case the new hours will be displayed at reception;

Guests may not leave the Hall after midnight.

B) The Hall closes at midnight. Guests may return after that time using the procedure described above (2.A). Management reserves the right to check what time students return at night and monitor the balanced distribution of time for study, community life, leisure and rest.

C) Each evening, closing operations begin at 11:30 pm in the various areas of the Hall of Residence.

#### **D) QUIET HOURS**

From midnight to 7 am, everyone must be quiet in all areas of the Hall of Residence. At all times of day, Guests must act in such a way that is respectful of everyone's needs for study and rest.



#### E) THE CANTEEN

Each User who uses the canteen is assigned a locker with key and a space in the refrigerator. Before leaving the College, upon expiry of the contract, he is required to return the correctly identified key. Failure to comply with this rule entails the deduction of € 20.00 from the security deposit. Each User, at the end of each meal, is required to clean up the spaces used and their dishes / utensils, placing them in their locker: for the hygienic protection of all Users, in the event of failure to apply this rule, the Management may order the closure of the kitchen until they are restored. At each closure of the College (for Christmas, Easter and summer holidays), to allow for cleaning operations, the refrigerators must be emptied. This operation must take place by 9 pm on the day before the College closes.

At the end of the academic year, the lockers and refrigerators must be emptied completely before leaving the College: in the event of non-compliance, the Management will replace the User, withholding the sum of € 50.00 from the security deposit.

#### F) INTERNET CONNECTION

The Hall of Residence offers Guests WiFi Internet access: this is to meet their study needs and they may only use it for this purpose. No deviant or illegal use is permitted.

#### G) LAUNDRY - PRESSING ROOM

The laundry room and dryer room are accessory services available for a fee. The laundry room is equipped with coin-operated washers and dryers managed by a specialised firm. The machines should be used according to the established rules. The dryer is used to dry items that have been washed.

There is an iron in reception that is available upon request. It must be used in the laundry room.

For reasons of hygiene and safety, it is not permitted to wash and press clothing inside the bedrooms or in rooms other than the laundry room. Clothing should not be hung to dry in any other place.

#### H) TELEPHONE

The telephones in the rooms receive outside calls directly. However, the only outside calls they may make are to emergency and toll-free numbers.

#### I) FRIENDS AND RELATIVES

Guests' friends and relatives are welcome to the Hall of Residence. The Guest who invited them is responsible for and guarantees their conduct and shall inform them of the kind of hall of residence they are in and explain these rules. Visitors may not go up to the upper floors without explicit authorisation from Management or its representative, but they are free to move about the common areas.

All visiting friends and relatives shall leave the Hall of Residence before closing operations begin. Reception staff notes their arrival and departure from the Hall of Residence. They are therefore required to stop by reception when they enter and leave to respectively submit and collect their identity document. These rules are subject to the provisions of the aforementioned ACRU Vademecum and Safety Protocols prepared in response to the Covid-19 pandemic.

#### L) BULLETIN BOARDS

Bulletin boards are installed in certain places in the Hall of Residence for informational notices. Authorisation from management is required to post a notice, along with the signature of the person positing it.

#### M) CLEANING

On scheduled cleaning days and/or when requested by the cleaning staff, Guests must leave their rooms from 8.30 am to enable the staff to clean and for reasons of public hygiene. Rooms must be kept tidy and neat. Adhesive tape may not be used on the walls in rooms or in any of the common areas.

#### N) SORTED WASTE

Waste is sorted for collection at the Hall of Residence. Personnel changes the rubbish bags but Guests must place their sorted waste in the appropriate bins. There are separate bins for paper, cans, tins and plastic. Everyone must cooperate as these sorting procedures are required by the Milan Municipal Authorities, with fines for transgressors.

#### O) RELATIONSHIPS WITH THE ADMINISTRATIVE OFFICE

For all administrative matters, Guests are required to respect the Administrative Office's opening hours.

As the end of the contract nears, Guests must inform the Administrative Office if they intend to leave the Hall at least three



days before their departure date and complete all the administrative paperwork required.

P) ROOM HANDOVER REPORT

When Guests arrive, they are given the keys to their assigned room and, jointly with the Hall of Residence personnel, sign a report stating that they are taking custody of the room and noting any faults. At the end of the contract, the room must be left tidy, free of all personal items and in the same condition it was in at the start of the contract. Before leaving the Hall of Residence, again jointly with the Hall of Residence staff, Guests sign the room return report. Guests shall be charged for any assessed damage by withholding sums from the security deposit. If the room return report is not filled out the Guest waives the signing of the report with the Hall of Residence personnel and thereby accepts any charges for negligence. If there are materials and personal items or anything that does not belong to the Hall of Residence, they will be put in the rubbish, and the Guest will be charged for the cost.

I, the undersigned, \_\_\_\_\_, state that I have read these rules and accept them in their entirety by signing here below.

Milan, \_\_\_\_\_

Sign for acceptance \_\_\_\_\_