



STUDENT HOUSE RULES

Approved by resolution of the Board of Directors No. 23 of 08.07.2025

STUDENT HOUSE RULES

TITLE I General Principles

The Student Residences should be considered as an environment that fosters human relationships in a context based on principles of loyalty, responsibility, dialogue, exchange, and cultural enrichment. Respect for the common good is what makes the difference in the virtuous use of spaces. The student who is assigned a bed place, at the time of admission to the Student Residence and for the entire period of room allocation, acquires the full and free enjoyment of the benefit, subject to the limits established by:

- ✓ the Competition Call;
- ✓ these Regulations;
- ✓ respect for the rights and freedoms of the other residents of the Residence.

The student is required to comply with all legal provisions (civil, criminal, and administrative), as well as any additional provisions in relation to these Regulations.

The E.R.S.U. guarantees equal opportunities in access to the benefits provided by the competition call for the allocation of scholarships and accommodation.

TITLE II Allocation and Use of Bed place

Art. 1 Allocation Procedures

For the procedures for the allocation of bed places, reference is made to the Competition Call for the allocation of scholarships and accommodation for the relevant year, published on the official website of the ERSU of Cagliari.

Art. 2 Taking Possession of the Bed place

1. The student may take possession of the assigned bed place starting from the date indicated in the notice that will be published together with the allocation order.
2. Students participating in international mobility programs must communicate this at the time of taking up the bed place, in the manner indicated in the specific notice.
3. Occupation of the assigned rooms must take place no later than 5 working days from the date indicated in the notice referred to in paragraph 1 of this article, after signing the related contract, in the manner that will be specified in the relevant notice.

4. Failure to take possession of the assigned bed place within the indicated deadline will result in the loss of the benefit, without prejudice to the provisions of the following paragraph.
5. If the assignee, within said period, justifies by any appropriate means the impossibility of taking possession, they are still required to pay the room fee.
6. It is forbidden to exchange the assigned bed place with another without prior authorization from the Head of the competent Housing Office.
7. Exchanges between bed place holders in different facilities and transfers from one facility to another are regulated by Article 4 of these Regulations.
8. The student shall verify that the furnishings of the assigned room correspond to the description contained in the inventory sheets delivered at the time of taking possession. Should discrepancies be found, they must be reported according to the procedures established by the Administration.
9. With the assignment of the bed place, the standard furnishings of the room are guaranteed.
10. Linen kits are also available in each Student Residence. These kits consist of: 1 mattress cover; 4 sheets; 2 pillowcases; 1 bedspread; and 1 blanket. The student is responsible for washing all the linen except for the blanket, which will be sanitized at the end of the stay by the Housing Office.
11. Students with disabilities, or affected by particular medical conditions, must inform the competent Housing Office of their needs before taking possession of the bed place and sign a declaration confirming that the accommodation meets their requirements. The provisions of the following paragraph 12 apply.
12. Should the student with disabilities or particular medical conditions require specific aids beyond those normally available in the assigned accommodation, they must provide them at their own expense, giving timely prior notice to the competent Housing Office, which reserves the right to assess their compatibility with the assigned accommodation and with these Regulations. Any issues or impediments will be communicated to the student through a formal act of the Director of the Service, and in such cases the Housing Office will make every effort, as far as possible, to identify alternative solutions together with the student.
13. Students with disabilities may choose, from among the beneficiaries of bed places, a roommate for the purpose of room allocation.
14. If bed places remain vacant in the double room of the student with disabilities, the Institution may authorize, at its sole discretion, the assigned accommodation holders to host, either continuously or for a specific period, a family member or an assistant providing personal support. Such a request must be documented and submitted to the Housing Office, which will prepare the file for the Director of the Service for subsequent approval. The stay of the family member/assistant will be subject to a fee at a reduced rate: €10 per day, €60 per week, €210 per month.
15. In any case, students with outstanding debts of any kind to E.R.S.U. will not be allowed to take possession of the bed place, unless such debts are settled within 5 working days from the deadline referred to in paragraph 1.

Art. 3

Payment of the Security Deposit

1. The security deposit must also be paid by scholarship holders and by students assigned a bed place, in accordance with the provisions of Article 17 of these Regulations.

2. This deposit may be used both in the event of compensation for damages directly attributable to the student's responsibility, and for acts of vandalism not attributable to individual persons that have not been compensated, as well as to cover any unpaid accommodation fees.
3. The security deposit, in whole or in part, shall be withheld by a reasoned act of the Director of the Service, upon proposal of the Head of the competent Housing Office.
4. In the event of the deposit being withheld, the student is required to replenish it within 30 days. Failure to do so will result in the loss of the right to accommodation.
5. Provided there are no obstacles, the security deposit will be refunded ex officio following the student's renunciation of the bed place, unless the holder requests its retention for the following year.

Art. 4

Exchanges and Transfers

1. Exchanges and transfers prior to occupancy will be permitted according to the procedures that will be published in a specific notice.
2. To allow extraordinary maintenance work planned in the various facilities, residents of the affected building may be transferred to another room in the same or another Student Residence. Except in cases of force majeure, scheduled interventions must be communicated to the residents with at least 10 working days' notice, in order to minimize inconvenience for the assignees.
3. The competent Housing Office reserves the right to order room transfers ex officio, through a reasoned measure, for organizational reasons or in cases of serious incompatibility between residents of the same room.

Art. 5

Duration of the Bed place

1. The right to a bed place lasts for one academic year. The student is entitled to use the bed place from the date of taking possession until July 31 of the relevant academic year.
2. After the closure of the Faculties (in August), the bed place may be occupied again from September 1 or from the first non-holiday thereafter, and no later than September 30 (end of the academic year).
3. Requests to remain during the month of August may be considered and possibly granted on the basis of the number of bed places that the Institution decides each year to make available during closure periods, also taking into account the Institution's need to carry out extraordinary maintenance and/or cleaning. In April, the Institution will publish a notice to collect expressions of interest to remain during August. Those who have expressed interest may confirm the need to stay by the end of June.
4. Before the closure of the Residence for the summer period, the student assigned a bed place must completely clear the room of personal belongings and carry out thorough cleaning of the room (including the refrigerator), otherwise the cost of such cleaning will be charged.
5. A student who graduates during the academic year must, after formal notification to the Head of the competent Housing Office, vacate the bed place within 10 days from the date of graduation. The student loses the right to accommodation even if they enroll in specialization courses, or in a second degree or diploma course. By way of exception to this provision, if there are available bed places in the relevant facility, upon a specific and documented request, the Director of the Service may authorize an extension of the stay at a fee, at the rate provided for accommodations assigned under Article 17 of these Regulations (University students from other universities rate).
6. The following students may retain entitlement to the bed place:

- ✓ students who are beneficiaries as first-year out-of-course students who have completed their bachelor's degree and meet the requirements set out in the call for applications for first-year students of two-year master's degree programs;
- ✓ students who are beneficiaries as first-year master's degree students but who do not complete their bachelor's degree within the deadline of the relevant academic year, provided they meet the merit requirements set out in the call for applications for first-year out-of-course bachelor's degree students.

Art. 6
Reassignment of Single Rooms

1. Students who hold a bed place in a double room and are interested in a single room must express their interest for the assignment using a specific form within 20 working days from taking possession of the double room.
2. Expressions of interest may only be submitted by students enrolled in years beyond the first, and by first-year students of second- and third-level degree programs, and exclusively for single rooms that become available in the Student Residence where they currently hold a bed place.
3. The reassignment of single rooms will be carried out each time taking into account the final ranking order and, in case of a tie, the student's academic seniority.
4. The reassignment of single rooms that become available during the academic year is carried out under the direction of the Head of the competent Housing Office.
5. A student who is reassigned a single room in response to their expression of interest, or who subsequently renounces it, loses the right to any further exchanges or transfers during the academic year.
6. Once all requests for transfer to a single room have been accommodated, any remaining single rooms will be assigned to students requesting a paid bed place.

Art. 7
Payment Procedures for Accommodation

1. The cost of accommodation for scholarship holders is determined for the entire period of use referred to in Article 5 and conventionally divided into 11 equal monthly installments payable in advance. The amount is due regardless of the actual days of stay during the month.
2. The total cost of the service is deducted from the scholarship amount for students who are beneficiaries of both a scholarship and a bed place, even in cases of renunciation, forfeiture, or non-use of the accommodation.
3. For students on the ranking list who are not scholarship holders, the monthly amounts for the current year are set by the Competition Call for the allocation of scholarships and accommodation.
4. Students paying for a bed place must make the monthly payment by the end of the preceding month, using the permitted payment methods.
5. By way of exception, the monthly payment for September must be made by the first working day after taking possession of the bed place, and for October it must be made by the end of that month, after the publication of the final ranking lists for scholarship allocation.
6. For students requesting a paid bed place under Article 18 of these Regulations, the fee for the first month of occupancy will be calculated based on the date of taking possession of the bed place. Additionally, for the last month of use, the fee will be calculated according to the actual days of stay.
7. Students holding a bed place who participate in international mobility programs during the academic year may request:

- a. if they are scholarship holders, reimbursement of the accommodation portion deducted from the scholarship for the first six months abroad;
 - b. if paying, exemption from the accommodation fee for the first six months abroad.
8. To apply this paragraph, a specific release form must be submitted one month prior to departure, allowing temporary use of the bed place, which will be arranged by the Head of the competent Housing Office. For organizational/accounting reasons, reimbursement is processed in June; therefore, release forms cannot be submitted after the end of May.
 9. Reimbursement will cover exclusively the dates of stay abroad certified by the University and will be granted subject to budget availability, for a maximum of six months.
 10. In the case of early return, the request may be accepted provided that the bed place has not been temporarily assigned to another student. If accepted, students under point a) will not receive reimbursement, while students under point b) will be required to pay the fee for the entire originally planned period abroad.
 11. Scholarship holders who become assigned a bed place during the year will retain the scholarship but will be required to pay the accommodation fee established by the Competition Call.
 12. For students on the ranking list who are not scholarship holders, the monthly amounts for each year are set by the Competition Call for the allocation of scholarships and bed places.

Art. 8 Delinquency

1. Students are considered delinquent if they fail to pay the monthly fee within 5 working days of the deadlines set out in these Regulations.
2. In case of delinquency, the security deposit will be withheld as provided in Article 3 of these Regulations, with the obligation of replenishment according to the same article.
3. Upon the third episode of delinquency during the year, notwithstanding the withholding of the deposit, the student will lose the right to the accommodation.
4. Students who fail to pay penalties or compensation within the deadlines set by these Regulations are also considered delinquent.
5. The Director of the Service, upon proposal and review by the Head of the competent Housing Office, may authorize installment payments in the following cases:
 - a. continuation, at a fee, of the assigned bed place for students enrolled in second-level degree programs, in the event of failure to meet the expected date of completion of the bachelor's degree ("promised graduation");
 - b. proven personal or family situations causing financial hardship;
 - c. penalties or compensations equal to or exceeding €500.00.
6. Installments may not exceed five payments and must always be formally accepted by the student within 5 working days from the proposed repayment plan, under penalty of losing the bed place.

Art. 9 Use of and Forfeiture of the Bed place

1. A student loses the benefit if they accumulate more than 40 days of unjustified absence over three consecutive months.
2. An absence is defined as failing to register presence for at least 7 hours, even if non-continuous, within a 0–24 hour period. Students must scan the QR code each time they leave and re-enter the facility. Absences are considered justified if they are:
 - a. on public holidays;
 - b. in October, considering the occupancy phases of the accommodations;
 - c. due to extraordinary closures of the assigned Residence or occupied room;
 - d. due to illness accompanied by a certificate from a public health doctor (SSN);
 - e. due to academic activities (internships, thesis preparation, etc.), duly certified by a substitute declaration;
 - f. due to serious family or personal reasons, properly documented;
 - g. for which a formal release has been issued to the Housing Office, making the bed place fully available.
3. Illness-related absences must be reported by phone or email to the competent Housing Office within 48 hours of onset, and the medical certificate must be submitted or delivered within the following 24 hours, except in documented impossibility, e.g., hospitalization.
4. The release referred to in paragraph 2, point g), may not exceed 35 days, even if non-consecutive, in the academic year.
5. Attendance and absence tracking is carried out according to procedures established by the Service Directorate.
6. No reimbursement is allowed for absences, even if justified.
7. In all cases where these Regulations provide for forfeiture of the benefit, this is enacted by the Director of the Service upon proposal of the Head of the competent Housing Office.
8. Forfeiture also entails the student's ineligibility for the benefit in the following academic year.

TITLE III Additional Services

Art. 10 Telephone Service and Mail Collection

1. The use of telephones provided in the Residences is allowed only for incoming personal communications.
2. The staff at the switchboard/concierge is responsible for collecting and storing correspondence addressed to residents.
3. Packages may be collected by staff in the absence of the student only upon presentation of a formal "release form." The switchboard/concierge staff receiving the package must inform the student immediately. The student will sign the appropriate register upon receipt of the package.

Art. 11 Luggage Storage

1. During periods of absence following a release form and during the closure of the Faculties (August), students are required to remove their personal belongings and luggage from the room.
2. Storage of luggage weighing no more than 20 kg is allowed in a single designated room for each facility and within its capacity limits, with the following priority order:
 - a. students with disabilities;
 - b. international students;
 - c. students whose residence is outside Sardinia;
 - d. other students.

The 20 kg limit may be exceeded only in case of few requests and up to the ordinary capacity of the storage rooms.

3. Luggage must be labeled with the student's name, surname, phone number, address, and room number.
4. The Administration declines all responsibility for the custody of deposited items.
5. Deposited luggage must be collected within 2 weeks from the date of assignment of bed places for the new academic year. If not collected, the competent Housing Office will arrange shipment of the luggage to the owner's address at the owner's expense; if no instructions are provided, the luggage will be disposed of.

Art. 12 **Student Socialization Activities**

1. The E.R.S.U. Regulations identify spaces that can be allocated for student socialization activities, regulating their allocation and use.
2. Student representatives may request use of an indoor space (TV room or Study Room), taking into account maximum capacity, or outdoor areas of the Residence (garden on Via Trentino, Pilotis area on Via Businco) for holding assemblies of bed place holders. Requests must be sent by email to the Head of the Housing Office with at least 3 working days' notice.
3. Residents may, with prior authorization, use common areas for small gatherings (e.g., graduations and birthdays). Requests must be submitted to the Head of the Housing Office at least 3 working days before the scheduled event. The applicants are responsible for the orderly conduct of the event, compliance with rules, behavior of guests, compensation for any damage to the facility's property, and cleaning and tidying up afterward. The number of guests may not exceed the capacity of the allocated space. Only one space per residence may be used.

Art. 13 **Access to Accommodation by Non-Residents**

1. Residents may allow up to two external guests to access the accommodation and common areas, in their presence, between 08:00 and 01:00, provided this does not disturb other residents.
2. As an exception to paragraph 1, guest access to the lobbies of the Residences is allowed outside the specified hours, provided it does not interfere with facility services (cleaning, switchboard, etc.) and does not create gatherings that may cause disturbances.
3. Residents intending to host guests must inform the reception, providing the names of the guests who must wait for authorization to enter.

4. To access accommodations and common areas, guests must deposit a valid identity document or equivalent (e.g., ID card, passport, driver's license), which will be recorded in a register specifying type, number, place and date of issue, and room number to be accessed, and returned at the end of the visit. The register is kept at the reception and delivered only to the Head of the Housing Office. Non-EU guests must also provide a valid residence permit.
5. Failure to comply with the provisions of this article is punished with a total ban on hosting external guests in the Residence, without prejudice to any additional sanctions under these Regulations.
6. The resident who introduces non-residents is jointly liable for any damages caused by them.

Art. 14 – Staff Assigned to Student Residences

1. The staff assigned to Student Residences are responsible for receiving any reports from assigned students.
2. The staff assigned to the Residences are obliged to formally report to the Head of the Housing Office any fact that may constitute a violation of this Regulation or of the law.

Art. 15 – Access to Accommodation by Authorized Personnel

1. The Housing Office holds copies of the keys to the rooms and premises of the facilities.
2. Access to the accommodation by personnel authorized by the competent Head or the Director of the service may occur:

- **In the presence of the assignee or at least one of the assignees:**

- a) during periodic inspections that may be carried out during the assignment period, also to verify compliance with this Regulation;
- b) upon request of the assignees themselves or at least one of them;
- c) at the beginning and end of the assignment period.

- **Even in the absence of the assignees and without notice:**

- a) for extraordinary and unforeseen interventions;
- b) for interventions scheduled by the Institution and previously communicated to the room assignee.

- **Even in the absence of the assignees with at least 3 days' notice:**

1. To carry out checks on safety, hygiene standards, and compliance with the Regulation in general, to be conducted randomly on a monthly basis.

Art. 16 – Occasional Hospitality in Accommodation Available Following Bed Release

1. Students holding a bed in a double room may submit a request, via a specific form to be sent via ticket or email to the Housing Office, to host friends or relatives. The service must be requested at least 3 working days in advance.
2. Hospitality is free and authorized for a maximum of 4 nights every 30 days, with the prior written consent of the other assignee who will be absent from the facility, using the available days of the bed

- release (35 days for the whole year). For single room assignees, free hospitality is allowed under the above conditions if another assignee of a single/double room consents to the hospitality via release.
3. The bed must be cleared of personal belongings, and the Administration will in any case be relieved of any liability for damage or theft.
 4. Hospitality of minors is only permitted under the direct responsibility of an adult and with formal consent from the holders of parental authority.
 5. For hospitality requests exceeding 4 nights in a month, or in cases where the other assignee does not issue a release, if rooms are fully available, the stay will be allowed at a rate of €10.00 per night.
 6. At the time of the request, a valid identity document, tax code, and for foreign guests, a residence permit must be attached, and the guest must also be registered on the Student Portal (Student Portal – ERSU Cagliari).
 7. The release of the beds by the absent assignee and the guest is a necessary condition for the use of such hospitality, and in case of confirmed violation, the individual will no longer be allowed to host third parties for the entire academic year.

Art. 17 – Paid Hospitality in Unoccupied or Released Beds

1. This article governs the paid allocation of accommodation beds that have become definitively available following the completion of the assignment of beds through the call for applications, after all eligible candidates in the rankings have been accommodated or beds have become available following a release.
2. Hospitality under this article is managed by the competent Housing Office.
3. If beds reserved for students with disabilities remain vacant, i.e., no applications are submitted by other students with disabilities, these will be made available to anyone requesting them.
4. Applications with priority may be submitted by:
 - ✓ Students enrolled at:
 - University of Cagliari in diploma, bachelor's, single-cycle master's, two-year master's, specialization, and doctoral programs;
 - Pontifical Theological Faculty of Sardinia;
 - Higher Institute of Religious Sciences, Cagliari;
 - State Conservatory of Music, Cagliari, for the higher first-level three-year and second-level two-year courses;
 - Higher School for Language Mediators "Verbum."
5. Applications will be examined by the competent Office, which will assign the bed based on the valid ISEE value for university study aid benefits in ascending order. In the case of a tie, priority will be given to the longest requested stay and subsequently to academic seniority.
6. The accommodation fee is that set annually by the call for applications for scholarships and housing for scholarship recipients who become bed holders during the year.
7. Applications may also be submitted by:
 - Recent graduates providing documentation certifying attendance of a post-graduate internship, a master's program, or preparation for the state exam;
 - Erasmus students and international mobility students;
 - Foreign students enrolled in doctoral, specialization, or master's programs at the University of Cagliari, students enrolled in other universities.

Visiting Professors, including:

- ✓ Scholarship holders and researchers;
- ✓ University professors;
- ✓ Scholars and research fellows;
- ✓ Conference guests.

Applications from these users will be processed in the order received.

Rates:

Rate	University students from other universities / Erasmus in double room	University students from other universities / Erasmus in single room	PhD and specialization students in double room	PhD and specialization students in single room	Visiting Professors in double room	Visiting Professors in single room
Daily	€ 15,00	€ 18,00	€ 22,00	€ 25,00	€ 50,00	€ 65,00
Weekly	€ 90,00	€ 108,00	€ 130,00	€ 150,00	€ 300,00	€ 400,00
Monthly	€ 315,00	€ 378,00	€ 480,00	€ 550,00	€ 550,00	€ 700,00

Services: The rate includes end-of-stay cleaning. For additional cleaning, to be arranged with the competent Housing Office, the fee is €13 for a single room and €16 for a double room. Bed linen kits are available upon request.

8. VAT at the legal rate of 10% applies to the rates for professors, researchers, conference guests, PhD students, scholarship holders, and other guests.
9. Guests staying for more than 30 days must pay a deposit of €162, refundable within 60 days after the end of the stay, provided there are no issues.
10. At the time of the request, occasional guests must provide a valid identity document, tax code, and for foreigners, a residence permit, and must register on the Student Portal (Student Portal – ERSU Cagliari).
11. Paying guests must sign a specific contract and comply with the rules of conduct set out in this Regulation. In case of violations for which this Regulation provides penalties exceeding a written warning, the contract will be immediately terminated.
12. Provisions regarding forfeiture due to absence do not apply.

Art. 18 – Insurance Coverage

The Institution holds an insurance policy covering civil liability towards third parties and service providers.

Title IV – Rules for Life in the Residences

Art. 19 – General Principles

1. In the Student Residence, individual behavior must be guided, in interactions with other assignees and with ERSU staff and external companies, by fairness and respect for the rules of civil coexistence.
2. Within the framework of general rules, students must specifically observe the following prohibitions and requirements.

Art. 20 – Prohibitions

1. In the Student Residences it is forbidden to:
 - a. Introduce and/or keep animals of any kind, except guide dogs for the visually impaired.
 - b. Disturb roommates in any way, especially between 12:00 a.m. and 8:00 a.m.
 - c. Introduce or keep flammable materials or harmful substances in rooms or common areas; set up barbecues on balconies or any other open space, except in cases where ERSU has set up designated areas.
 - d. Introduce any electrical appliance not authorized by the Housing Office. Any unauthorized equipment found during inspections or checks will be removed, and the owner will be invited to collect it within 10 days, after which it will be disposed of according to the law. Staff may also confiscate any item that could endanger users.
 - e. Leave lights and electrical appliances on, or keep electrical outlets connected to devices (hair dryers, chargers, coffee makers, kettles) or water taps open when leaving the room.
 - f. Move around the facility in indecent clothing (underwear without a shirt or with bare torso).
 - g. Place bulky items (furniture, bicycles, etc.) in common areas or rooms. To allow storage of students' bicycles and motorcycles, the Institution provides – where possible – appropriate equipment in designated areas.
 - h. Throw or deposit trash or waste outside the designated containers in the Residence. Separate waste collection must be strictly observed and maintained by the students. Waste must be collected by each occupant within their room and placed in the containers indicated by the Housing Office.
 - i. Place objects (flower pots, bottles, etc.) on terraces or windowsills that may pose a danger to passersby.
 - j. Dispose of materials that may clog pipes in toilets or drains.
 - k. Make modifications such as painting, dyeing, introducing furniture or equipment of any kind in common areas or rooms; move, dismantle, or modify furniture or systems.
 - l. Use diffusers/adapters for induction cooktops.
 - m. Smoke inside the facility.
 - n. Allow unauthorized guests to enter.
 - o. Display signs, notices, or similar materials outside designated areas; it is strictly forbidden to hang photographs, posters, or signs on walls, furniture, or doors throughout the facility.

Art. 21 – Requirements

1. Students are required to:

- a. Comply with the provisions of this Regulation and any additional implementation guidelines issued by the Service Management upon the proposal of the Housing Office Head.
- b. Observe safety instructions issued by ERSU and actively participate in periodic safety drills.
- c. To protect the health of other assignees, promptly report any contagious diseases contracted during the accommodation period.
- d. In the event of infectious or contagious diseases, the assignee must undergo a medical examination if requested by the competent Housing Office to verify their health status.
- e. The Housing Office may temporarily suspend the assignee from using the bed in the presence of certain illnesses or psychophysical conditions that, according to a medical professional, make the student unfit for communal living. Return will be conditional on presenting a medical certificate of fitness for communal living.
- f. Periodically check the condition of the provided equipment and furniture, promptly reporting any malfunctions in writing to the Housing Office.
- g. Personally maintain the cleanliness of the assigned room. If at the end of the assignment period the room is returned in poor condition (including the refrigerator), related costs will be charged to the occupants. If not paid within 15 days, the full deposit will be forfeited.
- h. Immediately report the presence of pests to prevent their proliferation. If pest presence is caused by poor hygiene attributable to the assignee, the user must cover 50% of disinfestation and cleaning costs (calculated based on the intervention required).
- i. Leave kitchen areas in perfect hygienic conditions after meals, cleaning, tidying, and removing personal dishes and supplies. Otherwise, staff may close the kitchen, remove dirty dishes, and dispose of them if not collected within 48 hours.
- j. Ensure electrical cooktops are turned off when leaving the kitchen.
- k. Take care of common areas.
- l. Allow necessary ordinary and extraordinary maintenance interventions in the Residence, even in the absence of the assignees.
- m. Leave the accommodation key at the reception. The room key may only be handed to the assignee or another person formally delegated by the assignee in the case of a double room.
- n. In the event of a reactivation of health emergency protocols, health protection measures must be restored, in compliance with the instructions of the competent authorities, such as:
 - Wearing masks;
 - Sanitization;
 - Social distancing;
 - Reporting suspected COVID-19 symptoms or other contagious diseases to the Housing Office Head.

TITLE V – Provisions on Compensation for Damages and Penalties

Art. 22 – Charges for Damage Compensation

1. Expenses for restoring accommodation furnishings due to damage, removal, or misuse by occupants and their guests are the responsibility of those who occupy the space, who are jointly liable.
2. In the case of accommodation occupied following a release, occasional guests are responsible.
3. If compensation is not made within 15 days, the corresponding amount will be deducted from the deposit, without prejudice to the obligation to replenish the deposit as set out in Art. 3 of this Regulation.
4. If the deposit is insufficient to cover the compensation, the parties concerned are considered in default, and Art. 8 of this Regulation applies, without prejudice to the provisions of Art. 3 regarding deposit replenishment.
5. As an alternative to payment, within the same timeframe, students responsible may agree to replace damaged equipment or furnishings with new items of equivalent characteristics and compliant with regulations.
6. In the case of damage to equipment in common areas, if the responsible party cannot be identified, Art. 26 of this Regulation shall apply.
7. The provisions of this article also apply to damage caused to third-party property.
8. For the purposes of this article, damages are formally contested by the Head of the competent Housing Office, who invites the parties concerned to provide any counterarguments within 3 working days. After this period, the damage may be charged by a reasoned decision of the Service Director, upon proposal of the competent Head.

Art. 23 – Criteria for Determining Damages Caused by Bed Assignees

1. To determine the amount of damage to be charged or reimbursed, taking into account normal wear and tear, the following price list is established:
 - a. Loss or breakage of keys/keycards/badges: €10.00.
 - b. Extraordinary masonry/painting/varnishing work, based on an estimate from the Technical Office of the Institution.
 - c. Extraordinary cleaning in rooms/common areas: €17.00 per hour or based on the estimate of the contracted company.
 - d. Other damage to property and infrastructure of the Residences (tampering with fire-fighting systems, electrical outlets, removal of signage, etc.) based on an estimate from the Technical Office.
 - e. Any damage to furniture, appliances, bathroom fittings, doors, etc., in rooms, based on the supply price list of the items.

Art. 24 – Methods for Applying Sanctions

1. In compliance with the principle of graduality and proportionality of sanctions relative to the severity of the misconduct, the type and extent of each sanction are determined according to the following general criteria:

- a. Intentionality of the behavior, degree of negligence, imprudence, or incompetence, also considering the foreseeability of the event;
 - b. Significance of the obligations violated;
 - c. Degree of damage or risk caused to the Institution, users, or third parties;
 - d. Presence of aggravating or mitigating circumstances, particularly regarding the student's behavior, prior disciplinary records within the academic year, and behavior toward other guests and staff;
 - e. Joint involvement of multiple students in the misconduct.
1. Violations of this Regulation may be sanctioned, depending on the severity, with the following measures:
 - a. Verbal warning;
 - b. Written warning;
 - c. Temporary limitation of access to services;
 - d. Monetary penalty (fine) up to €150;
 - e. Loss of bed assignment;
 - f. Temporary or permanent loss of ERSU benefits and services.
 2. All measures under this article, except verbal warnings, are formally contested in writing via email to the parties concerned, who may submit verbal or written counterarguments within 10 days.
 3. During the submission of counterarguments, students may be assisted by elected student representatives on the Housing Committee.
 4. Within 15 days after the previous deadline, the sanction or archiving will be finalized via a reasoned decision communicated to the concerned party.
 5. Proceedings for cases potentially resulting in sanctions under letter c) of paragraph 1 are fully managed by the Head of the competent Housing Office.
 6. Other proceedings are initiated and concluded by the Service Director upon proposal of the competent Housing Office Head, who manages the investigation.
 7. In the case of monetary sanctions, payment must be made within 15 days using methods defined by the Administration, under penalty of deposit forfeiture for the corresponding amount. Articles 3 and 8 of this Regulation apply.
 8. The application of sanctions, including monetary ones, does not exempt from compensation for any damages.

Art. 25 – Sanctions

1. Obligations whose violation results in a verbal warning:

- a. Use of spaces and equipment in ways not compliant with this Regulation and normal diligence, provided no damage or risk to safety occurs;

- b. Inadequate cleanliness of rooms and premises;
- c. Failure to comply with waste separation rules;
- d. Disregard for cohabitation rules and the quiet of other guests;
- e. Inappropriate or disrespectful behavior toward Residence staff or other guests.

2. Obligations whose violation results in a written warning:

- a. Repeat offenses within the academic year of behaviors described in paragraph 1;
- b. Behaviors that may pose a danger to safety or risk damage to property or persons, including tampering with equipment, furniture, or systems;
- c. Behaviors causing minor damage to property or persons;
- d. Unauthorized removal or introduction of furniture or equipment;
- e. Introduction of animals (except guide dogs for the visually impaired);
- f. Failure to participate in safety drills.

3. Obligations whose violation results in temporary limitation of services:

- a. Failure to maintain cleanliness and decorum in common areas after use;
- b. Use of common areas in ways that disturb other guests or are inconsistent with their intended use;
- c. Introduction of unauthorized guests;
- d. Improper use of internet service.

In such cases, the service(s) to be limited and the duration of the limitation will be determined during the sanction application, considering the type of violation and paragraph 1 of Art. 24. This sanction may be combined with others provided in the following paragraphs.

4. Obligations whose violation results in fines up to €50:

- a. Second repeat offense within the academic year of behaviors under paragraph 1, or first repeat offense under paragraphs 2 and 3;
- b. Particularly serious behaviors under paragraphs 1, 2, and 3;
- c. Failure to comply with waste separation rules resulting in administrative fines for ERSU. In this case, the responsible party must also reimburse the fine;
- d. Overnight stay of unauthorized guests;
- e. False declaration of presence in the Residence;
- f. Concealment of acts or behaviors that may constitute disciplinary offenses.

5. Obligations whose violation results in fines from €51 to €150:

- a. Third repeat offense in the academic year of behaviors under paragraph 1, or second repeat offense under paragraphs 2 and 3;
- b. Behaviors under paragraph 4, point c) of significant severity or repeated offenses;
- c. Altercations or aggressive behavior toward staff or other guests;
- d. Behaviors causing serious damage to property or persons;
- e. Behaviors constituting serious violations of safety regulations.

6. Obligations whose violation results in loss of bed assignment:

- a. Further repeat offenses under paragraph 5, points a) and b);
- b. Repeat offenses in the academic year of behaviors under points c) to e) of paragraph 5;
- c. Altercations or aggressive behavior involving physical acts toward staff or other guests;
- d. Evident states of intoxication or drug use;
- e. Use or distribution of drugs, unless this does not constitute a criminal offense;
- f. Transfer or subletting of the bed.

7. Obligations whose violation results in temporary or permanent loss of ERSU benefits or services:

- a. Commission of criminal acts within the facilities, provided criminal proceedings are initiated;
- b. Existence of financial arrears toward ERSU;
- c. Behaviors under paragraph 6, points c) to f) that are particularly severe.

In such cases, the duration of the loss of benefits is determined when applying the sanction, taking into account paragraph 1 of Art. 24.

ART. 26 – Failure to Identify the Responsible Party for Violations

1. If the responsible party or parties for damages or violations of this Regulation cannot be identified, the Head of the competent Housing Office may apply the following restrictions:
 - a. Suspension of the Wi-Fi service for a period not less than seven and not more than thirty days;
 - b. Prohibition of guest access to the accommodation for a period not less than fifteen and not more than sixty days;
 - c. Prohibition of use of common areas for a period not less than fifteen and not more than thirty days;
 - d. Closure of the common areas affected by the violations until full restoration.

2. The application of these restrictions does not exempt from compensation for any damages caused. In such cases, the damage will be charged as a penalty to all guests, present or not, on the floor where the damage occurred, or in the case of halls or external areas, to all guests of the Residence.
3. In the case of damages to accommodations or shared bathrooms, the damage will be charged to the users of the affected space.
4. The restrictions under this article may be revoked if students personally restore the premises according to the instructions given by the Head of the Housing Office. The same procedure applies in the case of damages.

Title VI – Housing Committee

Art. 27 – Housing Committee

1. To establish a closer and continuous relationship between the Institution and students assigned to accommodation, a Housing Committee is established as follows:
 - a. In each Residence, up to two student representatives are elected from among the bed assignees, forming the “Residence Committee.”
 - b. The election of representatives is conducted by secret ballot. All students assigned a bed and benefiting from it as of the last day set for voting are eligible to vote.
 - c. Each bed assignee may submit their candidacy at their Residence by depositing the duly completed form prepared by the Institution at the reception.
 - d. Candidacies may be submitted within seven days following the publication date of the election notice.
 - e. The lists containing all candidacies submitted according to the prescribed methods and deadlines are posted on the Institution’s notice board and in designated areas in all Residences starting from the fifteenth day following the publication of the election notice.
 - f. Elections are called by the General Director within 30 days of the students taking possession of the accommodations and are held simultaneously in all Residences on the dates indicated in the election notice.
 - g. Each polling station consists of a President and two scrutineers, appointed by the General Director.
 - h. Each voter casts a single preference vote, under penalty of annulment, on ballots prepared by the Institution and validated by the polling station President.
 - i. The counting of ballots, in a public session, is held the day after the polling stations close.
 - j. Up to four candidates receiving the most votes are elected for each Residence, including one or two primary representatives and one or two alternates. In case of a tie, the eldest candidate is elected. If a further tie occurs, a draw is conducted.
 - k. The proclamation of elected candidates is issued by the General Director based on the minutes from each polling station.

I. Each Committee remains in office until the next is installed. Elected students cease their functions if they lose their bed assignment. Vacant seats are filled by alternates.

2. The ERSU Housing Committee is composed of the representatives of the Residences, the Head of the Housing Office, the Service Director, and the General Director or their delegate.
3. The Residence Committees report to the Head of the Housing Office.
4. The Housing Committee addresses general issues or requests requiring unified decisions, with the authority to propose initiatives to the Administration within the scope of each body's competence.
5. Amendments to this Regulation will be communicated in advance during the Housing Committee meetings.
6. ERSU ensures dialogue with the Housing Committees.
7. Housing Committee meetings are convened by the General Director as needed, including at the request of a Residence representative.

VIA SASSARI SPECIAL ACCOMMODATION RULES

Art. 28 – Description of the Apartments

1. The lodging units in the guesthouse are distributed across 3 apartments identified as A, B, and C, with shared kitchens and bathrooms.
2. The rooms have the same furnishings as the Student Residences.
3. The same linen service provided for the other residences will be guaranteed.
4. Considering the specific characteristics of this facility, the following articles take precedence over the general provisions of the current Student Residences Regulation.

Art. 29 – Access to Accommodation

1. Each assigned student has a copy of the building entrance key, one apartment key, and one room key.
2. The Administration holds copies of the keys to each apartment and each room, without prejudice to the provisions of the current Student Residences Regulation.

Art. 30 – Registration of Attendance

1. For the purpose of counting absences in the guesthouse, the provisions of Art. 9 of the current Student Residences Regulation apply.

Art. 31 – Access to Accommodation by External Guests

1. The assigned student may, in their presence, allow up to two external guests to enter the accommodation. Guests may remain in the facility from 08:00 until 01:00, provided they do not disturb other residents or neighbors. Non-compliance will be sanctioned according to Arts. 25 and 26 of the current Student Residences Regulation, including the absolute prohibition of hosting third parties.
2. To this end, the student must accompany the guest to the staff who will register their presence by 20:00 (Monday to Saturday). Guests entering after 20:00 or on Sundays and holidays must sign in and out on the designated sheets located in the kitchens of the respective apartments. These sheets will later be collected by ERSU staff. For safety reasons, no more than 24 people, including residents, may remain in the facility. Compliance with this rule is strongly recommended.

Art. 32 – Rules of Conduct

1. Without prejudice to the prohibitions and requirements of Title IV, guesthouse residents must behave in full respect of civil coexistence, including with neighbors, and comply with condominium regulations, especially regarding designated quiet hours.
2. After 22:00, guests must particularly moderate their volume, refrain from using the washer-dryer, keep conversations low, and avoid other disruptive noises.

3. In the event of repeated complaints from neighbors regarding excessive noise, quarrelsome or indecorous behavior, or damage/mistreatment of common property, the Service Manager, upon the proposal of the competent Housing Office Head and after verifying student responsibility in discussion with them, will proceed with an official relocation as provided in the current Student Residences Regulation.

Art. 33 – Waste Disposal

1. The bed assignee in the guesthouse must fully comply with waste separation rules and collection schedules, including proper disposal as mandated by the Municipality of Cagliari. Each apartment will be provided with the calendar and disposal instructions. Non-compliance will be sanctioned according to Art. 25.
2. The cleaning staff is responsible for the daily replenishment of used bags.

TITLE VIII – FINAL PROVISIONS

Art. 34 – Final Rules

1. Amendments to this Regulation come into force at the start of the 2025/2026 academic year.
2. All payments required under this Regulation must be made according to the procedures communicated by the Administration.

Art. 35 – Privacy Information for Residents

In accordance with Art. 13 of EU Regulation No. 679/2016 (GDPR), the following information is provided:

1. **Data Controller**

The Data Controller is E.R.S.U. (Regional Authority for the Right to University Study of Cagliari), represented by the acting President.

2. **Data Protection Officer**

The Data Protection Officer (DPO) is appointed by the acting President and indicated on the Administration's official website.

3. **Purpose and Legal Basis**

The data provided will be processed for institutional purposes related to the provision of accommodation services to residents and external guests and for legal obligations. Other processing may relate to statistical surveys.

Data are processed according to legal obligations under Regional Law No. 37/87 and this Regulation. Processing of special categories of personal data is allowed under Art. 9:

b) when necessary to fulfill obligations or exercise specific rights in labor, social security, and social protection, as authorized by EU or Member State law or collective agreements, with appropriate safeguards;

g) when necessary for reasons of substantial public interest under EU or Member State law, proportionate to the purpose, respecting the essence of data protection, with specific safeguards for fundamental rights and interests of the data subject.

4. **Recipients**

Data may be shared with parties legally required to receive it or for institutional purposes, including: ERSU employees, the responsible officer or personnel involved for control/statistical purposes, other entitled parties under Law No. 241/1990, and public authorities for control or inspection purposes.

5. **Transfer to Third Countries**

Data will not be transferred outside the EU.

6. **Retention Period or Criteria**

Data will be processed manually or electronically with maximum security and confidentiality. Data are retained according to GDPR principles: lawfulness, fairness, transparency, purpose limitation, data minimization, accuracy, storage limitation, integrity, confidentiality, and accountability (Art. 5 GDPR 679/2016).

7. **Data Subject Rights (Arts. 15–22 GDPR)**

The data subject has the right to:

8. Access their personal data (Art. 15 GDPR)
9. Rectify inaccurate data (Art. 16 GDPR)
10. Object to or restrict processing (Art. 18 GDPR)
11. Be notified of corrections, deletions, or restrictions (Art. 19 GDPR)
12. Data portability (Art. 20 GDPR)
13. Object to processing (Art. 21 GDPR)
14. Lodge a complaint with the supervisory authority
15. Not be subject to decisions based solely on automated processing (Art. 22 GDPR)

Mandatory Provision

Providing personal data is mandatory. Failure to provide, partially provide, or provide incorrect data will prevent the establishment of a relationship with the Authority and the provision of services, as well as affect other administrative procedures and verification processes.

This privacy notice is published at each Student Residence in an accessible location.

Art. 36 – Submission of Requests

1. Assigned students may report specific needs or any service shortcomings to the Service Director or their delegate, who will address them appropriately.