



**POLITECNICO**  
MILANO 1863

File No 6799 Reg. No 0127663  
Date 29 July 2021 C  
lass I/1

## POLITECNICO DI MILANO

### THE RECTOR

HAVING REGARD TO Italian Royal Decree No 1071 of 20.06.1935, laying down the 'Amendments and updates to the consolidated laws on higher education', and subsequent amendments;  
HAVING REGARD TO Italian Law No 168 of 09.05.1989, 'Establishment of the Ministry of Universities and Scientific and Technological Research' and subsequent amendments;  
HAVING REGARD TO Italian Law No 398 of 30.11.1989, laying down the 'Regulations on university scholarships', and subsequent amendments;  
HAVING REGARD TO Italian Law No 241 of 07.08.1990, laying down the 'New rules on administrative procedure and the right of access to administrative documents', and subsequent amendments;  
HAVING REGARD TO Italian Law No 390 of 02.12.1991, laying down the 'New rules on the right to university education', and subsequent amendments;  
HAVING REGARD TO Italian Presidential Decree No 445 of 28.12.2000, laying down the 'Consolidated law and regulations on administrative documentation', and subsequent amendments;  
HAVING REGARD TO the Prime Ministerial Decree of 09 April 2001 laying down the 'Uniformity of treatment on the right to university education, pursuant to Article 4 of Law No 390 of 2 December 1991';  
HAVING REGARD TO Legislative Decree No 196 of 10.08.2018, 'Personal Data Protection Code', as amended by the Regulation (EU) 2016/679 of the European Parliament and of the Council, of 27 April 2016, concerning the protection of natural persons with regard to the processing of personal data, as well as the free circulation of such data and repealing Directive 95/46/EC (General Data Protection Regulation);  
HAVING REGARD TO the Regional Law of Lombardy No 33 of 13.12.2004, laying down the 'Regulations on regional interventions for the right to university education';  
HAVING REGARD TO Italian Law No 240 of 31.12.2010, laying down the 'Regulations on the organization of universities, academic staff and recruitment, as well as delegation to the Government to encourage the quality and efficiency of the university system', and subsequent amendments;  
HAVING REGARD TO Italian Law No 190 of 06.11.2012, 'Regulations on the prevention and repression of corruption and illegality in public administration', and subsequent amendments;  
HAVING REGARD TO the Statute of the Politecnico di Milano in force;  
HAVING REGARD TO the University General Regulations in force;  
HAVING REGARD TO the current Regulations for Administration, Finance and Accounting;  
HAVING REGARD TO Rector's Decree No 3183 of 19.04.2019 issuing the Code of Ethics and Conduct of the Politecnico di Milano;  
HAVING REGARD TO the current Decisions adopted by the Director General relating to the organization of the Administration of the Politecnico di Milano;  
HAVING REGARD TO Rector's Decree No 8396 of 07.11.2019 issuing the Politecnico di Milano University Residence Regulations;  
HAVING ACKNOWLEDGED the favourable opinions expressed by the Academic Senate and the Board of Governors, in their respective sessions of 19 and 27 July 2021 regarding the changes made to the Politecnico di Milano University Residence Regulations;

**HEREBY DECREES**

- 1) For the reasons cited in the premise, Rector's Decree No 8396 of 07.11.2019 issuing the Politecnico di Milano University Residence Regulations is amended as highlighted in the text, which is an integral part of this provision.
- 2) Changes are marked in ***bold italics***.

## Politecnico di Milano University Residence Regulations

### SUMMARY

#### SECTION 1: PREMISE

Art. 1 - General principles and scope of application	page 4
Art. 2 - Definitions	page 4

#### SECTION 2: CONDUCT

Art. 3 - Behaviour of guests in the University Residences	page 4
Art. 4 - Safety	page 5
Art. 5 - Decorum	page 5
Art. 6 - Absences	page 6
Art. 7 - Illness	page 6
Art. 8 - Transfers	page 6
Art. 9 - Use of common areas, meetings and parties	page 6
Art. 10 - Receiving outside visitors	page 6
Art. 11 - Internet	page 7
Art. 12 - Security deposit: check-in, check-out and vacating the accommodation	page 7
Art. 13 - Access to accommodation by Politecnico Management or staff	page 8
Art. 14 - Representation	page 9

#### SECTION 3: PROVISIONS AND SANCTIONS

Art. 15 - Infringements and sanctions	page 9
Art. 16 - Disciplinary Authorities and Disciplinary Proceedings	page 10
Art. 17 - Appeals	page 10
Art. 18 - Non-payment	page 11

#### SECTION 4: CONCLUSIONS

Art. 19 - Entry into force - Final provisions	page 11
---	---------

## SECTION 1: PREMISE

### Art. 1

#### General principles and scope of application

- 1) These Residence Regulations govern the management of university residences and the rules of conduct for guests on all the campuses of the Politecnico di Milano.
- 2) Guests in the Residences must observe the provisions of these Regulations, which must be signed for acceptance upon admission.
- 3) ***Rooms are assigned individually and the guest assigned to a room is prohibited from transferring its use, even temporarily, to others. Any violations shall lead to the application of the sanctions provided for by the regulations, up to the revocation of the accommodation, without prejudice to the university's right to report the event to the competent Authorities in the cases provided for by the legislation in force.***
- 4) ***Guests may not transfer their registered residence, even temporarily, to accommodation at the Politecnico di Milano, while they may register their domicile there.***

### Art. 2

#### Definitions

- 1) "Guest" is understood to mean any person related to the university who lives in any residence at the Politecnico di Milano.
- 2) "Politecnico" is understood to mean the Politecnico di Milano as the owner of all the university residences at the Politecnico di Milano.
- 3) "Manager" (where envisaged by the existing contract) is understood to mean the company that provides the property and hospitality management services for the residences at the Politecnico di Milano.
- 4) ***"Residential Service Coordinator" (where present) is understood to mean the person at the Politecnico di Milano responsible for monitoring and coordinating the residential services.***

## SECTION 2: CONDUCT

### Article 3

#### Behaviour of guests in the University Residences

- 1) In a collective university residence, the behaviour of the individual in relation to the other guests and the management staff must be based on observance of the fundamental rules of tolerance, respect and collaboration, which alone can guarantee daily cohabitation in the community. As part of this general rule, guests must observe the provisions of these Regulations, which they sign for acceptance upon admission.
- 2) Guests are required to:
  - a) Be familiar with and adhere to the expected values and behaviour described in the Code of Ethics and Conduct of the Politecnico di Milano:  
[https://www.polimi.it/fileadmin/user\\_upload/il\\_Politecnico/Brochure\\_Codice\\_Etico\\_e\\_di\\_Compportamento.pdf](https://www.polimi.it/fileadmin/user_upload/il_Politecnico/Brochure_Codice_Etico_e_di_Compportamento.pdf).
  - b) ***Observe the laws in force (urban police and public safety regulations as applicable) and the regulations issued by the Politecnico and by the Hospitality Services Manager that apply to life in the Residences.***
  - c) ***Read the safety information and comply with the rules contained.***
  - d) Use all the spaces and equipment present in compliance with recognized local uses customs, hygiene rules, order, decorum, in agreement with the other guests.
  - e) Use appropriately the accommodation facilities, appliances and equipment found in the common areas of the residence.
  - f) Promptly report any malfunctions of or damage to the equipment, systems and furnishings made available.

- g) *Keep tidy and clean the assigned room and all common areas, such as study rooms, gym and kitchen, taking particular care to recycle waste according to the rules established by the Municipal Authority of Milan or of the municipality in which the residence is located.*
  - h) *Keep safe the key (personal and non-transferable) of the assigned room and leave it with the porter every time you leave the Residence and report any loss immediately.*
- 3) *Non-compliant and non-respectful behaviour is subject to sanctions according to the procedures indicated in Art. 15 'Infractions and Sanctions' below.*

**Art. 4**  
**Safety**

- 1) *It is forbidden to behave in a manner contrary to or that could harm the personal and physical safety of the other guests, by way of example and not limited to:*
- *tampering with fire extinguishers and any other safety systems and devices (smoke detectors); - tampering with any part of the electrical, plumbing and room management systems (electrical panels, thermostats, fan coils, presence detectors, card readers, etc.);*
  - *obstructing the passage of exterior and interior emergency stairs and doors installed along the escape routes (fitted with panic bars) which must always be left completely clear and usable;*
  - *using the emergency exits except in case of danger;*
  - *keeping in your room electrical appliances other than those permitted;*
  - *keeping in your room flammable, explosive or corrosive materials or in any case materials that are a danger to people and things;*
  - *throwing water or any object out of the windows;*
  - *entering or exiting windows or other openings not intended for use as a door;*
  - *entering or using spaces not intended for residents (mechanical rooms, storerooms, etc.);*
  - *introducing or using weapons, tools or objects that may, in any way, cause damage or put at risk the safety of other people in the residence.*
- 2) *Any violation of the aforementioned prohibitions and any other behaviour that could harm the personal and physical safety of the other guests shall be sanctioned according to the severity with a fine of EUR 100 and, where deemed appropriate by the Manager or by the Head of the relevant office, with possible referral to the Disciplinary Committee.*

**Art. 5**  
**Decorum**

- 1) *It is forbidden to behave in a manner that could harm the decorum, tranquillity and peace of mind of the other guests, by way of example and not limited to:*
- *dirtying, cluttering and occupying common areas, the entrance hall and corridors in any way, even temporarily, with materials and furnishings of any kind;*
  - *displaying notices, signs, or other material outside the specially reserved spaces;*
  - *disturbing other guests, in particular between midnight and 8 am, during which time music and noise of any kind that disturb peace, rest and study are prohibited;*
  - *keeping in your room large objects or objects that may damage the furnishings, walls, floors (e.g. skis, bicycles, gym equipment, etc.): individual cases shall be evaluated on request.*
  - *disposing of unsuitable objects or substances in the toilets and sinks.*
  - *excessive alcohol consumption and possession and use of drugs.*
  - *keeping animals, with the exception of cases expressly provided for by current regulations (by way of example and not limited to: guide dogs for the blind);*
  - *making changes and/or adaptations to the accommodation and common areas of the residence by introducing furnishings not owned by the Politecnico. Requests to bring small pieces of furniture into the accommodation and the adjoining spaces (e.g.*

balconies) must be presented to the Director of the residence, who will evaluate the approval;

- installing room locking devices other than those provided by the university.

2) Any violation of the aforementioned prohibitions and any behaviour deemed contrary to the principles of decorum and peaceful cohabitation shall be sanctioned according to the severity with a fine of EUR 50 and, where deemed appropriate by the Manager or by the Head of the relevant office, with possible referral to the Disciplinary Committee.

#### Art. 6

##### Absences

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

#### Art. 7

##### Illness

1) *Guests are required to report immediately any contagious diseases, deemed as such or certified by medical personnel, to the Residential Services Coordinator or to the Hospitality Services Manager.*

#### Art. 8

##### Transfers

1) *The Politecnico or the Hospitality Services Manager may arrange, at their sole discretion, room or residence transfers, if these are deemed necessary for improved organization of the service and/or for the resolution of any problems arising among the guests in the Residence.*

#### Art. 9

##### Use of common spaces: meetings and parties

- 1) *Common areas are available to guests at each university residence for cultural and educational recreational activities.*
- 2) Guests can organize in the residence small parties/meetings in closed spaces indicated by the Residential Service Coordinator or by the Manager and with maximum numbers of people according to the spaces used and the fire regulations. However, these parties cannot last beyond midnight, except for special requests and in any case no later than 3 am.
- 3) The request for authorization must be submitted to the Director of the Residence by e-mail to the official Residence e-mail address, indicating the guest who is organizing and in charge of the event: ***the residence representatives are also notified for information purposes.***
- 4) Having consulted the elected student representatives of the residence, the Director shall grant or refuse authorization. At the end of each authorized event, guests are required to leave the spaces used tidy and clean.

#### Art. 10

##### Receiving outside visitors

- 1) Each guest is allowed to receive a maximum of 3 visitors. Once the maximum number of visitors per building, established by the safety service, has been reached, no more visitors shall be allowed to enter.
- 2) For reasons of study or other justified reasons, guests may ask the director of the residence, with at least 24 hours' notice, for written authorization to receive more than 3 visitors and, should they intend to stay beyond midnight, indicating where they will stay.
- 3) Visitors may enter from 9 am to midnight.
- 4) Visitors must leave a valid identification document with the porter (e.g. passport or identity card) and pick up the respective 'visitor' badge, which they must wear for the entire duration of their

visit. Visitors without a badge or who fail to produce an identification document must be immediately removed from the residence.

- 5) During their time inside the residences, visitors are required to comply with these Regulations. The guests receiving visitors shall guarantee all aspects of their visitors' behaviour and shall be held liable for any disturbances, damage or problems they may cause.
- 6) Visitors can access all common areas in the residence (entrance hall, corridors, study rooms) and the guest's accommodation **only if accompanied by the guest, who must meet them at the reception upon arrival.**
- 7) The Director of the Residence or the porter may deny access to the building for visitors who have previously been responsible for violations of these Regulations or in any case for disturbing behaviour.
- 8) Guests are forbidden from leaving the residence while visitors registered in their name are in the building.

#### **Art. 11 Internet**

- 1) ***The Internet connection is a common service offered to all guests in the residence. It is therefore recommended that you use it correctly, avoiding overuse in terms of prolonged connection times and/or excessive data download. This is in respect of everyone's right to enjoy equal use of this service. Therefore, please be aware that internet connection, both for academic and personal use, may not be guaranteed in the event of excessive data traffic.***
- 2) ***When using the internet connection:***
  - ***it is forbidden to connect to the residence network routers or other similar devices that may interfere with the correct functioning of the residence network and/or limit the use of the service by other residents;***
  - ***any improper use of the network and in particular the illegal download or use of copyrighted content shall constitute grounds for sanctioning and possible referral to the University Disciplinary Committee.***
- 3) ***The University reserves the right to restrict the use of the residence Internet network for set periods for students who are responsible for violating these Regulations or for using the network in ways that prevent the other guests in the residence from benefiting equally from the available bandwidth.***

#### **Art. 12**

##### **Security deposit: check-in, check-out and vacating accommodation**

- 1) ***Before entering the accommodation, all guests, including students receiving the Diritto allo Studio financial aid, are required to pay a non-interest-bearing security deposit as set by the campus director.***
- 2) The deposit shall be returned by bank transfer, upon written request by the guest to the competent service at the end of the period living in the accommodation or upon early departure or final check-out. The return of the security deposit is subject to verification of any damage and/or malfunctions caused to the property, facilities and furnishings of the Residences, as well as any charges for special cleaning operations for which the guest is personally and/or jointly responsible.
- 3) In the event of damage and/or malfunctions as per paragraph 2, having ascertained the extent and the relative responsibilities, without prejudice to the adoption of any further measures and upon written notification sent to the guest concerned, the corresponding amount shall be deducted from the security deposit, unless paid in advance by the guest, without prejudice in any case to compensation for amounts exceeding the deposit.
- 4) ***The guests undertake to notify the Management of the date they shall be vacating their accommodation with a minimum notice, where possible, of 7 days in order to schedule a joint inspection with the Management staff.***

- 5) At the beginning and at the end of their stay, in the presence of a person in charge of the Porter's Service, the assigned guest signs the check-in/check-out and key pick-up/return, including a status report of the room and its furnishings and equipment at the time of arrival and departure.
- 6) The assigned guest is required to indicate, in the same report, any allergies to specific products in order to refer them to the persons in charge of cleaning and rodent/pest control.
- 7) Signing the check-in and key pick-up report is a compulsory requirement for assigning the room.
- 8) Guests must report in writing any damage or anomalies found in the room at the time of entering; otherwise, the guest may be held liable if subsequently identified in checks or at the time of the check-out inspection.
- 9) If the guest is not present at the check-out inspection, it will be carried out by the staff in charge of the Porter's Service and any anomaly or damage found shall be charged to the guest, including the costs of any special cleaning required.
- 10) Guests are liable for all changes and/or damage not indicated in the check-in/check-out report.
- 11) ***Guests can be discharged for: arrears, forfeiture, disciplinary reasons, termination of eligibility for support under the Diritto allo Studio financial aid system.***
- 12) ***Discharged guests must clear the room of personal effects after the lien is exercised as per Art. 2760 of the Italian Civil Code. The personnel in charge may organize the collection of abandoned objects (they shall be kept available to the rightful owners for one year, after which they will be sold according to the law, with neither the Politecnico nor the Manager bearing any responsibility for their safekeeping or damage). The clearing operation and any opening of wardrobes and drawers shall be duly reported by a representative of the management in the presence of a member of the competent service.***

### Art. 13

#### **Access to accommodation by Politecnico Management or staff**

- 1) Having acknowledged that the Management holds a copy of the keys for each accommodation, it may access university residences, in ordinary situations (points a) and b) below), from 8.30 am to 12.00 pm and from 2 pm to 6 pm, and in extraordinary situations, at any time. The staff appointed by the Management can access university accommodation in the following cases:
  - a) in the presence of at least one of the assigned guests;
  - b) even in the absence of guests, with at least 24 hours' notice via e-mail;
  - c) for inspections to verify the conditions of the accommodation;
  - d) ii) as part of maintenance checks;
  - e) iii) to carry out checks or special operations relating to the accommodation facilities and equipment;
  - f) in the absence of guests without notice;
  - g) to carry out urgent operations or repairs;
  - h) in the event of prolonged absence of the guest or in the case of suspected occupation of the accommodation by strangers
  - i) in all cases in which immediate access is deemed justified and necessary by the Director or the Politecnico.***
- 2) ***The cleaning staff are always authorized to enter the accommodation even when the guest is absent and without notice, limited to cleaning operations at the times and days set by the service provider.***  
***Guests cannot request the suspension of cleaning services for their accommodation with the exception of illness of one or more guests. Missed cleaning operations shall be caught up as soon as the guest has recovered to good health.***



- 3) Situations deemed non-compliant with the Regulations may be documented through photographic and/or video support that shall be notified exclusively to the guests concerned, in compliance with current privacy legislation.
- 4) ***In the event that accommodation should be found in particularly poor conditions, the Manager and the Politecnico di Milano may undertake special cleaning operations, the costs of which shall be charged to the guests responsible.***

#### Art. 14

##### Representation

- 1) In order to foster a closer relationship between the guests and the Politecnico, the guests elect their own representation at the beginning of the academic year, made up of a maximum of 5 guests per residence, through elections based on the principle of democracy.
- 2) This representation has the functions of consultation and responsible liaison between the guests of the university residences and the service in charge of discussing problems concerning life in the community and any proposals, as well the promotion of good standards of collective living.
- 3) In the event of a lack of representatives, the Politecnico reserves the unquestionable right to appoint said representatives among the students living in the residences.

### SECTION 3: PROVISIONS AND SANCTIONS

#### Art. 15

##### Infringements and sanctions

- 1) Compliance with these Regulations and the related rules guarantees the rational and cost-effective use of the facilities and achieves and encourages respectful cohabitation among the residents.
- 2) ***Should the Residential Service Coordinator (or the Manager where foreseen by the existing contract) identify a guest who contravenes these regulations, behaving improperly or causing damage to Politecnico property, they shall, in accordance with the competent service, determine the sanction, draw up a written complaint of the charge and notify the defaulting party.***
- 3) The violation of these rules shall lead to the application of one of the following sanctions:
  - a) reprimand, i.e. a written and justified warning to comply with these Regulations;
  - b) **fine, i.e. a monetary penalty, the amount of which is determined as follows:**
    - ***Tampering with systems and violation of safety regulations pursuant to Art. 4 of these Regulations: €100;***
    - ***Unauthorized activities that prejudice the decorum of the common areas of the residence and disturb the guests pursuant to Art. 5 of these Regulations: €50;***
    - ***Unauthorized activities that prejudice the decorum of the guest's accommodation pursuant to Art. 5 of these Regulations: €25;***
  - c) official transfer to another room in the same building or in another building; this is applied when there is a need to separate guests sharing same room or apartment, due to proven incompatibility. In addition to cases of incompatibility, official transfer can also be arranged in all other cases in which the Politecnico identifies this as a solution to prevent the recurrence of conduct contrary to these Regulations;
  - d) suspension from the accommodation, i.e. not being allowed to use the room for up to a maximum of 60 days;
  - e) revocation of the assigned room with immediate expulsion from the residence and immediate forfeiture of the accommodation and the eligibility status for the following years.

- 4) Sanctions can be individual and collective. In the event that the person directly responsible cannot be traced, the cost for restoring the accommodation to its original state is charged as follows:
  - a) damage inside the room: amount foreseen charged to each guest in the room;
  - b) damage inside the apartment: charge to all guests in the apartment;
  - c) damage to floors and common areas: charged to all guests in the residence.
- 5) In the event that the violation is committed during a party in the allocated areas, the costs of the damage are instead charged to the organizer of the party.
- 6) The fine is collected by the Director of the Residence or withheld from the security deposit and shall be used to improve and/or set up services and activities within the residences for the benefit of the guests. The interventions shall be established by the competent service in agreement with the guest representatives.

## **Article 16**

### **Disciplinary authorities and disciplinary procedure**

- 1) Disciplinary proceedings may be brought against guests who contravene these Regulations or who, in any case, commit acts prejudicial to the normal operation of the Residence or contrary to the Code of Ethics and Conduct.
- 2) The sanctions referred to in Art. 15, paragraph 2 a) Reprimand, b) Fine, c) Official transfer are ordered by the Director of the residence and/or by the head of the competent residence management service at the Politecnico as described in the paragraphs 3), 4) and 5) below.
- 3) The Director of the Residence and/or the head of the competent residence management service at the Politecnico shall organize an investigation in order to ascertain the violations of these Regulations. The investigation ends with a decision not to proceed or with a report of violation, drawn up and signed by the Director of the residence, which must include a clear and precise description of the alleged facts/event.
- 4) The violation report must be delivered to the resident concerned by the Director or by the Porter's Service and by e-mail to the official university address.
- 5) Guests have 5 days to pay the costs of the damages and/or penalties that have been applied or to agree on a payment in instalments or to submit an appeal pursuant to Art. 17 below.
- 6) The sanctions referred to in Art. 15 - paragraph 2 d) 'suspension from the accommodation' and e) 'revocation of the assigned room with immediate expulsion' are ordered by the Rector with a Disciplinary Provision pursuant to the Code of Ethics and Conduct and related implementing regulations. The Director of the residence and the head of the competent service are responsible for reporting to the Rector and the preliminary investigation.

## **Art. 17**

### **Appeals**

- 1) For the sanctions referred to in paragraphs a) b) and c) of Art. 15, guests have the right to submit counter arguments in writing to the Director of the Residence within 5 days of receiving the charge. After the 5-day deadline, the Director of the residence or the head of the competent service can:
  - a) accept the counter-arguments, close and file the disciplinary proceedings;
  - b) reject the counter arguments and impose one of the sanctions pursuant to Art. 15 of these Regulations.
- 2) Appeals are submitted by e-mail to the official address of the residence and of the department that manages the residences at the Politecnico. Submission of an appeal automatically suspends the count of days in relation to late payment, starting from the day the appeal is sent. Counting resumes upon resolution. The explicit decision must be communicated to the appellant guest.

**Art. 18**

**Non-payment**

- 1) *The assigned guests (with the exception of visiting professors, for whom procedures are governed by a special registration form) must pay the accommodation instalments within the deadlines communicated and published online.***
- 2) *In the event of non-payment within 15 days of the due date, students shall be required to pay the instalment with the addition of a late payment surcharge of 10% of the envisaged fee; if the payment remains unpaid for a further 15 days, the student shall be reported to the disciplinary committee and suspended until the receipt of payment of the overdue fees is presented.***

**SECTION 4: CONCLUSIONS**

**Article 19**

**Entry into force - Final provisions**

- 1) *The amendments to the Politecnico di Milano University Residence Regulations are issued by Rector's decree and come into force on the day following their publication on the university website <https://www.normativa.polimi.it/>.***
- 2) For anything not governed by these Regulations, please refer to Italian legislation and the Civil Code.**

THE RECTOR  
Prof. Ferruccio Resta

Digitally signed in accordance with the Digital Administration Code