



# FONDAZIONE ING. ALDO GINI

Sede legale: c/o Rettorato dell'Università degli Studi di Padova  
Via VIII Febbraio n. 2 - 35122 Padova

Segreteria: Via del Portello n. 15 - 35129 Padova  
Tel 049.8275047 – E-mail gini@unipd.it  
Cod. Fisc. e P.IVA 00875020281

## REGULATIONS OF THE RESIDENCE

**“Casa dell’Assistente Prof. Virgilio Ducceschi” in via Marzolo No. 14 Padova**

**A.Y. 2024/2025**

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### PREMISE

The management of the "Casa dell'Assistente Prof. Virgilio Ducceschi" is entrusted to the Fondazione Ing. Aldo Gini (thereinafter referred to as Fondazione).

### Art. 1 – ASSIGNMENT OF ACCOMMODATION PLACE

Accommodation places are assigned according to the ranking of the Call for the assignment of accommodation places at the "Casa dell'Assistente Prof. Virgilio Ducceschi" reserved for those enrolled in the first year of PhD Courses A.Y. 2023/2024 issued by the University of Padua within the National Recovery and Resilience Plan - PNRR "Student housing and reform of student housing regulation" (mission 4 - component 1 - reform 1.7), financed from the European Union NextGenerationEU.

### Art. 2 – ACCESS TO THE ACCOMMODATION PLACE

Upon arrival at the residence, the assignee **will receive and sign the Act of Acceptance of Accommodation and of delivery of the key and the room.**



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## Art. 3 – SAFETY OF GUESTS

The assignee undertakes to inquire, at the time of access to the accommodation place, on the procedures to be followed in the event of an emergency and regarding fire prevention, through the indications set out.

## Art. 4 – USE OF THE ACCOMMODATION PLACE

The assignee must undertake to respect the normal rules of community life. **For security reasons, in case of absence of more than 24 hours, the assignee is required to communicate the absence to the concierge.**

## Art. 5 – ACCESS TO ACCOMMODATION PLACE FOR CHECKS

The authorized staff of the Fondazione **may have access to the accommodation at any time** to ensure the proper use of the facilities, ascertain the conditions of cleanliness, any need for repairs or damage caused and carry out any other checks. In the event of non-compliance with acceptable hygiene and sanitary standards, extraordinary cleaning will be charged to the assignee.

Accommodation will be checked by the staff of the Residence during the year and giving a 24 hours' notice, except in the event of necessity and urgency.

## Art. 6 – VISITS BY PEOPLE NON-STAYING IN THE RESIDENCE

Access to outside guests is allowed from 8.30 to 22.30 and **provided that this does not disturb the other assignees. Visits are allowed in the presence of the assignee.** The assignee will be responsible for the damage caused by the visiting outsiders and will personally respond for their non-compliance with this regulation.

From 22.30 to 8.30 no person other than the assignees must be in the residence (rooms or common areas).

The Fondazione disclaims all responsibility for damage to property or people caused by outside guests of the Residence.

## Art. 7 – RESIGNATION OF ACCOMMODATION PLACE

Resignation from accommodation place must be communicated to [phd.ducceschi@unipd.it](mailto:phd.ducceschi@unipd.it) and cc to [gini@unipd.it](mailto:gini@unipd.it) and resigned with 30 days' notice.

## Art. 8 – TERMS OF PAYMENT

The assignee undertakes to pay the bimonthly fee for accommodation by the 10<sup>th</sup> of the first two-month period, by bank transfer, to the current account indicated in the Act of Acceptance of accommodation.

## Art. 9 – CHECKING-OUT FROM ACCOMMODATION PLACE

Accommodation place must be vacated **no later than 10.00 am on the last day of assignment.**

The assignee undertakes to notify to [gini@unipd.it](mailto:gini@unipd.it), with a minimum notice of 7 days, the date of her/his departure. This notice is necessary for arranging the joint inspection and return the keys.

The accommodation place must be returned free of any personal effects and in clean conditions such as to allow the entry of others.

Any damage must be paid before departure, otherwise the security deposit will be fully retained.



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## Art. 10 – RELEASE OF THE SECURITY DEPOSIT

The deposit will be released only after:

- verification of payments of fees and any fines / financial penalty;
- verification of the carried-out procedure for checking-out from accommodation (room and common rooms) by the service staff according to the terms provided for by art.9;
- return by the assignee of the keys and equipment supplied.

The deposit will be returned within 60 days of the end of the assignment period **by SEPA bank transfer**, net of bank charges, to the IBAN/account indicated by the assignee.

If the deposit has been subject to bank entrance fees, the net amount received from the Fondazione will be refunded.

Alternative repayment methods may be requested in exceptional, justifiable cases, and only for check-outs on working days, Monday to Friday, upon request to be sent to [gini@unipd.it](mailto:gini@unipd.it) with 30 days' notice.

Returns with bank transfers outside the SEPA area have high fees that will be totally at the expense of the guest. International guests are invited to provide, preferentially, Iban from the SEPA area.

**In case of failure to indicate the IBAN within the end of the assignment period the deposit will not be returned.**

## Art. 11 – RESPONSIBILITY IN USING THE ASSIGNED ROOM AND EQUIPMENT

The assignee undertakes to:

- use the assigned movable and immovable property while keeping it in the condition in which it was assigned. S/he is responsible for her/his room, the furnishings/fittings found there and any damage caused;
- respect all movable and immovable property in common use, including equipment and furnishings, undertaking, together with the other assignees, personal and joint liability for damages caused to the communal parts of the building directly relating to the full enjoyment of the assigned accommodation (by way of example but not limited to: furnishings, equipment, systems, lobbies, corridors, stairs, recreational places, etc.), even if the perpetrator of the damage is not identifiable;
- request by email to be sent to [gini@unipd.it](mailto:gini@unipd.it) permission to the residence manager to add furniture, which must be certified fire-resistant and must not obstruct the escape routes, and any small appliances, which must be CE marked and not require greater electrical power than that provided in the residence.

It should also be remembered that utilities (by way of example but not limited to, water, electricity, gas ...) are included in the monthly fee; any abnormal consumption, caused by inappropriate behaviour, will be charged to the assignees even if those directly responsible for the abnormal consumption cannot be identified.

## Art. 12 – TERMS OF PAYMENT FOR DAMAGES CAUSED

In the event of any deficit in or damage to the material assigned or communal facilities found by the Fondazione, the assignee must reimburse the amount corresponding to the value or expense of repair and/or replacement. Compensation for damage must be paid to the Fondazione within seven days from the date of notification, in the manner referred to in art. 8.



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## Art. 13 – CLEANING OF ASSIGNED ACCOMMODATION PLACE

Once a week the Fondazione, by its staff or through external companies, has the cleaning of the room and toilet facilities carried out and linen changed.

The assignee must always keep his bedroom tidy and clean and dispose any waste in the appropriate containers, in order to facilitate the work of the staff.

Should the accommodation be found in an unacceptable condition of cleanliness, the assignee will be given 24 hours to clean it, after which the Fondazione may arrange for extraordinary cleaning by staff or by external services. In this case, the cost of the service will be charged to the occupants of the room, dividing the amount equally between the assignees. Payment for the service must be made within seven days from the date of the request from the Residence Manager in the manner referred to in art. 8.

## Art. 14 – MAINTENANCE WORK AND REPAIRS

Assignee can report to the concierge any faults or maintenance work required in his/her accommodation place and assigned spaces.

If the fault has been caused by incorrect or improper use of systems by occupants, repair costs will be charged to the person responsible for the damage.

If it is not possible to attribute individual responsibility, the cost of the work will be divided equally among the people staying in the housing unit.

Ordinary maintenance, except for urgent repairs, will normally be advised with 24 hours' notice. **Access to accommodation is allowed to the staff in charge even in the absence of the assignee.**

## Art. 15 – USE OF COMMUNAL AREAS

Communal areas are accessible to residence assignees except when otherwise used by the Fondazione. Kitchen and laundry are reserved for the exclusive use of residence assignees.

### a) Laundry

Two washing machines are available to the assignees in the residence.

For the convenient use by everyone of this service, washing machine loads should be appropriate and removed at the end of each washing cycle.

Residence assignees only may use the laundry facilities.

### b) Kitchen service

The Residence is equipped with a communal kitchen area, with hobs, sink, refrigerators, cupboards etc.

Each assignee must provide his/her own utensils (pots, plates, cutlery ...), as well as proper detergent and cleaning materials. The kitchen must always be left tidy, clean and free of dirty dishes; hob and other appliances must always be left clean. Never leave hot hobs unattended.

Refrigerators must be cleaned regularly and freed from expired food.

The Fondazione may organise periodic emptying and cleaning of the shared kitchen, refrigerators and shared freezers, with at least 7 days' prior notice of this sent to all assignees via e-mail. During cleaning, all food and any other material found in the kitchen, refrigerators and freezers will be thrown away for health and hygiene reasons.



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## c) Waste - Separate Refuse Collection

The Residence use separate refuse collection.

Refuse bags are changed by the cleaning staff while **separation must be carried out by the assignees.**

No refuse should be left in communal areas or corridors, under penalty of application of art.17 of these regulations.

It is strictly forbidden to pour oil into waste pipes/drains.

## d) IT Services

The Fondazione provides assignees with the possibility of connecting to the Internet WIFI according to the methods communicated within the residence.

It is forbidden to:

- use the IT service to download or stream copyrighted material;
- access illegal web sites;
- share or download files through peer-to-peer systems;
- install any type of equipment (server, modem, router, access point or other network equipment).

## Art. 16 – METHODS OF APPLYING SANCTIONS

Failure to observe the rules contained in these regulations can be sanctioned, according to the seriousness of the facts, by the following measures:

- a) **Written warning:** is decided, based on the seriousness, by the accommodation manager in the event of violation of one of the obligations envisaged in articles 17 and 18.
- b) **Financial penalty:** decided by the Manager of the Residences Sector upon notification by the manager of the facility and is imposed for the violation of one of the obligations set out in art. 17.

Within seven days of receipt of the e-mail, the assignee can send her/his counterclaims to [gini@unipd.it](mailto:gini@unipd.it) after which the penalty may be confirmed or modified by the Manager of the Residences Sector. If confirmed, the assignee must pay the penalty in the manner set out in art. 8, within 7 days, otherwise a late payment fine of € 25.00 will be applied.

- c) **Written warning with caution and financial penalty:** decided by the Manager of the Residences Sector upon notification by the Manager of the facility and is imposed for the violation of one of the obligations set out in art. 18.

Within seven days of receipt of the e-mail, the assignee can send her/his counterclaims to [gini@unipd.it](mailto:gini@unipd.it) after which the penalty may be confirmed or modified by the Manager of the Residences Sector. If confirmed, the assignee must pay the penalty in the manner set out in art. 8, within 7 days, otherwise a late payment fine of € 25.00 will be applied.

- d) **Revocation of accommodation:** decided by the Manager of the Residences Sector upon notification by the Manager of the facility and is imposed on the violation of one of the obligations set out in art. 19.

Within ten days of receipt of the e-mail, the assignee can send her/his counterclaims to [gini@unipd.it](mailto:gini@unipd.it) after which the revocation may be confirmed or modified by the Manager of the Residences Sector. If confirmed, the assignee must leave the accommodation by the deadline as notified.



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**The penalties will be notified by e-mail to the address notified by the assignee at the time of assignment of the accommodation.**

With reference to points b), c) and d), the user can appeal against the provision, within 10 days of confirmation to the Manager of the Residences Sector by sending an email to [phd.ducceschi@unipd.it](mailto:phd.ducceschi@unipd.it).

## **Art. 17 – BEHAVIOUR FOR WHICH A FINANCIAL PENALTY IS APPLICABLE**

A financial penalty of € 50.00 (plus any damages) will be applied to the assignee in the following cases:

- a) failure to comply with the rules established by the Fondazione for the use of the premises, equipment and spaces made available to guests (see e.g. articles 11, 13, 15);
- b) failure to comply with the methods of entry for outside guests to the residence during the times allowed (see e.g. art. 6);
- c) disturbance to guests and neighbours. The use of radios, televisions, stereophonic or similar systems and general behaviour must be such as not to cause disturbance (art. 6);
- d) placing bulky material in communal areas and in rooms;
- e) placing bulky objects on terraces and windowsills that could threaten the safety of passers-by or whose installation is prohibited by municipal regulations in force;
- f) throwing water or other materials from windowsills or terraces that could damage the premises or pose a danger to guests and passers-by;
- g) removing or introducing furniture or equipment or electrical equipment of any kind in the communal spaces or private rooms, moving, dismantling, modifying in any way fitting/furnishings without the written authorisation of the Residence Manager (art.11);
- h) not compensating for damage caused to the facilities in the manner and terms set out in art.12;
- i) failure to pay for the services and work referred to in articles 13 and 14 according to the terms provided therein;
- j) failure to pay fees within 15 days of the due date (art. 8);
- k) not collecting and sorting waste and not placing it in the appropriate containers outside the residence (art. 15 letter C). In the event of non-compliance with municipal regulations for separate waste collection, any fines will be charged to the PhD student responsible, or jointly to all occupants of the accommodation;
- l) installing routers, network devices, servers etc. and violating the provisions of art. 15 IT services;
- m) applying permanent poster or stickers that cause damage to doors, walls or furnishings; displaying notices or other signs outside specifically reserved spaces;
- n) disposing of materials that could block plumbing in drain pipes of sinks washbasins, toilets, etc.;
- o) leaving remains of food or drinks in the common areas (including the kitchen).

## **Art. 18 – BEHAVIOUR INCURRING WRITTEN WARNING WITH CAUTION AND FINANCIAL PENALTY**

The assignee will be notified of a written warning with caution and the application of a financial penalty of € 100.00 (to which any damage may be added), in each of the following cases:

- a) negligence in keeping the accommodation assigned tidy and clean;
- b) disturbance to guests and neighbours. In particular, after 11.30 pm and before 8.30 am, disturbing sounds and noises of any kind are forbidden both in rooms and in communal areas;



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- c) improper behaviour towards accommodation staff and other guests;
- d) hospitality in the assigned accommodation or at the Residence of outside guests not within the permitted times;
- e) use in the assigned room of electric or gas stoves, refrigerators or other types of appliances unless specifically made available by the Fondazione or authorised in writing by the Residence Manager;
- f) keeping animals of any kind inside the facilities (with the exception of guide dogs for the blind);
- g) multiple and/or repeated violations of one or more of the obligations pursuant to art. 17.

## **Art. 19 – BEHAVIOUR LEADING TO REVOCATION OF ACCOMMODATION PLACE**

Accommodation place will be revoked in the following cases:

- a) assignment or subletting of accommodation place to third parties, regardless of the reason for this;
- b) transfer of or permission to use the residence access key to/by third parties;
- c) keeping flammable, harmful, radioactive or narcotic substances, or any other materials prohibited by law;
- d) failure to pay fees according to the procedures provided for in art. 8 and failure to settle the sums due for expenses and/or penalties referred to in articles 12, 17, 18 and 19;
- e) untruthful declarations made by the assignee in order to obtain the benefit;
- f) conduct contrary to public order (including, by way of example and not limited to, participation outside the permitted times at parties or unauthorised events that disturb the peace);
- g) modification or damage to or adaptation of systems (electrical, heating, fire prevention...), paint work, repainting;
- h) multiple and/or repeated violations for which the assignee received more than one written warning, as per art. 18.

This will be notified to the competent Academic Authorities.

The revocation of accommodation entails exclusion from the housing competition for subsequent academic years.

## **Art. 20 – INFORMATION REGARDING THE USE OF PERSONAL DATA**

Pursuant to article 13 of the European Regulation 2016/679 (GDPR), the general information on the processing of personal data can be consulted on the official web site [www.unipd.it/dottorato/ducceschi](http://www.unipd.it/dottorato/ducceschi).

## **Art. 21 – REFERENCE REGULATIONS**

For all matters not covered by these regulations, the assignee and the Fondazione are in any case subject to the laws in force. In particular they are subject to article 12 of DL 21.03.1978 No. 59, transformed, with amendments into Law 18.05.1978 No. 191, which provides for the obligation to notify the personal details of occupants, whatever the reason for their stay, to the local Police authority.

Padova, August 2024



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## ANNEX 1 – REPAIR COSTS

LIST OF MOST FREQUENT REPAIRS/REPLACEMENTS COSTS IN RESIDENCES (for example, but not limited to)

Description	Notes	Price
DUPLICATE KEY/CARD		INVOICE
DUPLICATE KEY/CARD	minimum charge	€ 10.00
CALL-OUT OF EXTERNAL COMPANY TO NO PURPOSE		€ 50.00
EMERGENCY CALL-OUT FOR SMALL REPAIRS		€ 80.00
UNBLOCKING WC, Shower, Bathtub, Bidet, Sink, Washbasin		€ 50.00
DOOR REPAIR ROOM/KITCHEN FURNITURE		€ 50.00
APPLIANCE REPAIRS		INVOICE
REPAIR OF SOCKETS, PLUGS, TABLE LAMPS	per unit	€ 20.00
REPLACEMENT OF TOILET SEAT FITTINGS		€ 10.00
REPLACEMENT OF CONCEALED WC CISTERN		€ 150.00
REPLACEMENT OF EXPOSED WC CISTERN		€ 70.00
REPLACEMENT OF FURNITURE HINGES VARIOUS	per door	€ 10.00
REPLACEMENT WASTE PAPER BASKET		€ 15.00
REPLACEMENT OF LOCK CYLINDER		€ 30.00
REPLACEMENT OF SHUTTER CORD		€ 30.00
REPLACEMENT HOUSEHOLD APPLIANCES		INVOICE
REPLACEMENT OF FIRE EXTINGUISHER		INVOICE
REPLACEMENT TAP FLOW REGULATOR FILTER		€ 5.00
REPLACEMENT TABLE LAMPS		INVOICE
REPLACEMENT OF BEDROOM DOOR HANDLE		€ 15.00
REPLACEMENT OF POWER SUPPLY SOCKETS AND/OR SWITCHES		€ 30.00
REPLACEMENT OF TOILET SEAT		€ 45.00
REPLACEMENT OF CABINET LOCK		€ 10.00
REPLACEMENT OF DOOR LOCK		€ 45.00
REPLACEMENT WASHBASIN/SINK DRAIN TRAP		€ 45.00
REPLACEMENT SHOWER HEAD		€ 25.00
REPLACEMENT HAND SHOWER HEAD		INVOICE
REPLACEMENT SHOWER CURTAIN/GLASS		INVOICE
REPLACEMENT GLASS	per sq. m	€ 40.00
PARTIAL PAINTING OF WALLS (where there are stickers)	per sq. m	€ 15.00
PARTIAL PAINTING OF WALLS (where there are stickers)	minimum charge	€ 45.00
PARTIAL PAINTING OF WALLS (TEMPERA)	per sq. m	€ 10.00
PARTIAL PAINTING OF WALLS (TEMPERA)	minimum charge	€ 40.00
EXTRAORDINARY ROOM CLEANING		€ 25.00
EXTRAORDINARY ROOM CLEANING plus BATHROOM		€ 35.00
EXTRAORDINARY KITCHEN CLEANING		€ 50.00
DISINFESTATION	minimum charge	€ 70.00
BLANKET		€ 40.00
BEDSPREAD		€ 40.00
MATTRESS COVER		€ 15.00
MATTRESS NOT NEW		€ 60.00
NEW MATTRESS		€ 120.00

The prices shown do not include labour. The incorrect use of material and equipment or the incorrect or improper use of systems by guests will be charged to the person responsible for the fault. For any other work not included in this table, costs for materials will be invoiced plus € 25.00/per hour for labour.

Padova, August 2024