

MS/cm/243/2021

**NOTICE OF COMPETITION FOR THE ASSIGNMENT OF 8 BEDS IN A SINGLE APARTMENT  
ACADEMIC YEAR 2021/2022  
CONDITIONS OF PARTICIPATION**

**WHO CAN APPLY**

- a) university students;
- b) PhD students.
- c) researchers

**ADMISSION REQUIREMENTS**

The specific requirements, conditions and constraints to benefit from paid accommodation in temporary accommodation facilities are specified below:

**REQUIREMENT No. 1**

- a) be a confirmation, that is have stayed in the SPES residences for the academic year 2019/2020.

**REQUIREMENT No. 2**

- a) regular enrolment in degree or postgraduate courses activated at the University Campus of Savona by the University of Genoa. Regular assignment of research contract

**REQUIREMENT No. 3**

- a) have obtained at least 22 credits in the academic year 2020/2021 (only for those enrolled in bachelor's or master's degree courses)

**REQUIREMENT No. 4**

- a) the travel time necessary to come from the Municipality of residence of the applicant to the Municipality of Savona, seat of the University Campus, have to be not less than 60 minutes, according to the timetable of public transport.

*The above requirements must be held by all applicants at the same time.*

**REQUIREMENT No. 5** For those who require access to double rooms

- a) Proven cohabitation for double rooms only for relatives

Students who are indebted to SPES cannot submit an application to participate in this call for applications.

SPES also reserves the right to evaluate written warnings to the applicant occurred during the previous academic year.

**REQUIREMENT No. 6**

- a) green pass or certification issued by the body in charge certifying that anti-COVID 19 vaccination has been carried out (complete cycle)

**CONDITIONS**

**ART. 1 - AVAILABLE BEDS**

For the 2021/2022 academic year, SPES S.c.p.A. provides 8 paid beds in the Residences of the University Campus of Savona - Via A. Magliotto, 2 - Savona divided as follows:

- N° 2 apartments with N° 2 beds, with kitchen and bathroom, only for relatives;
- N° 4 single apartments, with kitchen and bathroom.

The selection of single or double room is optional when submitting the application, but does not guarantee the assignment.

If there are no requests for apartments with double room, SPES will transform these into single apartments and assign them according to the ranking.

**ART. 2 - METHODS AND TERMS FOR SUBMITTING APPLICATIONS**

Interested parties must send via email, after reading the announcement, the accommodation request form available on the website [www.spes-savona.it](http://www.spes-savona.it) and all the documentation requested in the announcement to [segreteria@spes.savona.it](mailto:segreteria@spes.savona.it) no later than 23 / 08/2021 at 12:00.

**DOCUMENTATION TO BE SENT BY MAIL WHEN SUBMITTING THE APPLICATION**

1. Accommodation request form completed and signed
2. Front and back copy of an identity document;
3. Copy of university enrolment accompanied by university curriculum with marks.
4. Certificate of residence or self-certification of residence;
5. Green pass or equivalent, on the basis of the current health legislation envisaged by Italian Government; (the reservation can be sent, but the green pass must be sent as soon as available and in any case before entering the accommodation, under penalty of exclusion)

6. Non-EU assignees must also submit: a residence permit, or certification attesting to the request for release, in the cases provided for. If awaiting release, it will be their concern to send the residence permit to SPES as soon as it is in their possession, otherwise the benefit will be revoked;

**Applications received incomplete even for only one of the documents requested or received late will be considered NOT valid for the purposes of the ranking.**

**SPES assumes no responsibility for failure to deliver the application or the attached documentation within the prescribed deadlines.**

### **ART. 3 - CONTRACT AND DURATION OF THE ASSIGNMENT OF THE BED**

The contract will have a mandatory minimum duration of one academic year (6 September 2021/30 June 2022); any changes in the duration of the period must be requested in writing, together with the request or at least 30 days in advance, stating the reasons, and be formally approved by SPES S.c.p.A.

Undergraduates or students attending double degree or Erasmus, are excluded from the duration requirement.

*The acceptance is intended for the entire duration of the period established at the time of signing the contract with SPES. The early and unauthorized renunciation will in any case involve the payment of the fee for the entire period. SPES reserves the right to evaluate the possibility of early withdrawal only in the event of sudden and serious needs proven by documentation.*

Requests for extensions for July, must be submitted by 31 May by email (segreteria@spes-savona.it).

The stay for the month of August is allowed only and exclusively for study reasons, upon written certification from a teacher, or real and proven inability to leave the accommodation, which must be communicated to SPES by email by 15 June and accompanied by documentation.

SPES will evaluate each individual case and will send written communication to the applicant.

### **ART. 4 - MONTHLY RATES FOR BEDS AND PAYMENT METHODS**

The monthly fees per bed for the year 2021/2022 are € 240.00 in a double room, € 350.00 in a single room, including utilities.

The monthly costs cannot be divided. SPES reserves the right to make changes to the monthly fee, upon written notice, in the event of changes in taxes and duties.

The fee must be paid by 5th day of each month of competence, by bank transfer to:

**S.P.E.S. S.c.p.A.**

**IBAN code IT12Q0617510610000001555580**

The reason for payment must specify name and surname of the assignee and the month of payment.

Any other payment method must be agreed with SPES at the time of entry. Late payment will result in a 5% penalty, with a minimum of € 20.00.

If the monthly rate is not paid for two consecutive months,, the assignee will lose the benefit, and he/she will have to pay the balance immediately otherwise he/she will have to leave the accommodation within 3 days with no possibility to , access to the benefits of the subsequent years.

If the debt is not paid within 3 days from the reporting of the delay, SPES will retain the amount due from the security deposit and report the debt situation to the University, holder of 25% of the SPES shares. This report could lead to a temporary suspension of the university career or disciplinary measures by UNIGE.

### **ART. 5 - CRITERIA FOR ASSIGNMENT**

Apartments will be assigned in the following order:

- 1) University students enrolled in three-year and master's degree courses at UniGe
- 2) PhD students
- 3) Researchers
- 4) Students applying for the 1st semester for Double Degree or Erasmus starting from September.

Inside de above order will be valid by the following allocation criteria

#### **1. DOUBLE ROOMS**

- a. Only for cohabitants: by relatives we mean members of the same family, residing in the same house.

If there are no requests that satisfy this requirement, the rooms will be considered as singles, and we will refer to the criteria for assigning the single rooms.

- b. Be considered confirmations of previous years.
- c. Distance: the assignment will be determined taking into account that priority will be given to the student (s) with a certificate of residence ascertaining a greater distance from the Savona Campus.
- d. University credits.

## **2. SINGLE ROOMS**

a. be considered confirmations, in addition to those who stayed in the year 2020/2021, students from the academic year 2019/2020, who, due to the COVID-19 emergency, stayed at the residence at least until end of January 2020

b. Be in possession of the credits required in the requirements section.

c. Distance: the order of assignment will be from the farthest away from the Campus.

In the event of a tie, the highest number of credits obtained in the academic year 2020/2021 will be given greater importance for the order of assignment.

If the eligible applications exceed the number of available places, the non-ASSIGNED candidates will remain in the ranking as ELIGIBLE and they will be able to take advantage of any repechage in case of vacant beds, during the current academic year, released by renunciation or exclusion of the assignees.

### **ART. 6 - PUBLICATION OF RANKINGS**

1. The rankings showing the assignments of beds will be published on the SPES institutional website <http://www.spes-savona.it/accoglienza.html>.

The rankings will be published by 27th August, 2021, except for inconveniences.

2. The publication of the lists in the manner indicated above has the value, to all effects, of notification and communication to the interested parties. The rankings are drawn up at the sole discretion of SPES.

**SPES will not send any communication to the people who have applied for assignment.**

### **ART. 7 - ASSIGNMENT METHODS AND DATES**

"Winning" students must confirm their accommodation within 5 days from the publication of the ranking, by sending the appropriate form, which can be downloaded from the website <http://www.spes-savona.it/accoglienza.html>, by email to the [segreteria@spes-savona.it](mailto:segreteria@spes-savona.it), under penalty of exclusion.

Those who will not submit the confirmation in the manner and within the times indicated above will be considered renouncers, losing the right to a bed for the A.Y. 2021-2022.

#### **Dates for check in**

The check in can be made, by appointment, from 6th to 10th September on weekdays during the following time periods: from 9.30 am to 12.00 am and from 2.00pm to 4.00pm excluding Fridays whose opening hours are from 9.30am to 12.00 am.

For the check in, it will be necessary to show up a valid document and the self-certification downloadable on the website [www.spes-savona.it](http://www.spes-savona.it) completed in its entirety, under penalty of exclusion.

Assignees who, for serious and proven health or family reasons, are unable to show up on the date indicated, must send a specific request for postponement of entry, duly motivated, to the email address [segreteria@spes-savona.it](mailto:segreteria@spes-savona.it) at least 24 hours before the arrival date.

Those who do not show up on the date and time indicated in the acceptance form will be considered as withdrawing. There are no reductions for postponed admissions.

### **ART. 8 - REGULATION AND SAFETY RULES**

1. The assignees are obliged to read and comply with the Regulations for the use of the accommodation and the Safety Regulations as well as, know, accept and comply with all the rules on the prevention of the spread of COVID-19 issued by Ministry of Health and described in the specific regulation, published on the website <http://www.spes-savona.it/> and all related updates.

**The submission of the application has the value of acknowledgment and acceptance**

2. SPES has the right, at any time, to inspect the accommodation in order to verify the correct behaviour and the correct maintenance by the assignees, as well as to send its representatives to carry out ordinary and / or extraordinary maintenance.

3. In the event of proven breaches of the ANTI COVID-19 regulations and measures, SPES reserves the right to expel student assigned, with immediate effect, and charge the costs relating to the violation by retaining them from the security deposit.

#### **ART. 9 - VERIFICATIONS ON THE SELF-CERTIFICATIONS PRODUCED**

S.P.E.S. S.c.p.A. conduct of truthfulness controls on self-certification by the students, pursuant to art. 43 and 71 of the Presidential Decree 445 of December 28<sup>th</sup> 2000 and other pertinent ones as specified therein.

#### **ART. 10 - CAUSES OF FORFEITURE OR REVOCATION**

1. In case of loss, during the period of allocation of the accommodation, of one or more of the admission requirements, it is necessary to immediately notify it to SPES. The SPES direction will evaluate, depending on the missing requirement, the possibility of guaranteeing the bed until the end of the expected duration. Lack of notifications to SPES will instead result in the immediate loss of the bed and the obligation to pay the fee for the entire assignment period;

2. The use of the assigned bed place also lapses in the event that the user is no longer in a position to devote himself regularly to study and attendance activities having undertaken work;

3. In case of absence from the accommodation for a period exceeding 8 days, the assignee is required to notify to SPES. The ascertained cases of prolonged absence and not communicated or without justified reason, will be evaluated by SPES, if revoke the right of assignment.

#### **ART. 11 - REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL, OF 27 APRIL 2016 ON THE PROCESSING OF PERSONAL DATA**

The Data Controller is S.P.E.S. S.c.p.A. with registered office in VIA A. MAGLIOTTO, 2 - 17100 SAVONA in the person of its President, reference email [privacy@spes-savona.it](mailto:privacy@spes-savona.it) . The DPO of S.P.E.S. S.c.p.A. is the lawyer Massimo Ramello whose contacts are: Tel. 0131 1826681, pec: [dpo@gdpr.nelcomune.it](mailto:dpo@gdpr.nelcomune.it).

Your personal data acquired by the organization are released directly to the interested party by completing either the online form or manual entry at our offices.

Your Personal Data will be processed mainly in an automated form at the S.P.E.S. S.c.p.A., but also in paper form with logic strictly related to the administrative, fiscal and logistics management of the University Residences of the Savona Campus. These data are collected on a cloud management system managed by S.P.E.S. S.c.p.A. or by any third parties appointed as external Data Processors.

The Company may communicate your data to third parties such as: University of Genoa, Municipality of Savona, Police Headquarters and Prefecture, ALISEO Liguria, Tax, labour and legal consultants, Revenue Agency.

The personal data collected by SPES are not subject to disclosure or communication abroad and will not be sold or transferred to third parties.

As for the criteria applied by the owner to determine the data retention period, these will be kept even after the termination and execution of the contract, for a period of ten years, the maximum applicable term provided for by art. 2220 of the civil code.

We inform that you, as a subject affected by the processing, can exercise specific rights on data protection, listed in the following list: right of access, right of rectification, right to cancellation, right to object to processing, right to limitation of processing, right to data portability, right to lodge a complaint with a supervisory authority.

Savona 24/06/2021

**Prof. Maurizio Schenone – Presidente**