



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

**Società di Promozione degli Enti Savonesi per l'Università**

CERTIFICAZIONE UNI EN ISO 9001:2015 PER LE ATTIVITÀ FORMATIVE



## COMPETITION NOTICE FOR UNIVERSITY RESIDENCES FOR THE ALLOCATION OF ACCOMMODATION

ACADEMIC YEAR 2024/2025

### GENERAL CONDITIONS

#### RECIPIENTS

a) University students; b) UniGe/SPES interns; c) UniGe/SPES scholarship holders; d) Researchers (only for the first year of the research grant); e) Participants in training courses organized by SPES S.c.p.A.; f) PhD students; g) SPES or UniGe affiliates; h) Erasmus students.

#### ADMISSION REQUIREMENTS

The specific requirements, conditions, and constraints for benefiting from paid accommodation in temporary housing facilities are specified below:

**REQUIREMENT NO.1** a) Regular enrollment in undergraduate and postgraduate courses offered at the Savona University Campus by the University of Genoa; b) Regular enrollment in a training course or Master's program held in Savona and organized or sponsored by SPES or UniGe; c) A research contract (university research contract) signed with the University of Genoa pertaining to activities to be carried out at the Savona University Campus.

**REQUIREMENT NO. 2** a) Be under 35 years old at the date of application submission.

**REQUIREMENT NO. 3** a) The travel time between the applicant's place of residence and the municipality of Savona, where the University Campus is located, should be no less than 60 minutes according to public transport schedules.

All applicants must simultaneously meet the above requirements.

**REQUIREMENT NO. 4 (Merit Requirements: for confirmations and subsequent new years)** a) University students: have obtained at least 22 credits in the academic year 2023/2024; b) Participants in Master's and courses: have not exceeded 10% of absences allowed by the course in the previous year.

**REQUIREMENT NO. 5** For those applying for the 20 reserved spots at MODERATE RATE. a) The economic situation of the family of origin in 2023 should not exceed the ISEE limit of €24,335.00.

Those who cannot apply for a Moderate Rate:

- Researchers
- PhD students
- Interns
- Erasmus students starting from September (Erasmus students with different start dates than the 1st semester cannot apply. Applications with a start date of 2025 will be eliminated. Erasmus students attending the 2nd semester can request availability starting in December by emailing [segreteria@spes-savona.it](mailto:segreteria@spes-savona.it))

**Students in debt to SPES cannot apply for this call.**

SPES reserves the right to evaluate, for confirmations from previous years, also warnings and written reprimands sent to the applicant during the previous A/A.

#### CONDITIONS

**ART. 1 - AVAILABLE ACCOMMODATIONS** For the academic year 2024/2025, SPES S.c.p.A. offers 52 paid accommodations at the Savona University Campus – Via A. Magliotto, 2 – Savona, divided as follows:

**17100 Savona - Via Magliotto, 2 - Campus Universitario**

Tel. 019 21945481 - fax 019 21945480 E-mail: [segreteria@spes-savona.it](mailto:segreteria@spes-savona.it)

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- 26 beds in double rooms at full rate;
- 20 beds in double rooms at reduced moderate rate;
- 6 beds in single rooms.

Selecting a single or double room can be done at the time of application, but it does not guarantee allocation.

Those applying for a MODERATE RATE CANNOT request a SINGLE ROOM.

**ART. 2 - APPLICATION PROCEDURE AND DEADLINES** Interested parties must fill out the online form REQUEST FOR PAID ACCOMMODATION or at MODERATE RATE on the website [http://residenze.campus-savona.it/registrazione\\_new.php](http://residenze.campus-savona.it/registrazione_new.php) – University Residences – accommodation request form - by the specified deadlines.

**APPLICATION DEADLINES FOR ACCOMMODATION** For all categories: **Monday, August 21 by 12 noon.**

#### Categories Explanation:

- **Confirmations (Ranking I):**
  - "Confirmations" are students listed as Recipients who have stayed for a minimum continuous period of 5 months ending in June or July in the academic year 2023/2024 in one of the residences included in the call.
- **New Subsequent Years (Ranking II):**
  - "New subsequent years" are students listed as Recipients who have stayed for less than 5 months in the academic year 2023/2024 in one of the residences included in the call.
  - "New subsequent years" are also UniGe students not enrolling in the 1st year, researchers, PhD students, Erasmus scholarship holders not enrolled in the 1st year who have never stayed in one of the residences included in the call.
- **Freshmen (Ranking III):**
  - "Freshmen" are students enrolling in the 1st year of a Bachelor's or Master's degree, without ever having stayed in a student residence in Savona;
  - "Freshmen" are also students enrolling for the first time in a UniGe or SPES course held in Savona.

Upon completion, the system will send the applicant an email with a copy of the application confirming correct submission. The document must be printed, kept, and handed over to SPES in case of accommodation allocation. The application is valid as self-certification pursuant to Art. 46 D.P.R. n.445/00.

#### CONTRACT AND DURATION OF ACCOMMODATION ALLOCATION

The accommodation allocation contract will have **a minimum mandatory duration** of one academic year as per the table below; any modifications to the duration must be requested in writing, stating the reasons, and formally approved by SPES S.c.p.A.

Graduating students are excluded from the duration obligation but must communicate and agree on the period in advance with SPES. Acceptance of the accommodation is understood for the entire period established at the signing of the contract with SPES. Unauthorized early withdrawal will still require payment for the entire period. SPES reserves the right to evaluate the possibility of early termination only in cases of sudden and serious need, documented and/or situations (internships and/or Erasmus) or other circumstances closely related to study. Each request must be accompanied by supporting documentation.

SPES-assigned students who, after entry, are also awarded a scholarship and Aliseo accommodation, must notify the award in advance and will still have to pay the monthly fee and the laundry and linen use fee of €30.00, even for short stays.

## MINIMUM CONTRACT DURATION

Category	Period
Confirmations	September 2024 – June 2025
New Subsequent Years	September 2024 – June 2025
Freshmen	October 2024 – June 2025*

\* Freshmen can request to enter in September.

Requests for extensions for July must be submitted by May 31 in writing to the Housing Service via email ([segreteria@spes-savona.it](mailto:segreteria@spes-savona.it)). Stays in August are only allowed for study reasons, with a written certification from a professor, or a real and proven inability to leave the accommodation, if availability exists.

## ART. 3 - ACCOMMODATION ASSIGNMENT CRITERIA

Accommodations will be assigned based on distinct rankings by category as specified in ART. 2.

Accommodations will be assigned in the following order:

1. University students enrolled in Bachelor's and Master's courses at UniGe and/or courses affiliated with SPES and/or UniGe.
2. PhD students (annual contract)
3. Researchers on first access (annual contract)
4. Students requesting the 1st semester for Double Degree or Erasmus starting from September.

Within the above order, the following assignment criteria will apply:

- **Previous year confirmations at full payment (Ranking 1)**
  - Meet the required credits in the requirements section
  - Distance: the order of assignment will be from the farthest from the Campus.
  - In case of a tie, the higher number of credits obtained in the previous academic year will be given more weight.
- **Previous year confirmations at Moderate Rate (Ranking 2)**
  - ISEE indicator
  - Meet the required credits in the requirements section
  - Distance: the order of assignment will be from the farthest from the Campus.
  - In case of a tie, the higher number of credits obtained in the previous academic year will be given more weight.
- **New Subsequent Years at full payment (Ranking 3)**
  - Meet the required credits in the requirements section
  - Distance: the order of assignment will be from the farthest from the Campus.
  - In case of a tie, the higher number of credits obtained in the previous academic year will be given more weight.
- **New Subsequent Years at Moderate Rate (Ranking 4)**
  - ISEE indicator
  - Meet the required credits in the requirements section
  - Distance: the order of assignment will be from the farthest from the Campus.
  - In case of a tie, the higher number of credits obtained in the previous academic year will be given more weight.
- **Freshmen at full payment (Ranking 5)**
  - Distance: the order of assignment will be from the farthest from the Campus.
  - In case of a tie, the date of request submission in the management system will be given more weight.
- **Freshmen at Moderate Rate (Ranking 6)**
  - ISEE indicator
  - Distance: the order of assignment will be from the farthest from the Campus.
  - In case of a tie, the date of request submission in the management system will be given more weight.

If valid applications exceed the number of available accommodations, non-allocated candidates will remain on the list as ELIGIBLE and may be called upon if vacancies arise during the academic year due to withdrawals or exclusions.

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**Incomplete or incorrect applications will be considered invalid.**

#### **ART. 4 - PUBLICATION OF RANKINGS**

1. The accommodation assignment rankings will be published on the official SPES website <http://www.spes-savona.it/accoglienza.html>.
2. Rankings will be published within 15 days from the deadline specified for each category.
3. The publication of the lists in the aforementioned manner serves as notification and communication to the interested parties.

**SPES will not send any communication to applicants.**

#### **ART. 5 - ASSIGNMENT METHODS AND DATES**

Students ranked within the first 26 positions for "double rooms at full payment", the first 6 positions for "single rooms at full payment", and the first 20 positions for "moderate rate" are considered assignees. Assignees must confirm the accommodation within 7 days of ranking publication by sending the downloadable form from the site <http://www.spes-savona.it/accoglienza.html> via email to [segreteria@spes-savona.it](mailto:segreteria@spes-savona.it), under penalty of exclusion. Simultaneously, only for Freshmen and New Subsequent Years, a deposit of €420.00 must be paid, without which the confirmation will not be valid.

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BPER Banca IBAN: IT78S0538710610000047329001

Specify the **name and surname of the assignee and the phrase "Deposit for Accommodation and Magnetic Card"**.

The deposit will be retained for all years of residence. Before refunding, a joint inspection of the accommodation is required. The deposit will be refunded within 3 months by bank transfer, except for verified damages to the accommodation or common areas.

**Those who do not confirm within the specified terms and methods will be considered renouncers, losing the right to accommodation for the A.A. 2024-2025.**

#### **DOCUMENTATION TO BE SUBMITTED IN COPY ON KEY COLLECTION DAY**

1. Form received by email confirming correct application submission;
2. Copy of enrollment or pre-enrollment for freshmen;
3. University curriculum certifying credits for confirmations or new subsequent years;
4. Other document certifying the relationship with UniGe or SPES for other courses;
5. Residence certificate or self-certification of residence;
6. Copy of personal identification document; Extra-EU assignees must also present a valid residence permit, or certification attesting the request for issuance or renewal. If awaiting issuance, they must promptly submit the residence permit to SPES upon receipt, under penalty of benefit revocation;
7. ISEE certification of the family unit or single-member unit (only Moderate Rate);
8. Copy of the transfer certifying the deposit payment for new subsequent years and freshmen.

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**KEY COLLECTION DATES** (Weekdays only from 9:30 am to 12:00 pm and from 2:00 pm to 4:00 pm, except Fridays from 9:30 am to 12:00 pm)

Category	Period
Confirmations	From September 3 to 6, 2024
New subsequent years	From September 3 to 6, 2024
Freshmen	From October 1 to 4, 2024, unless requesting early access in September, in which case they must collect keys from September 3 to 6.*

\* Freshmen requesting early access in September must adhere to the same access dates as New Subsequent Years, with the full month's fee due.

Assignees who, due to serious and proven health or family reasons, are unable to appear on the specified entry date, must request a postponed entry, duly justified, via email to [segreteria@spes-savona.it](mailto:segreteria@spes-savona.it) at **least 48 working** hours before the arrival date, but the full month's fee must still be paid.

**Those who do not appear on the indicated date and time without valid justification will be considered renouncers.**

Unjustifiable and uncommunicated delays exceeding half an hour will incur a €30.00 fine. SPES reserves the right to exclude the late student from the benefit and retain the deposit as compensation.

**ART. 6 - MONTHLY ACCOMMODATION RATES AND PAYMENT METHODS** The monthly rates for accommodation for the year 2024/2025 are:

- €250.00 in a double room
- €350.00 in a single room
- €180.00 for the moderate rate

Costs include utilities, weekly cleaning (weekly cleaning is only for the "New Residences" building), and current taxes. Monthly payments cannot be split, and the entire A/A period must be paid for, except for serious and proven reasons. SPES reserves the right to modify the monthly rate, with written communication, in case of tax changes.

The fee must be paid in advance by the 5th of each month, by bank transfer to:

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BPER Banca IBAN: IT78S0538710610000047329001

**Specify the name and surname of the assignee and the month of payment.**

Any other payment method must be agreed upon with SPES at the time of entry. Payment delays will incur a 5% penalty, with a minimum of €20.00. In case of non-payment of two consecutive months, the assignee will lose the benefits, must immediately settle the balance, and leave the accommodation. SPES reserves the right to notify UniGE, a SPES partner, of the default, which may at its discretion block the academic career.

**Bank charges for payments are always borne by the resident, both for monthly payments and the return of the deposit, and will be deducted from the deposit for foreign accounts or Revolut cards.**

**ART. 7 - REGULATIONS AND SAFETY RULES**

1. Assignees must read and comply with the Regulations for the use of accommodation and Safety Rules published on the website <http://www.spes-savona.it>. Submission of the application signifies acknowledgment and acceptance of both the regulations and the safety rules.
2. SPES has the right to inspect accommodations at any time to verify compliance and proper maintenance by assignees, and to send staff for routine and/or extraordinary maintenance.
3. For any unspecified matters, refer to the regulations and current laws.

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**ART. 8 - VERIFICATIONS ON PRODUCED SELF-CERTIFICATIONS** SPES S.c.p.A. will verify the authenticity of self-certifications produced by students, pursuant to Articles 43 and 71 of D.P.R. 445 of December 28, 2000, and other relevant provisions.

#### **ART. 9 - CAUSES OF REVOCATION OR LOSS**

1. In case of losing one or more admission requirements during the accommodation period, it is necessary to immediately notify SPES. The management will evaluate, depending on the missing requirement, the possibility of guaranteeing the accommodation until the end of the expected duration or requesting the return without the obligation to pay the full amount. Failure to notify SPES will result in the immediate loss of the accommodation and the obligation to pay for the entire assignment period.
2. The use of the assigned accommodation also ceases if the resident can no longer regularly dedicate themselves to study and attendance, having started work activities and abandoned studies, but the remaining months must be paid in any case.
3. In case of **absence from the accommodation for more than 8 days**, the assignee must notify SPES in advance. Confirmed cases of prolonged and unnotified absence or without valid reason will be evaluated by SPES, which may revoke the assignment right with the obligation to pay for the entire period.

For any unspecified matters, refer to the current laws and SPES regulations.

#### **ART. 10 - REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND COUNCIL, APRIL 27, 2016, ON PERSONAL DATA PROCESSING**

The Data Controller is SPES S.c.p.A. with its legal headquarters at VIA A. MAGLIOTTO, 2 - 17100 SAVONA, represented by its current President, contact email [privacy@spes-savona.it](mailto:privacy@spes-savona.it). The DPO of SPES S.c.p.A. is lawyer Massimo Ramello, contact: Tel. 0131 1826681, PEC: [dpo@gdpr.nelcomune.it](mailto:dpo@gdpr.nelcomune.it).

Your personal data collected by the organization is provided directly from the interested party through the online form or manual entry at our offices. Your personal data will be processed predominantly automatically at SPES S.c.p.A. locations, but also in paper form with logics strictly related to the administrative, fiscal, and logistical management of the University Residences of the Savona Campus. These data are collected on a cloud-based management system managed by SPES S.c.p.A. or possible third-party processors.

The Company can communicate your data to third parties such as: University of Genoa, Municipality of Savona, Police Headquarters and Prefecture, ALISEO Liguria, fiscal, labor, and legal consultants, Revenue Agency, or other authorized government entities. The personal data collected by SPES are not subject to dissemination or communication abroad and will not be sold or transferred to third parties.

Regarding the criteria applied by the Data Controller to determine the data retention period, these will be retained even after termination and execution of the contract, for a period of ten years, the maximum term applicable pursuant to Article 2220 of the Civil Code.

We inform you that each subject involved in the data processing can exercise specific rights on data protection, listed as follows: right of access, right of rectification, right to deletion, right to object to processing, right to restrict processing, right to data portability, right to lodge a complaint with a supervisory authority.

Savona, 14/06/2024

Firmato in originale  
Avv. Michele Ferrando – Presidente