



RESIDENCES REGULATIONS

Introduction

1. Santa Chiara is a high pole of qualification in University of Siena with the purpose to train young students to research, promoting internationalisation, taking care of their cultural training by PhD Schools qualification and multidisciplinary education programmes development.
2. Santa Chiara, in accordance with international principles in Charter of Fundamental Rights of European Union - 7th December 2000 - excludes any kind of discrimination based, in particular, on sex, race, skin colour or ethnical or social origin, genetically characteristics, language, religion or personal beliefs, political opinions or any other nature, being part of a national minority, patrimony, birth, handicap, age or sexual tendencies. Graduate School aims at offering the same chance to users in entering its own structures.

Art. 1 - Purpose of the Regulations

1. For the use of the Superior School buildings (Collegio and Refugio), and for the community life within, the resident Ph.D. students and any possible guest must respect these rules and regulations regarding obligations and conduct, as well as the fundamental rules for a good cohabitation.

Art. 2 - Subjects eligible for residence

1. Residence buildings are reserved for those students who have won the admission exam to the PhD schools, as well as to teaching or visiting professors, to visiting students, to external guests, to the University structures' guests, and to other individuals indicated by the Superior School Santa Chiara.
2. PhD students and other guests equivalent to them (*post-doc* scholarship, research granters and *visiting student*) who take their accommodation for more than a month, both enrolled or not, are considered "residents". Resident assembly can nominate its delegates, maximum two for each building (Collegio and Refugio), to open the debate with both Graduate School and University Administration. Resident delegates can ask to assist to Council and Board meetings and can make petitions and proposals. They perform the duties of delegate until the end of their accommodation agreement.

Art. 3 - Admission of PhD students

1. Priority accommodation will be granted to PhD students enrolled in the first year of Schools belonging to Santa Chiara; students belonging to other PhD Schools may be granted accommodation only in case of vacant rooms once completed the allocation.
2. Allocation will be carried out according to a criterion of even distribution of accommodation facilities between the different scientific Areas. In case of still available rooms within a particular Area, remaining places will be allocated to the other Areas.
3. Santa Chiara Administration will draw up a ranked list for each Area according to the following preferential qualifications:
 - a) Country of origin: priority will be accorded to foreign students, then to Italian ones, depending on their distance from Siena;
 - b) Merit rating in the admission exam;

As for the distance qualification, the following score will be applied:

Distance (km)	Score
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Foreign countries	100
>1000 and Islands	50
901-1000	45
801-900	40
701-800	35
601-700	30
501-600	25
401-500	20
301-400	15
201-300	10
101-200	5
0-100	0

As for the merit criterion, according to the candidate's position in the admission ranking, the following score will be applied:

Position	Score
1	100
2	95
3	90
4	85
5	80
6	75
7	70
8	65
9	60
10	55
11	50
12	45
13	40
14	35
15	30
16	25
17	20
18	15
19	10
20	5
21 and more	0

4. PhD students coming from Tuscany will be admitted only for temporary periods.

5. Places for PhD students of Schools affiliated to the Superior School Santa Chiara who are enrolled in years other than the first will be granted only upon specific request by the Director of their School (once provided the period of residence), while there are available places.

Art. 4 - Common areas

1. Common areas of the residences are:

- a) Studying rooms;
- b) Computer rooms;
- c) Restaurant rooms;
- d) Kitchens on the first and second floor of Collegio;
- e) Tea/TV rooms;
- f) Store rooms;
- g) Gardens.

Art. 5 - Resident's Obligations

1. Resident PhD students receiving the room and its furnishings for the time of the stay are responsible of the care and use of these items. Accordingly, they must be used in conformity with their normal employment and according to Administration's directions. Charges may be incurred in the case of any possible damage.
2. If the room has more than one resident the responsibility for any damage will be charged to all the students residing in that room, unless there is evidence, proof, or admission of fault by the individual who is responsible.
3. Unless the individual who caused the damage can be determined, charges for damage to any structure, equipment, furnishing or other goods in the common areas will be the collective responsibility of all those having access to these items and facilities.

Art. 6 - Prohibitions

1. The resident PhD students must not engage in illegal behaviour, in disorderly conduct, or personal moral conduct or in behaviours that would disrupt the safe and pleasant living conditions in the residences.

In particular, it is forbidden to:

- a) smoke in every internal area, rooms included;
 - b) possess weapons of any kind, explosive materials and narcotic substances;
 - c) organize hazardous activities or games;
 - d) take any kind of pets in internal or external areas;
 - e) bother other resident students, in particular with noises from 11.00 pm to 8.00 am;
 - f) place on balconies or windows sills any object that could be dangerous for the safety of those who pass below;
 - g) dispose of any material that could block toilets, sinks and other drains;
 - h) tamper with the electrical system;
 - i) use multiple electrical adaptors, stoves, gas-rings or others item, without the Administration authorization;
 - j) rearrange, dismantle, or otherwise change the furnishings;
 - k) put clothes-dryers or other similar items in places that will block passages, or in areas not indicated by the Administration;
 - l) hang pictures, posters or other similar object, using nails, adhesive tapes, or other materials that could damage walls;
 - m) write on, or permanently dirty up tables or other furnishings and surfaces in rooms or common areas;
 - n) add beds in the room, even if temporarily;
 - o) give hospitality in the room to unauthorized persons notwithstanding the provisions of Art. 8;
 - p) leave personal belongings or luggages in the rooms or in the common areas, after the conclusion of the agreement. If temporary leaving, Graduate School cannot accept luggages or other belongings in its deposit.
2. The resident Ph.D. student that disobeys the prohibitions written in sub-section 1 can be warned, suspended or declared expelled from the room assignment. This decision is made by the Superior School depending upon the seriousness of the offence.

Art. 7 - Behaviour

1. The resident PhD student also must:
 - a) communicate to the Administration of the College about any absence longer than 24 hours and, in these case, give back the room keys;
 - b) facilitate the access of the housekeepers, by keeping all personal objects in order and stored in wardrobes;
 - c) contribute to maintaining the common areas in good condition (kitchens on the first and second floor, study rooms, computer rooms, gardens) when used for recreational, cultural and group activities;
 - d) inform the Administration on possible maintenance problems;
 - e) give timely notice of any possible illness. In case of some communicable diseases, the Administration can temporarily suspend the room assignment until a complete recovery;
 - f) regularly provide the room rate payment and other possible expenses.
2. The use of kitchens carries the responsibility for all users to clean them up and to remove trash. In case of violation of this obligation the Administration can suspend the use of kitchens.
3. Dispose of trash in the containers for different recyclable materials present in the structure. General

trash must be brought by students outside the College by 8.30 am. In every case it is forbidden to abandon trash, even if in sacks or bags, in the corridors or common areas.

4. Complaints regarding the quality of services, or other comments and suggestions must be sent to the Administration by e-mail and not communicated verbally to the staff.

5. A resident with particular dietary needs must communicate this information to the Administration by e-mail (not verbally). Administration will satisfy such requests according to ability and kind of services given to all general guests. In case of needs depending on health problems, these must be accompanied by proper medical documentation.

Art. 8 - Non-Transferability

1. The place to stay, the furnishings and equipments are exclusively given to the resident Ph.D. student that cannot, even if temporarily, give them to others.

Art. 9 - Administration's obligations

1. The Administration must attend, under its total discretion:

- a) to the ordinary and extraordinary maintenance of the structure;
- b) to the repair of the equipments owned by the Administration, if this need is due to wear or damage caused by normal use;
- c) to the cleaning of the common areas (stairs, toilets and common areas);
- d) to the weekly cleaning of the rooms;
- e) to the weekly washing of the bed linen in the room;
- f) to the standard restaurant services.

Art. 10 - Restaurant service

1. Restaurant service at dinner is normally available from October, 1st to the 1st of June. It is suspended on national holidays, during the summer and anytime agreed by the Administration.

2. Guests will not be refunded for any unconsumed meals, neither in case of suspension of the restaurant service; moreover, no substitutive meal-ticket will be provided.

Art. 11 - Guests reception

1. The resident Ph.D. student can have guests provided this does not bother other students, and subject to the conditions of the Administration. Guests are required to follow all rules. The resident hosts are responsible for the behaviour of their guests.

2. The entrance and departure time for guests is determined by the Administration.

3. Permission for an overnight stay must be granted by the Administration. The guest will be registered after having shown his/her identity document to the reception staff.

4. The rates of the guest's stay are determined by the Administration.

5. Guests can use all common areas.

Art. 12 - Summer closure

1. During the summer closure period of the College (30 June - 30 September) the resident student must leave his room vacant, removing any personal objects. Personal objects cannot be left neither in rooms nor in common areas.

2. Departing from what provided by the previous paragraph, PhD students may apply for residence in rooms (deemed as guest quarters) also from the 1st of July to September, 30th. Such an application request must be submitted together with a declaration by the referee professor certifying the educational purpose of the stay.

3. Guests may be accommodated at complete discretion of the Administration, according to places available as well as to maintenance needs, to closing periods, to staff holidays. Accommodation to guests will be anyway granted according to the following conditions:

- a) accommodation requests will be met according to the order of submission;
- b) summer fees are conceived as weekly rates amounting to 25 per cent of the monthly rate applied during the winter period;
- c) payment must be made for the whole week, even in case of shorter permanence; "weeks" are to be intended as seven-days periods starting by the first day of the month;
- d) the Administration may grant accommodation in rooms different, also in typology and in location, from those assigned during the winter period; in case the PhD student is moved from a single to a double room, fares will be modified accordingly;
- e) during the summer period there will not be restaurant service, nor kitchens will be available for use.

Art. 13 - Life span of the contract and its renewal

1. First year students are granted accommodation from the period October, 1st - June, 30th; they have also the chance to ask for anticipation of the starting time as well as for an extension of the stay, according to PhD School needs.
2. Students leaving their place without timely communicating it may incur in penalties amounting to the period of unjustified absence.
3. PhD students enrolled in years other than the first, when applying for accommodation must indicate the period of their stay in Santa Chiara's residences. In case of earlier departure, they will be required to pay for all the period previously indicated. The Administration may decide to reduce the penalty upon adequate and justified notice and only if the place left may be re-allocated.
4. The Administration acts on its discretion in evaluating and managing specific cases, to the end of matching the School's with the student's needs.

Art. 14 - Insurance

1. The residents, as Ph.D. students, are provided personal insurance against all kind of accidents that can occur in the College structures.
2. The Administration is not responsible for loss due to theft or damage to personal items left unattended.

Art. 15 - Documents attached

1. In attachment to these Regulations, please find the contracts, representing an integrant part of the Regulations themselves.

Art. 16 - Charter of Service

1. Graduate School commit itself to arrange a Charter of Services supplied to its users and control systems to verify customer satisfaction.

Art. 17 - Environmental Policy

1. Graduate School Santa Chiara adheres to initiatives promoted by national, European and international Institutions in defence of the environment. Environment and ecosystem protection cannot be only accomplished by Institution actions, but it should be also a personal duty; therefore Graduate School asks their users to adopt behaviours respecting the environment and oriented to the exigencies of optimization and preservation of natural resources.
2. For this purpose, School recommends to adopt little precautions which can contribute to the reduction of waste and rubbish, for example:
 - a. reduction of water for personal, linen and tableware washing etc;
 - b. electricity saving: turn off lights when going out from the room, turn off electrical devices when not in use, etc;
 - c. recyclable-waste collection, using the proper container in the gardens (Collegio) or close to the laundry room (Refugio).

Art. 18 - Adjournment

1. Whatever not mentioned in this regulation refers to rules by Santa Chiara Graduate School and University of Siena, as well as national laws and rules.

Art. 19 - Effectiveness

1. This Regulation becomes effective the day after its approval.

Siena, 29th November 2007