

RAINERUM UNIVERSITY COLLEGE - FOUNDATION RAINERUM

INTERNAL REGULATION

0. INTRODUCTION

The Foundation Rainerum, owning the building located in Carducci street n.7 in Bolzano, is committed to give hospitality to youngsters attending the University or the Conservatorium, according to its statute.

From 01/09/2015, the Foundation Rainerum manages directly the College and has four reference positions in it.

These are the following:

- The Administrator, who is responsible for the organisation and management of its structure
- The Administrative Coordinator, who is in charge of all administrative, financial and contractual aspects concerning the students and also is in charge of the relationship held with them.
- The Operational Manager, who is the first point of contact in case of small scale maintenance work and more extensive programmes, through to prescriptive measures carried out by external professionals and all other necessary remedial work. He/she is also in charge of controlling the cleaning service both in terms of implementation and ensuring the required standard of execution is obtained.
- An Operational Custodian that works closely with the Operational Manager and is responsible for the execution of a multitude of varied and important tasks. Moreover, in the caretaking part of his role, he is required to have an on-call element but only in order to respond to **urgent matters**.
Students will also be able to refer to these individuals during the year with issues relating to the relationship with other house residents and to the activities organised by staff.

Each of the above listed position works autonomously and in collaboration with the others at the same time. The entire staff, except different internal agreements, take every disciplinary or very important decisions.

The staff has the main purpose of offering a clean, healthy, quiet and friendly environment to all the inhabitants, in which the students can feel himself/herself at home during the academic year. Furthermore, the staff will promote some occasions of meeting and discussion among the students in various forms.

1. OFFERED SERVICES

The Rainerum University College ensures to the students the following services:

- The availability of a reference person among the personnel, when is present, or with a phone number attached to the entrance door and to the administration office.
- The weekly cleaning of the rooms (from 9:00) and of the common spaces, according to the cleaning plan attached in the specific notice boards in the corridors.
- The basic up-keep and maintenance along with access to core utilities and connectivity.
- The common kitchens in which the students can cook their own meals.
- Other common rooms assigned to study or leisure.
- A laundry room always open and provided with washing machines and dryers (at the expense of the students), with clotheshorses and electric irons.

2. ENROLLMENT

The students are assigned to the Rainerum University College by the appointed offices of the Province or the University.

The enrollment in the College takes place:

- After having examined and accepted every points of this regulation document;
- After having undersigned the rental contract, with all the required documents (authorisation of the personal data treatment and inventory of the assigned space);
- After the payment of the deposit corresponding to two monthly instalment, plus the first monthly instalment. In case the student renounced to the place in the College after having confirmed with the deposit payment, this deposit will be deducted with the amount of the administrative expenses incurred for the operation management.

3. CONTRACT AND PAYMENT

The students are compelled to pay the monthly instalment (different for room type, single or double), established by the appointed office of the Province, in exchange for the offered services. The rental contract is stipulated only after the communication of the obtained accommodation by the Office for the Right of Study of the Autonomous Province of Bolzano.

The duration of the standard contract is 10 months, but it may also be less (5 months) in case of participation to the study program "Erasmus" or "Bilateral Agreements". Other types of contract can be arranged with the College Administration.

Within May 25th of every year, the students may also decide, subject to prior approval of the Administration of the University College Rainerum, to extend the contract for the summer months (at the same conditions), upon previous acceptance of the Administration. However, this does not guarantee the right to the same room. The Administration can change the student's assigned room, for any reason.

In case the students wanted to be accommodated in the College for a second consecutive year, he/she can require to be readmitted in a preferential way. A further extension beyond the second year cannot be required: the students must fill again the accommodation request to the Province, like all the other students.

In any case, the Administration can decide about the readmission of every single student.

Should the students be absent, the College do not foresee any reimbursement for these missing days.

In case of missed payment within the foreseen deadlines, the student will be solicited to make his/her economic position regular. At the second solicit outstanding and not solved, the student (in agreement with the appointed office of the Province) will lose his/her accommodation right, will be evicted from the College and his/her deposit will be deducted at the amount of the debt towards the College.

For everything else not specified, the reference documents are the Rental Contract of the Province and the "Criteria for the fruition of the accommodation service of the Province in the context of the right to university study".

4. RENOUNCE TO THE ACCOMMODATION

The students can renounce as foreseen in the Rental Contract and in the "Criteria for the fruition of the accommodation service of the Province in the context of the right to university study".

5. ROOM TYPE

As far as the room type is concerned, i.e. single/double room or a specific room number, the student can express his/her preference at the time of the accommodation request. The preferences are treated on a chronological-order basis: the reconfirming students first, then the other students in the various Province assignation turns, the late-assigned students, and the Erasmus students at last. Anyway, the Administration can decide to accept the preferences or not, and it can even modify the previous agreements, in case of need.

6. AVAILABLE SPACES

Room is personal and reserved for study and rest. It cannot be given to others in any case. The entrance in the room by external hosts is only allowed between 8:00 and 23:00, for security purposes.

During the hospitality period, the hosting student is the guarantor and responds personally for the host's behaviour.

Common rooms are also available: kitchens, TV rooms, the study room, the fitness room and game room every day from 8:00 to 23:00. In case of particular occasion which implies the invitation of external hosts, the students are required to inform the College Administration in advance. The Administration can decide to extend the time of permanence of these people.

In order to guarantee the security of the students and the building, a video surveillance system is active, in full respect of the Italian law on privacy.

The staff can do monthly inspections in the rooms, at the presence of the students and with advance notification, in order to verify the respect of the available facilities.

The Foundation Rainerum Institute does not take any responsibilities for theft or damages of personal objects present in both the building and outside.

7. HOSPITALITY OF EXTERNAL PEOPLE AT THE COLLEGE

The possible visit or overnight of external people between 23:00 and 8:00 of the following day by students living in the College can be asked and arranged with the Administration, which can decide whether to approve this request or not. The hospitality rules are the following:

- The hospitality request has to be effectuated to Administration office at least 3 days before the requested nights.
- The maximum number of consecutive nights for each hosts is 3, the maximum number of visits for each semester is at the discretion of the Administration.
- The cost of hospitality is € 10.00 for each host, for each night.
- At the acceptance of the hospitality request, the student is compelled to provide the Administration with the identifying data of the hosts and with a copy of a valid ID document.
- The student personally takes the full responsibilities of his/her host. In case of damages, which are attributable to the hosts during their permanence, the hosting student's deposit will be deducted for the amount of the damages plus possible sanctions. Should this situation be repeated, the Administration can decide to expel the student from the College: this would imply the loss of the Province accommodation right for the current academic year.

In case the staff may ascertain there has been a lack of respect of the rules during periodic checks the transgressor will be initially reproached in writing, and at a later stage, the hospitality service could be definitely suspended for all the residents, without any possibility of complaint.

8. USE OF THE LAUNDRY ROOM

In the use of the rooms and the tools at disposal, the students must observe the following rules:

- Detergents, exclusively liquid, are at the students' expense.
- Keep the rooms and the machines clean and orderly.
- Disconnect the plug of the electric iron.
- Do not leave dirty clothes around the rooms or wet clothes on the ironing board.
- Clear the clothing off the clotheshorse as fast as possible, so that the other students can use these as well. If left dry in situ for 24 hours the clothes left will be removed by staff.
- Alert the staff immediately in case of breakdowns of malfunctions.
- Alert the staff immediately in case of flood, using the emergency number.

9. USE OF THE COMMON KITCHENS

The common kitchens, situated on the 1st, 2nd and 3rd floor, must be kept clean and orderly by the students.

It is not permitted to leave the oven top burners and/or the oven itself unattended while meals are being cooked. It is necessary for all the students to control their own space during the working time of the available instruments. The failure to comply with this rule will imply responding measures by the Administration, heavier or less according to the different cases: damages will be charged to the responsible, plus possible money sanctions, at the Administration discretion.

Furthermore, every student is requested to clean the burners after the use and to wash his/her own dishes, pots and every other used utensil.

In case the staff, even after warning, found the lacking cleaning of the burners, the dishes/pots or the sinks, the Administration reserves the right to take any measure it will deem necessary.

Please be aware that **any damage caused to the equipment and the furniture of above mentioned spaces will be charged to all the College students collectively** should the person responsible for them not step forward.

10. RUBBISH

Every student is responsible for his/her own rubbish. In Bolzano, since several years, there is the obligation to observe the recycling method. Cleaned glass and cans, cleaned plastic, paper, carton, residual and organic waste. These can be thrown away in the kitchen in the appropriate containers, and will be removed by the cleaning staff from these rooms exclusively, whereas the separate collection of rubbish for recycling purposes from the students' individual rooms will be the single resident's responsibility. There are two bins for the residual waste near the main entrance to the building, while the other rubbish must be thrown in the yellow, green and blue bins along Carducci Street.

Should the College receive fines from the public authorities because of the lack of observation of the recycling rule, these sanctions will be equally split among all the residents, unless it is possible to identify the individual or individuals responsible.

11. CLEANING SERVICE

The room cleaning is effectuated once a week, according to the timetable attached to the notice board in each floor. Knowing the established day for their own room, the students must tidy up their rooms, in order not to obstruct the cleaning work and the access of the appointed personnel.

The students must allow the entrance in their room by the personnel, except for particular agreements, remarking that the cleaning is once a week and it is not possible to change the working plan.

Should it become very difficult or impossible to clean the room **due to the student's negligence**, the room will be left in the same conditions until the next week's cleaning. If in this case the cleaning should turn out to be particularly laborious, the student will be charged with the cost of the extended cleaning (€ 25,-). Should the situation repeat, the student will receive a letter of reprimand.

12. OBLIGATIONS OF THE TENANT

The student to whom the room is assigned is considered the unique responsible for any possible damages or violations/crimes.

The students are required to:

- Keep the room, the bathroom and the little kitchen clean, personally emptying the waste bin and personally washing all the dishes/pots.
- Control the efficiency of the provided equipment and immediately signal in written any breakdown or malfunctioning to the staff, opening a "maintenance ticket".
- Communicate to the staff any absence beyond 3 days.
- Let the staff enter the room or the common spaces to make the ordinary/extraordinary maintenance interventions.
- Warn in case of contagious illness or other pathologies that could jeopardise their own or others' health.

13. PROHIBITIONS

The students are not allowed to:

- Disturb the other students or the neighbourhood with noises or loud conversations, music or TV. These prohibitions turn **absolute from 23:00 to 8:00, and are extended to the terraces and to the courtyards**.
- Move the furniture, which are in the rooms, in the common spaces or move furniture or objects from the common areas into their rooms.
- Take in the rooms, without permission, personal furniture or other bulky objects like wardrobe, chair, armchair, sofa, bicycle, ski, snowboard, sledges, etc.
- Modify the spaces, both common and private, like hammering nails, painting the walls, using adhesive tape on walls, doors and furniture, sabotaging the electric system, the smoke detectors or other working electric machines. In particular, it is forbidden to activate the systems disabled by the staff or not working, since it could have taken place a breakdown and the activation could be dangerous for the building.
- Take animals into the College without prior approval by the Administration.
- Use electric heater, fan heater or other instruments such as kettles or electric burners or cooking hot plates which have not been previously authorised by the staff.

- It is also forbidden the installation of any router which have not been previously authorised by the Administration. Should these be found in the room, the students will be invited to deposit them in a storage room, and they will be returned at the end of the academic year or at departure.
- Ironing and spreading the clothes outside the laundry room.
- Use their personal room to store other people's possessions.
- Have dangerous behaviours to the safety both personal and of third parties. For the most serious cases, this imply the direct expulsion from the Rainerum University College, with no possibility of complaint.
- Smoke in the room, in the common spaces of the building and in areas not assigned to this purpose.
- **It is strictly forbidden to throw objects of any nature from the windows and the balconies of the College into the courtyard and the garden beneath.**

14. SANCTIONS

The students can be expelled from the College:

- At the third reproach in writing received by the College Administration.
- For any damages of the building or alteration of the systems (electric, etc.) of the College.
- In case of serious events of intolerance or violence.
- In the case of being found responsible of theft and /or in case of drug or alcohol abuse.
- For the lacking payment of the bimonthly instalments.
- For any other reason explicitly written in the internal regulation.

Furthermore, in case of serious faults (described in the various paragraphs of the regulation, the Administration can decide to impose pecuniary sanctions to the students, at its complete discretion.

15. VARIOUS GENERAL RULES

The entrance to the College is in Carducci Street 7. It is preferable to use this passage, rather than to pass through the gardens of the Salesians (via dei Cappuccini).

The College does not provide sheet; hence, they are at the expense of the students. Anyway, an extra-service of linen rental is active.

Every piece of bulky equipment, like bicycles, skis or snowboards, must be deposited in the appropriate rooms at the -1 floor.

On the 1st, 2nd and 3rd floors rooms are available to everyone which are assigned to house cleaning tools (brooms & similar), to use in case of immediate necessity for the cleaning of the College spaces. After the use, every instrument must be taken back at its original place.

The keys and access chips delivered by the staff after having signed the contract, opens the personal room and the common areas. They are strictly personal and they cannot be given to third parties for any reason. Furthermore, it is severely forbidden to copy or modify them. In case of loss or breakage, the students are compelled to warn immediately the staff. The cost of remaking is totally at the expense of the students.

It is possible that during occupancy, the staff members may come directly to the rooms. The students are compelled to open the door and allow access, even if only for simple verbal communications, and to obey to the requests of the staff.

16. SECURITY

In case of emergency, the student is compelled to warn the staff members immediately.

Every resident of the College, like any other external host, is obliged to respect the emergency plan fully and to collaborate, in case of need, to the evacuation from the building, going to the nearest exit, once heard the alarm signal.

The students are obliged to keep a collaborative behaviour during the evacuation tests, since in such occasions the staff will need to verify that procedures are followed correctly for effective rescue of the guests of College Rainerum.

For everything else not specified in this paragraph, it must be referred to the previous paragraphs.

17. RELATIONS COLLEGE-STUDENTS AND ENTERTAINMENT

The students will meet with the College staff periodically. In the starting meeting the students will nominate their floor representatives, to whom they will refer during the current academic year.

The elected representatives must be chosen only among those who attend the Free University of Bolzano and the Conservatorium, and never among the Erasmus students.

These meetings will be occasions not only to discuss about current problems and needs, but also to organise possible extra-activities, such as dinners, movie nights, sport activities and parties. What is decided during these meetings, in agreement between staff and students, will also be binding for the rest of the absent students.

18. NIGHT EMERGENCIES

For the emergencies, both during the day and night, a telephone number of emergency is active: it is attached on the entrance door and on the main notice board. This number must be used only for urgent situations such as floods, fires, serious damages, assaults, intrusions, thefts, etc.

The staff warns that, in case of loss of the personal keys during the night or for other types of non-emergency, the housekeeper will not intervene.

Should one or more subjects disturb with squalls during the night, so loud to wake up the other residents and to make the housekeeper intervention necessary, the responsible persons will be reproached in writing. This is valid both inside the building and outside, in the nearest areas: our neighbours have the right to rest as well, without being disturbed.

19. HYGIENE

Every student must keep a certain standard of personal hygiene. Should this not be observed, the Administration will charge the costs of extraordinary cleaning of the room, blankets, mattresses, and spaces in general to the responsible student.

20. RETURN OF SPACES (CHECK-OUT)

At the time spaces are returned by occupants (check-out) they must be in the same condition in which they were delivered to the tenant at the time of check-in.

Any damage and/or discrepancy will be charged to the student/s deemed responsible for them and will be retained from the deposit. Should this not be sufficient to cover all expenses incurred to restore the original condition of the spaces the difference in expenses will have to be reimbursed separately.

The present regulation is intended integrally accepted at the moment of the signed contract. Duty and obligation of the students are to read, comprehend and respect it, reminding that the law does not foresee ignorance.

The staff can modify its content, communicating any variation in advance to the students.

For everything else not specified, the reference documents are the Rental Contract of the Province, delivered to the students at the moment of the check-in, and the “Criteria for the fruition of the accommodation service of the Province in the context of the right to university study”, available online or on request.

THE PRESIDENT AND THE STAFF OF RAINERUM COLLEGE