



## **GUIDELINES FOR THE USE OF THE "ALDO CAPITINI" RESIDENCE**

These guidelines are intended to regulate the criteria for the assignment and functioning of the "Aldo Capitini" residence - henceforth called "Residenza" - located in Viale Corsica, 100, Florence. The residence can accommodate up to 24 students of the Scuola in 24 mini-lodgings, 3 of which are equipped for disabled people. The residence also has some common areas for leisure, for breakfast and for laundry use.

### **Art.1. Assignment of rooms**

Accommodation at the residence is assigned as a priority to the students of the undergraduate course and then to the students enrolled in the first year of the post-graduate courses at the Florence site. Following the assignment of housing to undergraduate students and those of the first year of post-graduate courses, the applications of students regularly enrolled in the subsequent years of the Ph.D course starting from those enrolled in the second year will be evaluated, and so on for the successive years on the basis of availability.

For students enrolled in the same year of the course, priority will be given to those who live further away.

Every year, all lodgings, with the exception of those assigned to the students of the undergraduate course, are made available once again in order to guarantee compliance with the above criteria. In particular, for the purposes of the assignment, the new students of the first year of the post-graduate courses must state their interest in applying for the residence within 30 days of the acceptance of the scholarship.

All applications must be sent to the administrative offices in charge of the management of the Polo Fiorentino, via a special form that will be made available online.

### **Art.2. Period of stay**

The period for occupying the residence:

- for students of the undergraduate course, this runs from October 1st to September 30th. The validity is of 2 years;

- for PhD students it goes from November 1st of each year to October 31st of the following year. The validity is 1 year.

For students in the post-graduate courses, the request for extension from one year to the next is subject to the positive outcome of the assessments scheduled in order to pass the year. The assignment of the accommodation in the event of a request for extension is subject to effective availability in compliance with the criteria indicated above.

As a rule, the service is not suspended, unless otherwise decided at the discretion of the Scuola on the basis of the actual attendance of the students. In order for the service to be arranged during the vacation periods the students must communicate their programmes to the administrative offices in charge of managing the Polo Fiorentino no later than June 15th of each year for the summer period and by November 30th for the Christmas period.

If a student returns his accommodation for a period longer than a week, the latter will be made available again and can therefore be reassigned.

The right to housing ends with the completion of the study cycle, the duration of which is established by the call.



### **Art.3. Assignment of accommodation, acceptance on the part of the student and college life**

Regarding the assignment and use of the accommodation, the following articles of the Regulations for college life and the functioning of the college structures of the Scuola issued with D.D. No. 136 of 3.03.2010 are valid for the Residence:

- Art.8 - Assignment of rooms
- Art.9 - Delivery of keys
- Art.10 - Use of the rooms
- Art.11 - External guests and access to colleges
- Art.12 - Use of communal spaces
- Art.23 - Responsibility

### **Art.4. Housing contribution**

For the students of the undergraduate course, the use of the residence is free of charge.

For the students of the post-graduate courses, the monthly fee is based on the housing contribution provided by the scholarship. In the case of continuous use of the residence by the students of the post-graduate courses, the housing contribution is automatically deducted from the scholarship.

In the case of availability of places, students who have opted for the housing contribution can use the residence also for short periods according to their needs. To this end, the entitled person is required to request the availability of the accommodation by writing to the administrative offices in charge of managing the Polo Fiorentino at least 7 days in advance to allow for the fulfillment of the necessary administrative procedures. In this case, the student is required to pay a daily contribution equal to 1/360 of the amount of the annual housing contribution due. If the request is not received within the time specified above, accommodation for the requested period is not guaranteed.

For periods of stay up to 60 consecutive days the student must take out a bank transfer for the total number of nights. The receipt of the bank transfer must be promptly sent to the administrative offices in charge of the management of the Polo Fiorentino in order for the required administrative procedure to be carried out.

For temporary periods of stay of more than 60 days, the amount of the housing contribution will be deducted from the scholarship with a specific administrative procedure.

### **Art.5. Sanctions**

Students who do not comply, or do not comply in time, with the provisions contained herein or do not take into account the required notice may be excluded from using the residence. Such cases will be assessed by the Dean or the Department Council based on the seriousness of the case.

### **Art.6. Students on an exchange programme**

Students on exchange programmes based on the principle of reciprocity may apply for accommodation. Interested parties are required to request availability to the administrative offices in charge of the management of the Polo Fiorentino, referring to the agreement they intend to avail themselves of. Requests for periods of less than 15 days are not admitted.



#### **Art.7. Breakfast service, meal service**

The structure provides breakfast during the following hours: from 7.30 to 9.30 from Monday to Friday; from 8.30 to 10.30 on Saturdays, Sundays and holidays.

Guests are not authorized to use the food court to cook. It is therefore not possible to cook inside the residence. Only the following activities are allowed:

- consumption of packaged and / or pre-wrapped foods;
- consumption only of hot drinks, freeze-dried or pre-cooked, and subsequently heated by special equipment such as electric ovens, microwaves or hot plates available in the residence; in particular, it is absolutely forbidden to prepare foods such as meat, pasta or vegetables that require the transformation of basic products;
- storing of drinks (water, tea, soft drinks, etc.) in the fridges, provided that they bear a label which shows they belong to the guest, who must remove the drinks before leaving the residence permanently.

The storing of food is strictly prohibited.

#### **Art.8. Canteen service**

The canteen service, for lunch and dinner, is organized at the school canteens of the Azienda per il Diritto allo Studio Universitario di Firenze, DSU TOSCANA.

Students can access the canteen service upon presentation of the special magnetic badge that will be provided by the administrative offices in charge of managing the Polo Fiorentino.

#### **Art.9. Laundry and ironing**

There is an internal area equipped for laundry and ironing. Hanging out personal laundry is only allowed in these rooms.

#### **Art.10. Internet service**

The School provides students with a wi-fi connection. Students can access the network directly from their rooms or from the common areas using a personal computer. In any case, access to the network occurs after accreditation in accordance with the current regulations of the Scuola and acceptance of personal responsibility for its proper use.

#### **Art.11. Reports and suggestions**

Any reports or suggestions can be sent via e-mail to the administrative offices in charge of the management of the Polo Fiorentino, which, if necessary, will notify to the relevant offices.

#### **Art.12. Maximum number of guests**

The maximum number of guests of the Residence, including temporary guests of the Polo Fiorentino, referred to in the relevant regulation, is 24.



## **REGULATIONS FOR THE USE OF THE “ALDO CAPITINI” RESIDENCE BY VISITING GUESTS OF THE POLO FIORENTINO**

### **Art. 1 Categories permitted to use the visiting guest facilities**

The Aldo Capitini Residence, in addition to its chief use by students of the undergraduate and postgraduate courses, may also be utilised for residence by visiting guests falling under the categories of users listed here below, in the following order of priority:

1. Students waiting to complete their degree course, with the authorisation of the Dean of the Department;
2. Visiting Students;
3. Students participating in Summer Schools;
4. Lecturers, guests, visiting lecturers and those taking part in conferences, external to the Scuola (visiting guests);
5. Internal lecturers, lecturers on contract, lecturers with special agreements, directors of the Scuola and of other administrations (internal guests).

For two or more applicants belonging to the same category, the room will be assigned to the user that requests it for the longest period.

The room may be shared by students with an adult guest visiting for a limited period (maximum 15 days during any academic year).

Availability of rooms permitting, and upon evaluation of individual cases, the Director can permit the rooms to be assigned to researchers or research grant holders of the Scuola in order to facilitate their inbound mobility.

Availability of rooms permitting, the Director can evaluate applications for accommodation on the part of guests from associations having special agreements with the Scuola, in order to optimise resources.

### **Art. 2 General regulations**

The lodging facilities at the “Aldo Capitini” Residence in Florence are administered by the administrative offices for the management of the Polo Fiorentino.

All aspects not covered in these regulations are dealt with in the Guidelines governing the use of the “Aldo Capitini” Residence.

### **Art. 3 Reservation of temporary guest accommodation and confirmation times**

Reservation is exclusively on line, by sending the appropriate application form to the administrative offices for the management of the Polo Fiorentino.

The following periods of stay are envisaged:

- long stay: from one to six months (the latter being the maximum period for the use of a room, repeatable only under exceptional circumstances);
- medium period: from one week to a month;
- short period: from one to six days.

Reservations are confirmed as listed below:

- long periods are confirmed no earlier than 20 days prior to occupation of the Residence;



- medium periods are confirmed no earlier than 15 days prior to occupation of the Residence;
- short periods are confirmed no earlier than 5 days prior to occupation of the Residence.

#### **Art. 4 Rates**

Rates for temporary residence for the categories of users listed in numbers 1, 2 and 3 of Art. 1 of these regulations are analogous to the accommodation allowance awarded to the students of the Scuola - 400,00€ monthly, equal to 13,33€ daily, considering, for administrative practicality, all months as being of 30 days.

Rates for the categories of guests listed in numbers 4 and 5 of Art.1 of these regulations are defined by the “Regolamento foresteria del Collegio Puteano di Pisa” (“Regulations for visiting guests of the Collegio Puteano of Pisa”), approved with D.D. no. 435/2017, prot. no. 0016188, of 21/08/2017, as follows:

<b>Period</b>	<b>Rates for visiting guests</b>	<b>Personal rates for internal guests or those with an agreement under L.240/2010, lecturers under contract</b>
<b>Daily rate</b>	48.00€	35.00€
<b>Monthly rate</b>	800.00€	565.00€

For stays by students of postgraduate courses in the same room, the daily rates apply as for visiting guests.

As indicated in the regulations for visiting guests of the Collegio Puteano, room rates are periodically updated in accordance with the specifications of the Executive Council, on the basis of periodical reviews of the costs of the service.

#### **Art. 5 Method of payment**

Payment for staying as a visiting guest at the Aldo Capitini Residence of Florence may be made with a bank draft.

All payments must be made in the time frames indicated below:

- short/medium periods: payment is to be made when taking up residence of the room;
- long periods: payments must be made on the first day of each month of stay.

As soon as payment has been made, the receipt must be sent at once by email to the administrative offices for the management of the Polo Fiorentino.

The residence room may be vacated earlier than the last day of the reservation by written communication to the above mentioned office by means of the appropriate form, with notice of at least 5 working days, save for unforeseen circumstances.

In no case can payments effected be refunded for any of the categories of visiting guests.

#### **Art. 6 Documentation**

On taking up residence, the user must show a valid identity document and, on request, any document attesting to the right of the bearer to access the visiting guest facilities. Non-Eu guests must also show a residence permit.

The data of visiting guests must be notified to the Public Security authorities within 24 hours of their arrival at the residence. In the days preceding their arrival in Florence, visitors are requested



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to send via e-mail to the administrative offices for the management of the Polo Fiorentino a copy of their valid identity document and, when applicable, their residence permit.

All personal data will be handled correctly and openly, with a full guarantee of respect for privacy, in accordance with D.Lgs. (Legislative Decree) 196/2003 and successive modifications and integrations.