



GUIDELINES FOR THE USE OF THE "ALDO CAPITINI" RESIDENCE

These Guidelines govern the allocation of accommodation to students enrolled in the undergraduate course and in the PhD course of the Faculty of Political and Social Sciences of the Scuola Normale Superiore (hereinafter, the "Normale") at the "Aldo Capitini" residence, located in Florence, in Viale Corsica no. 100 (hereinafter, "Residence"), any fees due and the rules of operation and use of the Residence itself.

The Guidelines integrate the current Regulations for collegial life and for the functioning of the collegial structures of the Normale, which are fully applied.

The residence can accommodate up to 24 students in 24 mini-apartments, 3 of which are equipped for people with disabilities.

The Residence also has some common areas (leisure, breakfast, laundry/ironing).

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Art. 1 - Duration of use of the lodgings

The lodgings of the Residence are allocated to students enrolled in the undergraduate course of the Faculty of Political and Social Sciences from 1st October of the current year to 30th September of the following year and to students of the PhD courses of the Faculty of Political and Social Sciences enrolled in the first year, with effect from November 1st of the current year to October 31st of the following year.

The duration of the stay is two academic years for students of the undergraduate course and one academic year (1st November - 31st October) for students of the PhD course, and can be renewed according to the criteria stated in the following articles.

Art. 2 - Allocation criteria

The lodgings of the Residence are allocated primarily to students enrolled in the undergraduate course and secondarily to students enrolled in the PhD courses of the Faculty of Political and Social Sciences, with priority to students enrolled in the first year of the course who apply for them. One lodging per year is reserved for students in exchange programmes that provide free accommodation according to existing reciprocity agreements.

Should accommodation still be available subsequent to the allocation referred to above, priority will be given to applications from PHD students, starting with those enrolled in the second year and so on for subsequent years. For students enrolled in the same year, access priority is given to those who require longer periods of stay (in any case no less than three months) and subsequently to those who reside at a greater distance from Florence.

All accommodation allocated to students enrolled in the PhD courses of the Faculty of Political and Social Sciences will be made available at the beginning of each academic year and allocated on the basis of the criteria in this article.

If further housing is available, accommodation can also be granted to additional students in Erasmus mobility or exchange programmes in compliance with the principle of reciprocity. In this case, the application for accommodation must be submitted by the International Service to the Servizio Eventi e gestione del Polo within 7 days of the deadlines for communicating the names of the incoming students by the foreign partner universities (currently 30 June and November 15th of each year, for the first and second semester of mobility respectively).



Art. 3 - Students in their first year of the PhD course : application for accommodation or waiver

The winners of the scholarship who enrol in their first year must submit a formal application or waiver for the accommodation at the Residence using the appropriate form available at the page <https://forms.sns.it> within 30 days from acceptance of the scholarship (unless otherwise requested) and in any case no later than 15th October before the start of the academic year.

Accepted applications will be communicated to the interested party by the Servizio Eventi e gestione del polo, as a rule, by the subsequent deadline of 31st October.

Art. 4 - Students in the years following their first year of PhD: application for accommodation

Students enrolled in the years following their first year of PhD course can, in accordance with the provisions of the previous Art. 2, submit to the Servizio Eventi e gestione del polo an application for accommodation for periods of no less than three months, using the appropriate form available at <https://forms.sns.it> with notice of no less than 10 working days.

Accepted applications will be communicated to the interested parties by the Servizio Eventi e gestione del polo, as a rule, by the subsequent deadline of 31st October.

Art. 5 - Waiver of accommodation

All students of the PhD courses who are allocated accommodation at the residence can submit a waiver notice at any time of the year using the appropriate form available on <https://forms.sns.it>. The accommodation must be returned on the 1st or 15th of the month following the waiver notice. Following the issuance of a waiver notice, the credit of the accommodation contribution is arranged directly with the scholarship, usually starting from the following month.

Art. 6 - Fee and accommodation contribution

Students enrolled in the undergraduate courses of the Faculty of Political and Social Sciences are entitled to free accommodation.

Students enrolled in the PhD courses of the Faculty of Political and Social Sciences must pay a monthly amount equal to the so-called "contributo alloggio" ("accommodation contribution") stated in the call; consequently, the monthly grant awarded by the Normale will be reduced by this amount each month.

Art. 7 – Periods of use of the Residence

The Residence is normally always open, with the exception of periods of academic vacation arranged annually by the Normale.

The academic vacation period for the Florence site runs from 1st to 31st August of each year.

The Normale may, with adequate notice to be communicated to the entire academic community, modify these terms and also introduce, for unforeseeable causes and reasons, different periods of opening of the Residence.

Art. 8 – Handing over and taking possession of accommodation, college life

The handing over and use of the allocated accommodation are governed by the Regolamento per la vita collegiale e il funzionamento delle strutture collegiali della Scuola emanato con D.D. n. 136 del 3.03.2010 (Regulations for collegial life and the functioning of the collegial structures of the Normale, issued with D.D. No. 136 of 3.03.2010) and, in particular, by the following articles:



art. 8 - Allocation of rooms;

art. 9 - Handing over of keys;

art. 10 - Use of the rooms;

art. 11 - External guests and access to colleges;

art. 12 - Use of communal areas;

art. 23 – Liability.

Art. 9 - Breakfast service, storage and consumption of food

The Residence provides breakfast service at the following times:

from Monday to Friday: from 7.30 to 9.30;

Saturdays, Sundays and public holidays: from 8.30 to 10.30.

It is forbidden to prepare hot meals in the Residence; however, the following are permitted:

To consume packaged and/or pre-wrapped food;

To prepare hot, freeze-dried or pre-cooked drinks, heated only by using the appropriate equipment (microwaves and ovens) made available at the Residence. It is therefore absolutely forbidden to cook foods (such as meat, pasta, vegetables, etc.) that need to be transformed to be consumed;

To store drinks (water, tea, soft drinks, etc.) and food in unopened packaging in the refrigerators reserved for the students, with the student's name tag; before leaving the Residence, students must make sure they remove their drinks and food from the spaces used. Expired or deteriorated food that is found during periodic cleaning will be eliminated.

In exceptional cases, upon presentation of a justified application by the interested party and where the necessary safety conditions exist, the Normale may exceptionally allow the preparation of hot meals at the Residence, using the students' own equipment.

Art. 10 - Canteen

The canteen service, for lunch and dinner, is available in the canteens of the Azienda Regionale per il Diritto allo Studio Universitario - ARDSU TOSCANA - located in the Municipality of Florence; it is not possible to have lunch or dinner in the ARDSU canteens located in other municipalities in Tuscany.

Students can access the ARDSU Toscana canteens located in the Municipality of Florence upon presentation of their personal magnetic badge provided by the Servizio Eventi e gestione del Polo.

Art. 11 - Laundry and ironing

There is an area equipped for laundry and ironing at the Residence.

Hanging out personal laundry is allowed only in this area.

Article 12 - Internet service

The Normale provides students with an internet connection via a Wi-Fi network.

Students can access the network directly from their rooms or communal areas using their personal computer.



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In any case, access to the network is subject to accreditation in accordance with the regulations in force at the Normale and entails personal responsibility for its correct use.

Art. 13 – Remarks and suggestions

Remarks and suggestions regarding the use of the Residence can be sent, by e-mail, to the Servizio Eventi e gestione del Polo: if deemed appropriate, they will be forwarded to the competent offices.

Art. 14 – Coming into effect of the guidelines

These guidelines come into effect from their date of publication on the SNS register.

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