

RULES FOR THE USE OF THE RESIDENZA UNIVERSITARIA VIA ROMANA, FLORENCE

Article 1 Application

1. This document sets the rules for international students within specific projects funded by European and international institutions; international graduate students and PhD students and international research grant holders staying at Residenza, situated in via Romana n. 7/9/11/13, Firenze for studying and research purposes at the University of Florence.
2. The Residenza is comprised of 8 single en suite rooms (2 with disabled facilities) and 1 double en suite room. All the rooms are fitted with air conditioning, kitchenette, wardrobe, bed and table. Kitchen equipment (pots, plates, glasses, cups, pans and kettle) is provided. Internet connection is provided. The rooms are equipped with linen (blankets etc.).

Article 2 Using the facilities and criteria

1. Those who may use the services of the Residenza:
 - International students within specific projects funded by European and international institutions
 - International graduate students and PhD students
 - International research grant holders

for studying and research purposes at the University of Florence.

2. The rooms of the Residenza will be assigned according to the order of arrival of the requests from the hosting Department/School. Any subsequent change of the booking is submitted to the availability of the rooms. The use of the Residenza may be granted for particular requirements to persons other than those mentioned in Article 1, paragraph 1 with prior consent given by the President of the University.
3. The Residenza can normally be booked for a period of no less than one month and up to a maximum of six months.

Article 3 Bookings and allocations

1. Reservations of rooms are to be made by written request from the hosting Department/School using the specific form to: welcomeservice@unifi.it
The following must be stated in the request:
 - Details concerning the guest;
 - An identification document and VISA for non - European citizens;
 - Qualifications of the guest and name of the home University or Institution;
 - Name of contact at the University of Florence;
 - Reason for staying;
 - Period of stay;

- Type of room and services required.
2. The Welcome Service, subject to availability of the Residenza and eligibility of the guest to benefit from the services, will make the reservation and send the confirmation to the email address given by the applicant structure (Dept./School), with information regarding the reservation period, the room assigned and all other relevant information. Any subsequent change of the booking requested by the guest is submitted to the availability of the rooms.
 3. The facility is available throughout the year. In case of multiple applications for the same period, applications are considered in order of arrival. To cancel a booking, the applicant structure must send a notice via email to welcomeservice@unifi.it at least 7 days prior to the starting date of the residency.

Article 4 Rate and services

1. The rate of rooms available at the Residenza are as follows:

Type of guest	Regular monthly fee	Regular daily fee	Monthly fee for August
International students within specific project funded by European or international institutions	€ 327,00	€ 26,00	€ 425,00
International graduate students and PhD students; international research grant holders	€ 357,00	€ 31,00	€ 464,00

2. The monthly fee includes all utility bills and the following services:
 - Daily cleaning of the common areas
 - Bed linen
 - Laundry tokens
 - Internet access
 - Use of the common areas (study rooms, meeting rooms, etc.)
 - Check in/Check out: to be agreed on an individual basis
 - Scheduled and unscheduled maintenance
 - Air conditioning following ARDSU (regional board for the right to tertiary study) regulations on operating hours

Article 5

Payment

1. The payment shall be made by the guest by a bank transfer to Università degli Studi di Firenze - IBAN IT88A0200802837000041126939 (BIC-SWIFT code: UNCRITM1F86) – Indicating Name of the tenant and reason for the transfer (ex: rent payment Residenza Via Romana). The monthly fee shall be paid by the 5th day of the pertaining month. If payment is more than 5 days late a cancellation notice will be automatically sent out.
2. In the event that the payment is done by a Department or a School of the University of Florence it shall be agreed with the Unità di Processo “Bilancio” .
3. In the event that the payment is done by any other public institution it shall be made by money transfer c/o Tesoreria della Banca d’Italia / account n. 0036739 to Università degli Studi di Firenze.

Article 6 Regulations for guests

1. The stay of guests inside the Residenza is governed by the rules contained in the “Regolamento per le Residenze Universitarie del DSU Toscana”.

Article 7 Privacy protection

1. In accordance with the Legislative Decree no. 196/2003 (Law for the protection of personal data) and the EU Regulation, personal data collected by the administration is needed in order to carry out the whole procedure, and can be performed either with electronic and computerized means and otherwise. Data collection is required for the implementation of the institutional purposes referred to in Law no 390/1991.
2. The processing of personal data is carried out in accordance with local regulations concerning the protection of privacy. For the exercising of their rights under Article 13, of the Law regarding personal protection data, any individual may contact the Data Protection Officer (RPD) Mr. Massimo Benedetti, Director of the General and Legal Affairs Department.
3. By using the accommodation facilities provided by the University of Florence, guests accept the possibility of use of their personal data by the said university to promote institutional activities and/or organized by the university itself or in collaboration with other partners, in compliance with the regulations in force concerning the handling of personal data.