



UNIVERSITA' DEGLI STUDI DI CAGLIARI
DIREZIONE PER LA DIDATTICA E L'ORIENTAMENTO
SETTORE MOBILITA' STUDENTESCA E ATTIVITA' RELATIVE AI
PROGRAMMI DI SCAMBIO

RULES FOR THE USE OF THE GUEST-HOUSE AT THE UNIVERSITY OF CAGLIARI

Article 1 **Application**

1. This regulation manual gives the rules for the teachers, academics and students staying at Guest-house, situated in via S. Giorgio no.12, ingresso no.3, for studying, teaching and research purposes at the University of Cagliari.
2. The Guest-house is comprised of 17 single en suite rooms, 8 double en suite rooms and two suites with two double rooms and an en suite. All the rooms are fitted with air conditioning, a telephone and television, a mini fridge and internet connection.

Article 2 **Using the facilities**

1. Those who may use the services of the Guest-house:
 - Teachers and academics from other universities or research organisations, including students with scholarships or grants, visiting the University of Cagliari for teaching or research purposes, or to participate in meetings and conferences;
 - International students following PHD, Majors, or Masters courses at our University.
2. Use of the Guest-house, taking into account the availability of rooms and the priorities mentioned above, may be granted for particular requirements to persons other than those mentioned in the first paragraph, with prior consent given by the Chancellor of the University.

Article 3 **Bookings and allocations**

1. Reservations of rooms are to be made by written request using the appropriate forms, available to download on the website at the following address: <http://www.unica.it/pub/english/>, and forwarded to the following email address: foresteria@unica.it – Directorate of Didactics – International Student Mobility Office
The following must be stated in the request:
 - Details concerning the applicant;
 - An identification document
 - Qualifications of the teacher/student and name of the University or institution;
 - Name of contact at the University of Cagliari;
 - Reasons for staying;
 - Period of residence;
 - Type of room and services required.



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2. The ISMOKA Office, after checking the availability of the Guest-house and the right to benefit from the services, will make the reservation and send the confirmation to the email address given by the applicant on the request form; with information regarding the reservation period, the room assigned and all other important information. The reservation will be formalised only after 20% of the payment has been made as explained in Article 5.
3. The facility is available throughout the year. In the case of multiple applications for the same period, priorities booking will be taken into account. To cancel a booking, applicants must send a notice via email to foresteria@unica.it at least 15 days prior to the starting date of residence, otherwise we will be unable to return the prepaid sum of money.
4. Those who have made a reservation must arrive at the Guest-house between 8pm and 12am on the arrival day at the ISMOKA Office, via San Giorgio no.12, ingresso no.2, for registration and the collection of room keys.
5. On the day of leaving, the room must be left exactly how it was found when handed over, and must be vacated by 12pm. The keys must be returned to a member of staff at the Guest-house.

Article 4
Rate

The rate of rooms available at the Guest-house will be as follows:

	Students in double rooms €	Students in single rooms €	Teachers in single rooms €
One day	20	25	30
One week with cleaning provided	80	100	150
15 days with two cleanings and one change of bedding	120	150	220
30 days with 4 cleanings and 4 changes of bedding	200	250	380
Additional cleaning	5	5	5
Additional change of bedding	10	10	10
Increase between the months of July and September	2 per day	2 per day	2 per day
Discount for more than 30 days	3 per day	3 per day	3 per day

Additional towels (on request) €6,00



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Article 5
Payment

1. The payment must be made by a bank transfer. The 20% of the total amount due must be paid on confirmation of booking; while the remaining balance must be paid at least seven days prior to arrival.
2. The bank transfer must be paid to: BANCO DI SARDEGNA, VIALE BONARIA 1, 09124 CAGLIARI – IBAN: IT51T0101504800000000043280; SWIFT CODE: SARDIT31100 – UNIVERSITÀ DEGLI STUDI DI CAGLIARI – SETTORE MOBILITÀ STUDENTESCA – for the reason of: PRENOTAZIONE FORESTERIA
3. A scan of the receipt of the transfer of the deposit must be sent via email to foresteria@unica.it, within seven days of the confirmation of booking.
4. A scan of the receipt of the remaining balance transfer must also be sent via email to foresteria@unica.it, within seven days of the confirmation of booking. In this case, on arrival at the residence, staff at the ISMOKA Office will give the guest a receipt.

Article 6
Regulations for guests

1. Those staying at the Guest-house are entitled to use the accommodation for the specified time period and use the electricity and water only in accordance with the normal use of the occupied space.
2. Guests can use the facilities, their own rooms and the communal areas, whilst abiding by the rules and time regulations, and respecting the needs of others staying at the Guest-house.
3. The building itself is guaranteed to have a security guard present 24 hours a day, contactable on the ISMOKA Office operating telephone number, +390706756538.
4. Guests are required to comply with the provisions set out in this manual and to behave in a manner that will enable living amongst others, through fairness, education and mutual respect.
5. Guests are also expected to:
 - a) Periodically check the efficiency and quality of the equipment and furnishings, and promptly report any fault;
 - b) Allow any maintenance work to take place in their rooms, at whatever level of work, which may result in the temporary transfer of rooms by the University at no extra cost to the guest;
 - c) Take note of the location of emergency exits and other safety features (fire extinguishers, emergency buttons, first aid kits, etc.) and follow the procedures to be carried out in case of emergency in all rooms and corridors.
6. The University guarantees regular supervision and is not responsible for any shortages or damage caused to people or property due to an act directly attributed to a guest.



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Article 7
Prohibitions

1. It is absolutely forbidden for guests to:
 - a) Behave or act in a way which can be a risk to people and property, or which violates the regulations;
 - b) Make loud noises of any kind which could disturb others staying at the Guest House between the hours of 11pm and 8am;
 - c) Leave personal belongings in the communal areas;
 - d) Have companions or visitors beyond the guest visiting regulations as set out in Article 9;
 - e) Keep any animals at the Guest-house;
 - f) Be in possession of any weapon, illegal substance, or flammable or explosive material;
 - g) Smoke in the communal areas, or individual rooms;
 - h) Remove or bring any equipment or furniture of any kind to the bedrooms and communal areas; any need of temporary equipment for educational purposes in the rooms must be reported to the University and will be allowed only after specific authorisation;
 - i) Move any of the furniture without authorisation;
 - j) Use portable stoves of any kind;
 - k) Use any kind of stove, heating appliances or lights with naked flames;
 - l) Overload electrical outlets and/or tamper with equipment;
 - m) Obstruct the ventilation openings of electrical appliances or bathroom drains;
 - n) Tamper with the fire-fighting equipment and safety signs.

Article 8
Maintenance work, faults and damage

1. Guests are required to immediately notify the manager of any fault that occurs in the rooms or communal areas.
2. In the event of damage to the surroundings, equipment or furniture, determined at the time of check out or within the following 24 hours, where it is apparent of omission and neglect at the fault of the guest, they are required to pay compensation for the damage caused.
3. Guests are required to allow staff responsible for the facility, following notification to the guest in person, via email or SMS, at least thirty minutes in advance, access to the room in order to carry out inspections on the basis of specific reports or findings in which it appears there is a risk of damage.
4. In the case referred to in paragraph 3, entrance to the room is carried out in the presence of the guest, and if they are not present, access to the room by staff will be carried out in the presence of a third party.
5. In case of proven necessity and urgency, access to the room will be carried out immediately, even if the host is not present, without any formality, giving timely notice to the person concerned in order to avoid damage to anyone, including third parties outside of the Guest-house.



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Article 9
Accessibility for visitors of guests

1. The Guest-house is an appointed place of residency according to the provisions of the beneficiaries of the University of Cagliari. It is for this reason that the cooperation of those staying at the Guest-house is required, through respect, tolerance and contribution to ensure ease of living together.
2. In order to respect the leisure of guests, other than as mentioned in these general rules, access is forbidden for anyone not staying at the Guest-house, except as provided in the following provisions.
3. Visitors of guests are allowed to enter the Guest-house between the hours of 8am and 10pm from Monday to Sunday. Visitors must leave the premises before 11pm on the day of visit. Visitors cannot stay overnight at the Guest-house.
4. On arrival, visitors must have a document of identification, and indicate the name and guest room.
5. In no case can the same guest have more than three visitors at one given time.
6. Visitors can access not only the guest room, but also the communal areas in the presence of said host. Both host and visitor are liable for any damage caused to property, equipment or furniture during their stay.

Article 10
Privacy protection

1. In accordance with the Legislation Decree no. 196/2003 (Law for the protection of personal data), personal data collected by Administration is needed for the whole procedure, carried out either with both electronic and computerised means or not, 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, you may contact the head of the mobile student sector.
3. On entrance to the facility, guests must acknowledge the possibility of use of their personal data by the University of Cagliari for promoted institutional activities and/or organised by themselves or in collaboration with other partners, in compliance with the regulations in force concerning the handling of personal data.