

**CALL FOR THE ALLOCATION OF ACCOMODATION FOR STUDENTS WITH A REQUIREMENT OF
REGISTRATION ONLY ACCORDING TO ART. 37 OF ARDIS' SINGLE CALL FOR THE A.Y.
2023/2024**

After the allocation of accommodation places to eligible students in the related rankings referred to article 30 of Ardis' Single Call and after the activation of the reserves set aside for incoming international mobility students, the following accommodation places are still available

n. **08** accommodations in the Student Houses of Trieste:

- 1 accommodation in single room with private bathroom
- 1 accommodation in single room with shared bathroom with another single room (assignable according to the principle of not promiscuity of gender) for female student (F)
- 2 accommodations in double room with shared bathroom with another single room (assignable according to the principle of not promiscuity of gender) for female student (F)
- 4 accommodations in double room: one for female student (F) and one for male student (M)

n. **10** accommodations in the Student House of Gorizia:

- 2 accommodations in single room with private bathroom, one of them is for people with motor disability;
- 8 accommodations in double room (assignable according to the principle of not promiscuity of gender): four are for female student (F)

These accommodation places are available from **16/03/2024** to **31/07/2024**.

The cleaning of the rooms is carried out monthly; a basic linen kit is provided; sheets and towels are not included.

Students who are regularly enrolled for the academic year 2023/2024 at the University of Trieste, at the Tartini Conservatory and at the ITS Academy of Trieste or that intend to enroll within the terms scheduled by the single aforementioned Institutions can apply for accommodation, relating to the place of study. Lack of enrollment will result in immediate forfeiture of the benefit.

PROCEDURE FOR SUBMITTING THE APPLICATION

The application must be submitted with the online request, available in the private area on the ARDIS website: www.ardis.fvg.it

The students must also fill the application form, available on the ARDIS website, in which they must indicate the chosen Student House, the exact period of assignment required (check in and check out dates) and self-certify, only if freshmen, the final vote of the previous cycle of studies. A scanned copy of the filled form must be sent, with affixed a stamp of € 16.00 and a valid identity document (passport if non-EU citizen), exclusively to the email address alloggi.trieste@ardis.fvg.it.

The deadline for the online request is 01 March 2024.

The deadline for sending a scan of the stamped paper form is 04 March 2024.

Lack in sending the correctly completed form, including a valid identity document, within the period indicated above, will exclude the assignment of the accommodation.

ASSIGNMENTS

The accommodation places will be assigned to applicants according to the procedures provided for by the Single Call for the allocation of regional benefits a.a. 2023/2024, Article 37 - Students with only registration requirement, until the availability of places is exhausted.

The allocation of the accommodations will be made ex officio, in accordance with the principle of non-gender promiscuity.

The assignment may cover at most the period from the date of admission indicated above to 31 July 2024, deadline for the assignment provided for by the current Single Call.

The minimum duration of the stay is 2 consecutive months.

If it is not possible to satisfy all the requests, specific rankings will be published on the ARDIS website.

Students who will be beneficiaries (beneficiario) of one of the aforementioned accommodation places will receive specific communication via email. Students who will result "eligible" (idoneo) in the relevant rankings will be offered, in compliance with the order of ranking and the principle of non gender promiscuity, accommodation places that may become available by 20 May 2024, for revocation, forfeiture, waiver or end of assignment period of beneficiary students.

The period of assignment, also for the purposes of calculating the due accommodation fees, starts from the date of the communicated assignment, regardless of the effective occupation of the room. Any postponed entry communication must be sent to the email alloggi.trieste@ardis.fvg.it **by the day of assignment**, using the postponed admission form, available on the ARDIS website. Failure to occupy the assigned room within the maximum period of 30 days, provided by the postponed admission form, entails the forfeiture of the benefit and the obligation to pay the fee for the period in which the accommodation was reserved.

The assignee who does not present himself to the ARDIS concierge on the day of assignment communicated, without having sent the postponed admission form, lapses from the benefit. The forfeiture communication is sent to the e-mail indicated by the student in the application form.

Please note that each assignee is required to comply with the rules contained in the ARDIS Regulation for the use of housing at the Student Houses (available on the website www.ardis.fvg.it) and any other provisions relating to student housing adopted by ARDIS.

Upon entry into the ARDIS Residence, the assignee of the room must deliver to the concierge **the original of the stamped paper form.** **FIN QUI**

FEES

The monthly rates for the accommodations located in the Student Houses are:

- Single room with private bathroom Euro 231,00 per month;
- Room with shared bathroom Euro 220,00 per month;

- Double room Euro 200,00 per month.

If the allocation period starts after the 15th day of the month, half of the fee shall be paid. In case of cancellation of the accommodation within the 15th day the fee is also due for half the amount.

The accommodation fee must be paid by day 5 of the reference month, indicating the month to which the tuition fee refers, using the payment system PagoPA which is accessible from the following link:

https://servizi.regione.fvg.it/SERVIZIFVG_Pagamenti/ingresso/ardiss/sedets

As an alternative, payments can also be made by cash at Intesa Sanpaolo S.p.A. bank branches located in Italy, indicating to the counter staff the ARDIS treasury code (2919) and the reason for the payment.

The exception is the tuition for the first month after admission, which must be paid within 5 days from the date of admission.

CANCELLATION / FORFEITURE / EARLY CANCELLATION OF ACCOMMODATION

Any cancellation of the accommodation assigned must be communicated to the email alloggi.trieste@ardis.fvg.it within 15 days before the date of the assignment. Otherwise the accommodation fee for the first month will still be due.

In case of forfeiture for failure of presentation on the day of assignment communicated, without justification, or within the maximum period of 30 days provided by the postponed admission form, the assignee is required to pay the accommodation fee related to the first month. The forfeiture for lack of the requirement of registration only involves the obligation to pay the accommodation fees for the period of assignment, in compliance with the minimum period of two months.

The assignee of accommodation who intends to give up the benefit in advance, must give written notice in advance to the email alloggi.trieste@ardis.fvg.it using the appropriate form, available on the ARDIS website. The effects of the renounce occur after 10 days from receipt of the filled form. In case of graduation during the academic year, the assignee gives early notice with the above modalities and may request to continue to use the accommodation until the fifteenth day following the graduation date, continuing to pay the tuition fee. Even in the case of early withdrawal, the minimum period of stay is 2 consecutive months and the corresponding fee will still be due. Until receipt of the communication of waiver, the assignee is considered in accommodation and therefore required to pay the relevant fees.

REVOCAZIONE OF THE ASSIGNMENT

Considering that the assignee is obliged to comply with the rules contained in the aforementioned Regulation for the use of the housing service and any other provision relating to the student's houses adopted by ARDIS, the Agency may determine, in the case of manifest or serious non-compliance with the conditions of assignment, the immediate revocation of the assignment without prejudice to any other form of protection of its interests.

In case of revocation, the accommodation fees will still be due for the assignment period, in compliance with the minimum period of two months.

PROCESSING OF PERSONAL DATA

The processing of personal data collected for the purposes referred to in this notice takes place in compliance with the provisions of the European Regulation of 27 April 2016, n. 679 (GDPR).

The Data Controller of personal data is the Regional Agency for the right to study- ARDIS, in person of the Director General (tel. +39 040 3595326/328; e-mail: direzione@ardis.fvg.it; PEC: ardis@certregione.fvg.it).

The complete information is available on [this page](#)

INITIATION OF PROCEEDINGS COMMUNICATION

The competent administration is: ARDIS Regional Agency for the right to study;

the object of the procedure is: allocation of mini-lodgings at the E3 student house in Trieste for students with only registration requirement - Academic year 2023/2024;

the competent structure is: the Intervention Service for the right to study - PEC ardis@certregione.fvg.it;

The person responsible for the procedure is: Dr Raffaella Pengue, Director of Service, and her replacement is Dr. Pierpaolo Olla, General Manager; the head of the procedure is Cristiana Cattunar, e-mail cristiana.cattunar@regione.fvg.it;

the closing date of the procedure: 120 days from the date of initiation, with reference to the deadline for the submission of applications, subject to any suspension of time limits; The holder of the power to substitute in case of inertia in the adoption of the final procedure is the Director General, pursuant to Article 19, paragraph 10, of the Rules of Organization of the Regional Administration.

The office where you can view the documents is: Intervention Service for the right to study at the headquarters of Trieste.

Il Direttore del Servizio
interventi per il diritto allo
studio

Raffaella Pengue

Digital signed