

PUBLIC NOTICE ON THE ALLOCATION OF MINI-LODGINGS TO STUDENTS WITH ONLY REGISTRATION REQUIREMENTS FOR A.Y. 23/24

Are made available to university students enrolled in Trieste or the Tartini Conservatory or the ITS Academies of Trieste for the a.y. 2023/2024 a total of 20 mini-accommodations located on the 6th floor of the cds E3 of Trieste divided as follows:

9 housing units from 01/09/2023;

11 housing units from 20/11/2023

These rooms are fully furnished and can be used as accommodation for single use only. Each mini lodging is equipped with a single room with living area, kitchenette and double bed. Each mini lodging is also equipped with a private bathroom. A mini-lodging is reserved for students with a recognised disability of not less than 66%.

The cleaning of the mini lodge is carried out monthly; there is also the delivery of the basic linen kit with blanket, pillow, pillow cover and mattress cover (not including sheets and towels).

Students who are regularly enrolled for the year 2023/2024 in Trieste, at the Tartini Conservatory or at the ITS Academies of Trieste or that they intend to enroll within the terms previewed from the single aforementioned Institutions can apply for a place of accommodation related to the location of their course of study. Failure to register will result in immediate forfeiture of the benefit.

PROCEDURE FOR SUBMITTING THE APPLICATION

The application should be submitted by filling in the appropriate form, available on the ARDIS website, in which the preference for the starting period of the assignment, chosen from those reported, must be indicated. A scanned copy of the form should be sent, after having affixed a stamp of € 16.00 and together with a valid identity document (passport if non-EU citizen), exclusively to the certified e-mail address ardis@certregione.fvg.it.

The deadline for sending a scan of the stamped paper form is 26 July 2023.

If it is not possible to apply the stamp as a resident abroad, it is necessary to activate in the form the appropriate flag relating to the commitment to send, upon arrival in Italy, in the box alloggi.trieste@ardis.fvg.it the scanned copy of the stamped paper application. In this case, too, the application deadline is 26 July 2023.

Failure to send the form within the period indicated above will exclude the possibility of contributing to the allocation of accommodation.

ASSIGNMENTS

The mini lodging will be assigned to those who have sent the form at the time and in the manner indicated above, **according to the chronological order of arrival** of requests and until the availability of seats is exhausted. For the chronological order of arrival of the application, the date and time of arrival shall be deemed to be the date and time of arrival at the aforementioned mailbox.

If it is not possible to meet all the requests, a ranking will be published on the Ardis website. Students who will be beneficiaries will receive specific communication via email. Students who are "eligible" will be offered a place if one of the mini-lodgings should be vacated due to forfeiture, waiver or end of the assignment period.

The assignment may cover at most the period between the date of admission chosen until July 31, 2024, the summer closure of the Ardis Residences. The minimum duration of the stay is 2 consecutive months.

Please note that each assignee is obliged to comply with the rules contained in the [ARDIS Regulation for the use of the housing service at the Student Houses](#), as well as any other provision relating to the student's homes adopted by ARDIS. Upon entry into the ARDIS Residence, the accommodation assignee must deliver the original of the stamped paper form to the Concierge.

FEES AND SECURITIES

The monthly fee for mini lodging for single use located on floor 6 of building E3, as defined by Decree No. 1848/22 of the Director General, is equal to:

- **EUR 399.00 per month**, with no possibility of tariff reductions for stays less than one month. The monthly rate starts from the date of assignment.

The accommodation fee for the first month must be paid within 5 days from the date of admission indicating as the reason for the month to which the tuition refers, using the payment system PagoPA, which can be accessed from the following

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

The payment method "pagoPA" can also be accompanied, as an alternative, by payments made by cash. In particular, cash payments to ARDIS may be made to Intesa Sanpaolo S.p.A. which, as Treasurer from 1 January 2022, ensures the performance of the cashier operations at all its agencies and branches, which provide cash services, located on the national territory.

The accommodation fee for the following months must be paid by the expiry date of the reference month.

It is also required to pay a security deposit of € 250.00 to be made in the same manner mentioned above for the fees and before access to the property. The relevant proof of payment must be sent to Ardis within the time limit indicated in the application form. The amount will be refunded after the final exit from the accommodation, according to the terms and conditions provided by the Regulations for the use of the housing service at the student's homes.

WITHDRAWAL 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 homes adopted by ARDIS, the Agency may determine, in the case of manifest or serious non-compliance with the conditions of assignment, the immediate withdrawal of housing without prejudice to any other form of protection of its interests.

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

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

the object of the procedure is: allocation of mini-lodgings at the cds E3 of 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 in charge of the procedure is: Dr Patrizia Pavatti, Director of Service, and her substitute is Dr. Pierpaolo Olla, General Manager;

the procedure responsible 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

Patrizia Pavatti

Digitally signed