

Università degli Studi di Milano-Bicocca  
**Visiting Students Services (LLP/ERASMUS and EXCHANGE)**  
Academic year 2011-2012

## ACCOMMODATION

C.I.Di.S. offers accommodation in double rooms to foreign students attending the LLP/Erasmus European Community Programme and other international mobility programmes at Università degli Studi di Milano-Bicocca; accomodation is preferably in the following halls of residence:

### RESIDENZA DELLE FONTANE

**5, Vizzola Street, Milan – building U12 Bicocca Campus – Subway stop Precotto line MM1 (Red line) + Tram n. 7; otherwise Subway stop Zara line MM3 (Yellow line) + Tram n. 7.**

Phone 0039-02-64486699

210 places (36 double rooms).

The building has the following common areas and facilities:

- Reception
- Library
- Kitchen on each floor
- Laundry room (token-operated washers)
- TV room
- Study room
- Computer room
- Gym
- Internet connection in each room
- Bar and canteen service

### RESIDENZA DEL PARCO

**75, Mantova Street, Sesto San Giovanni (MI) - building U22 - 3 km from Bicocca Campus  
Subway stop Sesto Marelli line MM1 (Red line) + Bus 53 (stop “Pace-Marx”)**

Phone 0039-02-89459000

200 places (48 double rooms).

The building has the following common areas and facilities:

- Reception
- Mini accommodations with kitchenettes
- Laundry room
- Study room
- Reading room
- Gym
- Internet in each room (for account request see below)
- Bicycles rental



C.I.Di.S. will search for adequate student accommodation within other C.I.Di.S. residences and/or within residences that have an agreement with C.I.Di.S. in case additional places were necessary to cover pending requests.

Accommodation period: September 1<sup>st</sup>, 2011 - September 28<sup>th</sup>, 2012.

Halls of residence will be closed from July 31<sup>th</sup>, 2011 at 12:00 (midday) until September 3<sup>rd</sup>, 2012 at 9:00 a.m.

Students must clear rooms of all personal belongings during summer closure.

## **PLACES AVAILABLE FOR VISITING STUDENTS**

Places for Visiting Students (Erasmus and other Exchange Programmes) are based on agreements between sending Universities and C.I.Di.S.

Places available are 180 as stated in the agreements between Università degli Studi di Milano-Bicocca and C.I.Di.S.

The amount of places offered may increase if additional places become available.

## **ACCOMMODATION BOOKING PROCEDURE**

Visiting students (Erasmus and Exchange) of Università degli Studi di Milano-Bicocca who are interested in accommodation with C.I.Di.S. halls of residence must indicate it on the on-line Application form on the web site <http://www.unimib.it> (*English version*) no later than June 15<sup>th</sup> 2011 for stays starting in the 1<sup>st</sup> semester or lasting the whole year, no later than November 15<sup>th</sup> 2011 for stays starting in the 2<sup>nd</sup> semester.

Due to the limited places available at C.I.Di.S. halls of residence and in order to plan students' arrival, C.I.Di.S. has established the following procedure to book an accommodation: all students must submit the receipt of advance payment of the first rent along with the advance payment of the deposit corresponding to € 350,00 **by fax to n. 0039.02.6448.7060 or via e-mail to [erasmus.bicocca@consorzioicidis.it](mailto:erasmus.bicocca@consorzioicidis.it)**.

An advance payment of € 5,00 is also required to obtain the canteen card (see instructions to get the canteen card below). The advance payment due for booking is the following:

- € 305,00 in case of arrival in the first two weeks of the month (from 1<sup>st</sup> to 15<sup>th</sup>), canteen card included.
- € 155,00 in case of arrival in the second two weeks of the month (from 16<sup>th</sup> to 31<sup>st</sup>), canteen card included.

*The payment of the unprofitable deposit amounting to € 350,00 is required to cover costs deriving from any possible damage to the room which the student is responsible for or deriving from any damage to common areas if the persons responsible are not identified. The deposit will be entirely refunded at the end of the stay, costs for damages, unpaid fees or other debts excluded.*

The advanced payment of the deposit and of the fee (second half of the month or full month) must be made via money transfer. Bank fees for the money transfer shall be paid by the student.

The data for the money transfer are the following:

Recipient: C.I.Di.S., via Santa Sofia 9, 20122 Milano  
account n°: 000001100X54

Bank: Banca Popolare di Sondrio – Agenzia 21 – via E. Bonardi 4, 20133 Milano

ABI 05696

CAB 01620

CIN X

IBAN: IT73X0569601620000001100X54

SWIFT: POSOIT22

**It is obligatory to point out as description of payment:**

**“FAMILY NAME - FIRST NAME - Bicocca Erasmus Student – Date of arrival”**

C.I.Di.S. must receive the receipt of advance payment of the deposit and of the rent (second half of the month or full month) at least **30 days before the arrival date** as declared on the on-line application form.

C.I.Di.S. will not consider bookings in case of lack of the receipt of payment.

The payment of the rent (second half of the month or full month) is requested from the date of arrival indicated on the application form on-line.

If a student doesn't present him/herself at C.I.Di.S. Office (Bicocca Campus) within 15 days from the indicated arrival date, his/her booking will be immediately cancelled and the advance payment of the fee (second half of the month or full month) will not be refunded.

C.I.Di.S. offers accommodation in double rooms in its residences according to availability: students cannot choose their accommodation.

**The maximum length of stay allowed by C.I.Di.S. corresponds to the number of months stated in the agreements between Università degli Studi di Milano Bicocca and the student's home University. Requests for extension of stay (extension mobility) are accepted only in case of availability of bedplace and after University approval. All requests for extension of stay must preventively be communicated to C.I.Di.S. officers at least 30 days before the end of the stay. No requests for extension of stay will be accepted after the conclusion of the stay as previously indicated on the on-line application form.**

## MONTHLY PAYMENT

Monthly payments for accommodation are obligatory.

The rent for the accommodation is € 400,00 monthly.

Rents are charged to students and may vary during the year. Costs of accommodation are as follows:

**€ 300,00** for Erasmus and exchange students of the Università degli Studi di Milano-Bicocca, the remaining € 100,00 is supplemented by the University.

In case of an extension of the stay the € 100,00 supplement is not guaranteed.

**The € 300,00 rent is valid only for students enrolled in LLP-Erasmus Programme and for students attending programmes based on financial agreements between universities on mutual terms.** The International Mobility Office will make a list of students benefiting from University funds and communicate it to C.I.Di.S. officers.

**All other Visiting Students must pay the full rent corresponding to € 400,00.**

**The payments of the monthly rents must be made in advance, by the 10<sup>th</sup> of each month of reference.**

**At the check-in moment, the student will be given preprinted MAV forms for the entire period of stay, complete with all personal datas and each referring to each month. The student is compelled to use MAV forms;** these can be paid at any bank (free banking transaction) or on the site <https://scrigno.popso.it/PagoFacile/servlet/SeBenvenuto> (enter as anonymous user, then choose English as language reference).

**It is not necessary to produce the receipt of payment to C.I.Di.S.**

**The monthly payment is reduced by the 50% if the check-in is done within the second 15 days of the month and if the check-out is done within the first 15 days of the month.**

**A € 15.00 fine is applied to all late payments.**

C.I.Di.S. reserves the right to collect any amount due to the University for whatever reason in order to cover possible unpaid rents.

**The lack of payment for at least two consecutive months constitutes a breach of contract and all rights to accommodation will be revoked.**

**No partial refunds will be made if students leave before the end of the month.**

## **WHAT TO DO WHEN YOU ARRIVE AT MILAN**

**The address of the hall of residence for accommodation will be provided only on arrival at Milan.** On the day of arrival students must present themselves at **C.I.Di.S. Office**, building U12 Bicocca Campus, 2<sup>nd</sup> floor, #5 Vizzola Street, Milano - tel. 0039.02.6448.7059, fax 0039.02.6448.7060, e-mail [erasmus.bicocca@consorzioicidis.it](mailto:erasmus.bicocca@consorzioicidis.it).

Opening hours: Monday to Thursday 9:00 a.m.-12:30 p.m and 1,45 p.m. – 4,00 p.m.

Friday: 9:00 a.m.-12:30 p.m.

Saturday and Sunday the offices are closed.

**Admissions will only take place during the above mentioned hours.**

Students will be asked to sign both bed place acceptance declaration and regulations policy documents, as well as [this Regulation](#). Each student will receive an admission letter to be handed in to the hall of residence reception desk.

In order to be admitted to the hall of residence the student must show his passport or his ID card (for inspection).

*Before entering his/her room, the student must sign an acceptance declaration of the hall of residence Policy Rules and a room equipments list. The accommodation rules regulations policy can be found at [www.consorzioicidis.it](http://www.consorzioicidis.it) (Visiting students).*

**Every six months C.I.Di.S. will forward to International Mobility Office a list of all Visiting Students enroled at Università degli Studi di Milano –Bicocca and hosted in his halls of residence.**

## **CHECK-OUT**

**Due to organization reasons, students must communicate their departure day to C.I.Di.S. Office and to Hall of Residence Reception Desk at least seven days before their leaving date. Check-outs will be done on the day of departure.**

**Check-outs must be made only during working hours on working days from Monday to Friday. No check-outs will be accepted on Saturdays, Sundays or bank holidays.**

First of all, check-out requests must be communicated to the hall of residence reception desk, then an inspection of the room will be done to make sure neither damages have occurred during the stay nor room equipment is missing. Students are responsible for any damage or lack in their room and must pay for them. After the inspection check-outs will be communicated to C.I.Di.S. officers, and at the same time all damages and lacks will be reported, the costs of which will be refunded by the student.

In all other cases after the restitution of the canteen card (for information about canteen card application see below). C.I.Di.S. employees will check that the student is not in debt to C.I.Di.S., that the returned canteen card is the one previously assigned by C.I.Di.S. and that no economic sanctions are imposed against him/her. Refund of the € 350.00 deposit is possible only after this procedure. CIDiS officers will release a special authorization containing payment order and sub numbers to be shown at Banca Popolare di Sondrio and with which the student will be refunded.

*After the check-out the bed place is automatically revoked, therefore the student can no longer enter and use the assigned room again.*

To receive the certificate of completion of the Erasmus stay by the respective University, the student must be up to date on all monthly payments and free of any administrative sanctions.

For this purpose, the student needs to ask C.I.Di.S. officers to fill in a discharge form before his/her departure.

**In the event of non-compliance with regulations C.I.Di.S. will take disciplinary action that may result in expulsion, while the € 100,00 monthly grant by the University will be immediately suspended. In the event of further non-compliance, the monthly grant will be suspended for the remaining period of stay.**

**C.I.Di.S. will immediately communicate to International Mobility Office every disciplinary action against Visiting Students that may result in the suspension of the monthly grant.**

**Students are obliged to present himself/herself at C.I.Di.S. Office (Bicocca Campus) every time they receive a letter of convocation.**

**In the residence it is strictly prohibited to own and/or use alcohol, drugs and whatever may trouble or cause dangerous situations.**

## CANTEEN SERVICE

**Visiting students have access to the University canteen and participating cafeterias through the canteen card.**

The canteen card is issued at the cost of € 5,00//.

Cost of meals varies from € 4,15 to € 5,90 (tariff may vary).

Canteen card holders are entitled to 2 meals daily from Monday to Sunday.

The canteen card is issued on an individual request during the procedure of check-in to the hall of residence; the card must be returned at the conclusion of the stay.

In case of loss another € 5,00// charge is applied to obtain a new canteen card.

**The canteen card is strictly personal, non transferable and non interchangeable; wrong use of the canteen card constitutes a breach of contract and the student is liable to a penalty of € 10,00.**

Visiting students that are not staying at C.I.Di.S. Halls of Residence are eligible to receive the canteen card. At the end of the Erasmus or Exchange Mobility programme students must return the canteen card to C.I.Di.S. Office.

*Prices of the canteen service, list of canteens and cafeterias that have a convention with C.I.Di.S. and terms of use of the card are available on website [www.consorziocidis.it](http://www.consorziocidis.it) (Servizio Assistenza).*

## BOOK LOAN SERVICE

This service is exclusively for books used or recommended by Professors. Visiting students attending Università degli Studi di Milano-Bicocca can make use of this service paying a € 10,00 ticket valid for the whole academic year and a € 5000 security deposit that will be refunded at the end of the Mobility Programme. Rules and regulations for the book loan service can be found on website [www.consorziocidis.it](http://www.consorziocidis.it)

Students attending Università degli Studi di Milano-Bicocca can make use of this service at the following libraries:

1. **Prestito Libri del Centro Universitario:** scientific books - # 21 Valvassori Peroni Street, 20133 Milano
2. **Prestito Libri Santa Sofia:** humanistic books - # 9 Santa Sofia Street, 20122 Milano
3. **Prestito C.I.Di.S. Università degli Studi di Milano-Bicocca:** books used at Università degli Studi di Milano-Bicocca - # 5 Vizzola Street, building U12 - 2nd floor - 20126 Milano
4. **Prestito Libri Bicocca – Polo didattico di Monza:** books on Medicine and Surgery used at San Gerardo Hospital and available at the internal library, # 48 Cadore Street, 20052 Monza.

**INTERNET CONNECTION – How to request an account**

- The residence “Residenza delle Fontane”- U12 building - is connected to Università degli Studi di Milano-Bicocca network. For connection ask at the Reception.
- The residence “Residenza del Parco” (Sesto San Giovanni – MI) – U22 building – is connected to C.I.Di.S. network. To request access by an account, please complete the on-line form at this web site ([www.consorziocidis.it/SIMAN](http://www.consorziocidis.it/SIMAN)), and hand in you application accompanied with a photocopy or a scanned copy of your identity card. Personal codes should be picked up in a sealed envelope at the Manager’s Office at residence U22.

**SIGNATURE FOR ACCEPTANCE**

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