

**CALL FOR THE ALLOCATION OF ACCOMODATION FOR STUDENTS WITH A REQUIREMENT OF
REGISTRATION ONLY ACCORDING TO ART. 38 OF ARDIS' SINGLE CALL FOR THE A.Y.
2024/2025**

After the allocation of rooms to students meeting the income and merit requirements, as well as the renunciations received up to the date of publication of this notice, and after making reservations for students in international incoming mobility, accommodation places are still available in the ARDIS residences of Trieste, Gorizia, Udine, Gemona and Pordenone

FOR STUDENTS RELATED TO THE ARDIS HEADQUARTERY OF TRIESTE:

no. 9 accommodation places at the Student Houses in Trieste of the following types:

4 places in E1 of the following types

- 2 in double room sharing bathroom with a single room (assignable according to the principle of non-promiscuity of gender), for students (M);
- 1 in a single room without doors sharing bathroom with another single room (assignable according to the principle of non gender promiscuity) for student (F);
- 1 in a single room sharing bathroom facilities with another single room (assignable on a gender non-promiscuity basis) for female student (F).

5 places in GOZZI of the following types

- 2 in single rooms with private bathroom;
- 3 in double rooms (assignable according to the principle of non-promiscuity of gender) of which 2 for female students (F) and 1 for male students (M).

no. 8 accommodation places at the Student House in Gorizia of the following types:

- 3 in single rooms with private bathroom;
- 5 in double rooms (assignable according to the principle of non promiscuity of gender) of which 4 for female students (F) and 1 for male students (M).

FOR STUDENTS RELATED TO THE ARDIS HEADQUARTERY OF UDINE:

no. 37 accommodation places at the Udine Student Houses of the following types

- 9 in Udine "Rizzi" in single rooms with private bathroom;
- 4 in Udine "Casa Burghart" in double rooms (assignable according to the principle of non promiscuity of gender) of which 3 for female students (F) and 1 for male students (M);
- 17 in Gemona in double rooms (assignable according to the principle of non promiscuity of gender);

- 7 in Pordenone in single rooms with private bathroom.

GENERAL PROVISIONS

These places will be available for the following period: **from 16/01/2025 to 31/07/2025**.

For all types of accommodation, a cleaning of the room is carried out monthly; a delivery of the basic linen kit (not including sheets and towels) is provided.

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Students regularly enrolled for the academic year 2024/2025 at the Universities and Conservatories of Trieste and Udine and those enrolled for the academic year 2024/2025 in the first and second level academic diploma in "Graphic Design per 'Impresa" and in the first level diploma in 'Painting' and 'Interior Architecture and Design' of the 'G.B. Tiepolo' Academy of Fine Arts in Udine or who intend to enrol within the deadlines set by the individual institutions mentioned above may apply for accommodation, relating to the place of study. Lack of enrollment will result in immediate forfeiture of the benefit.

Applicants must necessarily reside in one of the municipalities considered off-site in relation to the location of their course of study, as established in Annex 1 to the current Ardis' single Call.

HOW TO SUBMIT THE APPLICATION

The application must necessarily be filled in online from the Ardis website following the procedures set out in Article 6 of the current Ardis' single Call, with effect from the date of publication of this Notice.

The stay cannot be less than 2 consecutive months.

Applicant students must therefore finalise their application by following these procedures:

- print the application receipt from the appropriate section of the online application window '*Ricevute domande 2024/2025*',
- affix on the same, in the space indicated, a 16,00 euro revenue stamp;
- upload a scan of the stamped receipt in the appropriate section of ONLINE SERVICES.

The deadline for submitting the online application and uploading the stamped receipt is 10/05/2025.

Ardis will make a first allocation of available places to those who have completed their application by 10/01/2025. Subsequently, if places are available, they will be assigned to students who have completed their applications, in chronological order of submission.

Failure to upload the scanned receipt with the stamp will result in exclusion from the possibility of competing for the allocation of accommodation.

ASSIGNMENTS

Accommodation places will be allocated to applicants in accordance with the procedures set out in Ardis' Single Call, Article 38 - Students with only registration requirement, until the availability of places is exhausted.

Allocations of the aforementioned places will be made ex officio on the basis of the location of their course of study and in compliance with the principle of non-promiscuity of gender.

The allocation may cover a maximum of the period from the agreed date of admission until 31 July 2025, deadline for the assignment provided for by the current Single Call.

The accommodation place is not granted to students already beneficiaries of an accommodation with income and merit requirement.

The minimum length of the stay is 2 consecutive months.

Online applications completed and finalised on 10/01/2025 will be subject to processing. Only in the event that the number of applications exceeds the actual availability of accommodation places, ranking lists will be drawn up according to the procedures set out in the above mentioned art. 38. These will be published on the Ardis website.

Students who result as **beneficiaries** of one of the available accommodation places will receive specific notification by email. In accordance with the order of the ranking and the principle of non-promiscuity, students who are only 'eligible' (idonei) in the relative lists may be offered the accommodation places that may subsequently become available due to revocation, forfeiture, renunciation or end of assignment period of the beneficiary students.

In the event that accommodation places should be available at the end of the above-mentioned allocations, online applications completed and finalised after 10/01/2025 and by the deadline of 10/05/2025 will be subject to a new assignment process and, if necessary, will be satisfied according to the chronological order in which the application was finalised.

The allocation period, also for the purposes of calculating the accommodation fees due, starts from the date of the notified admission, regardless of the date of actual entry into the Student House.

ADMISSIONS

Admissions of beneficiary students will take place on the days communicated by Ardis.

Students must submit the following documents to the porter's lodge:

1. legible photocopy of a valid identification document (accompanied by the original document). Non-EU students must present themselves with a passport or other recognised identity document;
2. proof of payment of the security deposit referred to in Article 35 of the current Ardis' Single Call;
3. original receipt of the online application duly stamped;
4. a passport photo.

Failure to produce the documents referred to points 1, 2 and 3 will result in the inability to access the accommodation.

Any beneficiary student who, for whatever reason, is unable to take possession of the accommodation assigned on the date communicated must send the postponed admission form, available on the Ardis website, to alloggi.trieste@ardis.fvg.it or alloggi.udine@ardis.fvg.it (according to the ARDIS headquarter of reference), which must be accompanied by proof of payment of the security deposit referred to art. 35

of the Ardis' Single Call, no later than the date of admission. Postponed admission forms not accompanied by proof of payment of the security deposit will not be considered.

Students who do not present themselves to take possession of the accommodation and who do not send the appropriate postponed admission form **by the scheduled admission date** will forfeit their place. The relevant communication is sent to the e-mail address indicated by the person on the application form.

Failure to enter the Student House within the maximum period of 30 days, provided for in the postponed admission form, will result in the loss of the benefit and in the forfeiture of the security deposit already paid, which will be retained by way of tuition for the period for which the accommodation has been reserved. The relevant notice is sent to the e-mail address indicated by the person on the application form.

At the time of admission, the student signs the accommodation acceptance form, provided by Ardis, in which he/she declares that he/she has read the 'Regulations for the use of the housing service in the students' residences', available on the website www.ardis.fvg.it, and undertakes to scrupulously observe the rules contained therein.

Acceptance of an Ardis accommodation place as an enrolment-only requirement necessarily entails the early termination of the rental contract, which may have been communicated by the deadline of 21/10/2024, and the consequent redetermination of the substitute accommodation grant as per art. 44 of the current Ardis' Single Call.

RENT FEES

The monthly accommodation rates and the relevant payment methods and deadlines are set out in Article 38.3 of the current Ardis' Single Call.

If the allocation period starts after the 15th day of the month, half of the relative fee has to be paid. Also if the accommodation is renounced before the 15th day of the month, half the amount of the fee is due.

SECURITY DEPOSIT

The amount of the security deposit is equal to one month's rent fee and must be paid, according to the methods described in art. 39 of the current Ardis' Single Call, before the student's admission. Please note that in the case of postponed admission, the relevant form has to be sent, according to the methods and timeframes set out above, and must be accompanied by proof of payment of the deposit.

CANCELLATION / FORFEITURE / EARLY CANCELLATION OF ACCOMMODATION

Any cancellation of the assigned accommodation must be communicated to alloggi.trieste@ardis.fvg.it or alloggi.udine@ardis.fvg.it, depending on the location, no later than 15 days prior to the effective date of the assignment.

Any student who does not present him/herself to take possession of the accommodation and who does not send the appropriate postponed admission form by the scheduled admission date shall forfeit the benefit of the accommodation place.

Forfeiture due to lack of the enrolment-only requirement takes immediate effect and entails the obligation to pay the accommodation fees for the period of the assignment, in compliance with the minimum period of two months.

Forfeiture of the benefit due to failure to enter the assigned room within the maximum 30-day period of the postponed admission form entails the retention of the assignee's security deposit.

If the assignee intends to give up the benefit in advance, he/she must give written notice in advance to alloggi.trieste@ardis.fvg.it or alloggi.udine@ardis.fvg.it, depending on the location, using the appropriate form available on the Ardis website. The waiver shall take effect 15 days after the receipt of the form. In the event of graduation, the assignee shall give timely notice in the manner described above and may request to continue to use the accommodation until the fifteenth day following the date of graduation, continuing to pay the fee as described above. Even in the case of early withdrawal, the minimum allocation period is 2 consecutive months and the relative fee will still be due. It is understood that until the notice of renunciation is received, the assignee is considered to be in accommodation and therefore required to pay the relative fees.

REVOCATION 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 subject of the procedure is: allocation of accommodation places for students with only enrolment requirements ex art. 38 of the Ardis' Single Call for the academic year 2024/2025

the competent structure is: the Servizio interventi per il diritto allo studio - PEC ardis@certregione.fvg.it;

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

the deadline for the conclusion of the procedure: 120 days from the date of the start of the procedure, with reference to the deadline for the submission of the applications, subject to any suspensions of the deadlines; the person in charge of the substitutive power in the event of inertia in the adoption of the

final procedure is the Director General, pursuant to Article 19, paragraph 10, of the Regional Administration Organisation Regulations.

The office where it is possible to inspect the acts is: Servizio interventi per il diritto allo studio at the headquarter of Trieste.