



SPECIAL REGULATIONS

of the Fondation suisse –

Cité internationale universitaire de Paris

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Preamble

The Fondation suisse is one of the houses of the International University Campus in Paris (CIUP), whose mission is the dialogue of cultures and exchange between students, researchers, artists and top-level athletes of all nationalities, in a spirit of tolerance and mutual respect.

The values of peace and cooperation lie at the heart of the missions taken on by the CIUP and its houses. Experiencing it together with cultural diversity has been the subject of a Charter drawn up by the residents, which highlights open-mindedness, knowledge of one another, empathy and solidarity.

As such, residents have an important role to play in the International campus and a responsibility to implement the values and ideals of the CIUP. Every resident admitted to the CIUP undertakes to adopt a respectful and tolerant behaviour, and refrains from all forms of discrimination, harassment, or violence on the campus.

In addition, the International University Campus in Paris has deliberately committed itself to a proactive approach by implementing a policy that adheres to the principles of sustainable development through the signing of the Cité Durable (Sustainable Campus) charter.

These regulations set out the general rules for communal life to offer residents the best possible conditions during their stay.

Residents at the Fondation suisse must comply with:

- the general regulations of the CIUP and its annexes;
- the charter of values;
- the CIUP's charter for use of computer resources;
- these special regulations.

These documents can be viewed on the CIUP website with the exception of these special regulations, which can be viewed on the Fondation suisse website. Every resident must ensure they are acquainted with these documents upon confirmation of their admission.

The documents are contractual and apply to the residents, their spouses and children, guests and short-stay guests, for the part relating to them. As such, any stay within the International university campus in Paris implies unreserved acceptance of all of these provisions.

Title 1 - On the residents' arrival

Article 1 : Welcome Booklet and Useful Information

The Fondation suisse provides residents with all useful information for living in the establishment and this is contained in the welcome booklet.

Article 2 : Check-in Inventory

A check-in inventory is done at the latest 24 hours after the resident has moved into the room. Residents are strongly advised to report any damage or failure immediately so that no damage is attributed to them during or at the end of their stay.

Article 3 : Insurance

Property Damage Liability Insurance:

The insurance included in the fee solely covers personal belongings insurance for residents in relation to breaking and entering of the house.

Residents with personal belongings of a higher value or those wishing to be insured under special terms are invited to take out special insurance from the organisation of their choice.

In addition, residents are compensated for any damage for which the house is liable (e.g. damage caused by a burst pipe).

Third-party insurance:

Residents have to give proof upon arrival that they have subscribed a 'civil liability' insurance.

Article 4 : Security Deposit

According to the type of stay, a security deposit equivalent to a maximum of a one month fee may be requested upon arrival and receiving of the keys. It will be used as a guarantee if a payment has not been settled (including non-compliance with the period of notice) or there is material damage, without prejudice to action for compensation where the guarantee is deemed insufficient.

It should be noted that during a stay, any material damage attributed to the residents will be billed directly.

Article 5 : Proof of domicile

On the residents' arrival and provided that their forms are complete, the house issues a proof of domicile which allows the resident to open a bank account or to take out subscriptions.

Title 2 - During the residents' stay

Article 6 : Occupancy of the Accommodation

The allocation of accommodation is strictly individual and the sole responsibility of the management. Any transfer of accommodation, even temporary, free or otherwise, is strictly forbidden.

Any violation of this provision may lead to proceedings against the occupant with neither right nor title, as well as the implementation of a disciplinary procedure against the resident as set out in the regulations for admission and residence.

The Fondation suisse is above all a residence for students and researchers. Residents do not have the right to engage in commercial activity in their accommodation, nor to make it the official address of a company.

No permutation in accommodation between residents or any addition of furniture can be made without prior consent from management. No photography, posters or any object can be hung on the walls of the accommodation via any means likely to damage them. No posting or personal message is permitted on the outside doors of the accommodation.

For safety and hygiene reasons, animals are not allowed in the house.

Article 7 : Visitors - Guests

Any unauthorised person at the house who is not accompanied by a resident must introduce themselves at reception to declare their visit. In the event that the resident is absent or refuses them entry, access to the house is not permitted. No visits can be made between 11:00pm and 07:00am.

Residents may ask to host a guest (just one at a time) according to the limitations set by the management of the house.

Residents must:

- ensure they declare the guest they wish to host for one or several nights at the house reception;
- pay the daily fee set out in the pricing grid upon declaration. The additional bed and bedlinen will be delivered by the personnel at the reception desk.

The house has a limited number of extra beds. 'Unused' nights will not be reimbursed. During the stay, the additional bed and the bedlinen have to stay in the resident's room. At the end of the guest's stay, the additional bed and the bedlinen have to be placed in the corridor.

Residents are answerable for the behaviour of the people they invite. Residents must be present whilst their guest is staying: this may under no circumstances be part of a subletting or loan agreement.

Article 8 : Payment of Fees

The fees are not considered to be rent, but rather compensation for the right to occupy accommodation and have access to a certain number of related services.

The pricing grid for the fees and various payable services within the Fondation suisse is decided on each year by its administrative council. It is available at the house reception. The rates are fixed and non-negotiable. They may vary depending on the resident's status, the duration of his or her stay and the type of accommodation.

The fee must be paid to the house between 1st and 5th of every month. Late payment or non-payment is likely to give rise to disciplinary measures that may ultimately lead to the resident being excluded (ref. CIUP regulations for admission and residence).

The fee is due for the period of stay indicated upon admission. It is owed for a whole month, or for a fortnight started at the beginning or end of the stay. Short-term stays during summer are not concerned by this rule.

Article 9 : Absence - Illness

For safety reasons, residents are strongly encouraged to alert the house's administration of any absence that is greater than one week.

In the event of illness, residents are invited to report it to management. If their state of health requires it, they will be referred to the hospital for treatment at their own expense.

Article 10 : Maintenance of Accommodation

General provision

Residents are required to keep their accommodation in a good state of cleanliness. Failing this, and after two reminders that prove ineffective, cleaning services may be billed to them. Any technical anomaly or incident must be reported to reception as soon as possible.

Residents must immediately report any infestation of insects or pests to the house administration.

Maintenance

With maintenance of the accommodation being the house's responsibility, authorised staff are required to be able to access this accommodation. With respect for the residents' private life, any maintenance, cleaning or repair work that may be scheduled is brought to the attention of the residents concerned (by email, notice, telephone or post), who are informed of the day and time slot that the staff member will call around.

In case of emergency (water damage for example), authorised staff may access the accommodation without prior notice. Residents are informed of any intervention that has taken place.

Housekeeping

The cleaning of accommodation is a regular and compulsory service. It is done by a housekeeper according to a planning. Residents are deemed to have been warned of this intervention via the posting up of the schedule and must tidy their belongings so as to facilitate the housekeeper's task.

The sheets are changed regularly according to a set schedule provided. Used sheets must be placed at the foot of the bed to be exchanged for fresh ones.

Article 11 : Sustainable Development

In order to satisfy the objectives of the Charte Cité durable (Sustainable Campus Charter), residents undertake to adhere to certain instructions relating to the reduction in the consumption of energy and water as well as the recycling of waste, which will be communicated to them during their stay. In addition, they must avoid any unjustified pollution to ensure that the house remains in a safe, high quality environment.

Notwithstanding the general nature of the foregoing, residents must:

- turn off lights, lamps and electrical equipment, which is not being used in their room and in common spaces;

- avoid leaving water running needlessly in the showers, toilets, and washbasins;
- in the event of absence, close windows;
- participate to sorting out the waste by placing it into the designated containers.

The following is forbidden:

- keeping perishable food in the open air so as to avoid the proliferation of insects.
- hanging out wet washing in the accommodation (risk of mould).

After three strikes, disciplinary measures may be applied.

Article 12 : Rules on Communal Living

Communal life implies the sharing of certain values like tolerance and mutual respect as indicated in the charter of values. On a day-to-day basis, residents have a major role in the implementation of these principles. Generally, residents endeavour to keep any inconvenience to fellow occupants to a minimum.

In this regard, the following is forbidden:

- smoking (including electronic cigarettes), except in areas specially designated by management;
- causing noise pollution in the rooms and common spaces, with complete silence between 11:00pm and 07:00am;
- monopolising the kitchens or other common spaces for parties or meetings without the management's authorisation.

Article 13 : Common Spaces

Each house has common spaces. Residents must adhere to the rules of use and the opening times, which are displayed or specified in the *welcome booklet*. Among other things, they must wash up and put away their dishes and, after use, clean the work surfaces, household electrical devices, sinks and tables in the kitchens, and other common spaces.

Article 14 : Residents' Committee

A residents' committee is elected each year, at the start of the University year. It contributes to the cultural, artistic, social and sporting life of the house, ensures good complicity between the community, in the exchange between the residents and the management, and where appropriate, with the committees of the Campus' other houses.

The committee is the body with which the residents liaise with management to discuss particular matters, requests or any problems encountered. The management will try and find a solution, whenever possible.

A budget is allocated for it each year by the Fondation suisse.

Article 15 : Expression, Meetings, Displays

The Fondation guarantees its residents the chance to exercise their freedom of expression and assembly. This freedom is exercised with a strict respect for the pluralism of opinion, rights and freedoms of other residents, as well as the values, ideals and general regulations of the CIUP, excluding any form of preaching

In terms of assembly, residents are free to gather amongst themselves in spaces dedicated for this purpose. If the assembly takes on a greater dimension, notably including people from outside the Fondation suisse, as well as every assembly taking place in the Salon courbe or in the space under the pillars outside, its organisation is subject to the authorisation of the director.

A noticeboard is placed at the residents' disposal for which the residents' committee is responsible. Any outside communication giving rise to displays or broadcasting within the house must be endorsed beforehand by management.

Access to the building

For the obvious security reasons, residents are asked to constantly be on their guard in order to preserve everyone's safety. To this end, residents must ensure that they:

- do not pass on the access code to any third party (visitors, delivery drivers...), but go down in person to open the door to them;
- ensure that the main entry door is closed properly again and not to let unknown people enter behind them;
- be particularly attentive to the access badge and keys entrusted to them on their arrival.

The access badge and the room keys are strictly personal. It must not be loaned out. In the event that it is lost, residents must buy another from the house administration.

Basic safety regulations

Inside the building, residents must ensure basic safety measures. In the event of absence, even for a short duration, residents must ensure that their door is closed to prevent intrusion and theft

It is forbidden to place or hang objects on the windowsill, as is sitting on the window ledges. The house cannot be held liable in the event of an accident.

Residents must store their bicycles in the area designed for this purpose. No motor vehicle can be parked there. Residents are not permitted to park their vehicle in the CIUP enclosure. Special authorisation may be granted when moving in or out. This authorisation can be requested from management, which contacts the CIUP's security service.

Fire Safety

The evacuation and fire alarm devices guarantee the residents' safety.

Any action preventing or restricting their normal operation will lead to disciplinary measures and ultimately the potential exclusion of the resident as well as a financial penalty if need be (replacement of an extinguisher for example) according to the house pricing grid.

To guarantee the efficient evacuation of the residents in the event of a fire, walkways, stairwells, stairways and emergency exits must remain clear of objects.

Similarly, emergency exits are supplied with fire safety devices (crash bar, alarm) which must be kept in good working order. This is why it is forbidden to use the emergency exits as a means of accessing or exiting the building (unless it is during an evacuation drill or in the event of a fire).

In order to limit the risk of fire, certain equipment, aside from that supplied by the house, is not permitted in the accommodation:

- appliances with high electrical consumption (pressure cooker, hotplates, kettles, microwaves, radiator...);
- gas appliances;
- candles.

Solely modern electric and electronic equipment is permitted: Hi-Fi, video, telephone, computer equipment, hairdryer or kettle with low electrical consumption.

In the event of violation of this rule, the resident is summoned in writing to remove the prohibited device from the accommodation as soon as possible. The resident can keep it in the space designated for storage by the house administration until he or she leaves. Failing this, the device may be removed by the house's authorised staff and retained until the resident leaves.

In the event that there is a question or a problem relating to safety within the CIUP, the security service is at the disposal of both the houses and the residents

Title 3 - Residents' Departure

Article 17 : Early departure

Should the residents wish to leave the accommodation before the period for which they have been admitted is up, they must inform the house administration at least one month before their departure.

On the day of their departure, residents are required to vacate their accommodation before the time indicated by the house. Failing this, an additional night will be payable.

Article 18 : Check-out Inventory

Prior to their departure, residents must sign a check-out inventory drawn up with a representative from the house administration. If damage is found, its financial cost may be deducted from the guarantee deposit.

If residents do not sign the inventory, they may not later contest possible deductions made from their guarantee deposit.

Article 19 : Post

Residents can only receive post that is addressed to them personally. In the event of a temporary or definitive departure, the house is not required to hold onto their post, or pass it on to a third party, whether or not they are resident. Any temporary change of address must be communicated to the post office.

Article 20 : Luggage

A luggage hold is at the residents' disposal, where they can store personal belongings they do not want to store in their room. Any resident definitively leaving the house is required to remove his or her luggage from the luggage hold. Failing this, after one year and a day of the date the resident departed and after contacting or trying to contact the former resident, the house is entitled to dispose of it.

Article 21 : Return of the Security Deposit

The security deposit is returned to outgoing residents, after deducting any outstanding payments if need be (fees, notice period, damage). Any refund is made within a maximum of two months, provided all their personal belongings have been removed.

Title 4 - Special Provisions

Article 22 : Disciplinary Measures

In accordance with the Regulations for admission and residence, any breach of the regulations of the house or the CIUP may give rise to disciplinary measures, that can lead to expulsion.

Article 23 : Video Surveillance

Certain common spaces may be placed under video surveillance for safety reasons. In this instance, signage is displayed at the entrance to the venue. For any further information, residents may contact management

Article 24 : Use of Personal Data

Management of the residents' stay is the subject of various automatic processing of personal data (monitoring of payments and schedule, sending out of information about the house or the Campus, etc.), in accordance with the legislation in force. These data will under no circumstances be left to a third party.

Residents may contact management with whom they may also exercise their right to access any further information, in accordance with the amended French law No. 78-17 of 6 January 1978 relating to computers, files and civil liberties.

Article 25 : Right of Personal Portrayal

During their stay, residents may be required to be photographed, recorded or filmed in the common spaces during events organised by the Fondation suisse or in the context of action designed to promote the house.

Acceptance of these regulations is expressly authorised by the residents to fix, reproduce and communicate their image and/or their voice within the context of non-commercial communication by the house and waiver the right to be credited in the film credits or in the photograph caption.

This authorisation is valid for ten years from the moment they leave the CIUP for any reason whatsoever.

Residents may terminate this authorisation at any time via a letter or email sent to the Fondation suisse management.

These regulations were approved by the administrative council of the Fondation suisse on 4 April 2022. They can only be modified by the same means.

Fondation suisse

SECTION TO BE HANDED IN TO ADMINISTRATION



I, the undersigned:

FAMILY NAME.....
FIRST NAME.....
DATE OF BIRTH.....
NATIONALITY.....

admitted to stay at the Fondation suisse, declare having taken note of the house's Special Regulations, and I undertake to adhere to them strictly and without any reserve.

In addition, I declare having taken note and accept what follows:

- Admission is valid only for the period indicated below.
- The period of notice is a full month (notification at the latest before the end of the preceding month).
- Children are neither admitted nor allowed to stay as visitors at the house.
- Smoking is neither permitted in the rooms nor in the rest of the house.

I declare having taken possession, today, of room N°.....,

that the monthly rate to be paid before the 5th of each month is€,

that my stay lasts from until,

and that I have received a copy this document.

Done at Paris, on.....

Signature of the resident

(preceded by the handwritten mention "READ AND APPROVED")