

# Housing Regulations

Edgar and Danièle De Picciotto Student Residence  
Grand Morillon Student Residence

These Housing Regulations apply to all persons using (residing at, visiting, or using the facilities of) the Graduate Institute of International and Development Studies (hereinafter: “the Institute”) student residences.

These Housing Regulations are intended to ensure a peaceful and enjoyable stay for all residents of the Institute’s student residences of and are designed to help shape the environment in which they live, to protect the rights of community members, to make them aware of general rules of respect and safety, and to define their responsibilities towards each other.

If you have any questions about these Housing Regulations, please feel free to contact the Housing Administration staff.

## Article 1 – Aim of these Housing Regulations

1. These Housing Regulations set out the rights and obligations of all Residence Community Members of the Institute’s Residences.
2. These Housing Regulations supplement the agreement concluded between a Resident and the Institute (hereinafter: “the Accommodation Agreement”).
3. For the purpose of these Housing Regulations:
  - **Accommodation** means a room, apartment or studio in a Residence;
  - **Common Area** means a space that is not private and to which several Users have access (corridor, balcony, fitness....);
  - **Shared Space** means a room in an Accommodation that is shared by the Residents of that Accommodation (shared living room, shared kitchen....);
  - **Residence(s)** means De Picciotto student residence and/or Grand Morillon student residence;
  - **Residents** means individuals who are the holders of an Accommodation Agreement;
  - **Roommates** means Residents who share an Accommodation;
  - **Residence Community Members** means Residents, Visitors and any other person who uses the facilities of the Residences (fitness, parking....), excluding the staff;
  - **Visitor** means a person who is not a Resident of the Residence but who is invited or hosted by a Resident.

4. Residence Community Members are required to comply with all Swiss laws, Institute's regulations and policies that could be applicable, in particular its Code of conduct, and all instructions and regulations issued by the Housing Administration (e.g. *Practical Information document*, fitness room rules, kitchen opening hours....) and, where applicable, by any contracted external partners or emergency and rescue services.
5. Fees in relation to Residences are set out in a separate document entitled *Student Residences – Administrative fees, extra-fees, charges, penalties*.

## **Article 2 – Use of the Residences**

1. Residences are primarily intended for accommodation and study purposes or for the activities associated with them (fitness, kitchen....). Any commercial activity by a Residence Community Member not authorised by the Housing Administration is prohibited. This includes, but it is not limited to, the establishment of the head office of a third party such as an association.
2. The Accommodation is reserved for the exclusive residential use of the Resident(s) named in the Accommodation Agreement.
3. The Resident may not advertise their Accommodation on holiday/short stay websites such as but not limited to AirBNB or CouchSurfing.
4. Access to certain Common Areas or Shared Spaces may be restricted from time to time for necessary maintenance, repair or cleaning. Any such restriction will be announced in good time by the Housing Administration.

## **Article 3 – Visitors and Overnight Stays**

1. Overnight stays are defined as a Visitor staying in the Accommodation between 11 p.m. and 7 a.m. (12 p.m. on weekends).
2. Residents are allowed to host overnight Visitors in their Accommodation subject to the following rules and limitations:
  - a. Overnight stays are limited to a maximum of 25 nights between September and June and a maximum of 10 nights in July-August;
  - b. Visitors staying at the Residence for more than one night must be previously announced to the Housing Administration at least 3 working days before arrival;
  - c. An extra bed and bed linen request may be made at the Housing Administration. If the Housing Administration grants the request, fees apply (see *Student Residences – Administrative fees, extra-fees, charges, penalties*) and must be paid with the monthly price of Accommodation at the time of the request. The return of beds/mattresses and sheets must be made to the Housing Administration before 10 a.m., from Monday to Friday.
3. Keys and badges must not be given by a Resident to a Visitor unless expressly authorised in advance by the Housing Administration.

4. In Shared Spaces, the Resident must obtain the prior consent of the other Roommates before inviting a Visitor. Shared Spaces cannot be used to accommodate overnight Visitors.
5. Residents are responsible for the behaviour of their Visitors and may be held liable for their actions. Residents must inform their Visitors of the applicable policies, rules and procedures, particularly security procedures, and ensure that these Housing Regulations are strictly adhered to by their Visitors. The right of individual Resident to host Visitors for overnight stays may be subject to change or restriction by the Housing Administration at any time if the behaviour of these Visitors is not compatible with the peace, security and tranquility expected in the Residences.
6. Unauthorised stays of more than one night will be considered a breach of these Housing Regulations and the Accommodation Agreement.

#### **Article 4 – Long-term Stays**

1. Residents may exceptionally be authorised to let their Accommodation to a Visitor for an extended period of time during their absence for work, study or holidays, subject to the strict compliance with the conditions set out below and with prior written authorisation from the Housing Administration:
  - Long-term stays are only permitted between September and August, for a maximum of 6 months in total and within the term of the Accommodation Agreement;
  - Only university students or trainees of international or non-governmental organisations may be a long-term Visitor;
  - Long-term stays are not permitted if the Resident remains present in their Accommodation or in another Accommodation of the Residences;
  - The price paid by the Visitor to the Resident must not exceed the price of the Accommodation paid by the Resident (holder of the Accommodation Agreement) to the Institute;
  - The Resident must provide the Housing Administration with all the necessary information and administrative documents ideally 30 days in advance (name, surname, proof of the Visitor's enrolment at a university....) and no later than 10 working days before the beginning of the long-term stay. Applications will not be processed until all documents have been received and duly verified;
  - After receiving the written approval of the Housing Administration, the Visitor and the Resident must sign an agreement on the form provided for by the Housing Administration. A signed copy of the agreement must be returned to the Housing Administration with the other required documents before the start of the long term stay.
2. In any case, the Resident remains solely and exclusively responsible for all the contractual obligations set out in the Accommodation Agreement (payment of the price, invoices, damage caused during the long-term stay....).

## **Article 5 – Integrity of Residences**

1. Residents are required to use and maintain properly the Residences and their surroundings, the furniture and any other items provided by the Housing Administration in the Residences.
2. Residents are not permitted to make any alterations to the interior or exterior of the Residences and their surroundings, and remove or relocate any furniture and items provided without the prior consent of the Housing Administration.
3. Personal furniture may be brought in with the prior consent of the Housing Administration.
4. Residents are responsible for any damage caused to walls, floors or ceilings as a result of decorating.
5. There are designated posting areas in the Residences. Posting outside the designated areas is prohibited.
6. Failure to comply with these obligations may result in costs being charged to the Resident.

## **Article 6 – Community Life**

1. The use and enjoyment of the Residences must be done with respect for other Residence Community Members and the staff of the Housing Administration and must not interfere with the reasonable peace, comfort and privacy of other Residence Community Members.
2. In particular, any bullying or inappropriate behaviour towards other Residence Community Members, including but not limited to discrimination, harassment and theft, is strictly prohibited.
3. Residence Community Members shall not enter another Resident's assigned room or Accommodation without permission.
4. Residence Community Members must not enter restricted access areas, including but not limited to the Housing Administration back office, the roofs of the Residences and mechanical/technical rooms.
5. Pets and animals are not permitted in the Residences. Exceptions may be made by the Housing Administration for certified and trained assistance dogs under certain conditions. Unauthorised animals will be removed and the related costs incurred will be charged to the Resident.
6. The possession, storage, manufacture or use of weapons (including replicas and toys), explosives, fireworks or other dangerous products or materials which may harm or injure others (e.g. flammable liquids....) or which may be

used to intimidate, threaten, or endanger others is strictly prohibited and may constitute a criminal offence.

7. The organisation of any event in the Residences must be in accordance with the specific internal rules in force and with the prior written authorisation of the Housing Administration.
8. Community kitchens are reserved in priority for Residents who do not benefit from a fully equipped kitchen within their Accommodation.
9. Shared Spaces and Common Areas must be kept clean and tidy at all times after use.

### **Article 7 – Safety and Security rules**

1. Residents and, where applicable, Residence Community Members must observe the following rules:
  - Close or lock windows and doors to prevent damage or theft;
  - Ventilate your Accommodation and Shared Spaces regularly;
  - Do not keep or use any of the unauthorised items listed in the *Practical Information* document, including but not limited to halogen lamps, wooden pallets and inflatable swimming pools....;
  - Do not engage in any behaviour that threatens the safety and security of any person or property, including but not limited to vandalism, tampering with alarms, surveillance equipment, and/or other security equipment in and around the Residences;
  - Do not prop open or otherwise disable the latch/locking mechanism of any exterior, corridor, staircase, or interior door (other than your own room door) in the Residences. Remove the prop from any door that you find propped open or otherwise unsecured and inform a member of the Housing Administration staff;
  - Do not allow unknown or unidentified persons into the Residence, including by leaving doors open. In case of doubt, contact the Housing Administration (during working hours) or the security agents (outside of working hours);
  - Do not enter or leave the Residences through the designated emergency doors or fire doors, except in an emergency;
  - Do not drop, dump or throw anything out of the windows, balcony or terrace (water, bottles, trash....) and prevent any items from falling down;
  - Do not use additional individual air conditioning or heating systems;
  - Do not park cars, motorcycles or bicycles outside your assigned area;

- Do not bring or use your own personal electrical appliances or equipment, including but not limited to personal refrigerators, personal microwave ovens, personal electrical hotplates or barbecues (including electric), unless specifically approved in advance by the Housing Administration;
- Do not use personal electrical appliances or appliances from abroad that may not comply with Swiss standards and regulations;
- Do not tamper with, remove or misuse fire and life safety equipment or technical devices, including, but not limited to fire alarms, smoke detectors, emergency evacuation instructions and lifts;
- Do not store dangerous, illegal or harmful goods or objects;
- Do not obstruct access to emergency exits, ventilation openings and appliances or drains in the Residences;
- Do not interfere with the water, electricity, gas, internet or heating systems;
- Do not use barbecues in the Residences (including balconies) and their immediate vicinity;
- Do not climb up or down balconies, climb onto another adjacent balcony from the outside, or climb on furniture from which you may fall;
- Do not swing or hang clothes, curtains or carpets from windows or balconies;
- Do not hang or place anything, such as flower pots or boxes, on the outside of windows or balconies.

### **Article 8 – Health Rules**

1. Residences are non-smoking areas. This includes all forms of tobacco (cigarettes, cigars...), vaping and e-cigarettes.
2. Smoking is tolerated outside the Residences as long as extinguished cigarette butts and smoking waste are disposed of in the designated litter bins.
3. Possession, manufacture, dealing, distribution or use of illegal drugs or drug paraphernalia, or being under the influence of such drugs in the Residences is strictly prohibited and may constitute a criminal offence under Swiss law.
4. If the Residence Community Member notices the presence of pests (bedbugs, cockroaches...), they must inform the Housing Administration as soon as possible.

### **Article 9 – Access to Residences, Common Areas and Accommodation**

1. Access to Residences, Common Areas and Accommodation is by means of a key and/or a badge and access to the Resident's mailbox is by means of a key.

2. Keys and badges are personal and non-transferable, which means that they are the responsibility of their authorised key and badge holders and must not be given to any third party, with the exception of Housing Administration staff and emergency and rescue services.
3. Where applicable, key and badge holders must ensure that their identification cards are regularly updated and are not authorised to make copies of keys without the prior written consent of the Housing Administration.
4. Residents may be required to produce their student ID card at any time upon request by Housing Administration, security staff or contracted staff while in the Residence.
5. Key and badge holders must inform the Housing Administration of any damage, loss or theft of their keys and/or badges. The costs of replacing keys and badges will be charged.
6. Hallways, corridors, staircases, public passages, balconies and the surrounding premises and grounds must be kept clean and free from anything that blocks, obstructs or restricts the way as they may serve as evacuation routes in the event of fire. This includes but is not limited to bicycles, furniture, boxes and rubbish. Any removal may be charged to the responsible person.
7. Residents must give access to and not obstruct Housing Administration staff and, where applicable, contracted external partners or emergency and rescue services for the purposes of inspection, maintenance and repairs. Visits will be announced except in the event of an emergency or for good cause, including but not limited to suspected health risk or serious breach of the Housing Regulations or any other applicable laws or regulations.
8. Housing Administration may restrict access to certain Shared Spaces or Common Areas for justified grounds including but not limited to maintenance, repair or health or safety reasons or on a ground of inappropriate behaviour.
9. The right of access to fitness room is personal and non-transmissible.

#### **Article 10 – Peace and Tranquility**

1. In the Residences and their surroundings, noise must be kept to a minimum in consideration of other Residence Community Members and the staff of the Housing Administration, especially during examination periods.
2. Noise is prohibited between 10 p.m. and 8 a.m. (Monday to Friday) and between 10 p.m. and 9 a.m. (weekends and public holidays). Outside of these hours, electronic devices must be used at an acceptable level.
3. Musical instruments may be permitted under certain conditions. The Housing Administration may be consulted to find a suitable place to practise.

### **Article 11 – Cleanliness**

1. Residents must keep the Accommodation and Shared Spaces allocated to them clean and tidy.
2. Residence Community Members must keep the Common Areas they use clean and tidy.
3. In cases in which there are reasonable grounds to assume that cleanliness is being neglected, Accommodation inspections may take place between 8 a.m. and 6 p.m. on working days to check that the Accommodations are kept tidy and clean, subject to a written notification of the Resident at least two working days before the scheduled inspection.
4. Residents and Residence Community Members must regularly remove their rubbish and dispose of it in the containers provided in accordance with the sorting instructions.
5. Residents must tolerate the housekeeping team and comply with the instructions to enable the housekeeping team to clean the Residences properly.

### **Article 12 – Repairs and Maintenance**

1. All repairs and maintenance required in your Accommodation, Shared Spaces or Common Areas must be reported to the Housing Administration technical services as soon as they are discovered.
2. Repairs resulting from damages caused intentionally or through gross negligence could be charged to the responsible person.

### **Article 13 – CCTV**

1. For security reasons, Common Areas of the Residences and their immediate surroundings shall be monitored by CCTV.
2. It is forbidden to redirect, block or tamper with CCTV.

### **Article 14 – Insurance**

1. Residents shall be covered by the collective third party liability and accommodation insurance taken out by the Institute.
2. If the insurance conditions are met, the deductible shall be borne by the Resident.
3. Any damage caused to the Residences and their facilities by a Residence Community Member or a third party must be reported as soon as possible to the Housing Administration, which will take care of the insurance declaration. The consequences of any delay in reporting the damage, which may prevent insurance reimbursement, will be borne by the person at fault.



4. Residents and, where applicable, Residence Community Members are strongly advised to take additional personal and private liability insurance which may extend the coverage to other risks such as theft.

#### **Article 15 – Responsibilities**

1. Roommates are jointly responsible for keeping Shared Spaces clean and tidy. Any costs incurred for extra cleaning due to a lack of cleanliness shall be shared between the Roommates.
2. Roommates are jointly responsible for any missing items or damage to Shared Spaces if the person responsible cannot be found and will be charged pro rata between Roommates.
3. Residences Community Members may be held liable for any damage they cause or caused by their Visitor or any third party to whom they allow access to the Residence, either intentionally or through negligence.
4. The Institute shall not be held liable for any loss, theft or damage to the Residence Community Member's property unless the loss, theft or damage is caused by the Institute's negligence or that of a person acting on behalf of the Institute.

#### **Article 16 – Departure**

1. Accommodation and all equipment, furniture and appliances contained therein must be returned clean, tidy and in a normal wear and tear condition. Examples of unsuitable Accommodation are given in *Practical Information* document.
2. All personal belongings must be removed from the Common Areas, Shared Spaces, Accommodation, storage, locker, mailbox or parking.
3. Departing Residents must inform Housing Administration of any damage or missing items in their Accommodation or Shared Spaces prior to departure. Any damage should be repaired and any missing items or furniture should be replaced before departure.
4. The Resident must be present at the pre-exit inventory organised with the Housing Administration.
5. Any costs incurred as a result of a breach of these Housing Regulations, including but not limited to missing items and/or furniture, damage or unacceptable state of cleanliness, rubbish or personal belongings not removed, will be charged to the Resident and deducted from the final check-out account statement. Any outstanding financial claims will be deducted from the security deposit. Any outstanding costs in excess of the security deposit will be charged directly to the Resident.
6. Keys and badges must be returned to the Housing Administration when the Resident vacates the Accommodation.

### **Article 17 – Jurisdiction and Applicable Law**

1. These Housing Regulations are governed by Swiss Law.
2. The exclusive place of jurisdiction shall be Geneva, Switzerland, irrespective of the Residence Community Member's present or future domicile.

### **Article 18 – Breach of these Housing Regulations**

1. These Housing Regulations form an integral part of the Accommodation Agreement. Breaches of these Housing Regulations may result in the early termination of the Accommodation Agreement and the payment of the costs incurred as a result of his breach.
2. Failure by a member of the Institute community to comply with these Housing Regulations may result in disciplinary action being taken against that member.
3. Applicable civil and criminal law is reserved.
4. The Institute may temporarily or permanently withdraw access to certain Common Areas or (additional) services provided by the Institute in the event of non-compliance with these Housing Regulations.
5. The Institute may offset the costs incurred by a Resident or the non-payment of its costs for the Accommodation and services against the scholarship paid by the Institute to that Resident.

### **Article 19 – Entry into force and Amendments**

1. These Housing Regulations have been approved by the Direction on April 11, 2023.
2. These Housing Regulations enter into force on May 1, 2023 and replace the previous Housing Regulations-
3. These Housing Regulations may be amended at any time by the Housing Administration. Amendments will be notified to the Residents in writing 14 days before they enter into force and be posted on the Institute website.