

Guest House Regulations and Rates Academic Year 2026/2027

Approved by Director's Decree No. 346 of 9 October 2026

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1 - ACCESS TO THE GUEST ACCOMMODATION SERVICE

The ESU Guest Accommodation Service is reserved for university staff (lecturers, researchers, visiting professors) and other **international** users associated with the university (conference delegates, summer school participants, etc.), **with priority given to guests invited by the University of Padua and coming from non-EU countries.**

The length of stay is categorised as follows:

- Short-term:** involves a stay of one or two weeks;
- Long-term:** involves a stay of one month **up to a maximum of six months. Allocations may only be renewed six months after the end of the previous allocation**

2 – APPLICATION PROCEDURE

Instructions on how to check availability and apply for accommodation are set out on the page <https://www.esu.pd.it/en/residences/>.

If availability is confirmed, you will be asked to complete an online form, after logging in to the online services section on the portal <https://myesupd.dirittoallostudio.it> and filling in the appropriate 'FORESTERIA' form;

The application must include appropriate documentation proving the academic reasons for the stay, the check-in and check-out dates, and any special requirements.

Telephone bookings are not accepted.

3 - CHECK-IN AND COLLECTION OF KEYS

- All guests must present themselves at Reception upon check-in with a valid form of identification;
- For long-term guest accommodation: upon check-in, the guest must sign the relevant room handover form;
- All guests must familiarise themselves with these regulations and, for any matters not covered herein, with the 'General Regulations for University Halls of Residence' for the relevant academic year, available on the ESU website (<https://www.esu.pd.it/en/residences/>), and undertake to maintain the accommodation allocated to them in a proper manner.



- Room keys are collected from the relevant reception desk, as indicated in the booking confirmation, during the time slots specified in that confirmation.

4 – PAYMENT METHODS

- **For short-term accommodation:** payments must be made in advance via the portal <https://myesupd.dirittoallostudio.it> in the PagoPa section.
- **For long-term accommodation:** the security deposit must be paid in advance via the <https://myesupd.dirittoallostudio.it> portal in the PagoPa section. Monthly fees must be paid in the same way by the 5th of each month;
- In exceptional cases, payment for your stay may be made by bank transfer in accordance with the instructions provided by the Accommodation Office;
- The security deposit and/or advance payment will only be refunded if cancellation of the bed is notified within 15 days of arrival.

5 - CHECK-OUT

- The accommodation must be left vacant and clean, and the keys must be returned by 10.00 am on the last day of your stay, in accordance with the arrangements agreed with the Accommodation Office;
- **The guest is required to return the accommodation in the same condition as when it was received;**
- **For long-term accommodation:** upon vacating the accommodation, the guest must, subject to agreement with the Residence Manager or their delegate, sign the relevant room handover report;
- The security deposit, where paid, will be refunded – once payment of fees and the condition and cleanliness of the accommodation have been verified – to the IBAN provided by the guest within 60 days of the end date of the stay (provision of the IBAN is mandatory; otherwise, the deposit will not be released).

6 – SERVICES PROVIDED

Linen: bed linen (mattress cover, pillow, pillowcase, sheet set, blanket and bedspread) and a complimentary towel are provided.

Cleaning: the guest's responsibility. A cleaning service is available on request (room €35.00 – suite €50.00)

For the guest accommodation service offered in student halls of residence as 'PLACES MADE AVAILABLE DURING THE ACADEMIC YEAR', linen and cleaning services are not provided.

7 - PENALTIES

The guest is required to:

- behave in a manner characterised by fairness, a sense of responsibility and respect towards others and in the use of the premises and equipment provided by ESU,
- keep the premises, furnishings, bathrooms, kitchens, etc. clean and tidy;
- comply with safety regulations and familiarise themselves with the emergency exits closest to their room.

The following are not permitted:

- keep pets;
- causing a disturbance at any time: in particular, after 11.30 pm and before 8.30 am;
- smoking inside rooms and in all communal areas, in accordance with current legislation;
- to keep flammable materials, harmful or radioactive substances, drugs, or any other items prohibited by law in rooms and communal areas;

- h) **to accommodate guests, for any reason, during the night; to admit visitors who have not left a valid form of identification with the concierge (in residences with a reception).**

8 - VISITORS

- Visitors are permitted from 8.30 am to 1.00 am;
- The guest to whom the room is allocated remains responsible, in every respect, for the behaviour of their visitors and is liable, including financially, for any disturbances, damage or problems caused by them;
- External visitors are required to present a valid form of identification to the reception staff, where present.

9 – INFORMATION

- **No crockery is provided in the guest accommodation;**
- ESU accepts no liability for any theft or loss of a guest's personal belongings within the allocated accommodation;
- ESU reserves the right to access the rooms if necessary, even in the absence of guests, as specified in the 'General Regulations for University Halls of Residence' for the relevant academic year;
- The personal data of guests staying in the guest accommodation will be sent to the public security authorities;
- The fairness and transparency of the processing of personal data, as well as its protection and confidentiality, are guaranteed in accordance with the provisions of EU Regulation 679/2016 (GDPR);
- For any matters not expressly covered here, please refer to the "General Regulations for University Halls of Residence" for the relevant academic year.

10 – FEES

ESU guesthouse rates from 1 October 2026

AGRIPOLIS			
university campus only – 2 places			
	Monthly	Weekly	Daily
Suite – 1 bed	€435.00	€185.00	-

COPERNICO			
university area only – 12 beds			
	Monthly	Weekly	Daily
Suite – 1 bed	€610.00	€260.00	-
Suite – sleeps 2	€900.00	€375.00	-
Extra bed	-	-	€30.00

NORD PIOVEGO			
university area only – 36 places			
	Monthly	Weekly	Daily
Suite – 1 bed	€550.00	€235.00	-
Suite – sleeps 2	€810.00	€340.00	-

VILLA LIBERTY			
university area only – sleeps 9			
	Monthly	Weekly	Daily
Single	€415.00	€175.00	€60.00
Double	€600.00	€250.00	€85.00

PLACES THAT HAVE BECOME AVAILABLE DURING THE ACADEMIC YEAR	
university area only, in all halls of residence	
	Monthly
Single room	Surcharge of €50.00 on the “Non-eligible” rate
Place in a twin room	Surcharge of €30.00 on the “Non-eligible” rate

Security deposit for guests staying in the guest accommodation for two or more months	€400.00
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Padua, 9 October 2026

The Director
Dr Gabriele Verza



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