

Internal rules of community life in university residences

PREAMBLE

The present Internal Rules set out the conditions of community life in university residences in accordance with Circular no. 20250220 of February 20, 2025. They apply to all residents, irrespective of their legal status. Where applicable, additional measures set by the Crous and approved by the Board of Directors, may be added to the Internal Rules. These measures, which are annexed to the Internal Rules, may not be contradicted by its provisions in any way.

DEFINITIONS

- **Resident:** A person housed in a Crous university residence who benefits from tenancy rights (Admission Decision).
- **Admission Decision:** Document setting the terms and conditions of tenancy in a university residence. It is sent to the future resident, once the advance on the rental fee has been paid (booking) or to the renewing resident, the booking being validated, and confers them their right to occupancy.
- **Occupier without right or title:** A person illegally occupying accommodation without an Admission Decision (following a Repeal Decision or continuing occupancy despite the end of the Admission Decision). In this event, the occupier must still comply with the Internal Rules.
- **Crous accommodation:** furnished accommodation, and depending on the residences, household appliances, conferring a right to housing benefits – CAF (Crous accommodation is not deemed to be furnished accommodation under common law regulations).
- **Rental fee:** Sum (either a flat fee or a rental fee *per se* plus furniture and other charges) paid monthly by the resident.
- **Occupancy indemnity:** Sum paid by an occupier without right or title.
- **Co-tenancy:** accommodation to be occupied by several residents.
- **Common areas:** areas shared by several residents in a co-tenancy.
- **Communal areas:** areas shared within the residence (kitchens, bathrooms, work rooms, gym, television rooms corridors etc.) and outdoor areas within the perimeter of the residence.
- **Repeal:** decision ending the tenancy from the Repeal Decision date.
- **Expulsion:** obligation of the resident or occupier without right or title to leave the accommodation they occupy
- **Eviction:** law-enforcement following a judge's decision to compel the resident or occupier to leave accommodation.
- **Renewal:** concerns students renting the same accommodation in July, August and in the following academic year.
- **Re-admission:** concerns students who are authorized to return the following year without staying in the summer months, by derogation from the Director General without any guarantee of keeping the same type of accommodation.

I. Accommodation tenancy

Article 1. Need for an Admission Decision

A resident may occupy accommodation in a university residence if they have previously benefited from a valid admission, renewal or current re-admission Decision from the Crous Director General. The tenancy is granted for the dates set in the Admission Decision.

Each year, the resident must undertake all necessary procedures regarding renewal or re-admission, in accordance with the terms set by the Crous pursuant to the national rental management Circular. If the resident has not undertaken these procedures, they become an occupier without right or title at the end of the tenancy.

Article 2. Visits

Residents are free to receive visitors. Residents are responsible for visitors to whom they have authorized access and for any incidents which may have occurred in their accommodation and in the residence's communal areas. The right to an authorized visit is exercised in the presence of the resident. Keys and badges may not be entrusted to visitors, as this may be considered to represent subletting.

Residents may request, in writing and with prior express consent from the Residence Manager, to host a single guest, on an exceptional and occasional basis, for a limited duration set by the Crous. The guest must provide their credentials.

Residents must without fail declare, with at least one day's notice, the name of the guest they wish to host to the residence welcome desk, before the latter's arrival, and the duration of their stay. In any event this stay cannot exceed three (3) consecutive nights. These requests must be occasional and within reason.

Article 3. Subletting or hosting a third party

Tenancy is strictly individual and nominative.

Subletting, whatever its form and whether it is free of charge or not, and any undeclared hosting activities mentioned in Article 2, are strictly forbidden and incur a penalty (Article 19).

The size of the accommodation is intended for the number of people indicated in the Admission Decision. Therefore, a resident welcoming a child during the academic year and living in accommodation which does not provide appropriate housing conditions, will be assisted by the Crous social services when searching for accommodation adapted to their situation, thus enabling them to leave this inappropriate accommodation.

Article 4. Access to the residence and the accommodation

4.1 Resident's means of access

For reasons of access and safety (e.g. doors open for firefighters in case of incident) the resident may not change the lock in their accommodation nor add a lock or any other additional locking device.

The resident is liable for means of access which they must never entrust to another person. In the event of loss, they must inform the residence of the loss and pay the replacement fee. A change of lock will be carried out by the Crous. The resident must pay for the replacement and should contact their insurance company to request a refund.

4.2 Access to the accommodation by the Crous

The Crous Director General and the Residence Director are responsible for the safety of persons and property and also for the peace and cleanliness of premises.

To that end, the Crous reserves the right to visit the accommodation to check its state, in particular when checks are required concerning its cleanliness, the safety of persons and property, the building's mandatory and regular maintenance visits, premises maintenance and the application of the Internal Rules. Depending on the work to be done, an external contractor may need to work in the accommodation and may be accompanied by a Crous agent.

If the resident has requested work to be done, the Crous agents carry it out either in the resident's presence or following the resident's consent to undertake it in their absence.

Emergency aside (e.g. in the case of injury to persons or damage to property), the resident will receive prior written information of the visit within at least two (2) days. This notice period may be reduced in the event of *force majeure*. In the case of annual mandatory visits (in particular the maintenance of safety devices), should the student not respond to this request for visits, the latter will be informed that the visit will take place, even in their absence, and the date set for the visit will be notified to the resident.

Article 5. Accommodation layout

Residents may change the layout of their accommodation with the existing furniture items, provided these are not fixed to the floor or wall. Modifications must take into account the state of the furniture. Any damage may need to be invoiced to residents. In particular, additional mattresses and beds may not be used.

Furniture is made available to the resident and may not be removed or changed, barring written agreement from the Residence Manager. Furniture equipment items which were in place at the incoming inventory remain the property of the Crous and must also be in place at the outgoing inventory, failing which residents will be invoiced.

Should these rules not be complied with, the Crous requires the resident to return the premises to their initial state. If the resident has not returned the premises to their initial state, the Crous will instruct this task to be undertaken at the resident's own expense.

For any other basic layout request, or additional furniture (which does not modify any partitions or the state of the surfaces, walls, floors, ceilings and furniture), the resident may contact the residence.

Article 6. Internet access

The residence can be connected to the Internet via a service provider. The resident benefits from Internet access in their accommodation. Activating the service requires acceptance of the general conditions of use. In any event, should a student wish to add Internet equipment, a contractor other than that of the Crous operator may not work on or modify the residence's existing installations without express consent from the Residence Director.

Article 7. Commercial activity, associations and collective activities

No company or other commercial activity can establish their registered office in a university residence.

A student association meeting the conditions of Article 8 of the Internal Rules may establish their registered office in a university residence with a written authorization from the Crous Director General: any association wishing to establish their registered office in the residence must declare its statutes, aims and the resources envisaged, as well as the name of its officers, to the Crous Director General; this declaration does not exempt the legal formalities from being fulfilled.

Authorization from the university Residence Manager must be requested at least eight (8) days in advance for any collective activity of any nature whatsoever under the conditions of Article 8, organized by the residents or by an association.

II. Rules of community life in a university residence

Article 8. Following the rules of private life, community and citizenship

Within their accommodation, all residents have the right to the freedom of expression, cultural information, politics, trade unionism, religion and assembly and association. These freedoms are exercised while being mindful of the individual freedoms of other residents and the principles of secularism and neutrality.

Residents exercising their individual freedoms must reconcile the following principles:

- Being mindful of the principles of secularism and neutrality of the public service which prohibit any demonstration or association which violates these principles;
- Being mindful of Crous staff;
- Being mindful of other residents, especially of their peace;
- Being mindful of the state of premises, furniture, equipment and outdoor areas.

In addition, the residence is a living community, in which each person must show tolerance and a respectful attitude to the personality of others and their beliefs.

The use of any form violence and in particular:

- Gender-based violence and sexism;
- Physical as well as verbal violence;
- And any form of harassment, including via the Internet, intimidation or discrimination or any speech or behavior that is racist, anti-Semitic, xenophobic, sexist and homophobic, or reduces a person to their physical appearance or disability is unacceptable, given the right of each person to live in a safe and tolerant environment.

The Crous may take any immediate measures they deem necessary to preserve the safety of their residents. Penalties may be incurred in accordance with Article 19 of the Internal Rules.

Lastly, residents commit to being mindful of the Crous values of citizenship, the environment and ecological transition. The principle of good water and energy management applies to all residents.

Article 9. Rules of living together

Occupancy must be peaceful and mindful of community life rules. Residents must avoid noisy activities by day and night, and especially after 10.00 pm, in order to respect the work and rest of other residents and Crous staff.

Article 10. Tobacco and alcohol use and consumption and production of illicit products

In accordance with current legislative and regulatory provisions, smoking, vaping and using illicit products or drinking alcohol in premises intended for collective use (especially enclosed and covered premises which welcome members of the public or which represent work areas, communal and shared premises and areas, corridors, etc.) is prohibited.

The production and sale of illicit substances is prohibited.

Article 11. Complying with hygiene and cleaning rules

The Crous only undertakes the cleaning of communal areas. Residents maintain the cleanliness of these areas.

Residents are responsible for cleaning their accommodation, including the balcony if there is one, and ensure that they keep it clean. In particular they must air the accommodation frequently. Residents in a co-tenancy are responsible for the cleanliness of both communal and private areas.

The proper functioning of the residence requires that personal waste be disposed of, using appropriate containers and collection methods, and that electricity, heating and hot water be used responsibly. Residents are responsible for waste disposal in their accommodation. Waste must therefore be placed in appropriate containers and not left in communal areas or next to containers.

Should a resident find pests (bedbugs, cockroaches, etc.) they must notify the Residence Manager without delay. Fees are only paid by the Crous if the resident had not notified the infestation or not complied with the disinfection protocol.

Pets are **only** admitted in university residences on the prior express consent of the Residence Director. The decision is taken given, firstly, the characteristics of the accommodation occupied and in particular the animal's size and secondly, the characteristics of the animal, their welfare and compliance with community life in a university residence.

Following this authorization, the resident who owns a pet commits to:

- Keeping the accommodation in a perfectly hygienic state. Regular visits to the accommodation may be carried out by staff to ensure this is the case;
- Keeping a cage, litter, a basket, etc. in perfect condition so that no odors may be detected in the accommodation;
- Treating the animal against parasites and keeping their vaccination booklet up to date (including dated anti parasite treatments);
- Placing the animal in a cage or keeping it on a leash during technical and safety work;
- Arranging the pet to be kept by a third party outside the accommodation in case of absence for more than one day;
- Leaving with their pet at the end of accommodation occupancy in a university residence.

This commitment will be valid until the end of the occupancy Admission Decision and will be renewed expressly in the case of accommodation renewal. It is also valid when the resident leaves the accommodation, who will not be able to leave the animal in the accommodation on departure. Otherwise, fees for the animal to be taken care of will be invoiced to the resident.

Article 12. Complying with health rules

Community life is naturally conducive to viral transmission. Therefore, if a resident suspects they have succumbed to a serious and contagious disease or they are the victim of a serious accident or condition, they must declare it as soon as possible to the university Residence Manager. Residents must submit to the medical checks required at appropriate medical services.

In the case of a contagious disease requiring special care or recourse to a specialized medical unit, coming back to the university residence requires a medical certificate to be produced, showing that there is no contra-indication to community life. Should this be impossible, the Crous may support the student in finding appropriate accommodation outside of the Crous, taking into account their medical needs.

In a pandemic, residents must comply with all health rules and measures implemented in the residence and nationwide.

Article 13. Complying with safety rules

The university residence's electrical power is adapted to the equipment provided by the Crous. For safety reasons, except for the equipment provided by the Crous, the resident commits to refrain from:

- Using gas appliances, heating devices, hot plates and hobs (except for authorized microwave ovens) in communal areas;
- Possessing an object or device liable to compromise the safety of property and persons;
- Using multi-sockets and limiting the number of electrical appliances used at the same time.

In no way should the resident jeopardize the safety of other residents and staff. The resident therefore commits to refrain from:

- Blocking access to the accommodation, the residence and the emergency exits;
- Obstructing mechanical ventilators;
- Interfering with water, electricity, gas, Internet or heating networks;
- Damaging safety equipment and installations;
- Unplugging or obstructing smoke alarms installed in the accommodation;
- Storing dangerous or flammable products;
- Storing personal equipment or objects in communal areas;
- Hanging objects or placing them on windowsills, corridors, stairwells and communal areas.

Article 14. Videoprotection

Communal premises, hallways and access to residences may be placed under videoprotection to ensure the safety of persons and property. Residents are informed of this procedure on arrival, by way of posters displayed in the residence. Conditions for access to images are detailed in the General Data Protection Regulation (GDPR) and recommendations from the French National Commission on Informatics and Liberty (CNIL).

Article 15. Theft and damage

The Crous is in no way liable for any thefts the resident may have been subjected to in their accommodation or within the perimeter of the university residence.

The resident is liable for any damage they may have incurred at their own expense.

Article 16. Posters

Dedicated display boards can be used by residents. Posting requests are first sent to the residence management in writing. No posters may be authorized outside the dedicated areas. Any communication in a foreign language must be translated into French. Advertising is strictly forbidden.

Article 17. Reporting problems

Any problem, breakdown or incident must be reported immediately to the university residence management, to enable maintenance agents to remedy it. Such work is paid for by the Crous.

A problem linked to **improper use** may be invoiced to the resident, **especially if this a recurring problem**.

III. Non-compliance within the Internal Rules and/or admission period

Article 18. Failure to comply with the Internal Rules and/or admission period

If a resident fails to comply with the Internal Rules and/or the admission period, they will be summoned by the Residence Manager or their representative.

During the interview, the resident may comment on the situation and be assisted by a person of their choice.

In the event of physical or verbal assault on persons, damage to property or repeated non-compliance with the Internal Rules resulting in grave or imminent danger, penalties may be applied in accordance with Article 19 of the Internal Rules.

Reasons for penalties (non-exhaustive list)

- Physical or verbal assault on persons, damage to property or repeated non-compliance with the Internal Rules resulting in grave or imminent danger;
- Repeated non-compliance with the Internal Rules (non-compliance with hygiene rules, change or removal of furniture provided, noisy occupancy, tobacco usage and/or vaping, illegal subletting, forgery, etc.);
- Unpaid rental fee for more than one (1) month not recovered during the tenancy period;
- Lack of documents required in the rental file;
- Continued occupancy without tenancy rights.

Article 19. Consequences of not complying with the Internal Rules

Any infringement to the Internal Rules is liable to lead to the following written and substantiated penalty, taking into account the severity of the infringement and/or its recurrence:

- Written warning from the Residence Manager;
- Written warning from the Crous Directorate General;
- Automatic move to another residence;

- Refusal by the Director General to renewal or re-admission in a residence;
- Repeal of tenancy leading to expulsion;
- Independently of criminal prosecution, serious infringement to community life or harm to staff or to any other person can lead to the Repeal Decision leading to expulsion, without prior warning from the Crous.

The present Internal Rules take effect as from September 1, 2025.