

Appendix: Special conditions of rules of procedure

1) FLAT MAINTENANCE

In the event of lack of maintenance, the resident shall receive a written warning from the director of the residence. In case of breach, the deposit may be used and sanctions applied.

2) LIFE IN GROUP

Collective kitchens are accessible from 6 am to 11 pm.
Residents will see to it that they leave the common premises clean after use.

3) DETAILS OF RESIDENCES

- **CENTRAL SECRETARIAT FOR RESIDENCES AMIENS NORD/CENTRE**
Central secretariat: 19 rue Tagault 80000 AMIENS
☎ tel 0322 712 485 📧 : res.amiens-centre.secretariat@crous-amiens.fr
- **CENTRAL SECRETARIAT FOR RESIDENCES AMIENS SUD**
Avenue Paul Claudel 80025 AMIENS CEDEX 1
☎ 0322 719 130 📧 res.amiens-sud.secretariat@crous-amiens.fr
- **CENTRAL SECRETARIAT FOR RESIDENCES DE COMPIEGNE/CREIL/SAINT QUENTIN**
Rue Winston Churchill 60200 COMPIEGNE
☎ 0322 719 100 📧 : res.roberval.secretariat@crous-amiens
- **SECRETARIAT RESIDENCE OF BEAUVAIS**
Restaurant du Jeu de Paume
52 Boulevard Saint André 60000 BEAUVAIS
☎ 0322 719 101 📧 res.beauvais@crous-amiens.fr

4) CROUS COMPUTER AGREEMENT

TO BE SIGNED EXCLUSIVELY BY STUDENTS ASSIGNED TO THE HENSONS AND JARDIN DES PLANTES RESIDENCES IN AMIENS OR THE CREIL RESIDENCE.

This computer agreement concerns:

- Access to the Internet in IT working rooms in university residences.
- Connection to the Internet via the network placed at disposal in university residences.

It must be signed by each user who undertakes to comply with deontological rules: secured use of the Internet, intellectual property (pirating, illegal copies), responsibility and upkeep of equipment being used (stability of configurations).

➤ **COMPLIANCE WITH I.T. DEONTOLOGY:**

BASIC RULES:

Each user undertakes to comply with the rules of I.T. deontology and notably not to carry out operations intentionally that could have for consequences:

- to conceal his true identity.
- to take over the password of another user
- to change or to destroy information not belonging to him on one of the computer systems
- to access information belonging to other users without their authorisation
- to prejudice the integrity of another user or his sensitiveness, notably via provocative messages, texts or pictures
- to interrupt the normal operation of the network or of one of the systems connected or not to the network.
- to transform, change or destroy the equipment placed at his disposal.
- to connect or try to connect on a site without being authorized.

This concerns racist, pornographic sites, those launching calls to violence or prejudicing persons or property.

Also are concerned sites offering in any form whatsoever illegal placing at disposal of music, films, games...

(The location of the site (France, European Union or other countries) is not taken into account in this prohibition)



- to use IT resources for commercial purposes.

The achievement or use of an I.T. programme whose aim is one of these purposes is strictly forbidden.

USE OF SOFTWARE AND COMPLIANCE WITH OWNERSHIP RIGHTS:

The user shall refrain from making copies of software that do not belong to the public domain as well as to develop programmes that self duplicate themselves or attach to other programmes (computer virus).

➤ **RIGHTS AND DUTIES OF ADMINISTRATORS:**

Internet accesses are managed by the IT department of the Amiens-Picardy CROUS and by WIFIRST. They undertake to take any useful step to allow the proper operation of common IT resources.

Users of computer means and systems acknowledge to the administrators the possibility to collect the information required for the proper operation of the system.

Administrators must inform the users of any voluntary interruption of service. They undertake to minimize them and to choose the least penalizing dates for users when this is possible.

Administrators may monitor in detail the working sessions of a user suspected of non-compliance of the use rules.

They may, with or without advance notice, take the steps required against a user that would hinder the proper operation of I.T. resources.

They may put an end to work sessions that remain inactive for too long.

User's surname and name:.....

University residence hall, Building, Room:.....

Date:

Signature with handwritten indication "read and approved"



5) MODEL WITHDRAWAL DECLARATION

In case of withdrawal, the fee advance is refundable before the date of admission at the request of the person concerned.

After this deadline, no reimbursement will be due unless exceptionally and subject to an express request from the beneficiary, in particular related to a late acceptance at a higher education institution, which will be assessed by the general management of the Crous.

WITHDRAWAL DECLARATION

I, the undersigned, SURNAME, NAME :

Personal Address :

.....

appointed for the year 2019/2020 in the RESIDENCE :

declared I withdraw from the room that was granted to me.

Date :

Signature

Enclose compulsorily bank or post details to your name, or, failure, a dated and signed proxy, for the benefit of the holder of the bank or post detail.



6) DEPARTURE ADVANCE NOTICE (IN THE COURSE OF THE YEAR)

The beneficiary undertakes to inform the residence, either by registered letter with acknowledgement of receipt, or by delivering the declaration to the residence against receipt, of his date of departure one month in advance.

In case of non-compliance with the notice period, the month of notice shall be charged to the student.

YOU MUST MAKE AN APPOINTMENT FOR YOUR INVENTORY OF FIXTURES ON www.messervices.etudiant.gouv.fr /accéder aux autres services/prendre RDV avec le CROUS

DEPARTURE ADVANCE NOTICE

I, the undersigned:

SURNAME:

FORENAME:

RESIDENCE: Flat no.:

Personal address:.....

.....

.....

University attended:.....

Branch or college:.....

Year of study (1st-2nd ...):

Reason for departure of the residence (stopping studies, internship, other to be specified):.....

Wish to give back my flat on: (date of the exit inventory of fixtures)

Amiens, date:.....

received in residence on.....

Signature of the student

Signature of the Director of the residence

Date de of start of departure advance notice =

Date of end of departure advance notice =

Note: warning, the housing allowance is not paid for any departure occurring before the 31st of the month.