

RULES AND REGULATIONS GOVERNING STUDENT RESIDENCES

Approved by the Social Action Council on 29th May, 2013

1. AIMS

- 1.1** The Residences of the Social Action Services of the *Instituto Politécnico de Santarém* (Polytechnic Institute of *Santarém*), from here on in designated SASIPS, are intended for the housing of students matriculated in their respective schools, who, as a result of their socio-economic status, require housing in order to continue their studies and, as a result of distance or transportation difficulties, cannot reside with a family member during the academic year.
- 1.2** The Residences aim to provide the housed students with conditions to further their study and well-being, constituting one of the means through which, the SASIPS seek to facilitate the integration of students in the academic community.

2. CONDITIONS FOR APPLICATION AND ADMISSION

- 2.1** The following may apply for housing in the SASIPS Residences:

- a) National Citizens;
- b) National Citizens of Member States of the European Union with the right to permanent residence in Portugal and their family members, according to the terms of Law n° 37/2006, of 9 August;
- c) National Citizens of other countries:
 - i. Title-holders of authorization for permanent residence, according to the terms of article 80 of Law n°23/2007 of 4 July;
 - ii. Beneficiaries of long-term resident status, according to the terms of article 125 of Law n° 23/2007 of 4 July;
 - iii. Those from States with which there are cooperation agreements foreseeing the application of such benefits;
 - iv. Those from States whose law, under equal circumstances, concedes equal treatment to Portuguese students.
- d) Stateless individuals;
- e) Beneficiaries of political refugee status;
- f) Those in other situations which, in the meantime, may come to be included by law.

g) All students matriculated and enrolled in the *Instituto Politécnico de Santarém* (Polytechnic Institute of *Santarém*) additionally benefit from housing under the terms of item d) in paragraph 2 of article 4 of Decree nº 129/93 of 22 April, under the conditions defined by law.

2.2 Students who meet the criteria referred to in the previous point may apply for housing under the terms and deadlines established by SASIPS.

2.3 Housing applications must be submitted annually by the deadline established by SASIPS.

2.4 After the application period, the SASIPS housing sector will create ordered lists in accordance with the following preference criteria:

- a) Under the terms of paragraph 3 of art. 10 of the Regulations for the Awarding of Scholarships, absolute priority is given in the awarding of housing to students to whom a scholarship has been awarded and who are in the situation of having to commute long distances.
- b) From among the students previously referred to, priority will be given to those who receive smaller annual scholarships.
- c) Those who reside furthest away or who have the greatest difficulty in commuting;

2.5 At the beginning of each academic year, SASIPS will reserve an appropriate number of vacancies for 1st year students.

2.6 The Social Action Council could also approve, annually, a quota of vacancies for students in programmes with mobility.

2.7 Having placed all candidates who meet the previously mentioned criteria, other students who have applied may then be awarded housing.

2.8 Non-scholarship students will be placed in a given order according to the following criteria:

- a) Having received good grades in the previous academic year;
- b) Having a disadvantageous economic situation;
- c) Having greater difficulties commuting.

- 2.9** Applications from students with debts to SASIPS, as of 31 August of each year, will not be considered.
- 2.10** Students will lose their right to housing if they do not take occupancy within a period of one week after the start of classes or absent themselves for a period of more than 15 days outside of the academic holiday breaks (Christmas and Easter) without justifying the absence.
- 2.11** Residents must remove all of their belongings from the room they occupy by the last working day of the month of July. Storage spaces will be made available to students upon request, where their belongings can be stored after having been duly packaged and identified.
- 2.12** The SASIPS reserve the right to not admit students who in the previous year had exhibited behaviours which were duly proven to violate residence rules, namely those foreseen in nº 4.6 of the current regulations.

3. MONTHLY FEES

- 3.1** The monthly fees must be paid by the date indicated on the notices posted monthly.
- 3.2** The amounts to be paid monthly will be approved by the Social Action Council, based on the proposal of the Administrator of the SASIPS, taking into consideration the socio-economic status of the students and aiming to reach a financial balance in the management of the residences.
- 3.3** Scholarship students pay a number of monthly fees equal to the number of accommodation additions received.

3.4 Before entering the residence, the student must provide a maintenance deposit to the treasurer's office in the amount approved annually by the Social Action Council. This deposit is intended to cover any possible damages which the student may come to cause to the installations, the equipment or to other residents' belongings.

3.4.1 In cases where the deposit may not be sufficient to cover the cost of the damages caused, the student will be notified to pay the balance owing within the allotted time.

3.4.2 The amount of the initial deposit must be maintained, such that, in cases where it has decreased, the student resident must replace the missing amount within the allotted time.

3.4.3 The deposit may be forwarded onto future academic years, upon submission of the appropriate forms, until the student completes the degree, should the student remain in residence.

3.5 Students who fail to pay their monthly fees for a two (2) month period or refuse to replace the missing amount on the maintenance deposit will lose the right to housing.

3.5.1 When the lack of payment is a result of circumstances beyond the individual's control, the respective situation will be analysed case by case.

3.5.2 A resident who intends to leave housing during the academic year must give SASIPS written notification 30 consecutive days in advance. If not, the student is responsible for the fee for the following month.

3.5.3 Rooms will be reserved by the Institute for entities or organizations with whom they have an accord. SASIPS may utilize vacant rooms for other purposes applying a fee based on daily or monthly occupancy.

4. OPERATIONS

4.1 The operation of the residence is overseen by SASIPS.

4.2 When moving into housing, each student resident must complete a liability waiver detailing the equipment which was given out and which must be returned in good condition when moving out of the residence.

- 4.3** Each resident will be given a room key for which the student is responsible. The key must be handed in at reception every time the student is absent from the building.
- 4.4** Student residents are responsible for maintaining the goods and equipment they use in good working order.
- 4.5** Only SASIPS can authorize a change in the assigned room.
- 4.6** In addition to other factors likely to perturb peaceful coexistence, the following also constitute infractions:
- a) cooking food, washing or treating clothing in places other than those reserved for these activities;
 - b) lending room keys to strangers;
 - c) facilitating the entry of strangers, other than to reception or the common room;
 - d) disturbing the peace of the other residents, namely through the use of audiovisual tools, by voices or noises. The time interval between 23.00 and 8.00 o'clock is considered to be a rest interval.
 - e) allowing animals to enter and/or remain on the premises, with the exception of those animals covered by Decree 74/2007 of 27 March, referring to the entry of guide dogs to places, means of transport and establishments with public access when accompanied by someone with a physical or sensory handicap;
 - f) utilizing electrical cooling or heating equipment;
 - g) utilizing combustible materials such as candles or other materials in the rooms;
 - h) impeding or interfering with the actions of SASIPS staff who provide services at the residence or who may be called there in service;
 - i) smoking inside the residence;
 - j) possessing, consuming, trafficking in, inciting the use of or fomenting the circulation of narcotic drugs in residence;
 - k) removing from the refrigerators food belonging to other residents;
 - l) practicing any form of incorrect behaviour towards the other residents or SASIPS staff;

m) practicing any act which is contained in the penal code.

4.7 Residents should practice maximum restraint in the consumption of water and electricity.

4.8 Daily, upon leaving their rooms, student residents should leave their rooms duly cleaned and tidy with the beds made.

4.9 The daily cleaning of the rooms and kitchens is the responsibility of the users of the same.

4.10 General cleaning of the common areas is the responsibility of SASIPS staff.

4.11 Student residents should inform the Residents' Committee or SASIPS staff of any anomaly they may discover in the material or equipment they are using.

4.12 When a resident moves in or out of residence (at the start and end of the academic year or when a room change may be required), an inspection of the installations and the equipment will be carried out by SASIPS staff and by the resident, the document drawn up must be signed by both parties.

4.13 The student residents will be, until proven otherwise, held solely responsible for any installations or equipment, exclusively used by the student, found to be damaged or missing.

4.14 In cases where it is not possible to identify the individual(s) responsible for confirmed damages to the shared installations or equipment, all users will be held equally responsible.

4.15 Reception, the Common Room and each individual room will have a posted copy of the rules available for student resident consultation.

4.16 Non-residents are only permitted access to the common room from 9.00 to 24.00 o'clock. They must identify themselves at reception for this purpose.

5. ORGANIZATION

- 5.1** The functioning of the residences is ensured by SASIPS staff through the respective Housing Sector.
- 5.2** SASIPS will control the staff needed for the functioning of the residence and will designate someone responsible for its direct management.
- 5.3** This manager may enter rooms at any time for servicing or control purposes.
- 5.4** The student residents participate in the management of the residences through the Residents' Committee.
- 5.5** The Residents' Committee will be made up of one representative from each floor or wing (if the floors are divided into wings), elected by the respective residents.
- 5.6** The election of the representatives from each floor or wing will be held annually, in the first thirty days after the start of the academic year in all of the schools.
- 5.7** In cases where the student residents of a given floor or wing fail to observe the stipulated deadline for the election of their respective representative, one will be designated by SASIPS.
- 5.8** Out of respect for all residents, each member of the Residents' Committee has added responsibility in relation to other residents. For this reason, their conduct should always reflect values such as honesty, dedication and a sense of responsibility.
- 5.9** The Residents' Committee is responsible for:
- a) representing the student residents at the SASIPS;
 - b) collaborating with SASIPS in everything with respect to the operation of the residence;
 - c) contributing to the resolution of eventual conflicts between residents;
 - d) developing initiatives which, in keeping with the directions of the SASIPS, constitute active participation, in the sense of maintaining the residences in good working condition;

- e) relaying to the SASIPS any information which might disrupt the day-to-day operation of the residences
- f) contributing to good internal functioning of the residences, namely by ensuring that the rules are obeyed;
- g) speaking on matters relating to discipline whenever necessary or requested to do so by the SASIPS.

5.10 The Residents' Committee shall elect, from among its members, two representatives for the SASIPS.

5.11 Considering the specificity of the Pedro Alves Cabral student residence (PAC), the Residents' Committee will be made up of two individuals, one female and one male nominated by the Administrator of the SASIPS, based on the proposal of the Housing Sector, from among students, preferably residents from previous years, who have revealed a sense of leadership and a high sense of responsibility.

5.12 Students nominated to the Residents' Committee of the PAC will only be charged 50% of the monthly fees.

6. DISCIPLINE

6.1 A breach of duties arising from a resident, including those referred to in paragraph 4.6, is considered to be a disciplinary offense practiced by the student resident, even if merely negligent.

6.2 Failure to comply with the rules and regulations established in this document results in disciplinary action, in the form of the following sanctions:

- a) an oral reprimand;
- b) a written reprimand;
- c) a temporary change of residence;
- d) a suspension of up to one year;
- e) a loss of the right to residence.

6.3 When imposing sanctions for disciplinary reasons, beyond the hearing of the offender, the Residents' Committee will also be heard with the final decision being that of the SASIPS Administrator or other competent bodies.

6.4 After being made aware of the penalties imposed, the resident defendant may appeal to the President of the Institute, within 10 working days, in writing, stating in the same the evidence of the alleged facts.

6.5 The following constitute grounds for the loss of the right to residence without a disciplinary proceeding:

- a) The loss of student status from the Polytechnic Institute of Santarém;
- b) The loss of scholarship qualification resulting from disciplinary sanction;
- c) Providing false information on application procedures for social benefits;
- d) Non-payment of residence fees;
- e) The systematic disuse of the room during the academic periods, excluding weekends and duly justified cases.

7. FINAL PROVISIONS

- 7.1** The SASIPS is not responsible for any of the residents' belongings.
- 7.2** Omissions in these Regulations will be settled by the Administrator for Social Action, after hearing the Social Action Council.
- 7.3** These Regulations may be revised at the initiative of the Social Action Council or based on a proposal by the Residents' Committee.

8. QUESTIONS AND OMISSIONS

- 8.1** Any doubts and omissions arising from the implementation of these regulations will be settled via dispatch from the administrator of SASIPS with possible input from the Residents' Committee.

9. IMPLEMENTATION

- 9.** These regulations come into effect on 1st September 2013.