

# REGULATIONS GOVERNING HALLS OF RESIDENCE

Instituto Politécnico de Santarém



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## CHAPTER I

### GENERAL PROVISIONS

#### Article 1.º

##### SCOPE AND PURPOSE

1. The Residences of the Serviços de Ação Social do Instituto Politécnico de Santarém, hereinafter referred to as SASIPS, are intended for the accommodation of students enrolled at IPSantarém, who, due to their socioeconomic conditions, need accommodation to continue their studies and who, due to distance or transport difficulties cannot live with the family during the school year.
2. The Residences aim to provide the students with study and well-being conditions, which favor academic success and the social and academic integration of students.
3. SASIPS manages the residences.

#### Article 2.º

##### NATURE AND TYPE OF ACCOMMODATION

1. The SASIPS Residences are made up of single rooms with and without private bathrooms and double rooms.
2. The Residences have WiFi, hot water, central heating, study and/or social rooms, self-service laundry, and kitchens preferably for the preparation of light meals, since the food service is provided by the cafeterias and SASIPS bars.
3. The normal operating period for SASIPS residences is considered to be between September, on a date to be determined, and the last working day of the following July.

## CHAPTER II

### ACCESS TO RESIDENCES

#### Article 3.º

#### APPLICATION

1. Students from the Instituto Politécnico de Santarém, other higher education institutions, or entities with which cooperation protocols have been established may apply for accommodation in the SASIPS residences.
2. The Student Residences can also be used by third parties, individually or in a group context, according to existing availability, after request and superior deliberation.
3. Access to accommodation in IPSantarém student residences must be done through an online application, under the terms and deadlines indicated by SASIPS, and published on its website.
4. Applications for residencies are carried out through a Public Notice for this purpose and published on the SASIPS website, in at least three stages per academic year:
  - a) 1st phase for students in attendance, at the end of the outgoing academic year;
  - b) 2nd phase for students enrolled for the first time at IPSantarém after the results of the first phase of application of the national competition for access to higher education;
  - c) 3rd phase for students enrolled for the first time at IPSantarém after the results of the last phase of application of the national competition for access to higher education;
  - d) Other and any subsequent phase that is justified.
5. If the candidate is not selected in the first/second application for accommodation, his/her application will automatically move on to the following stages,  
  
that is, they will be integrated into the next ordering calculation for the following

phases, the selection criteria being the same as those defined in article 4.

#### Article 4.º

### ADMISSION CRITERIA AND SELECTION OF CANDIDATES FOR ACCOMMODATION

#### 1. The application admission criteria are:

- a) Submit the application in accordance with the notice published by SASIPS;
- b) Have no debts to IPSantarém/SASIPS;
- c) There is no period of suspension of the status of resident in the Residences of the SASIPS.

#### 2. The general selection and ordering criteria for accommodation candidates are:

- a) Status of displaced dges scholarship holder;
- b) Scholarship holders from another public entity that provides this benefit due to economic need;
- c) Non-scholarship holders are subject to the availability of vacancies, with priority being given to students who, cumulatively:
  - i. Live further away or have greater difficulty in travel;
  - ii. Have a more unfavorable economic situation;
  - iii. Have special educational needs, duly proven;
  - iv. Have obtained school performance in the previous year;
  - v. Are in a position to complete the course in the total number of annual enrollments not exceeding  $n + 1$ , if the normal duration of the course ( $n$ ) is equal to or less than 3 years or  $n + 2$  if the normal duration of the course ( $n$ ) is bigger than 3 years.
- d) It is a preference factor, within the above-mentioned groups, the fact of having been a resident in the previous year.

## Article 5.º

### PUBLICATION OF APPLICATION RESULTS

1. After the deadline for each application, SASIPS publishes, on its website, the list of application results ordered by: Placed, not placed, on the waiting list.
2. Any correction or complaint must be submitted in writing, to the SASIPS Administrator, within a period of five working days, counting from the date of disclosure of the listings referred to in the previous point.

## CHAPTER III

### ADMISSION AND DEPARTURE FROM ACCOMMODATION

## Article 6.º

### ADMISSION

1. The admission of residents is formalized through acceptance of a housing contract entered into between SASIPS and the resident.
2. The contract includes a term of responsibility where, in addition to declaring on your honor that you are aware of the regulation and will comply with the rules contained therein, it will contain the equipment that is distributed to you and that you must deliver, in good condition, when you leave the Residence.
3. The allocation of rooms is carried out by SASIPS, upon Entry Registration.
4. Admission to the Residences will take place between 9 am and 4.30 pm from Monday to Friday.
5. Residents who cannot enter within these hours must inform SASIPS via email, requiring superior authorization.
6. Students who want to remain in the residence during the summer, must apply to the Administrator of SASIPS, until June 30th. They may be authorized to remain in the accommodation during the month of August, indicating the reasons for the stay,



subject to existing vacancies and advance payment of the period of stay.

#### Article 7.º

##### DEPARTURE FROM ACCOMMODATION

1. The Exit Registration of the Residence resident must comply with the following procedures:
  - a) The resident must apply for departure **at least 30 days in advance**. Otherwise, they are responsible for paying the following month.
  - b) At the time of departure, the presence of the student and a SASIPS employee is mandatory, they must fill out a room conservation verification form, which will be signed by both.
  - c) If you are responsible for any damages, the charges will be deducted from the value of the deposit you made.
2. As a rule, departure must take place on weekdays between 9:00 am and 12:30 pm and 2:00 pm and 4:30 pm.

## CHAPTER IV

### PRICE AND PAYMENT TABLES

#### Article 8.º

##### ACCOMMODATION PAYMENT

1. Tuition amounts are approved annually by the IPSantarém Management Board, upon proposal by the SASIPS Administrator and after hearing the Social Action Board, taking into account the socio-economic situation of the students and aiming to achieve financial balance in the management of residences.
2. Tuition fees are paid within the period indicated in SASocial.

3. Before entering the residence, the student will have to make a security deposit in the checking account SASocial, in the amount approved annually. This deposit is intended to cover any damage that may be caused to the premises, equipment or property of other resident students.
4. In cases where the deposit is not sufficient to compensate for the damage caused, the resident student will be notified to, within a specified period, pay the amount owed.
5. The amount of the initial deposit must be maintained, therefore, in cases of payment of damages, the missing amount must be replaced.
6. The deposit may be carried over to the following academic years until the student completes the course, if they remain a resident.
7. Students who fail to pay the monthly fee for two months or who refuse to refund the amount of the security deposit will lose their right to accommodation, unless they request a payment plan in installments.
8. When non-payment is due to force majeure, the respective situation will be subject to a case-by-case analysis.

#### **Article 9.º**

##### **FORM OF PAYMENT**

1. Payment methods are as follows:
  - a) Loading your current account at SASocial through an ATM.
  - b) Others may be defined during the school year by decision of SASIPS.

#### **Article 10.º**

##### **ENFORCED RECOVERY**

1. Non-payment of monthly accommodation fees in the Residences, in a given academic year, determines the issuance of the respective debt certificates and their

submission to the competent services for the purposes of the tax execution process under the terms of the Law.

## CHAPTER V

### MANAGEMENT AND OPERATION OF THE ACCOMMODATION

#### Article 11º

##### RESIDENCES ORGANIZATION AND MANAGEMENT MODEL

1. The model of organization and management of the Residences is ensured by SASIPS and participated by the resident students, guaranteed by:
  - a) People responsible for the residence designated by SASIPS.
  - b) Residents Committee.

#### Article 12.º

##### THE RESPONSIBLE FOR THE RESIDENCE

1. Those responsible for the residences, hereinafter referred to as Responsible, are resident students, who apply at the beginning of each academic year.
2. The Responsible apply according to the application criteria for a collaboration grant for this purpose.
3. There must be a Responsible for each ward/floor.
4. The mandate of the Responsible lasts for one academic year and can only be appointed for two consecutive mandates.
5. The Responsible will benefit, during their term of office, from a collaboration grant from SASIPS, equivalent to a percentage of the scholarship student's monthly fee in a double room.
6. It is the duty of the Responsibles:

- a) Represent the residents of their ward or floor with the SASIPS;
  - b) Comply with and ensure compliance with these Regulations and other internal rules in force, namely the definition of tasks and distribution scales among residents;
  - c) Collaborate with the Team of the accommodation of SASIPS in everything that concerns the internal functioning of the residence;
  - d) Participate in the resolution of any existing conflicts between residents, encouraging behaviors towards mutual respect, and appealing to citizenship values;
  - e) Meet monthly, or whenever necessary, with residents to provide information, organize the monthly schedule for the residence, and discuss issues related to the operation of the residence;
  - f) Inform the SASIPS staff of all acts that are likely to jeopardize the proper functioning of the residences;
  - g) Participate in meetings and training sessions to which they are invited by SASIPS.
7. SASIPS safeguards the right to proceed with the replacement of any Responsible, whenever, after carrying out the necessary investigations, non-compliance with the assigned duties or any other situation incompatible with the responsibility inherent to the assumed position is found.

### **Article 13.º**

#### RESIDENTS COMMITTEE

1. In each Block/Building of Residences, a Residents Committee must be constituted, composed of the respective Responsible Persons.
2. The Residents Commission is responsible for:
  - a) Hold monthly meetings and draw up the respective memorandums;
  - b) Proceed, in conjunction with the SASIPS, to promote better organization and functioning of the residencies;

- c) Participate in the analysis and eventual resolution of problems of general interest that may affect or change the normal operating conditions of the Residence;
- d) Promote initiatives aimed at improving the functioning and use of the Residences by their peers, as well as social, cultural, and sporting initiatives that encourage better interaction between residents, facilitating integration and academic success.

#### **Article 14.º**

##### **OPERATION OF RESIDENCES**

1. The operation of the Residence is ensured by SASIPS.
2. Each resident will have a key to the room door for which they are responsible.
3. In the event of loss of room keys, the resident must immediately inform the Responsible in charge of the floor, who will inform the person in charge/coordinator of the accommodation in order to replace them, with the value corresponding to the replacement being fixed by order of the SASIPS Administrator and imputed to the resident.
4. Residents are the only ones responsible for their goods, personal valuables or food they have in their room/Residence.
5. Each resident must use their own bed and bath linen. It can also be provided by SASIPS, upon payment of a monthly fee, in which case, a weekly exchange must be carried out, on a day to be defined by the services.

#### **Article 15.º**

##### **DUTIES OF THE RESIDENTS**

1. The duties of resident students are:
  - a) Comply with and ensure compliance with this Regulation, as well as other internal rules in force at the Residences and applicable legislation, in order to ensure and promote their proper internal functioning;

- b) Make the payment of the monthly fee on time;
- c) Promoting good and civic behavior and environmental sustainability, in particular behavior that encourages coexistence and respect between residents and SASIPS employees;
- d) Ensure the conservation and cleaning of the installations and equipment in the residence and if there is negligence in the use of property, residents are responsible for the damage caused;
- e) Contribute to promoting the Residence's sustainability, namely by reducing water, gas and electricity consumption;
- f) Collaborate with the Responsible and SASIPS employees in terms of internal rules and regulations;
- g) Maintain a moderate noise level during the day, likely to allow for a good study and/or socializing environment, and respect the quiet hours from 11 pm to 8 am, and must also refrain from performing acts that disturb the normal life of other residents, namely, anywhere in the residence;
- h) Provide access and visit to the room by the SASIPS services or by an authorized person, when requested;
- i) Maintain and return goods and equipment in the state in which they were received, with the exception of deterioration inherent to prudent use;
- j) Use with responsibility the keys to the room and access to the Residence, personal and non-transferable, which are entrusted to them;
- k) Treat personal, bed and bath clothes (washing and drying) exclusively in the laundries available for this purpose;
- l) Use the kitchen for the preparation of light meals, cleaning them immediately after use, as well as depositing waste, and food remains in the proper containers;
- m) Ensure the cleanliness and tidiness of the bedroom, pantries, bathrooms and areas that are assigned to it, as well as the respective goods and equipment, in compliance with the following rules:
  - i. Communicate immediately through the platform any anomaly that occurs in the operation of the Residences, namely the facilities, materials or equipment;

- ii. Participate, obligatorily, in training/information sessions and actions promoted by SASIPS, namely those dealing with hygiene and safety, without prejudice to their school schedule;
- iii. Notify SASIPS in advance of absences for continuous periods longer than 15 consecutive days.

## Article 16.º

### RESIDENCE USE RULES

1. The practice of the following acts is expressly prohibited:
  - a) Cooking food, washing or treating clothes, outside the places intended for this purpose;
  - b) Hand over the room key to strangers;
  - c) Allowing strangers to enter, except to the reception and living room;
  - d) Disturb the rest of other residents, namely through the use of audiovisual means, voices, noise. The period between 11.00 pm and 8.00 am is considered a rest period;
  - e) Allow the entry and/or stay of animals, with the exception of those provided for in Decree-Law 74/2007, of March 27, regarding the entry of assistance dogs when accompanied by a person with a physical or sensory disability;
  - f) Placing or using electrical appliances in the rooms, namely irons, coffee machines, microwaves, grills, stoves, toasters, heaters, fans, among others;
  - g) Use combustible materials in the rooms, such as candles or other materials;
  - h) Prevent or interfere with the work of SASIPS workers who provide services at the residence or who travel there on duty;
  - i) Smoking inside the residence;
  - j) Possess and/or consume alcoholic beverages inside the residence;

- k) Possess, consume, traffic, encourage consumption or promote the circulation of narcotic drugs and/or psychotropic substances in the residence;
- l) Remove food belonging to other residents from refrigerators;
- m) Committing thefts or robberies;
- n) Verbally or physically attack any person who resides, works or visits the residences;
- o) Play illegal games;
- p) Practice any acts of incorrectness towards other residents or workers of SASIPS;
- q) Hold parties, meetings or get-togethers in any space of the residences, without prior authorization from SASIPS;
- r) Practice any act that falls within the scope of criminal law.

### Article 17.º

#### ROOM AND COMMON SPACE CLEANING

1. Room cleaning complies with the following rules:
  - a) Residents must ensure the conservation, tidiness and cleanliness of the room, daily cleaning being the responsibility of each of its occupants, as well as the storage of personal, bed and bath clothes.
2. Cleaning in common spaces obeys the following rules:
  - a) The cleaning of common areas, namely, stairs, corridors, dining/living room and common bathrooms, is the responsibility of SASIPS;
  - b) Residents who wish to cook and have light meals in the kitchen area are responsible for cleaning, and the space must be cleaned and tidied up after each use;
  - c) Residents must use equipment for collective use in a prudent and disciplined manner;



- d) These cannot be moved from their own locations, except in exceptional situations and with prior authorization from SASIPS;
  - e) The resident cannot prevent or hinder the regular work of hygiene, cleaning or conservation of the premises, namely by abandoning equipment or other personal belongings.
3. The cleaning of the kitchen obeys the following rules:
- a) Residents must take care of the conservation and tidying of the kitchen after each use, in particular they must pack clean crockery and kitchen utensils in the cupboards intended for this purpose;
  - b) Residents are fully responsible for maintaining cleanliness in the kitchens, namely countertops, refrigerators, stoves, microwaves, extractor hoods, wall and floor tiles, in accordance with the scales drawn up and posted by the Responsible;
  - c) For the pantry to function properly, the SASIPS collect crockery or other kitchen utensils abandoned in these spaces, applying the respective sanction;
  - d) When using the kitchen, it is the responsibility of residents to separate and deposit waste in the respective recycling bin;
  - e) It is the responsibility of the resident to transport the waste from the kitchen to the appropriate places outside the Residences, according to the scale prepared by the Responsible.
4. The Responsibles must post scales for the distribution of tasks for cleaning and sanitizing residents in the respective wing or floor of the Residence, which must be respected by residents.
5. SASIPS may carry out periodic inspections of the rooms, regarding the conservation and cleanliness of the space, depending on prior notice to be given to the occupants or in their presence.
6. If the rooms are not in the proper hygienic conditions, residents must proceed with the respective cleaning of the space, within the deadlines defined after the inspection, being subject to a disciplinary procedure, under the terms of this Regulation in case of non-compliance.

## Article 18.º

### LIABILITY FOR DAMAGES

1. Residents are responsible for damage caused, by intent or negligence, to the Residence's facilities, namely to equipment, furniture, and utensils.
2. The following are considered damages:
  - a) Remove and/or move furniture, equipment, and other utensils attached to the rooms and common spaces or assign it another purpose that is not the determined by SASIPS;
  - b) Hanging/fixing pictures, pasting posters/stickers/other objects on walls and doors, as well as making any type of inscriptions on them;
  - c) Make any type of damage to the structure of the Residence or its equipment.
3. The cost of repairing the damage caused, either to the building or to the Residence's equipment, is the responsibility of the perpetrators, or, if it is impossible to identify the author of the damage, the cost will be charged to all residents of the Residence, wing, or floor.
4. SASIPS is not responsible for:
  - a) Any malfunctions or damages that occur in the personal equipment of the students, regardless of its cause (misuse, theft, breakdown due to a break in the electrical current or others);
  - b) Any damage or theft of valuables or personal belongings of residents that may occur in the rooms and common spaces during their stay, or left, due to forgetfulness or on their own initiative, in the Residence after leaving;
  - c) Any damage or theft that may occur to personal property left in the common areas of the residence.

### Article 19.º

#### ASSETS GUARD

1. Upon Check-out, residents must remove their belongings from their rooms and kitchen.
2. Exceptionally, some assets may be allowed to be deposited in a space in the Residence intended for this purpose, provided they are properly packaged and identified, with no responsibility falling on the SASIPS for the safekeeping of the assets.
3. If students' belongings are not collected by them within sixty days, counting from the date they leave the Residence, they revert to the SASIPS which will give them the appropriate destination.
4. Objects found on the premises of the Residences must be handed over to SASIPS and if they are not claimed within 60 days, these Services will be responsible for giving them the destination they deem fit.

### Article 20.º

#### VISITORS

1. The Residence is intended exclusively for its respective residents, and therefore it is forbidden for any visitors to stay overnight.
2. Responsibility for the improper overnight stay of visitors in the room extends to the roommate, whether by consent or omission.
3. Residents may receive visitors in the living rooms of the residence, being responsible for their actions or behavior.
4. Visitors cannot stay in the Residence between 11 pm and 8 am, except IPSantarém students who are carrying out academic work, accompanied by residents, in the lounges.
5. Visitors may be invited to leave the facilities if they break the operating rules and adopt behavior that does not contribute to a good study and/or socializing environment, and this procedure may be instituted by a SASIPS employee or a Responsible.

## **Article 21.º**

### **DISCIPLINARY INFRINGEMENT**

1. A disciplinary offense is considered to be the act, even if merely culpable, committed by the resident student, in violation of the duties arising from the quality of resident, namely those provided for in article 16º.
2. Non-compliance with the rules established in this regulation results in the initiation of a disciplinary procedure, subject to the following sanctions:
  - a) oral reprimand;
  - b) written reprimand;
  - c) temporary change of Residence;
  - d) suspension of up to one year;
  - e) loss of the right of residence.
3. In the application of sanctions for disciplinary reasons, in addition to hearing the transgressor, the Responsible and Residents Committee will be heard, with the final decision being made by the SASIPS Administrator, or by the competent bodies.
4. After becoming aware of the sanctions applied, the accused resident may submit an appeal to the President of the Institute, within 10 working days, in writing, indicating in the same the means of proof of the alleged facts.

## **Article 22.º**

### **LOSS OF THE RIGHT TO ACCOMMODATION**

1. In addition to the cases resulting from the application of the sanctions provided for in the previous article, the following also constitute grounds for loss of right of residence:
  - a) Loss of student status at the IPSantarém;
  - b) Loss of status as a scholarship holder, determined by disciplinary sanction;
  - c) Provision of false data in the application processes for social benefits;

- d) Non-payment of Residence charges (articles 8 and 9);
  - e) A Systematic non-use of the room during school periods, excluding weekends and duly justified cases.
2. The application of any sanction or proven non-compliance with any of the duties contained in this Regulation will be considered for the purpose of allocating accommodation in case of a new application.

## CHAPTER VI

### FINAL DISPOSITIONS

#### Article 23.º

### DOUBTS AND OMISSIONS

1. Doubts and omissions arising from the application of these Regulations will be resolved by order of the President of IPSantarém, after hearing the Social Action Council.

#### Article 24.º

### REVISION

1. These Regulations may be revised by the Social Action Council, under the proposal of the SASIPS Administrator.

#### Article 25.º

### IMPLEMENTATION

1. This regulation was approved by the SASIPS Social Action Council on 06/09/2023 and revokes previous Regulations.