



SERVIÇOS DE  
AÇÃO SOCIAL  
UTAD

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## Regulation of the university residences of the Social Services of UTAD

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**Regulation of the University Residences  
of the Social Services of UTAD**

Social Services of  
University of Trás-os-Montes  
and Alto Douro

SASUTAD, october of 2012

[www.sas.utad.pt](http://www.sas.utad.pt)

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# Preamble

The University Residences are intended for students' accommodation (dislocated students) who are matriculated in the Trás-Os-Montes University (UTAD). Social Services of UTAD's scholarship students have priority accessing this accommodation. As an exception, and for a short period of time, other type of costumers can also be housed in these facilities, namely those covered by protocols signed between UTAD and other institutions.

- The University Residences aim is to provide social housing, while school activities. Their working methods imply certain rules to assure the respect for each individual rights and freedom, such as a pleasant environment, an healthy acquaintanceship and mutual respect.

- The residences are opened during school time. Nevertheless, they can be opened during holidays, as long as it is authorized by the Social Services of UTAD. Each request for this accommodation in these terms must be well justified and will be analyzed, in detail, by the Social Services of UTAD. In this case, the payment is in advance and with a different price (summer price list).

- The Social Services accommodation of UTAD are covered by the following lodging:

**a)** Codessais University Residence, in Diogo Dias Ferreira Street, 5000-559 VILA REAL;

**b)** Residential Park Além Rio, blocks A, B, C and D, in Ator Ruy de Carvalho Street, 5000-542 VILA REAL. The block A has its own rules, attached to this regulation. The accommodation in block A is charged with an extra fee and its selection has its own rules.

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# Chapter I

## General Dispositions

### 1<sup>st</sup> Art. (Candidacy)

- a) The students who intend lodging or re-lodging in the University Residences need to present their application form within the deadlines established by the Social Services of UTAD.
- b) Students who are in debt to the Social Services of UTAD cannot apply, neither those who had previously been convicted according to this regulation.

### 2<sup>nd</sup> Art. (Admission criteria)

- 1 | The following conditions for admission have priority:
  - a) Dislocated and scholarship students, with priority for those who have highest scholarships;
  - b) Previous year residents or candidates who had no vacancy.
- 2 | The Social Services of UTAD will reserve enough beds according to the established contracts, namely conventions with Calouste Gulbenkian Foundation, IPAD, or those celebrated under the students' mobility programs (about 10% of the spare vacancies).
- 3 | At the beginning of each new school year, the Social Services of UTAD will reserve about 15% of the available vacancies for the first grade students.
- 4 | There might be considered other options by the administrator's order, as long as they are properly justified and considered, and, if necessary, together with the committee of residents.

### 3<sup>rd</sup> Art. (Accommodation attribution)

- 1 | The scholarship students can take benefit from this accommodation until the end of the school year in which they were accepted in (this date will be affixed by the Social Services of UTAD, according to the school timetable).
- 2 | To those non-scholarship students who were assigned with accommodation, the Social Services will try to assure lodging until the end of the scholar year in which they were accepted in, as long as the priority situations mentioned above are safeguarded.
- 3 | The resident students can change the room or the residence, as long as the proper conditions are gathered. The written requests to the administrator must refer the reasons why they are made.
- 4 | At the time of admission, each resident will receive the following:
  - An entrance guide including an inventory and general guidance on the conditions of the accommodation, referring to the reading and enforcement of the residences' regulation and to other safety standards;
  - The entry guide provides access to the key room, bed linens and towels, placed somewhere mentioned at the time of issuance of this guide ;
  - The key (or card, in the case of block A) is provided at the reception of the Residential Park Além Rio ou Codessais, being returned on the last day of stay in the Residence, at the time of the exit guide issuance.

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# Chapter II

## Rights and duties of the Residents

### 4<sup>th</sup> Art. (Residents' rights)

The resident rights are:

- 1 | Accommodation for the school year the resident had applied for;
- 2 | The right to be informed about any arrangement related to the residence life;
- 3 | The right of privacy , according to the conditions mentioned in the 11th article;
- 4 | The right to receive visitors in the collective spaces in the residence halls, taking responsibility for one's conduct and obedience to the time schedule and established rules; in the Residential Park Além Rio, the collective spaces are considered to be the restaurant, bar, the lobby of Block A and computers room; all the other spaces are reserved for the resident students;
- 5 | Any other right deriving from this regulation and other rules regulating the residence facilities.

### 5<sup>th</sup> Art. (Residents' duties)

The residents' duties are:

- 1 | To acknowledge and respect this regulation;
- 2 | To inhabit the room that was assigned to it. The absence not reported for a period of time exceeding 15 days (excluding school holidays) is considered to be a cancellation;
- 3 | To take care of the material that they have at their disposal and keep the living conditions of the room;

- 4 | To be careful with the existing equipment in their room and common spaces;

- 5 | To respect the period of resting (which includes the visits permission to remain in the University Residences), both inside the residence and the surroundings; this period is limited, from 12 p.m. till 8 a.m. and the Residents' Commissions may stipulate other stricter rules adapted to each residence.

- 6 | Not break any defined rule for the access of non-residents stipulated in this regulation and in the internal rules drawn up by the residents' commissions.

- 7 | To maintain a personal conduct which promotes coexistence and respect among residents and staff.

- 8 | After the school year, residents must remove all their personal objects out of the room, so that one can proceed with thorough cleaning of the site (disinfection); if necessary, the Social Services of UTAD provide their storage rooms to keep these objects.

### 6<sup>th</sup> Art. (Payment for accommodation)

- 1 | The prices for accommodation are set at the beginning of each school year (table attached).

- 2 | Payments are made until the 8th of each month.

- 3 | The accommodation during holidays is always paid in advance.

- 4 | Payment of the Residence shall be as follows:
  - monthly (1 to 30/31);
  - daily;

- 5 | The student has to notify his exit from the University Residence in advance with a minimum of 15 days. On exit, a guide exit is written, mentioning the items, the conditions of the room, and the key is also handed in.

### **7<sup>th</sup> Art. (Access to the University Residence)**

Residents have free access to the residence at any time. For security reasons and as a general rule, the door of the residence will remain closed during the night, in the period between the 12 p.m. and 08 a.m.

### **8<sup>th</sup> Art. (Visitors for Residents)**

Visitors must identify themselves and respect the Residence schedule and its operating rules. The “visited” are co-responsible for their conduct and for the compliance with the schedule and rules.

### **9<sup>th</sup> Art. (Period of silence and rest)**

From 12 p.m. there should be silence throughout the residence, both in public areas and in rooms, respecting the rest period. A special attention is recommended in public spaces equipped with TV or similar equipment.

### **10<sup>th</sup> Art. (Common rooms)**

The common study rooms or similar rooms, and leisure spaces, will be permanently open to residents, taking they themselves responsibility for their use and conservation. It is always important to respect the period of rest.

### **11<sup>th</sup> Art. (Housekeeping and maintenance)**

The cleaning and maintenance of individual and collective spaces occur, usually between 9 a.m. and 5.30 p.m. Residents shall not prevent the performance of cleaning employees.

### **12<sup>th</sup> Art. (Press)**

The newspapers of collective use should remain in the common rooms, not being allowed to be withdrawn to private rooms.

### **13<sup>th</sup> Art. (Mailing)**

Mailing and notices to residents must be collected at the gate/operator. The mail is delivered only to the addressee himself, identifying himself for that purpose.

### **14<sup>th</sup> Art. (Phone use)**

Incoming calls may be received between 8 a.m. and 12 p.m., except in emergencies. Whenever a resident receives a call, it will be sent to the floor where he resides; in case of the resident not being located, the message will be collected at the gate/operator.

### **15<sup>th</sup> Art. (Laundry use)**

The use of the equipment related to the laundry-self implies the payment of a fee fixed by the Social services of UTAD. It is recommended to read the warnings/instructions posted on the sites. In case of doubt, you shall ask for help to the employee who sold you the chip.

### **16<sup>th</sup> Art. (Residents' belongings)**

The residents' belongings stored in spaces available by the Social Services of UTAD for that purpose should be removed within 6 months. When this time expires, the Social Services of UTAD, after a final warning by letter, when possible, give the destination they wish to these possessions.

The Social Services of UTAD are not responsible for damage, loss or theft of objects belonging to residents, including those stored in storage rooms.

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# Chapter III

## Faults and penalties

### 17<sup>th</sup> Art. (Faults)

The following are considered faults:

- 1 | To hand over the key or room card or the front door key of the residence to someone else;
- 2 | To keep in the room objects or utensils belonging to the common areas and services of the residence without permission or give it another purpose than that specified by the Social Services of UTAD;
- 3 | To keep, in the room or in common spaces, electrical or gas devices that could be considered dangerous, including heaters, grills or mini cookers, toasters and irons. Nevertheless, it is permitted, (as long as the SS of UTAD are aware), small electrical appliances that are in good condition, essential to everyday living (clock radio, mobile phone charger, razor, electric toothbrush, etc.) and teaching materials. In all cases, the Services are not responsible for malfunctions in these devices, particularly those caused by power failure or its variations, or for any damage it may cause.
- 4 | To break the rules about cleanliness and hygiene in public areas and bedrooms;
- 5 | To not strive to safeguard the residence, causing damage;
- 6 | To show lack of respect and consideration for those who live, work or visit the residence;
- 7 | To disturb other residents, disrupting their study or rest, especially during the regulated period;
- 8 | To hinder normal living inside the residence;

9 | To accommodate someone without the knowledge of SS of UTAD;

10 | To organize collective activities in spaces belonging to the residences without the director's consent;

11 | To commit any abuse of trust, fraud or gross negligence;

12 | To have, to consume or traffic any amount of illegal narcotic or psychotropic substances in the residences;

13 | To consume and be a recidivist in excessive consumption of alcoholic beverages;

14 | To break the rules defined for the access of non-residents, stipulated in the regulations.

### 18<sup>th</sup> Art. (Sanctions)

1 | The sanctions mentioned in the Regulation must obey the principle of proportionality.

2 | Failure to follow the established rules involves disciplinary procedure subject of the following sanctions:

- a) oral warning;
- b) written warning;
- c) suspension to a year of the right for accommodation in any of the University Residences of the Social Services of UTAD;
- d) Loss of rights of residence.

3 | In case of damage as well as the misuse of equipment, and if the author of the act is unknown, the responsibility of the act done will be charged to all students residing in the space in question. After determining the relative cost to repair the harm caused, the Social Services of UTAD may affect its cost to residents, in particular through their representative bodies (Residents' commissions).

4 | The following means the immediate loss of the right for accommodation:

- a) False information in the application process for social benefits;
- b) Failure to comply with that expressed in this Regulation;



- c) Incompatible conduct with the studying and living environment in university residences;
- d) Failure to pay the monthly fee;
- e) Failure to use the residence for a period exceeding fifteen days without notice (except holiday periods);
- f) Provide the use of their rooms to others, including former residents.

5 | In the application of sanctions for disciplinary reasons, Residents' Committee will be heard, and the final decision is the administrator of Social Services of UTAD's responsibility.

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## Chapter IV Residents' Committee

### 19<sup>th</sup> Art. (Bodies)

In each residential block there should be a Residents, Committee consisting of 3-11 elements according to the internal organization of each committee, elected until 31<sup>st</sup> January of each academic year.

1 | If the term referred to above is not fulfilled, the SS of UTAD may appoint an "AD HOC" commission establishing simultaneously a new term for these elections.

### 20<sup>th</sup> Art. (Responsibilities)

1 | The Residents' Committee has the following responsibilities:

- a) Represent the residents before the SS of UTAD according to nr 1 of the previous article;
- b) Collaborate in the elaboration of general rules, proposing rules of operation;
- c) contribute to the resolution of conflicts among residents;
- d) Participate in the analysis of problems of general interest that can affect or interfere with normal accommodation;

- e) To pronounce on disciplinary matters whenever this is necessary or if it is requested by SS of UTAD;
- f) To develop initiatives according to the guidelines of SS of UTAD in order to promote students' participation and maintain the residences in the most appropriated conditions for their use.

2 | The management of each residence is assured by the SS of UTAD, which hire the personnel required for its functioning and cleaning; the residents, through their representatives, should participate in management decisions.

### 21<sup>st</sup> Art. (Internal rules)

Each residential block shall have internal rules proposed by the Residents' Committee to the SS of UTAD.

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## Chapter V Final clauses

### 22<sup>nd</sup> Art. (Final clauses)

Omitted situations will be solved by the Administration This Regulation will enter into force immediately after its approval.





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**Credits**

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