

REGULAMENTO

Data: set/2019	Aprovado por: C. Gestão	Revisão:
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**RULES OF STUDENTS' RESIDENCES**

**1 - OBJECTIVES**

**1.1** The Students' Residences of the Social Welfare Services of the Portalegre Polytechnic Institute (IPP), hereinafter referred to as SASIPP, intend to accommodate students enrolled in their schools who, due to their socioeconomic conditions, need accommodation to continue their studies and who, because of the distance or difficulty of transportation, cannot reside with the household throughout the school year.

**1.2** The Residences aim to promote student access to housing conditions that provide a suitable environment for study and leisure and to integrate students into academia.

**2 - CONDITIONS OF ADMISSION**

**2.1** May apply for accommodation at SASIPP Student Residences:

- a) All students enrolled and registered at IPP;
- b) National citizens;
- c) Nationals of Member States of the European Union, with the right of permanent residence in Portugal;



- d) Third-country nationals:
  - i. Holders of permanent residence permits;
  - ii. Beneficiaries of long-term resident status;
  - iii. From States with which the IPP has entered into cooperation agreements;
  - iv. Coming from states whose law, under equal circumstances, grants equal treatment as to Portuguese students;
- e) Stateless persons;
- f) Beneficiaries of political refugee status;
- g) Other situations legally covered.

**2.2** Students who meet the conditions referred to in the previous paragraph may apply for accommodation, under the terms and deadlines established by SASIPP.

**2.3** The application for accommodation is made annually, within a period to be disclosed by SASIPP, by filling in the form available on the website:

<https://servicos.ipportalegre.pt>

**2.4** After the application deadline, SASIPP accommodation sector will draw up ordered lists with the following preference criteria:

- a) Displaced scholarship students, and among them, the neediest have priority in admission.
- b) Students residing at a greater distance or having greater travel difficulties;

**2.5** At the beginning of each academic year, SAIPP shall define, with the approval of the Social Action Council, an appropriate percentage of vacancies to be filled either by 1st year students or by students placed at the IPP under mobility programs or coming from. PALOP.

**2.6** After placing all candidates who meet the above requirements, other students who have applied may be admitted according to the following rules:

- a) Non-displaced scholarship students who do not have environmental conditions conducive to good school performance;
- b) Non-scholarship students who meet the following criteria:
  - i. Have obtained academic achievement in the previous school year;
  - ii. Have a more unfavourable economic situation;
  - iii. Have greater difficulties in travelling.

**2.7** Students who have debts to SASIPP will not be considered.

**2.8** SASIPP reserves the right not to admit candidates who in previous school years have behaved in violation of the rules.

**2.9** Placements in single rooms will be carried out according to the following priorities:

- 1. Health reasons, duly proven;



2. Final year students or those who have stayed in the residences for the entire previous 3 academic years;
3. Older students.

**2.10** Students will be forfeited if they are admitted and do not occupy the vacant place within one week after the start date of classes, or who are absent apart from school holidays (Christmas, Easter and end of semester). for more than 15 days without justification.

### 3 - PAYMENT OF FEES

**3.1** The monthly fees due for the accommodation are approved annually by the Management Council and the Social Action Council of IPP, through a proposal presented by the SASIPP Administrator, taking into account the students' socioeconomic situation and aiming at achieving the financial balance in the management of the residences.

**3.2** Scholarship students will always be billed the amount corresponding to the amount of accommodation supplement established for each academic year, according to the length of stay in student residences.

**3.3** In the event of non-compliance with the settlement of any monthly payment, the accommodation supplement payment will be suspended or cancelled permanently.

**3.4** In the months of entry and departure of residences, the amount to be invoiced will only be equivalent to the periods of stay.

**3.4.1** During school holidays, the amount of the accommodation will be invoiced in full.

**3.5** Students admitted under Erasmus and international protocol mobility programs must pay 50% of the total amount (non-refundable) due for their stay at student residences on the first day of entry. The remaining amount may be paid during the months of stay.

**3.6** When admission to residences occurs by the 15th of the respective month, payment must be made by the end of that month. Whenever the entry occurs after the 16th of the month, the payment must be completed by the end of the following month. In the remaining months the payment must always be made by the end of the month to which it refers.

**3.7** Students who do not pay their fees for two consecutive months will lose their right to accommodation.

**3.7.1** Where non-payment is due to forced majeure (an unexpected event), the situation shall be subject to case-by-case analysis.

**3.8** Residents wishing to withdraw from their accommodation during the school year must notify SASIPP by completing the existing form by the 15th day of the month prior to the month in which they intend to terminate their stay, otherwise they will be billed. the monthly payment for the following month.

### 4 - TEMPORARY STAYS



**4.1** Residences may be used temporarily by IPP students (non-residents) or by other users, with or without ties to the IPP (teachers of the IPP schools or other entities with whom the Institute has established agreements and family members of students, among others).

**4.2** Applications for reservation of stays, referred to in the previous paragraph shall be made in writing, with a minimum period of 48 hours before the expected date of check-in using the form available on the link below and always require higher authorization.

<https://servicos.ippportalegre.pt>

**4.3** Payment for the stay must always be made in advance and according to the following criteria:

- 50% of the total amount must be paid no later than 36 hours before the scheduled date for the check -in (this amount will not be refunded in case of cancellation);
- The remaining amount must be paid prior to the check-in.

**4.4.1** Receipt (s) (s) of payment (s) referred to in the previous paragraph must be displayed at check-in.

## 5 - OPERATION

**5.1** The operation of residences, which run from September to July, is ensured by SASIPP;

**5.2** The opening of residences may occur before the beginning of the school year, in duly substantiated cases;

**5.3** Upon entering the accommodation, each student will enter into an Accommodation Grant Agreement, the attachment of which will hold him/her responsible for the equipment and goods made available to him/her and which must be returned, in good condition, upon leaving the residence;

**5.4** Residents will be required to remove all personal property from the room they occupy, no later than the last day of July, otherwise they will revert to SASIPP.

**5.4.1** In justifying situations (students from Madeira or the Azores, international students, or other duly substantiated situations) rooms will be made available for the storage of some personal property which may be deposited, properly packed and identified.

**5.4.2** - The SAS is not responsible for any damage that might occur to the assets left in homes, under the previous point.

**5.4.3** Personal property left by students not covered by the provisions of 5.5.1 shall revert to SASIPP, if not claimed by the owners, within 30 days of the date of departure, if they belong to students whose household is resident in mainland Portugal or within 3 months if they are students whose household resides in the islands of Madeira or the Azores, international students or those from PALOP.

**5.5** Under duly justified situations SAS staff or any other entity authorized by them may enter the rooms at any time, always safeguarding the privacy of the resident;

**5.6** The consumption of alcoholic beverages, tobacco and illicit psychoactive substances within the premises of residences (both indoors and outdoors) is prohibited;



**5.7** No animals are allowed to enter or stay in students' rooms, whatever their type or size, except for the situations provided for in Decree-Law 74/2007, of 27 March, which provides for the right of access of people with visual or sensory impairment accompanied by assistance dogs;

**5.8** Student residences are mixed and there may be, on the same floor, rooms with residents of both sexes. Portalegre residence has a floor reserved for female use only;

**5.9** The renting of mixed rooms is also possible, when requested by residents.

## 6 - RIGHTS AND DUTIES OF RESIDENTS

### 6.1 - Rights

**6.1.1** Respect for the integrity of the person and their material possessions, as well as their privacy, study times, examination periods, etc.

**6.1.2** Choosing a roommate when possible;

**6.1.3** Participation in parties, gatherings, cultural or sporting activities organized by or for residents;

**6.1.4** The appeal to the committee of residents or staff in charge of residences for the resolution of any problem;

**6.1.5** To use the laundry service, as provided in point 8 of these Regulations;

**6.1.6** Provide bedding, according to the following standards:

a) a mattress protector will be provided to residents whose household resides in Portugal;

b) 4 sheets, 1 pillow, 2 pillowcases, 1 mattress protector, 2 blankets/comforters, 2 face towels and 2 bath towels will be and provided to residents from Madeira and Azores and international students.

**6.1.7.** The hygiene care of the articles referred to in the previous point will be the resident's responsibility.

### 6.2 - Duties

**6.2.1** Comply with and enforce the stipulations of this regulation, as well as other guidelines issued by SAS IPP;

**6.2.2** Make the payment of monthly fees or other charges due to SAS within the deadlines established for this purpose;

**6.2.3** Ensure the good environment and operation of residences, in their interior and exterior space, dignifying their good name and that of the residents;

**6.2.4** Take care of the property of the residences and not appropriating or damaging the property of others;



**6.2.5** Refrain from certain acts, namely:

- »Those that disturb the normal life of residents;
- »The practice of illicit activities;
- »The assignment or sharing of rooms;

**6.2. 6** Inform the heads of households about any existing anomaly, either among residents or equipment;

**6.2.7** Adopt a posture and conduct of respect towards others.

## 7 - SECURITY

**7.1** The use of any kind of electrical equipment is prohibited, either in the rooms or in the common spaces, without permission of those responsible for the residences, subject to penalty of their owners, and of SAS seizing the mentioned equipment;

**7.2** Whenever the use of any type of electrical equipment is authorized, the resident is subject to the payment of the supplementary power fee;

**7.3** Are exempt from the payment of the fee referred to in the previous paragraph, the use of computers, hairdryers, shavers and other equipment that does not jeopardize the safety of the premises and the use of which is essential for its users;

**7.4** The use of candles or other flammable materials is not allowed inside or outside the room.

## 8 - LAUNDRY

**8.1** Washing machines may be used by residents only with the permission of the service staff and in accordance with the following rules:

- a) Residents from households living in mainland Portugal - up to 3 free washes per month;
- b) Residents from PALOP, Autonomous Regions of Madeira and the Azores and International Residents - up to 4 free washes per month;
- c) Whenever the limits set in the previous subparagraphs are exceeded, residents are subject to payment of the amount fixed annually for this purpose;
- d) The residents are responsible for the acquisition of their own washing powder or other products that they wish to use with the laundry, such as fabric softeners;

**8.2** The use of tumble dryers will only be permitted when weather conditions do not enable the use of the outer rails and is always subject to the payment of the respective utilization tax.

## 9 - STUDY ROOM



- 9.1** The study room, where the computer equipment is located, is intended exclusively for the academic work of residents, and it is mandatory to keep quiet so as not to disturb the work environment;
- 9.2** No changes to the software and hardware of computer equipment are permitted;
- 9.3** Computer equipment may not be used for entertainment purposes provided that there are residents who need them to work;
- 9.4** Residents wishing to access the Internet on their personal computers should request their registration with the Computer Centre of the school they attend.
- 9.5** Residents wishing to access the internet on their personal computers must apply for registration with the CI of the school they attend.

## 10 - KITCHENS AND MEAL AREAS

- 10.1** Preparation of meals is only authorized in the places intended for this purpose and using the equipment provided by the SAS, subject to established safety standards;
- 10.2** The stay in the pantries is conditioned to only 3 people simultaneously, on a rotation basis.
- 10.3** The opening hours of the pantry and kitchens are from 7 am to 11 pm;
- 10.3.1** The heating of coffee, tea or milk, the preparation of toast, sandwiches and toast is not subject to the above mentioned hours;
- 10.4** In cleaning the meal areas on each floor, students must obey the following rules:
1. Cleaning of appliances as well as countertops should be done immediately after use;
  2. The dishes cannot be left on the countertops, otherwise they will be seized and put in the trash (if dirty dishes) if they remain there for 3 consecutive days.
- 10.5** The cleanliness of the pantry with respect to the floor, tiles, trash cans and refrigerators is ensured by SAS.

## 10 - ROOMS

- 11.1** the overnight stay of strangers to the residence is not allowed;
- 11.2** It is not allowed to stick posters or use other decorative elements that damage the walls of the rooms;
- 11.3** It is forbidden to have any kind of food in the room;
- 11.4** Every two weeks, SASIPP will ensure the cleanliness of all rooms and residents should ensure that they are tidied up, keeping them clean and in perfect hygienic condition.



11.5 With a fortnightly periodicity, the SASIPP will ensure the cleanliness of all rooms, with the residents being responsible for tidying them up, keeping them perfectly tidy and hygienic conditions.

## 12 - COMMON SPACES AND EQUIPMENT

**12.1** The hygiene and cleanliness of the common spaces, bathrooms and kitchens are ensured by the SAS, and residents should collaborate in their maintenance;

**12.2** The social safety distance (2 meters) must be obeyed when using any common space in student residences, with the following usage rules being observed:

Maximum number of occupants simultaneously

Elvas Residence

Living room: 20

Portalegre Residence

Living room: 23

Lounge space: 15

**12.3** Damage caused to the room, as well as damage and/ or misuse of equipment is the responsibility of those who practise it;

**12.3.1** The resident concerned must identify immediately in order to remedy the situation as soon as possible.

**12.3.2** If the responsible of the damage is not identified, liability shall be attributed to the occupants of the room in which they occurred, to all floor residents where irregularities occur or to the generality of the residents if the damage occurs in the remaining common spaces;

**12.4** In any case, any damage should be repaired as soon as possible so as not to harm other residents;

**12.5** SAS IPP are not responsible for damage, loss or theft of objects belonging to the resident;

**12.6** Any defect or damage in the room or in equipment due to normal wear of use, is the responsibility of SAS IPP.

## 13 - VISITORS

**13.1** Residents may receive visits daily, under the following conditions:

**13.2** Only one visitor per resident is allowed, depending on scheduling and subject to the maximum capacity of people allowed in common spaces.



- 13.1.1** No more than 2 visitors are allowed per resident at the same time;
- 13.3** Visitors may stay in the residences between 2 pm and 8 pm , only in study / social rooms;
- 13.4** Guests must indicate at the reception which resident they are visiting and, should wait there for his/her arrival.
- 13.5** All visitors must identify themselves when entering and leaving the residence;
- 13.6** The resident is responsible for their guests while they remain in the residence;
- 13.7** Overnight stays, the use of the laundry service, bathing or improper stay in the residence by guests, is subject to SAS applying the responsible resident the payment corresponding to a monthly fee;
- 13.8** SASIPP also reserves the right of admission.

## 14TH - TIME OF SILENCE

- 14.1** The hour of silence begins, inevitably, at **23.00 hours**;
- 14.1.1** From the time indicated above, special care should be taken with the noise, trying to minimize any disturbance to residents, and the doors of the living / study rooms as well as the corridor access doors shall remain closed;
- 14.3** In situations of non-compliance with the rules set forth in the previous points, fines may be imposed on residents, as provided in the table of fees;

## 15 – ACTIVITIES

**15 .1** In order to promote the integration of residents and encourage a healthy interaction between them, it is allowed to carry out festive activities according to the following rules:

- 1.The carrying out of any activities is subject to the approval of those responsible for the residences, upon a duly substantiated proposal of the resident commission or the responsible students;
2. The provision of the previous number is subject to the indication of 2 responsible students (obligatorily resident), who will be in charge of the organization and cleaning of the spaces;
3. SAS can intervene whenever inappropriate behaviour by residents and/or visitors occurs, including those that disrupt the normal functioning of the residence and in any way harm other residents;
4. At parties and other events organized at student residences, the consumption of any of the substances indicated in point 5.6 of these Regulations is not allowed;
- 5.The parties will only take place in the social rooms and will inevitably end at 10 pm.



6. SAS IPP reserves the right not to authorize future activities, in case undesirable situations that compromise the proper functioning of homes has occurred.

## **16 - RESIDENT'S COMMITTEE CONSTITUTION AND COMPETENCES**

### **16.1 - CONSTITUTION**

**16.1.1** The residences must have a Residents' Committee (RC) made up of one representative from each floor, named by residents placed there.

### **16.2 - COMPETENCES**

The Residents Commission is responsible for:

- a) Representing residents to SAS;
- b) Giving suggestions for these Regulations and monitoring their compliance;
- c) Contributing to conflict resolution between residents;
- d) Investigating those responsible for material damage, and reporting to SAS;
- e) Proposing and developing initiatives to keep homes in the most suitable conditions for their use and encourage healthy living among residents;
- f) Welcoming and supporting international students and PALOP, in the absence of those responsible for the residences.

## **17 – NON-COMPLIANCES SANCTIONS AND EXERCISE OF DISCIPLINARY POWER**

### **17.1 - SANCTIONS**

**17.1.1** Failure to comply with the rules laid down in this Regulation may result in the application of the following sanctions, depending on their severity:

- a) Verbal warning;
- b) Written warning;
- c) Payment of fines;
- d) Suspension of the right to housing in that school year;
- e) Loss of right to accommodation for the duration of the entire course.

### **17.2 - EXERCISE OF DISCIPLINARY POWER**

**17.2.1** Disciplinary power is exercised by SAS IPP, and the Administrator of these Services shall be responsible for applying the penalties provided for in the preceding paragraph, if delegated by the President of IPP.



## 18 - FINAL PROVISIONS

**18 .1** This Regulation is available for consultation at the reception of the Students Residences and at SAS IPP website.

**18 .2** Ignorance of the rules contained therein cannot be invoked for non-compliance by residents.

**18 .3** Cases not provided for in this Regulation or any doubt as to its interpretation shall be resolved by SAS IPP.

## 19 - ENTRY INTO FORCE

This Regulation shall enter into force on September 1, 2019

