

POLYTECHNIC INSTITUTE OF VISEU

WELFARE SERVICES

STUDENT RESIDENCES INTERNAL REGULATION

1 – OBJECTIVES

1.1 - The Welfare Service residencies of the Polytechnic Institute of Viseu, referred to below by W.S., aim at accommodating students enrolled in the various schools of the Institute.

1.2 S.A.S aims to help student's integration in the academic community by offering study and well-being conditions.

2- APPLICATION AND ADMISSION TERMS

2.1 – The following students can apply for student accommodation in the W.S. residencies:

- a)** Portuguese students;
- b)** National students from EU countries;
- c)** Stateless students or those bearing a political refugee status;
- d)** Foreign students from countries with celebrated terms of cooperation , where the application of such benefits may be administered, or from states/nations where the law, under similar circumstances, offer the same conditions to Portuguese students.

2.2 – The students who fit the above conditions may apply for accommodation within the deadline set by W.S.

2.3 – After the application date has ended, the corresponding W.S. department will elaborate the selected candidate lists according to the following criteria of preference:

2.3.1 - Double Rooms

a) W.S. scholarship holders with a low “per capita” family income will be given preference;

b) Students whose family residence is further than 25 kilometres from school or who live in a locality without any available public transport to reach classes in time.

2.3.2 - Individual Rooms

a) the candidate’s family residence is further than 300 kilometres from school or given proof that the student cannot visit home on weekends;

b) the candidate is not a first year student and has the lowest capitation;

c) the candidate has passed the majority of subjects from the previous year. Students with a low “per capita” family income will be given preference;

2.3.3 – Having concluded the selection of candidates that fit the above criteria, other students not included in these terms may also be admitted by means of a monthly payment established on a yearly basis. This payment is the same as the maximum amount paid by non-scholarship holders.

2.3.4 –If necessary, students presenting this candidature will be listed in order, according to properly adapted established criteria.

2.4 –Candidates in debt to S.A S. until the 31st August of every year shall not be accepted.

2.5 – Scholarship holders can apply for accommodation for the same number of times as the duration of the course, plus two additional years.

2.6 – Applications are done annually. Any students wishing to withdraw their application should do so within 5 days of receiving the results. If not done, students will have to pay the monthly amount referred to in the next no.

2.7 – Admitted students are required to pay 10 monthly payments. The July payment will be used for guarantee.

2.8 –W.S. may make the residencies available to the public during the holidays (article 17º, Act of Law nº 129/93, of 22nd April), therefore, students should vacate their rooms by 31st July of every year.

2.9 – Rooms will be reserved for people to whom the Institute has promised.

3 - Monthly Payments

3.1 – Before entering the residence, students will have to make an additional monthly payment deposit in the S.A.S treasury. This payment will cover any eventual damage occurring in the building, to equipment or to other residents' belongings. Any student wishing to have a telephone in their room should make his/her request known to W.S. and pay a deposit at the treasury. The total of the deposit is annually defined.

3.1.1 –If the above deposit does not cover the total cost of damage, the student resident will be notified to pay the in debt amount within a set deadline.

3.1.2 The additional monthly deposit will not undergo changes. In cases where the deposit diminishes, the student resident should pay the difference within the set limit date.

3.2 - Any student stopping monthly payments for two months, or refusing to replace the amount, will loose access to accommodation.

3.2.1 – When the absence of payment is beyond the students control, the situation will be thoroughly analysed.

3.3 – Students accommodated in the residence during the previous year may renew their application during the September month. The request should be written and fundamented. The payment for the daily accommodation during this month will be analised on a “case to case” basis, according to the applicable legislation.

3.4 – When the above request is not accepted, the student may be permitted to stay by paying the daily maximum established payment for students who are not scholarship holders.

3.5 – Monthly payments should be made until the 8th of every month.

3.5.1 – Students who make use of a telephone will pay an annually established amount, which will co-finance the total costs of this service.

3.6 – Considering the amount is sufficient, scholarship holders may request the telephone fee to be deducted from their payments.

3.7 – During the holiday period, the residencies may be used by people from outside the Institute. Payments will be made according to fixed table prices.

3.8 – The price of monthly payments will be settled at the beginning of every year.

4- FUNCTIONING

4.1 – On being admitted to the residence, every student will be requested to fill in a responsibility term form declaring that the loaned equipment will be returned in good condition at the end of every academic school year, or, for any motive, if leaving the residence.

4.2 – The student resident is responsible for the up-keeping and conservation of material and goods being used.

4.3 Apart from the obvious susceptible facts that may affect conviviality, there are still other infractions to be considered:

- a) washing or taking care of clothes outside areas established for this purpose;
- b) making complete meals in the kitchens;
- c) leaving personal objects of any nature in the residence during its closing time period.;

- d) giving the bedroom key to unknown people;
- e) allowing entry beyond the visiting room to people who are not accommodated at the residences;
- f) moving or changing furniture or any other equipment;
- g) disturbing other residents' rest or sleep;
- h) using irons in the bedrooms;
- i) practising any act that may collide with convivial rules;
- j) stopping or interfering with the W.S. staff 's functions working at the residence or coming in on duty;
- k) Smoking in the bed- rooms or any other place of the residence.
- l) Being rude to other residents or W.S. staff
- m) Acting against Penal Law.

4.4 – On a daily basis, and before leaving the room, student residents shall make their beds and leave their rooms clean and tidy.

4.5 – On each floor, those who make use of pantries or kitchens and bathrooms have the responsibility of keeping these spaces clean.

4.6 –Bedroom and common area cleaning are the S.A.S's responsibility.

4.7 – Student residents should report any detected anomalies in equipment either to the Resident Commission Board or to the S.A.S staff.

4.8 –Student residents should have bed sheets, pillow and a bath and face towel of their own.

4.9 – Student residents may have a T.V. and a computer in their rooms. This option is of their entire responsibility.

4.10 – Student residents have the right of using and staying only in the common areas of the floor/wings and in convivial areas where their bedrooms are situated.

4.11 – On entering and leaving the residence (at the beginning and end of every academic school year, or when a change of room is verified), rooms and equipment will be inspected by the W.S. staff and by the resident. A document stating the situation will be signed by both.

4.12 – The student resident will be held responsible for any damage caused to rooms, quarters and equipment being exclusively used until proven otherwise.

4.13 –If the person causing the damage in common areas, where equipment is used by everyone, is not identified, the blame shall be extended to all residents using the same equipment.

4.14 – There will be individual student resident forms inside the residence and in the bedroom areas.

4.15 – There will be a regulation booklet at the student resident's disposal in the living rooms and in each bedroom.

5. THE RESIDENT COMMISSION BOARD

5.1 – Student residents should co-operate in the residence management through the Resident Commission Board.

5.2 – The Resident Commission Board will be constituted by a representative from each floor or wing (considering the floors are divided in wings), accordingly elected by other residents.

5.3 – Elections for floor or wing representative take place annually on the second week of November.

5.4 – Candidates running for elections should present their candidature to the Resident Assembly 15 days before the electoral act.

5.5 –If floor or wing student residents fail to choose a suitable representative within the fixed deadline, one will be chosen by the W.S. staff.

5.6 – It is the Resident Commission Board's function to:

- a) represent W.S. resident students;
- b) collaborate with the S.A S. concerning the residence's functioning;
- c) contribute with solutions to any eventual disagreement occurring between residents;
- d) develop initiatives in conformity with W.S. orientations, promoting active participation in maintaining the residence in good working order;
- e) inform the W.S. of any situation that may affect the normal functioning of the residence;

5.7 – The Resident Commission Board will elect a member to represent them before the W.S.

6- DISCIPLINE

6.1 – It is considered a disciplinary breach when student residents do not follow the points stated in 4.3, even if only partly to blame.

6.1.1 – Any students violating the established regulations will be subject to disciplinary procedure (s).

6.2 – The punishments applied to students breaking the rules are as follows:

1. Oral rebukes;
2. Written rebukes;
3. Up to one year suspension;
4. Loss of the right to residence accommodation.

6.3 – The oral rebuke concerns mere oral observation of the breach committed by the student resident.

6.4 – The written rebuke concerns mere observation of the breach committed by the student resident. The observation will be registered on the student's individual form.

6.5 – The suspension penalty implies the exit of the student from the residence for a certain no. of days.

6.5.1 –The duration of the suspension penalty does not consider the period from 31st August to 30th September.

6.6 – The loss of the right to resident accommodation implies the departure of the student from the residence as well as the loss of the right to reapply for a new candidature to any of the W.S. residencies.

6.7 – Together with the decision of the punishment to be applied in points c and d of no. 5.2, notice shall be given of the deadline within which the student is required to abandon the

residence. Students will be given two weeks to one month to do so.

6.7.1 – The deadline mentioned in the previous no. may be anticipated by the Disciplinary Council, if the circumstances justify such a decision.

6.8 – Oral warning shall be applied to small offences.

6.9 – Written warning shall be applied to small offences occurring for the second time.

6.9.1 –It is considered a second occurrence when offences happen within the same academic year.

6.10 – The suspension penalty will be applied when small offences happen regularly (in the same academic year), when infractions to points d, e, and m of no. 4.3 occur or when the good running of the residences is put at risk by serious actions.

6.11 – The student will lose the right to residence accommodation in the following situations: reiteration of the acts mentioned in d) and e) of 4.3; practise of any other acts which put at risk the good running of the residence.

6.12 – The Disciplinary Council will have the following constituents:

- a) the President of the Polytechnic Institute, who presides;
- b) the Social Welfare Administrator;
- c) a Resident Commission Board representative;
- d) A representative from the Institute's Student Union;

e) A representative from each of the Student Unions of the various institute schools.

6.13 –The application of the oral warning is a responsibility of the Resident Commission Board, who will inform the Social Welfare Administrator of each case.

6.14 – The application of the written warning is a responsibility of the President of the Polytechnic Institute, who will take into consideration the Social Welfare Administrator’s suggestion(s).

6.15 – The application of resident suspension and the loss of the right to resident accommodation is a responsibility of the Disciplinary Council.

6.16 – The Social Welfare administrator will establish the adequate disciplinary procedure(s) when any infraction is committed, and nominate an instructor for the process.

6.16.1 – The right to residence accommodation may be preventively suspended when the disciplinary process starts. Students will be notified of deadline for abandoning the residence.

6.16.2 – In case the student is suspended, the preventive suspension time may be discounted to the penalty period.

6.17 – When the investigation process is concluded, the student resident will be informed of the verdict. The circumstances of time, place and mode of the occurrence, as well as any attenuating or aggravating circumstance, will be mentioned in the notification letter. The responsible Council for setting the punishment will also be stated.

6.18 – The notification will include the deadline for defence, which is between 5 and 10 days.

6.19 – The student resident offender may present a written defence giving proof against alleged facts.

6.20 – In case there is an intention of applying a written warning, the students shall be orally notified of it. Students may ask for 48 hours to present their defence argument.

6.21 – For the application of oral or written warning, an instruction process will not be necessary.

7 – FINAL DISPOSITIONS

7.1 – Cases not mentioned in the present regulation will be resolved by the President of the Polytechnic Institute via dispatch, after the president of the Commission Board and the Welfare Social Council (CAS) have been heard within a five day limit.

7.2 – The present regulation will be revised whenever the management bodies of the SAS/Polytechnic of Viseu (CAS) or the Resident Commission Board think it is appropriate.

7.3 – This regulation was approved in reunion by the Welfare Social Council of the SAS/Polytechnic of Viseu, on 15 July 2001, after consultation of the Resident Commission Board.