

REGULATION OF ACCOMMODATION IN HALL OF RESIDENCE OF THE WELFARE AND
SUPPORT SERVICES¹ OF THE UNIVERSITY OF ÉVORA

Chapter I

Art. 1

(Scope)

1. The Hall of Residences must provide students good conditions to study and to their well-being, aiming not only at facilitating their integration into the academic milieu but also at their academic success. The Hall of Residences' main objective is to accommodate students, prioritizing Undergraduates, Integrated Master Degrees and Master Degrees of the University of Évora, being given precedence to scholarship holders.
2. During school holidays, the Hall of Residences may be rented under the terms of an agreement signed with SASUE.

Art. 2

(Application Conditions)

1. Accommodation at the Halls of Residence depends on an application under the terms and within the deadlines established by SASUE;
2. The application is only accepted if the mandatory conditions are met:
 - a) The student has had no inappropriate behaviour until the moment of the application, e.g. has not disrespected any rule of the current regulation;
 - b) The student has no debts at SASUE
3. The application is only valid for one academic year, and the accommodation period starts in September/October and ends in June/July of the following year; should the student ask and the SASUE approve, it is possible to establish a contract with a different span of time of arrival and departure.

Art. 3

(Admissibility and Permanence)

Admission into the Halls of Residence depends on the following presuppositions and obeys to the following order:

- a) Scholarship holder students away from home, with priority to those who were residents in the previous academic year;
 - b) First year, scholarship holder and away from home students;
 - c) Remaining years, scholarship holder, away from home students in the dedicated academic year;
 - d) Scholarship holder students of grants of the University of Évora ((FASE-UE, FEDP, Joana Vasconcelos);
 - e) Scholarship holder students of other Portuguese entities and that are away from home.
1. After the end of the third call of the National Competition Access to Higher Education, the SASUE must, according to availability and complying with the lines of number 1 of the present article, integrate into the

¹ SERVIÇOS ACÇÃO SOCIAL DA UNIVERSIDADE DE ÉVORA - SASUE

Halls of Residence the non-scholarship holder students who had accommodation in the year prior to the application.

2. As long as the necessary conditions for admission are fulfilled, according to n. 2 of art.2 of the Regulation, SASUE will do their best to guarantee accommodation for the normal duration of the degree, plus one more year for Undergraduate and Master Degrees and two more years for Integrated Master Degrees. Regardless of the foreseen in the previous number, the accommodation contracts are celebrated for one academic year and guarantee housing until the end of the academic year they refer to.
3. SASUE will book several necessary beds to comply with agreements, namely the ones resulting from Students Mobility Programmes.
4. The Manager of SASUE can determine and take into consideration any other situations duly justified.

Art. 4 (Room Change)

1. There is no change of room, except if:
 - a) The student asks for it and there is a vacancy available;
 - b) Students ask for an exchange and it is authorized;
 - c) A room is attributed during an extraordinary accommodation period;
 - d) During maintenance periods that might lock down some rooms or even Halls of Residence.
2. In a written request supporting the reason for the exchange, the student may ask for it. The request will be evaluated by the Security, Accommodation and Student Well-Being Office (GABEE)², that will decide based on availability.

Art. 5 (Managing)

1. After signing the contract and paying the first monthly fee, the student will receive at GABEE the resident's card. When entering for the first time into the Hall of Residence, showing the resident's card, he/she will be accompanied by a SASUE staff worker in order to fill in the check list of the conditions of the room;
2. The check list is a liability waiver for the conservation and restitution of furniture and linen that belong to the room and for the key both of the room and of the Hall of Residence. These two are personal and untransmissible. When departing, and after filling in again the check list, the keys (of the room and of the Hall of Residence) must be left in the correspondent Hall of Residence, to the SASUE staff worker. The room is only free after this procedure.
3. Should the room or the Hall of Residence keys, the magnetic access card or the resident's card be lost, the student must immediately inform the security guard or the SASUE staff worker, who will replace the lost item. The value for the replacement to be paid by the students is 3€ per resident's card and 5€ per key/magnetic access card.
4. In the moment of entering or leaving the Residence, or whenever there is a change of room, the student will be notified, so that he can be present to verify the state of conservation of the room, witnessing the filling in of the correspondent check list by the SASUE staff worker, which is signed by the former and the student. This checking is done by the worker on the last day of the student's permanence at the Hall of Residence, therefore, check out must occur on a weekday between 9.00 – 12.30; 13.30 - 17.00; All damages caused either in the Halls of Residence or in the equipment are their authors responsibility;
5. SASUE will have access to the rooms due to maintenance or control, and under any other circumstances connected with verification of irregularities; they can be accompanied by members of the Resident's Commission if the situation is justifiable. All these visits must occur without ever compromising the students' privacy

² Gabinete de alojamento e Bem-Estar do Estudante

6. Students must take care of the conservation and cleaning of the room, as well as of the equipment, since each student is responsible for it.
 - a) SASUE will periodically do an inspection to the rooms and, should these not be in the proper tidiness and cleanliness conditions, students must clean them, being subject to a fine of 25€ if they do not fulfil this obligation. These inspections will be previously announced, so that students can be present or be represented, if they wish.
7. Damages:
 - a) To withdraw and/or to dislocate furniture, equipment and other utensils integrated into the common spaces or to the rooms or to give them another use but the one determined by SASUE. To stick posters, billboards, self-adhesive stickers, that damage walls and doors, as well as to write on them.;
 - b) To make any kind of damage to the structure of the Halls of Residence or to their equipment;
8. The Halls of Residence are equipped with dining halls and kitchens. Students who wish to cook and eat in these spaces must leave all the spaces cleaned after using them.
9. It is expressly forbidden in all spaces of the Halls of Residence:
 - a) The entry/permanence of animals, except the ones foreseen by the Decree Law n. 74/2007 of 27th March, referring to guide-dogs that help people with physical or sensorial disability; The possession of any type of guns, explosives or toxic, inflammable or dangerous substances to the health and safety of the Hall of Residence and its residents;
 - b) To set on fire, namely candles without vigilance, incense or any other likewise objects,
10. At the risk of disciplinary procedure and application of sanction, students are not allowed to:
 - a) Lend the room and main door keys as well as the magnetic access card to the Hall of Residence to a third party; Accommodate, under any circumstances, a third party, unless SASUE has been previously warned and has issued a written consent;
 - b) Practise any act that consubstantiates an illicit penal act, namely:
 - i Theft;
 - ii To own, consume, deal, instigate to consume or promote the circulation of illegal substances in the Halls of Residences;
 - iii To strike verbal or physically anyone who lives, works in or visits the Halls of Residence;
 - c) To make noise, namely, to have the volume of TV sets or any other devices so high that it disturbs other students or disrespects the silence during the rest period (24h-9h);
 - d) To consume and to relapse in the consumption of alcoholic drinks;
 - e) To transgress the set rules for the access of non-resident students, namely in the entrance into the Hall of Residence and into the rooms;
 - f) To disrespect anyone who lives, works in or visits the Residences;
 - g) To withdraw food from the fridge belonging to a third party without permission;
 - h) To cook for more than two visitors without previous authorization;
 - i) To make parties or gatherings in common spaces without previous authorization;
 - j) To throw away any object from the windows of the Hall of Residence;
 - k) To have their own electrical equipment in the rooms without previous authorization of the SASUE; To allow the permanence of pets in the Halls of Residence;
 - l) To gamble
 - m) To place clothes or any other materials over the radiators;
 - n) To wash laundry and dishes in the bathrooms or wash laundry of someone else;
11. Visitors are only allowed in the Halls of Residence, under the following circumstances:
 - a) To prepare academic works or to visit, between 9.00 and 24.00, in the common spaces;
 - b) With a written authorization of the Residents' Commission/Nuclei after midnight only for the purpose of academic work in the common spaces;

- c) It is mandatory they hand in to the safeguard an identification document with a photo while they remain inside the residence
 - d) The access to non-resident students is only allowed to social and study spaces, if they are duly accompanied by resident students.
12. Each student is responsible for his/her acts, as well as for the acts and behaviours of his/her visitors. Thus, although there is a timetable of silence, there is none for noise, reason why each student must keep during the day a moderate level of noise, susceptible of creating a good study and/or companionship environment;
- a) During school holidays, the student will have to take all his personal belongings from the room, and, according to the physical space of the storerooms of each Residence, ask to keep them, leaving their personal data and contact enclosed with them. The students' belongings left to be kept by SASUE should be fetched within the maximum period of 90 days after the date of the return of the key, date that is considered as departure date
13. Otherwise, after that deadline, and after notification by registered letter, the belongings will be allotted to SASUE that will use them to their best interest. Students must have the utmost moderation in the consumption of water, electricity and gas, having the Residents' Commission's/Nuclei an active role in the promotion of the rationalization of costs;
14. It is forbidden to smoke in any inside space of the Halls of Residence, according to the Law n. 37/2007 of 14th August, that forbids smoking in teaching spaces, closed spaces, namely rooms, study rooms, halls and corridors and in places where accommodation services are held.

Art. 6

(Rights of the residents)

1. All students have the right to be respected by all the staff workers of SASUE, by the safeguard companies, by colleagues, and by any visitor in any Hall of Residence.

Students also have the following rights:

- a) Respect for the integrity of their person and their belongings
- b) Fruition of all spaces and equipment of the Hall of Residence at their disposal;
- c) Right to privacy, with the limits resulting from sharing a space with other students and the works of checking, cleaning and maintenance, never forgetting the compliance of the rules established in order to guarantee the referred privacy;
- d) Right to receive visits, being responsible for their behaviour, time inside the Hall of Residence and compliance with the rules;
- e) Right to appeal to the Residents' Commission /Nuclei or to SASUE to solve any problem related to accommodation;
- f) Right to be listened about any issue that is directly connected with him /her;
- g) Right to change room /Residence, being this change limited to availability.

Art .7

(Responsibility of SASUE)

1. SASUE have the responsibility to:

- a) Allocate the necessary staff to the maintenance of the best conditions of hygiene and cleaning of each Hall of Residence
- b) To repair, in the shortest, possible time, the equipment in the Halls of Residences;
- c) To carry out, in the shortest, possible time, the maintenance and conservation works that compromise the students' comfort;
- d) To ensure the respect for the students' privacy;
- e) To establish a cooperation relationship with students and the Residents' Commission/Nuclei in each Hall of Residence;

f) To strive so that the Halls of Residence have the best possible habitability conditions, concerning furniture, linens, utensils, infrastructures and services (internet and other).

Art. 8
(Payment)

1. The prices to be paid either for the normal or the extraordinary accommodation during the Summer months are set by the Welfare Counsel, under the terms defined by the applicable legislation.
2. Monthly payments must comply with the following rules:
 - a) The payment of the first monthly fee is due when the contract is signed in GABEE and ensures the reservation of the room;
 - b) The first payment amounts to the monthly fee of the scholarship holder to all students who have applied to a scholarship and to the monthly fee of a non-scholarship holder to the remaining students; The accommodation contract has the maximum duration of 10 months and can be terminated in written form, 15 days before the date of leaving the accommodation, even though, the student will have to pay the whole month. Some exceptions might be considered case by case, if they are duly supported and requested in a written document within the fortnight prior to the date of leaving;
 - c) The payment of the remaining fees for scholarship holders and non-scholarship holders must be made until 10th of each month. For scholarship holders, accommodated at the Halls of Residence of SASUE, the monthly payment is supported by a complement of accommodation added to the scholarship. These students are reimbursed by Direção Geral do Ensino Superior (DGES), after payment.
 - d) Should the application be rejected, the resident is obliged to a retroactive payment of the difference between the paid values as a scholarship holder and the ones as non-scholarship holder; Students who have been attributed a room when they were placed in the National Competition Access to Higher Education will have to pay the first monthly payment independent of the date of their entrance into the Hall of Residence.
3. Accommodation during holidays has the same payment regime, the first payment is on the first day of entrance into the Residence and the second until the 10th of the following month; Students can pay by: cash; cheque; ATM; bank transfer; or direct debit. All these means can be dealt with in the Treasurer's Department. At GABEE payment can only be done by ATM. Should you choose to pay by bank transfer, you should always indicate your student's number in the transference description, at the risk that payment is not identified, and the debt kept.

Receipts will be sent electronically by email indicated in the application form.

Art. 9
(Sanctions)

1. The non-compliance by the students of the determinations of SASUE and of the current regulations might imply the following sanctions:
 - a) Oral warning;
 - b) Written warning;
 - c) Change of Hall of Residence;
 - d) Suspension up to six months from the right to accommodation in any Hall of Residence;
 - e) Suspension up to one year from the right to accommodation in any Hall of Residence;
 - f) Permanent loss of the right to accommodation in any Hall of Residence.
2. The penalties described in lines c); d); e); and f) of the previous number are applied to the following situations:
 - a) False data in the application process;
 - b) Non-compatible behaviour with the study environment and companionship required in the Halls of Residences;
 - c) No payment of the monthly fee;

- d) No presence in the Hall of Residence for a period longer than a fortnight without a previous warning (exception made to holidays);
 - e) Allowing a third party to use the room without permission, as well as lending the room and main entrance key, and the magnetic access card and resident's card;
 - f) Practise of any of the acts referred to in art. 5, n. 11 of this Regulation.
3. The non-compliance with the rules might also imply a disciplinary or criminal process, within the scope of the University, according to the seriousness and nature of the act. The application of sanctions must have a previous report of the Residents' Commission/Nuclei, being the final decision taken by the manager of SASUE or the competent entities.

Chapter II

Art. 10

(Residents' Commission/Nuclei)

1. SASUE are helped in their management of the Halls of Residence by the Residents' Commission/Nuclei composed by students of each Hall and has as main objectives:
 - a) To promote together with SASUE friendly relations among students and workers; To develop cultural and sports activities among students;
 - b) To cooperate with SASUE to get better equipment, study conditions and accommodation;
2. The Residents' Commission/Nuclei is elected in October every year for a period in office of one year, by means of direct and secret ballot; Residents with less than a semester cannot belong to the Commission or vote.
3. After the election, a minute will be written where all electors are identified, the number of votes and the signature of all the witnesses. The validation of the Residents' Commission/Nuclei occurs when the minute is handed in to GABEE of SASUE, that will check the regularity of the electoral act.; The outgoing Residents' Commission/Nuclei should pass on to the elected all documentation and information they hold connected to the Hall of Residence.

Art 11

(Competences of the Residents' Commission/Nuclei)

1. It is the Resident's Commission competence:
 - a) To represent the students near SASUE
 - b) To cooperate in the elaboration of norms, proposing managing rules to be approved by SASUE; To contribute to the resolution of conflicts among students;
 - c) To participate in the analysis of problems of general interest that might affect or alter the normal accommodation conditions;
 - d) To be listened in disciplinary questions, under the terms of art. 7, when asked by SASUE;
 - e) To develop initiatives that, according to the norms of SASUE, aim at an active participation to keep the Halls of Residence in the best and adequate conditions to their use; To propose forms of development of social, cultural and recreational activities that enhance a better social intercourse among students, creating a pleasant and academic environment;
 - f) To comply with and to enforce the accommodation regulations, making them known to those who allege ignorance about the document;
 - g) To communicate and/or to clarify to SASUE any abnormal situation that happens in the management of the Hall of Residence;
 - h) To call the students' assembly

Art. 12

(Dismissal of the Residents' Commission/Nuclei)

Residents' Commission/Nuclei might be dismissed totally or partially should it not comply with the Regulation of Accommodation in the Hall of Residence of the Welfare and Support Services of the University of Évora or with the duties of the Residents' Commission/Nuclei;

The Residents' Commission/Nuclei can only be dismissed by SASUE totally or partially, after listening to the Assembly of Residents.

Art. 13

(Assembly of Residents)

1. The Assembly of Residents is composed by all the students of the Halls of Residence; The Assembly must meet whenever necessary, to give information and to debate questions related to the management of the Halls of Residence. The Assembly must report the conclusions of the meetings to SASUE.

Art. 14

(Accommodation and Student Well-Being Office – GABEE)

1. The Halls of Residence below listed depend on GABEE, as well as others that in the future might be allocated:
 - a) Residência António Gedeão;
 - b) Residência Bento de Jesus Caraça;
 - c) Residência Eborim;
 - d) Residência Florbela Espanca;
 - e) Residência Manuel Álvares;
 - f) Residência Portas de Moura;
 - g) Residência Soror Mariana.
2. The distribution of students for the Residences will happen bearing in mind the preferences shown in the application form and the efficient management of the vacancies;
3. Due to remodulation, conservation or even management, it might be necessary, in any moment of the year, to transfer students from one Residence to another. SASUE will inform the Resident's' Commission/Nuclei of the specific Hall of Residence.

Art. 15

(Opening Period)

1. The normal opening period of the Halls of Residence coincides with the academic year, from September to June of the following year.; Accommodation in July and August is considered extraordinary for finalist students, curricular/professional training, students away from their home country and other academic and school activities. This accommodation will only be provided to students who require it beforehand, within the deadline announced yearly by SASUE. Within this period, accommodation can be provided to any other person, according to the prices in force in each year.