



UNIVERSITY OF PORTO

SASUP

RESIDENCE HALL

REGULATIONS



## RESIDENCE HALL REGULATIONS

### SASUP - SOCIAL SERVICES OF THE UNIVERSITY OF PORTO

#### I Scope and purpose

##### **Article 1**

The Residence Halls are intended for students who are registered and enrolled in courses leading to a degree at the University of Porto and who, due to economic difficulties, long distance or difficulties associated with transportation, cannot live with their families during the academic year and need accommodation to pursue their studies.

##### **Article 2**

The Residence Halls shall provide students with favourable study and living conditions that support their educational achievement as well as their social and academic integration.

##### **Article 3**

The Social Services of the University of Porto (SASUP) will determine the use of the Residence Halls during the holiday period.

#### II Applications

##### **Article 4**

University of Porto students eligible to apply for SASUP's Residence Halls are those who:

- a) Must reside outside of their household during the academic period and need accommodation to carry out the required academic activities.
- b) Submit their application within the established terms and time limits.
- c) Are not covered by any provisions that impede such benefit.
- d) Are not indebted to SASUP.

#### III Admission and Residence

##### **Article 5**

First cycle, second cycle and Integrated Master's students are admitted with the following priority:

1. SASUP scholarship recipients;
2. Recipients of scholarships offered by other public entities;
3. Depending on existing vacancies, students who do not hold a scholarship are admitted with the following priority (cumulative criteria):
  - a) Those who live the furthest away from the Faculty or with the most difficulties in terms of transportation to the Faculty;
  - b) Those who have successfully completed the previous academic year;
  - c) Those who meet the conditions to finish their courses and whose total number of annual enrollments does not exceed  $n + 1$  [if the normal duration of the course ( $n$ ) is equal to or less than 3 years] or does not exceed  $n + 2$  [if the normal duration of the course ( $n$ ) is more than 3 years].



4. Within the abovementioned groups, priority will be given to students who received accommodation in the previous year.
5. Students studying at the University of Porto through mobility programmes and protocols, whose accommodation requirements are pre-approved by SASUP, will also be admitted to the Residence Halls.
6. At the beginning of each academic year, SASUP will reserve an adequate number of vacancies for first-year students.

#### **Article 6**

1. Second cycle (international students), third cycle students and post-doctoral students and researchers are admitted to the Residence Halls by order of submission (to SASUP) of their request for accommodation.
2. Students who must leave the Residence Halls temporarily, for field research or other purposes, will be given priority upon their return.

#### **Article 7**

Students covered by the preceding paragraph are entitled to accommodation for a maximum period of:

1. The number of semesters corresponding to the normal duration of the course, plus an extra semester for second cycle students;
2. Four years, for third cycle students;
3. Upon request and depending on existing vacancies, the accommodation period mentioned in point 2 may be extended by a maximum of two semesters.

### **IV Accommodation payment**

#### **Article 8**

1. Monthly fees will be established annually, per Order no. 22434/2002 of October 18 for scholarship holders, and by the Director of SASUP for remaining students.
2. Accommodation in the Residence Halls requires payment of monthly or daily fees (if the daily fee amount is lower than the monthly fee amount).
3. Accommodation in the Residence for two subsequent months is subject to the payment of two monthly fees, except when the total accommodation period does not exceed 30 days.
4. Accommodation fees for August must be paid in advance.
5. Monthly fees are to be paid between the 6<sup>th</sup> and the 30<sup>th</sup> of each month.

#### For SASUP scholarship recipients

- a) The first payment is made after the scholarship is awarded.
- b) The subsequent monthly fees are to be paid each month after the student receives their scholarship payment.

#### All other students

- c) Shall pay the first two months 15 days before the reservation start date.
- d) In the event of withdrawal, the monthly fees mentioned in the preceding point will not be refunded.
- e) The remaining monthly fees shall be paid one month in advance.



#### **Article 9**

1. First cycle, second cycle and Integrated Master's students are granted accommodation for a maximum period of ten months, as set out in Chapter III, paragraph 5. Students must pay the corresponding monthly fees, except in duly justified cases when the accommodation period needs to be extended or anticipated, in which cases appropriate adjustments shall be made.
2. If scholarship students leave the residence without giving prior notice (at least fifteen days in advance), they must pay for the corresponding month in full, forfeiting their right to the accommodation supplement, as provided for in the General Regulations of Scholarship Attribution to Higher Education Students.

#### **Article 10**

Payment options are as follows:

1. Direct payment to SASUP's Treasury;
2. Other methods that may be indicated by SASUP's Management during the academic year.

### **V Operation**

#### **Article 11**

##### **Admission and contract**

1. Admissions will be formalised upon the signing of a housing contract between SASUP and the resident.
2. Upon signing the contract, residents will be given a copy of the current Regulations, with which they must comply.
3. Upon entry, residents will be given a key or permission to access both their room and the building. Residents are fully responsible for their keys and must not, under any circumstances, lend them to third parties.
4. In Residence Halls with Access Control Systems, entry is granted via an electronic card (UP card) that must be validated by the System.
5. Admittance to the Residence Halls takes place between 9:00 am and 4:30 pm from Monday to Friday.
6. Residents who are unable to enter the Residence during these hours must inform the Accommodation Unit in writing. This request will then be subject to higher-level authorization.

#### **Article 12**

##### **Leaving the Residence Halls**

1. Residents must abandon the residence facilities between Monday and Friday by noon (12 pm) and may not, under any circumstances, extend their stay.
2. Keys must be left in the Residence Hall on the check-out date. SASUP will only consider the room vacant from that moment onwards.
3. Residents must remove all personal belongings from their rooms by the last business day of July. Adequate storage facilities will be provided after personal belongings are duly packed and identified.
4. Resident belongings left in SASUP's care must be picked up within a maximum of 90 days. After this period, SASUP will deal with residents' belongings as they deem appropriate.
5. Whenever SASUP deems necessary, residents may be asked to leave the Residence Halls before the last business day of July. On such occasions, SASUP is obliged to inform residents with a minimum of 30 days' notice.



## **VI Use of the Residence Hall**

### **Article 13**

1. Residents are responsible for the proper use and maintenance of all Residence Hall property and equipment at their disposal, namely, the items listed in the Inventory, which shall be read and understood upon entering the Residence.
2. Damages to property or equipment are the personal responsibility of the residents. In cases where personal responsibility cannot be ascertained, responsibility shall be jointly taken by all residents accommodated in the Residence on that date.

### **Article 14**

Non-resident access is limited to the social areas and they must be accompanied by residents.

### **Article 15**

Cooking and laundry activities can only be carried out at specific locations by residents. Such activities are forbidden in Residence Halls that do not have a kitchen or appropriate equipment for such purposes.

### **Article 16**

SASUP may access residents' rooms so long as they are accompanied and duly authorised to do so by the residents, except for situations that are related to the verification of irregularities or to perform cleaning and maintenance activities (on the facilities or equipment).

### **Article 17**

1. Upon signing the housing contract, residents are given the option to hire SASUP's cleaning services for an extra charge.
2. Room cleaning will be performed within fixed schedules, during which the room should be unoccupied. If the room is occupied during the cleaning schedule, failure to clean/perform maintenance on the room is the responsibility of the resident.
3. All residents are responsible for the proper cleaning and maintenance of their personal space:
  - a) Cleanliness conditions are subject to a weekly check by SASUP staff;
  - b) If cleanliness conditions are not adequate and jeopardise hygienic/sanitary conditions or the preservation of the facilities, students will be warned only once. Should the situation repeat itself, the Accommodation Unit will be informed and the resident must pay all necessary cleaning and maintenance costs to repair the damages.

## **VII Prohibitions and Sanctions**

### **Article 18**

**All residents are strictly forbidden to:**

1. Provide accommodation in their bedroom (or other room) to colleagues, family or friends, for any reason, except where formally authorised in writing by SASUP's Management.
2. Provide the key/access card to their room or building to third parties.



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3. Hang posters or write on the walls.
4. Move any equipment from common areas into personal areas, as well as bring in objects that do not serve the regular purposes or functions of the Residence.
5. Use any appliances in their personal space that are not authorised by SASUP's Management.
6. Hold meetings or gatherings without the previous consent of SASUP's Management.
7. Facilitate the access of or keep animals in the Residence Halls, except as provided for in Decree-Law 74/2007 of March 27 (guide dogs).
8. Smoke inside the Residence Halls, as stipulated in Law no. 37/2007 of August 14.
9. Disturb the peace and tranquillity of other residents, including making noise with sound equipment, TV or similar devices, between 11 pm and 8 am, as laid out in the General Noise Regulation, Decree Law no. 9/2007 of January 2007.
10. Gamble
11. Use illegal drugs.
12. Drink excessively or drink alcohol in a way that compromises individual behaviour or disturbs the normal routines of other residents.
13. Take actions that can harm, directly or indirectly, other colleagues or the good name of the Institution.

#### **Article 19**

##### **Sanctions**

1. Acts or behaviours that breach the provisions of the present Regulations are subject to the following sanctions:
  - a) Oral warning;
  - b) Written warning;
  - c) Transfer to a different Residence Hall;
  - d) Expulsion from the Residence Hall.
2. The following actions will result in the application of the sanctions listed in line d) of the previous number:
  - a) Failure to comply with numbers 1, 2, 11 and 12 of Article 18 of these Regulations;
  - b) Practising "praxe" in or within the Residence Hall premises that breaches the provisions of number 12, Article 18 of these Regulations.
3. Fraudulently completing the scholarship application form, as foreseen in Article 1, paragraph 62 of Order 7031-B/2015 of June 24, when duly identified, will result in the loss of entitlement to accommodation (after a new enrolment) for a maximum of two years.

#### **Article 20**

Students covered by subsection a), line 2 of the preceding article cannot apply for accommodation in the same academic year.

#### **Article 21**

The following situations result in the loss of entitlement to accommodation:

1. Loss of scholarship recipient status, except when vacancies are available, in which case the student may remain in the Residence Hall without scholarship recipient status.
2. Non-occupancy of the accommodation without a justifiable reason presented in writing to SASUP within 15 days.
3. Failure to pay the monthly fee for more than two months.



4. Students falling under any of the situations listed in the present article are entitled to apply for accommodation in the Residence Halls with the same standing as first-time applicants.

## **VIII Organization of the Residence Halls**

### **Article 22**

1. The operation of the Residence Halls is ensured by SASUP's Accommodation Unit, which is also responsible for appointing the relevant staff.
2. The Accommodation Unit will designate a responsible person for each Residence Hall who will be assisted by the Residents' Committee, elected according to Article 23 of the present Regulations.

### **Article 23**

1. Depending on the size of the Residence Hall, the Residents' Committee will be composed of a minimum of 3 peer-appointed students.
2. Each year, residents shall communicate their choice of Committee constituent members to the Accommodation Unit by November 30<sup>th</sup>, the date on which the functions of the previous Committee will cease. If a Residents' Committee is not formed by that date, SASUP will take further measures to ensure its constitution.

### **Article 24**

The Committee is responsible for:

1. Representing the residents;
2. Promoting the development of the Internal Regulations, which shall be presented to the Accommodation Unit, and introducing any necessary changes in its application;
3. Helping to solve internal conflicts between residents;
4. Helping to analyse general interest problems that might affect or change the normal functioning of the Residence Halls;
5. Developing active initiatives that, in line with SASUP's guidelines, help maintain the proper operation of the Residence Halls, for the benefit of the residents, while also ensuring the conservation of the respective furniture, equipment and utensils.

## **IX General Provisions**

### **Article 25**

Residents cannot interfere with the organisation and management of the Residence Hall's human resources. Suggestions and claims must be submitted, in writing, to the person responsible for the Residence Hall (SASUP's representative), who will then communicate them to the Accommodation Unit.

### **Article 26**

Failure to comply with the stipulations of the Services regarding the application of these Regulations will be subject to disciplinary or criminal proceedings in accordance with their respective nature and severity.

### **Article 27**

SASUP is not liable for any damage, loss or theft of residents' personal property.



**Article 28**

Any situations not foreseen by the present Regulations or any interpretation problems that may arise will be forwarded to the competent SASUP unit.

Porto, February 22, 2016