



REGULATION OF THE HALLS OF RESIDENCE

Social Services
University of Beira Interior



UBI
SASUBI
universidade da beira interior



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REGULATION OF THE HALLS OF RESIDENCE OF THE SOCIAL SERVICES OF THE UNIVERSITY OF BEIRA INTERIOR

1. Objectives

- 1.1. The purpose of the Halls of Residence of the Social Action Services of the University of Beira Interior (SASUBI), hereafter referred to as “Halls of Residence”, is to provide accommodation for non-local students enrolled at the University of Beira Interior (UBI);
- 1.2. The Halls of Residence are intended to provide social accommodation for the period corresponding to the academic year. Their functioning follows rules based on the principles of respect for individual rights as well as the assurance of an atmosphere of friendliness and healthy conviviality, tolerance and mutual respect.

2. Organization

- 2.1. The Halls of Residence are run by the SASUBI, through the accommodation sector. They provide several services, namely, accommodation and bath facilities, provision and change of bed linen and towels;
 - 2.1.1 The above-mentioned sector ensures the cleaning of common areas. Residents are responsible for the tidiness and cleanliness of bedrooms, kitchens, bathrooms and assigned areas (see Annex I to this Regulation);
 - 2.1.2 The garbage from the bedrooms must be put into bags and then deposited in the kitchens. The staff in charge will see to its disposal;
 - 2.1.3 The staff in charge will be able to access the bedrooms and/or apartments at any time for service reasons and/or to monitor their cleanliness and tidiness. If residents fail to comply with paragraphs 2.2 and 2.3 above, the accommodation sector will have the cleaning done and residents will be charged of it;
 - 2.1.4 Upon entering the Hall of Residence, residents may be searched by the staff in the reception for security reasons.
- 2.2. The SASUBI decline all responsibility for any personal items reported stolen or damaged. However, upon request, the SASUBI may keep personal goods under their custody according to availability of storage space. An appropriate form will have to be filled for this purpose.

3. Application period for accommodation

- 3.1. Applications for accommodation are made on an annual basis and the timing of the applications is made available on the SASUBI website, advertised through Public Notices posted at the SASUBI central office and Halls of Residence, as well as sent by e-mail to the Students’ Union of the University of Beira Interior (AAUBI);

- 3.2. Students must file the application for accommodation through an appropriate application form, made available by the services;
- 3.3. . Students who apply for a scholarship must, upon filing the application as given in paragraph 3.1., indicate this option when applying for a scholarship through the website (<http://www.dges.mctes.pt/>) of the Directorate General of Higher Education (DGES);
- 3.4. The continuity of residence is dependent on academic performance and compliance with the standards contained in this Regulation;
- 3.5. Students who miss the application period will be excluded from the application process;
- 3.6. The SASUBI will book, at the beginning of each academic year, an adequate percentage of places for first-year students;
- 3.7. If there are vacancies, applications not having met the deadline or other situations may still be considered, if properly substantiated and, whenever appropriate, after having been authorised by the Administrator of the University of Beira Interior (UBI);
- 3.8. The application is valid for one academic year.

4. Requirements for the admission of scholarship students

- 4.1. Scholarship students are entitled to accommodation, according to the legislation and regulations in force;
- 4.2. Accommodation for scholarship students is provided according to the following admission requirements:
 - a. Scholarship holder status;
 - b. Distance from household location;
 - c. Having obtained passing grades in the previous academic year;
 - d. Years of stay at the Hall of Residence;
 - e. Records of inappropriate behaviour or acts of indiscipline and violation of the Regulation;
 - f. Keeping up-to-date with payments to the SASUBI;
 - g. Reapplication (Note: in case of interruption of studies or withdrawal from the hall of residence - except for exchange students -, the requests for contract renewal will be processed as new applications) or exchange students or Gulbenkian.
- 4.3. Scholarship students from other higher education institutions who attend the UBI in the framework of specific programmes and/or agreements may be eligible for accommodation. Thus, the SASUBI will retain the number of places required to



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honour such engagements (e.g. Calouste Gulbenkian Foundation, Erasmus, Bolsas Luso-Brasileiras - Santander, etc.).

5. Requirements for the admission of non-scholarship students

- 5.1. The admission of UBI non-scholarship students will depend on whether there will be places available after scholarship students have been admitted;
- 5.2. Accommodation for non-scholarship students is provided according to the following admission requirements:
 - a. Distance from household location;
 - b. Having obtained passing grades in the previous academic year;
 - c. Years of stay at the Hall of Residence;
 - d. Records of inappropriate behaviour or acts of indiscipline and violation of the Regulation;
 - e. Keeping up-to-date with payments to the SASUBI;
 - f. Reapplication (Note: in case of interruption of studies or withdrawal from the hall of residence - except for exchange students -, the requests for contract renewal will be processed as new applications) or exchange students or Gulbenkian.

6. Results of applications for accommodation

- 6.1. The results of the application for accommodation will be based on the admission criteria defined under paragraphs 4 and 5 above, according to a weighted scale and formula shown in Annex II;
- 6.2. The results will be publicly displayed at the beginning of the academic year as well as advertised on the SASUBI website;
- 6.3. An admitted applicant has a period of 5 (five) working days to accept the accommodation. If there is neither any contact nor the accommodation is accepted, the next applicants on the waiting list will be contacted.

7. Residents' rights

- 7.1. Residents have a right to use common areas, namely, living rooms, kitchens and bathrooms. They will do so with the utmost civility and respect for conviviality and social coexistence;
- 7.2. Residents are the sole responsible for sharing and managing common areas; they will organise and solve all internal disputes by themselves (use of bathrooms, fridge and TV allocation, etc.);

- 7.3. The SASUBI will provide a weekly change of bed linen and towels. To this purpose, the laundry will be left outside each bedroom on a given weekday. That same day, residents will be provided with clean bed linen and towels. Residents will be informed of the appropriate weekday at the beginning of the academic year;
- 7.4. The bedroom initially assigned will be kept until the end of the academic year. Changes may be allowed according to interests of the services or student preferences, for justifiable reasons, according to availability of accommodation, subject to permission being granted by the Administrator of the SASUBI;
- 7.5. Individual bedrooms will be assigned according to the following criteria:
 - a. Having had accommodation in the previous academic year;
 - b. Years of stay at the Hall of Residence;
 - c. Being a final-year student;
 - d. Average of the classifications obtained.

8. Residents' duties

- 8.1. Residents must see to keeping their bedrooms and/or apartments habitable;
- 8.2. Residents must look after the maintenance and cleanliness of the equipment both in their bedrooms and/or apartments and in the common areas, with each resident being responsible for the cleaning;
- 8.3. Upon checking-in, each resident will receive the keys to the main entry, apartment and/or bedroom for which he/she is responsible, after signing an accommodation contract and a liability form referring to the upkeep and restitution of the furniture and house linen, as well as an accommodation contract which expressly states that the resident knows this Regulation and fully accepts it and commits to comply with all the duties stated therein of his/her own free will and accord.

The following obligations must also be fulfilled:

- a. The admission record must be delivered at the reception desk in order to be given the corresponding key;
- b. Any resident of the Halls of Residence I and PAC must return his/her key to the reception desk whenever going out. It shall never be taken outside;
- c. The key will only be delivered to the resident himself/herself against the presentation of a student card or another identification card;
- d. A resident must inform the reception desk, as soon as possible, about any lost or stolen key, as well as about any other irregularity in the bedroom or in the facilities, otherwise he/her will be held accountable for the resulting consequences (e.g. refund of the cost of duplicating the key);
- e. Keys must be returned before going out on vacation or when definitely moving out of the Hall of Residence;



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- f. Payment of a security deposit and of the first monthly rent, as described under paragraph 14 below.

8.4. Upon checking-out, the following obligations must be fulfilled:

- a. Check-out must be performed until 12:00 at the reception desk of the Hall of Residence I and PAC, by delivering the exit record;
- b. Keys must be returned. Non-compliance will imply paying for a new lock and keys;
- c. Any due rents and/or charges must be paid;
- d. All personal effects and belongings must be removed from the bedrooms. Non-compliance within 5 working days after either checking-out or the last day of contract, the SASUBI will have them removed and destroyed;
- e. Bedrooms must be clean and without any trace of damages or losses to the furniture caused by misuse or carelessness. Otherwise the resident will be charged with the full amount of the cost of cleaning and repairing the assessed damages or losses.

8.5. Early exits in relation to the period of accommodation defined by contract require checking-out;

8.6. Residents are responsible for the proper condition and upkeep of the goods assigned to them as well as for any damages. If individual responsibility is impossible to determine, all residents in the apartment or floor will be held accountable. Any damage must be reported to the responsible for the accommodation sector;

8.7. Cooking, washing, drying and ironing will only be allowed in the assigned areas and residents are responsible for cleaning the premises after use:

- a. Residents are entitled to use the self-service laundry located next to the Main Laundry (ground floor of the Hall of Residence VI), which is open between 9:00 and 17:30;
- b. Residents have full access to the existing kitchens and kitchenware. The latter cannot be taken outside the kitchen. After use, kitchenware must be immediately cleaned and put back in place so that it may be used by other residents. Likewise, any kitchenware owned by the residents must also be cleaned and stored in their bedrooms.

In addition, residents must clean their own table and kitchenware in the appropriate place (namely kitchens) and store them in their rooms. All food waste must be deposited in garbage bins to avoid clogging.

In the Halls of Residence I and PAC, kitchens are fully available during the following hours:

- Hall of Residence I, working days: from 8:00 to 23:00
- Hall of Residence PAC: from 09:00 to 16:00.

Outside the above hours, the use of the kitchens must be previously requested to the staff in the reception.

8.8. Residents are the sole responsible for every and any goods, personal effects or food that they keep in the Hall of Residence;

8.9. During vacation periods (Christmas, Easter and Summer) or whenever deemed convenient by the SASUBI, residents shall remove all personal items from their bedrooms. These items may be kept in storage rooms of the Hall of Residence until their capacity is reached. Economic considerations and the residents' best interest will always be taken into account.

9. Visitors' admission

9.1. Residents are allowed to have visitors in the Halls of Residence, limited to the period between 08:00 and 23:00, in the areas designated for this purpose:

- Halls of Residence I and PAC: lounge/study rooms, computer room and kitchens;
- Halls of Residence II and VI: living rooms of the apartments;
- Halls of Residence III: lounge/study rooms; and
- Halls of Residence IV and V: study room on the floor 0;

9.2. The presence of visitors is subject to the presentation of an identification document, which will be kept by the staff in charge or security on duty (at one of reception desks - Halls of Residence I or PAC), and later returned at the time of exit;

9.3. Visitors are allowed to restricted areas if properly accompanied by the resident, who will be responsible for them, and they must exit no later than 23:00;

9.4. Visitors who wish to stay after 23 hours to engage in group work must be authorized in advance, being confined to study rooms. When there is noise from such a group, the security may intervene and call for the work to stop, in order not to hinder full compliance with silence and rest of the other residents.

10. Specific disciplinary issues - Misconduct

The following will be considered misconduct, namely:

10.1. To lend anyone the key to a bedroom or to the main entry of the Hall of Residence;

10.2. To keep in one's bedroom objects or utensils from common areas and/or services of the Hall of Residence without previous consent, as well as to use them in any way other than the one intended by the SASUBI;

10.3. To keep in one's bedroom and/or common areas electrical or gas appliances the use of which may be considered dangerous, namely, heaters, grill, mini stoves, toasters, irons, etc. If reported to the SASUBI, the use of small electrical appliances in good operating conditions indispensable for daily life (e.g. alarm clock, mobile phone battery charger, shaving machine, electrical toothbrush and educational equipment) will be exceptionally allowed.

NOTE: The services decline any responsibility for any failure or damage to the above-mentioned equipment regardless of the cause.



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- 10.4. To fail to comply with the norms on cleanliness and hygiene of common areas and bedrooms;
- 10.5. To cook or in some way perform any activities in the room that may be likely to compromise safety and hygiene;
- 10.6. To neglect the upkeep of the Hall of Residence by causing material damages;
- 10.7. To show lack of respect and consideration for any person living, working, or visiting the Hall of Residence;
- 10.8. To disturb other residents by interfering with their study or rest, especially during the stipulated time period (between 23:00 and 8:00);
- 10.9. To make normal conviviality difficult within the Hall of Residence;
- 10.10. To have someone stay in his/her bedroom without having informed the SASUBI;
- 10.11. To keep or allow animals in the Hall of Residence;
- 10.12. To organize group activities within the Hall of Residence, without consent of the Administrator of the SASUBI;
- 10.13. To commit any offence involving breach of trust, dishonesty or serious misconduct;
- 10.14. To possess, consume, or traffic any quantity of illegal narcotic or psychotropic drugs inside the Hall of Residence. (NOTE: Smoking not allowed according to Law no. 37/2007 of 14 August);
- 10.15. Drinking alcoholic beverages in public lounge areas and study rooms;
- 10.16. The practice of gambling, betting or any other of illegal character;
- 10.17. To remove from the fridges food belonging to other residents;
- 10.18. To change the location of furniture or other belongings from the Hall of Residence;
- 10.19. To break the rules defined for the access of non-residents.

11. Penalties

- 11.1. The disciplinary measures foreseen in this Regulation will follow the principle of proportionality;
- 11.2. Non-compliance with the rules will imply disciplinary action liable to the following penalties:
 - a. Oral warning;
 - b. Written warning;
 - c. Up to a year of suspension of the right to accommodation in any of the Halls of Residence of the SASUBI;
 - d. Loss of the right to accommodation in any of the Halls of Residence of the SASUBI;
 - e. Another to be defined by the relevant authority.
- 11.3. If it is impossible to determine individual responsibility for material damages to the Halls of Residence as well as for missing equipment, all the students living in the concerned area will be held accountable thus having to pay for the damages caused;
- 11.4. In the case of lack of cleanliness and neatness of the room and common areas for which the resident is responsible, there will be a minimum charge of 2 hours at a rate of 15.00 € per hour to clean the room at the end of the academic year;
- 11.5. Any of the following situations will also immediately incur in loss of the right to accommodation:
 - a. To provide false statements when applying for social benefits;
 - b. To fail to comply with the provisions of this Regulation;
 - c. To conduct in a way not compatible with an environment of study and conviviality within the Halls of Residence;
 - d. To fail to pay the monthly rent or systematically delay its payment;
 - e. To be absent from the Hall of Residence for a period over 15 (fifteen) days without prior notice (except for vacation periods);
 - f. To allow other persons (former residents included) to stay in his/her room and/or apartment.

12. Water, electricity and heating consumptions

- 12.1. In each Hall of Residence and according to its characteristics, the appropriate appliances will be provided, namely, fridges, TV sets, stoves, microwave ovens, etc;
- 12.2. The installation of any other equipment owned by the resident in rooms, in addition to those allowed under paragraph 10.3. (e.g., television set or other



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electrical appliances), must be authorized in advance, being subject to the payment of an extra monthly fee for each appliance to be defined for this purpose;

- 12.3. Residents must be extremely careful with water, electricity and heating consumptions. All lights and electrical devices must be switched off when leaving the bedroom or apartment;
- 12.4. In addition to the rule mentioned under paragraph 12.2 above, maximum consumption limits may be determined, namely, for electricity;
- 12.5. Personal heating devices are forbidden both for being considered unnecessary and for endangering the facilities.

13. Partying

Residents are allowed to organise parties in either lounges or outside areas, if previously requested and approved. Parties must be in accordance with the following rules:

- 13.1. They can only take place on weekends (Thursday nights included, Sunday nights excluded);
- 13.2. They have to be requested in writing to the Administrator of the SASUBI by at least three of the residents stating the date, time, location, and expected number of participants;
- 13.3. The group mentioned in the previous paragraph will be responsible for upkeeping and cleaning the site(s) before and after the party;
- 13.4. Any participation of the SASUBI must be agreed directly between the promoters and the services;
- 13.5. The preferred indoor location for parties is the lounge.

NOTE: If the conclusion is made that: (i) parties disrupt the regular functioning of the Hall of Residence; (ii) the promoters fail to return the premises to their original condition; or (iii) there is any other negative consequence, such initiatives may be suspended indefinitely by the SASUBI.

14. Payment Conditions

- 14.1. The pricing for accommodation is approved annually by the Administrator of the SASUBI, advertised on the SASUBI website and publicly displayed in all the Halls of Residence;
- 14.2. All residents (either scholarship holders or not) must pay the first monthly rent (corresponding to the non-scholarship rate) on the first working day after checking-in;

- 14.3. Scholarship students must pay the monthly rent when receiving the scholarship;
- 14.4. Non-scholarship students must pay the monthly rent up to the 8th of each month;
- 14.5. Non-compliance with the previous paragraphs will be charged with a penalty rate for each additional day of default to be defined in the price list mentioned under paragraph 14.1 above.



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ANNEXES TO THE REGULATION

ANNEX I

MAINTENANCE AND CLEANLINESS OF BEDROOMS AND/OR APARTMENTS AND EQUIPMENT

HALLS OF HALL OF RESIDENCE I AND III

Residents' responsibility: Tidiness and cleanliness of the assigned bedroom and bathroom.
Accommodation Sector responsibility: Garbage disposal, change of bed linen and towels, tidiness and cleanliness of the remaining areas of the Hall of Residence.

HALLS OF HALL OF RESIDENCE II AND VI

Residents' responsibility: Tidiness and cleanliness of the assigned apartment, with individual tasks having to be agreed upon between themselves; locking the main door of the building.
Accommodation Sector responsibility: Garbage disposal, change of bed linen and towels, tidiness and cleanliness of the remaining areas.

HALL OF RESIDENCE IV

Residents' responsibility: tidiness and cleanliness of the assigned bedroom, as well as of the bedrooms with en-suite bathrooms if applicable (Chapel and single).
Accommodation Sector responsibility: Garbage disposal, change of bed linen and towels, tidiness and cleanliness of the remaining areas.

HALL OF RESIDENCE V

Residents' responsibility: Tidiness and cleanliness of the assigned bedrooms, bathrooms and kitchens.
Accommodation Sector responsibility: Garbage disposal, change of bed linen and towels, tidiness and cleanliness of the remaining areas.

HALL OF RESIDENCE PAC

Residents' responsibility: Tidiness and cleanliness of the assigned bedroom, bathroom and adjacent areas within the corresponding module.
Accommodation Sector responsibility: Garbage disposal, change of bed linen and towels, tidiness and cleanliness of the remaining areas.

ANNEX II

RESULTS OF APPLICATIONS

Score list for analysing applications:

Factor (1): Scholarship holder status

<i>Criteria</i>	<i>Score (points)</i>
Scholarship n-2/n-1	4
Scholarship n-1/n:	
Less than 100 €	1
Between 101 € and 250 €	2
Between 251 € e 400 €	3
Between 401 € e 550 €	4
More than 551 €	5

Factor (2): Distance from household location

<i>Criteria</i>	<i>Score (points)</i>
Household located < 30 km	1
Household located from 30 to 100 km	2
Household located from 100 to 200 km	3
Household located > 200 km	4
Household located in islands or abroad	5

Factor (3): Passing grades in the previous academic year

<i>Criteria</i>	<i>Score (points)</i>
Average = 10 values	1
Average = 11 values	2
Average between 12 and 13 values	3
Average between 14 and 16 values	4
Average between 17 and 20 values	5

Factor (4): Years of stay at the Hall of Residence

<i>Criteria</i>	<i>Score (points)</i>
Resident for less than 2 years	1
Resident between 2 and 3 years	3
Resident for over 3 years (final-year students) or Erasmus or Gulbenkian	5

Factor (5): Other

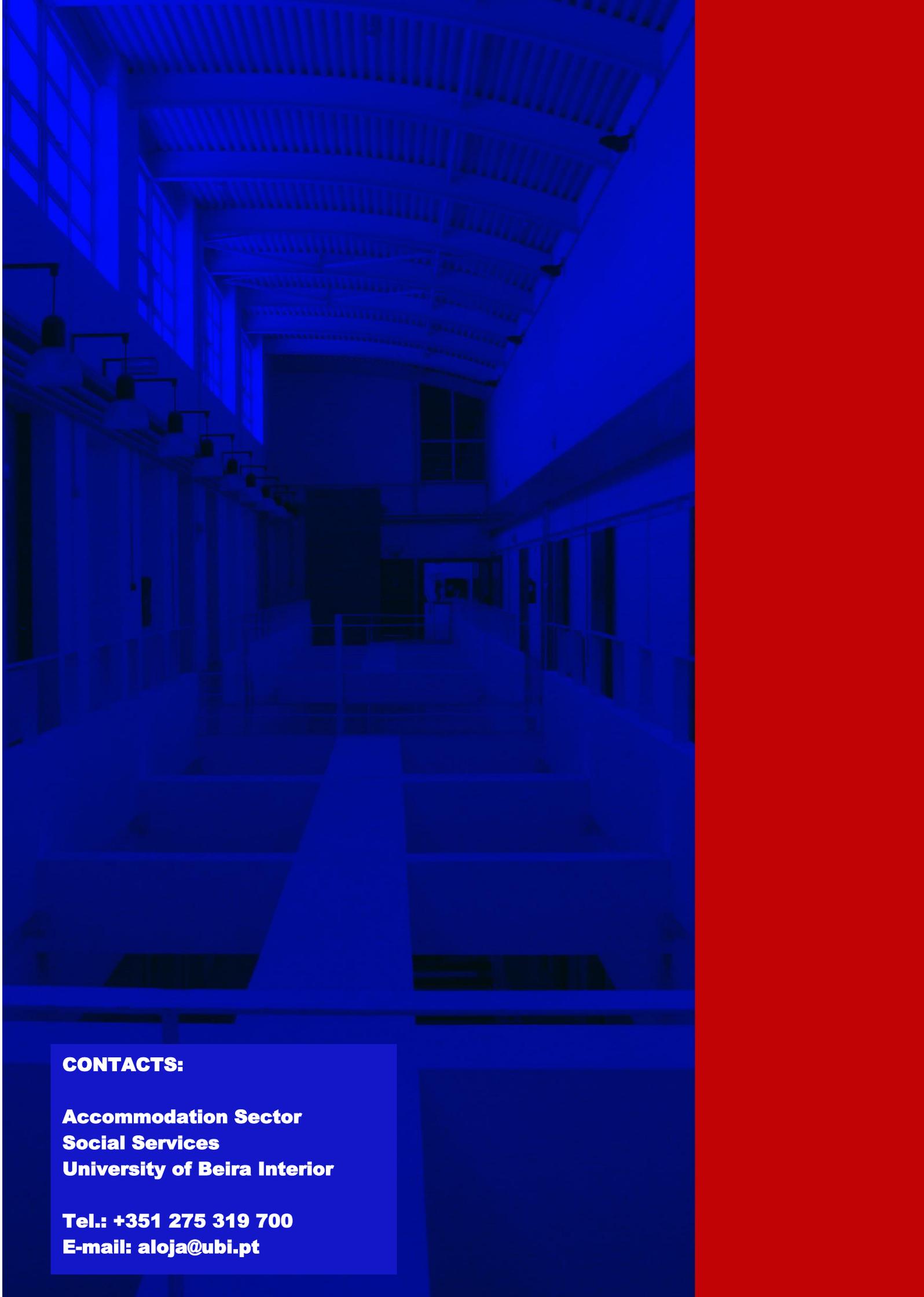
<i>Criteria</i>	<i>Score (points)</i>
Factor (5.1) No records of inappropriate behaviour or acts of indiscipline or violation of this regulation	2
Factor (5.2) Keeping up-to-date with payments to the SASUBI	3
Factor (5.3) Reapplication (Note: in case of interruption of studies or withdrawal from the hall of residence - except for incoming exchange students -, the requests for contract renewal will be processed as new applications) or Erasmus students or Gulbenkian	4

Formula:

I) For scholarship students
 $RC = (1) + (2) + (3) + (4) + (5.1) + (5.2) + (5.3)$

II) For non-scholarship students
 $RC = (2) + (3) + (4) + (5.1) + (5.2) + (5.3)$

Where, RC = Application Result.



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