



Social Services of the University of the Azores

Regulation No. 953/2019

Summary: Internal Accommodation Regulation of the University of the Azores

Due to the organic reorganization of the University of the Azores and the restructure of its regulation, it was deemed necessary to proceed with revision of the Internal Accommodation Regulation, when it comes the rules of access and use of the Residence to accommodate students and other members of the academic community.

This Regulation establishes general application and selection procedures to act as a guideline to all students and staff, as well as a new payment method. To monitor the operation and needs of all the residences, the regulation redefined the constitution and competences of the Resident's Assembly, plus it functions as a link to the Social Services. In addition, it puts into place clear and concise practices to create and ensure the good condition of the services, equipment, and facilities of the university's residences.

The Internal Accommodation Regulation of the University of the Azores was released at the university's webpage for public consultation, under the terms of the current applicable legislation.

Internal Accommodation Regulation of the University of the Azores

CHAPTER I

General Provisions

Article 1

Object

1 —The Internal Accommodation Regulation of the University of the Azores, designated as Regulation, established general rules of access and use of the Residence's building/ accommodation premises.

2 —The following regulation applies to the university' residences (RU), located at São Miguel Island (Laranjeiras Residence), Terceira Island (Morrão Residence), Faial Island (Horta Residence), or other future residential buildings.

Article 2.

Scope

The current regulation applies to all residents of the university residence, such as students and other members of our academic community.

Article 3

Purpose

The purpose of the RU is to provide accommodation for scholarship students, and remote students of the University of the Azores (UAc), plus build a good environment that promotes their well-being and academic success.



Article 4

Management

The Social Services (SASE) of the University of the Azores manages/ is responsible for the management of the RU. / The overall responsibility for the management of the UR rests within the Social Services of the University of the Azores.

Article 5

Users

- 1 — Scholarship students enrolled at the University of the Azores can use the RU.
- 2—The Social Services may allow others to access the RU, such as non-scholarship students that live far away, students on mobility programs or students developing certain activities at the UAc undergoing advanced training projects, investigation/research activities or agreements with other institutions/ entities.
- 3— Depending on the vacancy, the RU also offers accommodation to lecturers, researchers, non-teaching staff, associates of the UAc, or other institutions undergoing projects or partnerships with the UAc.
- 4— Depending on the residence availability, the resident's family members, such as children, parents, siblings and so on, may temporarily stay in the RU if properly justified, plus they must be of legal age.

Article 6

Applications

- 1 — Applicants shall register and enrol on the university's Portal by submitting the form available at the Servicos On-line.
- 2 —Registration is done within the deadlines and terms established by SASE.
- 3 —Any (detached) registration that exceeds the deadline established by SASE, might be accepted, depending on the existing vacancy.
- 4 —All the registrations, stated above, undergoes a process of evaluation respecting the following order:
 - a) UAc students;
 - b) All UAc students undergoing programs, or other academic mobility;
 - c) Other users.

Article 7

Admission and selection

- 1 —The selection of applicants respects the following order:
 - a) Scholarship holder students from the Directorate General for Higher Education (DGES);
 - b) Scholarship holder students from any social support institution;
 - c) Students who are estranged from their family or without a household;
 - d) Students with special needs, physical or sensory disability to the extent of the conditions available in the RU;



- e) Students away from their home;
- i) Students with permit residence outside the island where they attend the university.
- ii) Without public transportation, plus with their permanent residence far away from the university;
- f) Residents from previous academic year and those who weren't admitted due to the lack of vacancy.

2 —All situations, mentioned above, undergo the same equal rights, but the Social Services prioritizes the low-income students.

3 —Other situations may be considered when it comes to accommodation.

CHAPTER II

Accommodation Payment

Article 8

Prices

All the RU' prices are annually set by SASE' management council and published at the university's website.

Article 9

Payment methods

1 — Payment methods:

- a) First day of entrance for periods that don't exceed one month.
- b) Until 8th of each month if the stay exceeds one month.

2 —SASE' treasure office deals with all the payments via debit card or bank transfer.

Article 10

Security Deposit

1 —On the very first day of arrival, a security deposit (equivalent of one month's rent) is required for stays that exceed 30 days.

2 —If the resident owns nothing to SASE, then the security deposit must be returned within a period of 30 days, after leaving the residence.

CHAPTER III

Residents' Assembly

Article 11

Mission and constitution

1 —The Resident Assembly (SASE' advisory board), run by residents, aims to encourage the collaboration between SASE and the residents to maintain a good environment at the RU.



2 —The Residents' Assembly consist of several residents selected by SASE, according to the capacity of each RU.

3 — At the beginning of the academic year, the Residents' Assembly has an election organized by the previous assembly.

4 —Those who received sanctions from the UAc or SASE cannot take part at the Residents' Assembly.

5 —After the election, a minute of the electoral act will be handed to SASE by the previous assembly, with the elector's identification.

6 —The Social Services, offers an accommodation discount, annually settled by SASE' management council, to the Residents' Assembly.

Article 12

Competencies of the Residents' Assembly

Competences of the Residents' Assembly:

- a) Represent all residents, when meeting with SASE, to discuss steps they deem necessary to secure the proper function of the RU;
- b) Come up with solutions to solve conflicts and disciplinary problems concerning the residents;
- c) Provide a review of issues that might affect the RU.
- d) Come up with social, cultural, and recreational activities to improve the bond and sense of community between residents;
- e) Obey and make others abide by the Regulation;
- f) To welcome and support first-year and mobility students;
- g) Attend the meetings established by SASE.

CHAPTER IV

Operation

Article 13

Organization

The Social Services (SASE) operates the RU alongside with the Residents' Assembly.

Article 14

Opening Period and schedule

- 1 —The RU functions all year, without any interruption.
- 2 — Resting hours are between 11 pm and 8 am.
- 3 —Resting hours are between 1 am and 8 am every Friday, Sunday, and during holiday periods.

Article 15

Responsibility terms

When entering the RU, all residents sign a responsibility term acknowledging the present Regulation and guarantee the maintenance of the equipment provided to them.



Article 16

Reception and check-out

Unless the following conditions requires a different timetable, the check-in starts at 2 pm and the check-out until 11 am.

Article 17

Rooms

- 1 —The Social Services are responsible for appointing the rooms. Any suggestions can be directed to SASE by residents or the Residents' Assembly.
- 2 —Towels and bedding are not included unless the resident stays for a less than a month..
- 3 —There is no change of rooms without SASE former approval.
- 4 —Residents must contact SASE if they plan to extend their stay. The approval will be determined by the RU current vacancy.

Article 18

Rights and Responsibility of SASE

- 1 — SASE have the responsibility of making sure that the residents follow the rules established in the Regulation. If any accident occurs, then all staff members must report it to their superiors.
- 2 —Due to maintenance and control, SASE may access resident's rooms accompanied or duly authorized by the residents, except for cases related to the verification of irregularities.
- 3 —If the Residents or the RU security is compromised, then SASE might access all spaces without any previous warning.
- 4 — SASE are responsible for ensuring the security and surveillance services, cleaning and hygiene of the common spaces, laundry services and internet access in the common areas.
- 5 —The Social Services provides bedding, towels, and kitchen utensils if requested and paid.
- 6 —SASE's staff will periodically do an inspection to the rooms and check the tidiness and cleanliness conditions of it. If the terms are not fulfilled, the residents will face sanctions, following the Regulation or the current law.

Article 19

Rights and Responsibility of residents

- 1 —All residents must follow the current Regulation and rules of the RU, as well as the maintenance of the equipment at their disposal.
- 2 —Residents have the right to use all services and common spaces at their disposal.
- 3 —Each resident has the right of a personal key to access their room, which must be returned by the end of their stay at the RU.
- 4 —Residents can develop active initiatives for the RU by presenting them to the Resident's Assembly.
- 5 —Residents must abide by the rules related to the use and preservation of all kitchen and laundry equipment at their disposal.
- 6 —Residents must control the consumption of water, electricity, and gas.



7—Residents are given proper spaces to wash their laundry and prepare their meals.

8—The Residents are responsible for their own garbage disposal, cleanliness, and maintenance of their individual spaces.

9— During the academic year, if residents don't stay overnight in the RU for more than 5 days, then they must notify the Social Services.

10—Residents should remove all personal belongings when moving out.

11— Pets or other animals aren't allowed at the RU, unless the resident is visually impaired and requires a trained animal to assist them.

Article 20

Visits

1 —Guests are only allowed in the RU if they have a proper permission from the RU' janitor. Also, they must report the visitor' identification and the resident' authorization.

2 —Residents are responsible for their guests' own behavior.

Article 21

Prohibitions

Residents and guests of the RU are not to practice any illicit act or disrespect anyone who lives, works or visits the Residence, as well as cause any damage to the premises, and it's equipment, in other words:

a) Practice thief; own, consume or deal with any kind of illegal substances; smoke inside the Residence; and gamble.

b) It's strictly forbidden to hang pictures, posters, advertisements, or other signs on the RU's walls, furniture, and equipment, in other to avoid any sort of damage.

c) In double rooms, residents who are living alone should keep the uninhabited part of the room neat so that the space is ready for another resident to move in at any moment.

d) Practice "praxes" in the RU premises.

Article 22

Other Infractions

Other infractions:

a) Forge documents or omit personal information;

b) Let non-residents stay overnight or enter the RU without prior authorization from SASE;

c) Provide the key to third parties;

d) Failure to pay the fee, according to Article 24.

e) Failure to report any changes to their lodger status without reporting it, in writing, to SASE within 30 days;

f) Non-payment of the monthly fee for more than 60 days.

Article 23

Damages, lost and theft

1 —The Social Services are not liable for any damage, loss, or thief to residents' personal property (residents must acquire an insurance if they deem necessary).

2 —All damages or thief inside the RU must be reported to SASE.



CHAPTER V

Absences and Sanctions

Article 24

Financial Sanctions

1 —The lack of payment, within the period established, leads to a debt of 2 (two) euros. Furthermore, it's added another 50 (fifteen) cents for each late day.

2 —Residents must give a prior notice (until the 15 day of the month) if they alter their departure date, or else they must pay for the corresponding month in full.

3 —On the last day of accommodation, residents must return the access key, or they will be charged for the accommodation until they do so.

Article 25

Other sanctions

1 —Acts or behaviors that breach the requirements of the following Regulation (including article 21.º and 22.º) are subject to the following sanctions:

- a) Written warning;
- b) Suspension up to a year from the right to accommodation in the RU;
- c) Suspension up to five years from the right to accommodation in the RU;
- d) Permanent loss of the right to accommodation in the RU.

2 —Scholarship holder students have their accommodation benefit suspended or revoked if they are under disciplinary sanctions.

3 —The resident is responsible for their behavior; recognition of academic achievements, and repentance for improper nature of their behavior.

Article 26

Sanctions procedures

1 — The sanction given is the result of the egregiousness and severity of the act against the compliance of the rules.

2 —The resident is responsible for their behavior; recognition of academic achievements, and repentance for improper nature of their behavior.

3 —The resident is to be fully responsible for the following: cruelty; conspiracy; severity of the damage caused to third parties; number of violations; and reiteration.

CHAPTER VI

Final Provisions

Article 27

Doubts and overlooked situations

Any doubts or situation not foreseen by the following Regulation will be forwarded to the competent SASE unit.



Article 28

Invalid legislation

The Regulation No. 257/2015, published at *Diário da República*, Series II, No. 95, May 28, is invalid.

Article 29

Legal effect

The current Regulation is to be followed the day after being published at the *Diário da República*.

November 29, 2019 — Rector, João Luís Batista Roque Gaspar

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