

## **GENERAL REGULATIONS OF THE STUDENT RESIDENCES OF IPT SOCIAL WELFARE SERVICES**

**(Approved at the Social Action Council's meeting on July 27, 2004)**

### **Article 1**

#### **Goals**

1 – The primary goal of the Student Residences of the Social Welfare Services (SWS) of the Instituto Politécnico de Tomar (IPT) is to accommodate eligible students enrolled in any of its schools. This service aims to provide the students with appropriate studying and living conditions that promote integration in the academic community and to minimise socio-economic needs of their households.

2 – Student residences are operated by IPT Social Welfare Services.

### **Article 2**

#### **Admission Requirements**

1 - The following students may apply for accommodation in the student residences of the Instituto Politécnico de Tomar, as long as they are enrolled in one of its Schools:

- a) Portuguese students;
- b) National students from EU member states;
- c) Stateless persons or students holding political refugee status;
- d) Foreign students from countries that have signed cooperation agreements with the IPT conferring on them those benefits or from states whose law, in similar circumstances, confer equal treatment on Portuguese students.

2 – Those students who meet the requirements in the preceding paragraph may apply to accommodation within the deadlines established by the IPT Social Welfare Services.

3 – Once the application deadline is closed, the competent section of the Social Welfare Services will draw up ranked lists according to the following priority criteria:

- a) Being a non-resident grantee from the Social Welfare Services of the Instituto Politécnico de Tomar with priority to candidates with the lowest household incomes;
- b) Being a non-resident student with priority to candidates with the lowest household incomes;
- c) Being a resident grantee with priority to candidates with the lowest household incomes;
- d) Remaining students with priority to candidates with the lowest household incomes;

4 – By “non-resident student” is meant a student who, because of the distance or lack of (permanent or seasonal) or incompatible time schedules of public transportation cannot live with his family throughout the school year and requires accommodation to pursue his studies.

5 – Once all candidates meeting the former requirements are placed, other students may be admitted through the payment of a monthly fee equal to the maximum fee for non-grantees, which is established on an annual basis.

6 – If necessary, applicants will be ranked according to the abovementioned criteria duly adjusted.

7 – Applications from students with debts to IPT Social Welfare Services relative to August 31 every year shall not be considered.

8 – Eligible students may apply to grants as many times as the duration of the degree plus one.

9 – Applications are on an annual basis and eligible students wishing to withdraw from participation must submit a written request within 5 days after notification; otherwise they will be subject to pay the monthly fees referred to in the next paragraph.

### **Article 3**

#### **Monthly fee**

1 – Eligible students are subject to the payment of 10 monthly fees (from October to July) except for those students taking curricular training and first-year students who will pay as many fees as the months of effective accommodation at the student residence.

2 – For grantees, fee amounts will be fixed to a value corresponding to 15% of minimum salary in force at the beginning of every academic year and, for non-grantees, to the value fixed by the IPT Social Welfare Services on consultation with the Social Action Council.

3 – Monthly fees must be paid at the Treasury of the SWS until the 8<sup>th</sup> of every month to which they refer to.

4 – Monthly fees of grantees will be deducted from their grants.

5 – Failure to pay the fee for two months will be cause for the loss of right to accommodation.

6 – When failure to pay is due to unavoidable circumstances, situations will be analysed on a case-to-case basis.

7 – During vacation periods, the SWS of the Instituto Politécnico de Tomar may, as provided in article 17 of Decree-Law No129/93, dated April 22, make the facilities available; residents having to leave their rooms until July 31 each year.

8 – Those students who, during the year before, have benefited from the right to accommodation, may remain in the residence during August and September upon submission of a grounded request. The fee for accommodation during this period is fixed by the Social Welfare Services on consultation with the Social Action Council.

9 – Housing facilities may be reserved in the halls of residence for the use of external authorities at the Polytechnic's discretion.

#### **Article 4 Deposit/Guarantee**

1 – At the check-in occasion, students have to leave a deposit/guarantee at the Treasury of the Social Welfare Services equal to one monthly payment to cover for any damages they may cause to the facilities, equipment or other residents' property.

2 – If the guarantee is not enough to cover the damages, the resident student shall be notified to pay the due amount within an established deadline.

3 – The guarantee must be refunded. Whenever the whole or part of the guarantee has been used to cover damages, the resident student is asked to refund, within established deadlines, the amount due.

4 – Failure to refund the deposit/guarantee amount will cause the student to lose the right to accommodation.

5 - When failure to pay is due to unavoidable circumstances, situations will be analysed on a case-to-case basis.

#### **Article 5 Operation**

1 – At the check-in occasion, each student will receive a key of the concerning bedroom and a key to the main entrance and will fill in a liability form mentioning all the equipment assigned to him, which he should return in good condition at the end of the academic year or when he checks out.

2 – Resident students are responsible for maintaining facilities and equipment in a proper working condition.

3 – Among other things that may threaten the order within the residence halls, the following

are also considered infractions to the regulations:

- a) Wash or handle clothing in inappropriate places;
- b) Leave any belongings in the bedrooms during closing periods;
- c) Give the bedroom key to non-residents;
- d) Allow entrance of non-residents in the bedrooms, except if visitors are classmates involved in coursework with the residents.
- e) Move furniture or any other equipment.
- f) Disturb rest periods of other residents;
- g) Use ironing appliances in the bedrooms;
- h) Infringe social rules and practices;
- i) Impede or interfere with the work of the staff allocated to the residence halls or visiting the facilities for service purposes.
- j) Smoke in the bedrooms or elsewhere inside the facilities;
- k) Consume alcohol or drugs as well as play games of chance in the bedrooms or elsewhere inside the residence;
- l) Behave inappropriately towards other residents or the SWS staff;
- m) Commit any actions that may be considered as criminal offences;

4 – Every day, students are expected to leave their room in a clean and tidy condition, including the bed.

5 - Sheets and towels are changed once a week.

6 – Daily cleaning of kitchens and bathrooms are the residents' responsibility.

7 – General cleaning of bedrooms and common spaces is the Social Welfare Services' responsibility.

8 – Resident students should report on any material or equipment malfunction to the Resident Commission or the SWS staff.

9 – Resident students may install TV sets or computers in their bedrooms; this decision being of their own responsibility. In these cases, the SWS Administrative Council may establish an additional fee for electricity consumption.

10 – Permanence of resident students is allowed in the common spaces of the floor or wing where their bedrooms are located and in the public rooms.

11 - Residents have no restrictions for the time they may leave or enter the residence hall.

12 – Visitors are allowed in the facilities between 10:00 am and 10:00 pm and use the common spaces without disturbing coursework between resident students.

13 – Residents may request the residence laundry service by paying a fee to be fixed annually by the SWS Administrative Council on consultation with the Social Action Council.

14 – No pets are allowed in the residence facilities.

15 – On check-in and check-out occasions (beginning and end of academic year as well as whenever there is an alteration in bedroom allocation), an inspection will be done to facilities and equipment by the SWS staff and by the resident student. An official document is drawn up and signed by both parties.

16 – Until otherwise is proved, resident students are the unique responsables for any damage caused to personal facilities and equipment.

17 – If any common equipment or facilities are damaged and the person responsible is not identified, all the resident students will be considered responsible for the damages.

18 – An individual file for each student is available in the residences and housing area.

19 – There is a copy of the residence regulations in public rooms and bedrooms for consultation by resident students.

20 – Halls of residence close in August and September without prejudice to the provisions in Art.3, paragraph 8.

21 – During vacation periods, the residence halls may be used by external individuals or entities upon payment of the amount set forth in scale approved by the Administrative Council of IPT Social Welfare Services.

## **Article 6**

### **Loss of right to accommodation**

In addition to the situations set forth in the present regulations, the following are also grounds for loss of right to accommodation by the student:

- a) Provision of false statements in accommodation application processes;
- b) Non-usage of housing for a period of over 30 days without explanation.

## **Article 7**

### **Resident Commission**

1 – Resident students intervene in the management of the halls of residence through the Resident Commission.

2 – Resident Commission is comprised by two representatives of the male residence and two representatives of the female residence of Tomar campus and one representative of the male residence and one representative of the female residence of Abrantes campus elected by their peers.

3 – Election of representatives takes place annually in the second week of November.

4 – Candidates should submit their application to the resident assembly until 15 days before the election.

5 – When no representative is elected within the established deadline, the IPT Social Welfare Services will appoint one.

6 – The Resident Commission is in charge of:

- a) Representing the resident students of IPT Social Welfare Services;
- b) Assisting the Social Welfare Services in all matters concerning the operation of student residences;
- c) Assisting in the resolution of any disputes between residents;
- d) As according to Social Welfare Services policies, developing initiatives towards maintaining the residence halls in proper usage conditions;
- e) Reporting to the Social Welfare Services any facts and events susceptible of putting the regular functioning of the residence halls at risk;

7 – The Resident Commission will elect among their peers a representative in IPT Social Welfare Services.

## **Article 8**

### **Disciplinary Action**

1 – Disciplinary infractions include actions committed by resident students that infringe their duties, i.e. those set forth in Art.5, paragraph 3.

2 – Failure to comply with the provisions set forth herein implies the establishment of disciplinary proceedings.

3 – Sanctions to offending students include:

- a) Verbal reprehension;
- b) Written reprehension;
- c) A period of suspension up to 1 year;
- d) Loss of right to accommodation

4 – Verbal reprehension consists in a mere oral reminder for the offence committed.

5 – Written reprehension consists in a mere written reminder for the offence committed, which will remain in the student's individual record.

6 – Suspension sanction causes the student to abandon the residence during the period established thereon;

7 – For the purposes of the preceding paragraph, counting shall be interrupted from 1 August to 30 September.

8 – Loss of right to accommodation sanction implies that the student should abandon the residence and will be hindered from submitting a new application to any of the residences of IPT Social Welfare Services.

9 – Decisions on sanctions set forth in c) and d) of paragraph 3 shall state the deadline within which the student must abandon the residence, which shall never be less than 2 weeks nor more than 1 month.

10 – The deadline in the preceding paragraph may be reduced by the disciplinary council, if it is deemed appropriate.

11 – Verbal reprehensions shall be applied to minor offences.

12 – Written reprehensions shall be applied to minor offences as a first re-offending event.

13 – By re-offending is meant a second offence committed within the same academic year.

14 – Suspension sanction shall be applied when, within the same academic year, repeated minor offences or the infractions referred to in d), e), l), m) and n) of Art.5, paragraph 3 occur or when offences are committed that, due to their seriousness, may put regular operation of the residence halls at risk.

15 – Loss of right to accommodation sanction shall be applied in case of repeated infringement of the rules set forth in d), e), l), m) and n) of Art.5, paragraph 3 or when offences are committed that, due to their seriousness, seriously threaten regular operation of the residence halls.

16 – A disciplinary council shall be constituted which will comprise:

- a) The IPT President, or a representative or substitute person, who presides over it;
- b) The Administrator of IPT Social Welfare Services;
- c) The representative of the resident commission in IPT Social Welfare Services;
- d) One representative of IPT Students Association;
- e) One representative of each Students Association of IPT schools.

17 – Application of verbal rephension sanction is the Resident Commission's responsibility who will inform the SWS Administrator of every occurrence.

18 – Application of written rephension sanction is the IPT President's responsibility, his representative or substitute, upon proposal of the SWS Administrator.

19 – Application of suspension and loss of right to accommodation sanctions is the disciplinary council's responsibility.

20 – Should any offence be reported to the SWS Administrator, he shall initiate appropriate disciplinary proceedings and appoint an instructor for the purpose.

21 – Right to accommodation may be provisionally suspended at the occasion of initiation of disciplinary proceedings with the student being notified of the deadline within which he should leave the residence.

22 – Duration of provisional suspension may be deducted in the sanction serving period, in cases where sanction consists of a suspension.

23 – Once the inquiry period is completed, the defendant will receive a misconduct notice stating when, where and how the offences in question have been committed, aggravating and extenuating circumstances, applicable sanction and competent authority for its enforcement.

24 – The misconduct notice will also include challenge deadline, which shall not be less



than 5 nor more than 10 days.

25 – The defendant may challenge the finding of misconduct in writing which must include proof of alleged facts.

26 – In case of a written reprehension, the resident will be orally notified and will have 48 hours to submit challenge.

27 – For verbal or written reprehensions there is no need to initiate proceedings.

### **Article 9 Situations not mentioned**

Situations not mentioned in these regulations shall be decided by the IPT Social Action Council on consultation with the resident commission, who shall pronounce itself in writing within 5 days.

### **Article 10 Entry into Force and Review**

1 – The present Regulations shall enter into force on August 1, 2004.

2 – The present Regulations shall be reviewed when the governing bodies of IPT Social Welfare Services or the resident commission deem it convenient upon proposal to be submitted by the President of the IPT Social Action Council.