

APPLICATION REGULATIONS TERM-TIME ACCOMMODATION SASNOVA HALLS OF RESIDENCE

(Approved on the 6th June 2013)

I

Applications

1 – NOVA students may apply for Term-Time accommodation at the SASNOVA Halls of Residence, as long as they:

- a) Are registered, enrolled and attending any course within NOVA;
- b) Must live away from home during term-time;
- c) Are not subject to any regulation that does not allow them to apply for accommodation;
- d) Have no outstanding payments owed to SASNOVA

2 – After submitting the online application form, students must fill in the Term-Time Accommodation form. Students applying for the first time will also be asked to attend an interview.

II

Application Phases

1 – Application for accommodation at the SASNOVA HoR happen in two phases:

1st phase – Open to students applying for a SASNOVA scholarship, and to students on exchange programmes (Erasmus and others) indicated by the Faculties. Deadline: 15th September 2013;

2nd phase – Open to other NOVA students, during the month of September, according to availability after the 1st phase is completed.

2 – During the academic year, other phases may be opened according to availability.

3 – The application phases are published on the SASNOVA website.

4 – Students that do not hand in their application before the deadline will not be considered for accommodation.

5 – Under certain exceptional circumstances late applications will be considered, if a valid reason is presented and with authorisation from the SASNOVA Administration.

III

Acceptance conditions for scholarship students

1 – The following points are the criteria for selection of scholarship students for accommodation benefits at the HoR:

- a) The lowest income per capita;
- b) The longest distance from home;
- c) The best academic achievement;
- d) Degree and Masters students attending classes at the campus. Applications to write dissertations, project work, or internship reports are not considered a priority for admission to the HoR.

2 – Scholarship students at other public universities who take classes at NOVA through mobility programmes may also be considered for accommodation.

3 – Application deadlines for scholarship students at the HoR are the same as deadlines for scholarship applications.

4 – At the start of the academic year (September) a first analysis is conducted of all scholarship students applying for accommodation and a temporary list is published.

5 – Students must confirm their accommodation by sending in the Term-Time accommodation form. They will only be accepted and accommodated once the reception of the form has been confirmed.

6 – Vacancies must be filled according to quotas approved by CAS.

7 – Selected students will pay scholarship accommodation fees until their results are published. After this:

- a) Scholarship students – keep paying as scholarship students
- b) Non-scholarship students – begin paying as such.

IV

Acceptance conditions for Erasmus / other exchange students

- 1 – Vacancies for Erasmus / other exchange students are approved by CAS (Social Welfare Council), and Erasmus offices of each faculty will be notified in due time.
- 2 – Application deadlines will be defined by each Faculty, considering that the results must come out within the deadlines of the Application Phases.
- 3 – At the start of each semester the Exchange Offices (Erasmus) must send to SASNOVA a list of students who were granted accommodation.
- 4 – After being granted accommodation by the Exchange Offices, students must fill in Term-Time Accommodation forms to assure the pre-reservation of their accommodation.
- 5 – Reservations will be confirmed by SASNOVA, and students must pay their deposit to assure their accommodation.

V

Acceptance conditions for non-scholarship students

- 1 – If there are vacancies remaining after scholarship and Erasmus students have been accommodated, there will be a 2nd phase open to all students.
- 2 - Non-scholarship students wishing to apply for accommodation must fill in the online Term-Time Accommodation form available online on the SASNOVA website.
- 3 – After confirmation by SASNOVA, students must pay their deposit to assure their accommodation.
- 4 - The following points are the criteria for selection of non-scholarship students for accommodation in Halls of Residence:
 - a) Attendance of a 1st degree or Masters degree;
 - b) The smallest number of years in their course;
 - c) The best academic achievement the previous year;
 - d) The longest distance from home;

VI

Accommodation contract

Students accepted into the Halls of Residence will make their Resident status official by signing the “Term-Time Accommodation Contract” with SASNOVA.

VII

Room allocation

1 – Student room allocation will remain the same until the end of the reservation (or end of the academic year of their respective Faculty) unless the Student Support Group allows an exchange.

2 – Allocation of students to single rooms are determined by CAS.

3 – According to the room availability in the residences, scholarship students can be accommodated in single rooms, and the selection will be made according to the following criteria:

a) Conditions

- i) Availability of rooms per residence and according to sex;
- ii) Being enrolled in the last year of the master degree;
- iii) The student must be accommodated in a SASNOVA hall of residence since the first academic year, with the exception of a temporary exit under an exchange programme (Erasmus)

b) Other criteria

- i) Must not be under a thesis extension time;
- ii) Number of failures during the course;
- iii) Best grade average in the previous year.

4 – Room changes must be carried out at the end of the month, before the rent is due.

5 – No student may request a change of room if they owe rent.

6 – Apartments will be reserved on request by the Faculties, for Doctorate students, post-Doctorate students and researchers.