

GENERAL REGULATIONS
HALLS OF RESIDENCE
NOVA SOCIAL WELFARE SERVICES (SASNOVA)

(Approved by the Social Welfare Council at a meeting on 16th June 2015)

I

OBJECTIVES

1 – Student accommodation in Halls of Residence is a social benefit included in the indirect support provided by Educational Social Welfare.

2 - The SASNOVA Halls of Residence (HoR) are available mainly for students with scholarships awarded by SASNOVA, who are enrolled and attending any course within any unit of NOVA University. Other students may also be considered for accommodation in the HoR, namely Erasmus students, and students covered by agreements existing between SASNOVA and other institutions, and that due to their socio-economic conditions require accommodation to pursue their studies, or due to the distance or difficult transportation from their home, are not able to live at home during the academic year.

II

HALLS OF RESIDENCE

1- SASNOVA has the following Halls of Residence:

- a) Alfredo de Sousa Halls of Residence, at Campolide Campus, Lisbon, with 170 beds (in single and double rooms) and 3 apartments;
- b) Fraústo da Silva Halls of Residence, in Azinhaga do Castelo Picão, near Caparica Campus, with 204 beds (in single and double rooms) and 3 apartments;
- c) Lumiar Halls of Residence, in Rua Rainha D. Luisa de Gusmão, 3, in Lumiar, Lisbon, with 68 beds (in single and double rooms).

3 – The Halls of Residence must offer students wellbeing and good conditions in which to study so as to promote academic success and social integration.

III

ORGANISATION

1 – The organisation of the NOVA Halls of Residence is managed by the SASNOVA Student Support Division, through the Accommodation Office.

2 – Two inspections are carried out at all HoR, at the beginning and end of each academic year. These are done by NOVA technical and specialised staff, and are for maintenance and conservation of the premises and equipment. The results of these inspections will be written up in reports, which will lead to budgeting in the execution of any repair work needed.

3 – All students applying for accommodation in the Halls of Residence will have access to these regulations, including Appendix 1, “Application Regulations” approved by CAS.

4 – Pricing for accommodation is described in Appendices 2 and 3, “Price List - NOVA 2015 / 2016” and “Price List - VISITORS 2015 / 2016” for each HoR. These price lists have been approved by CAS.

IV

RESIDENTS’ COMMITTEE

1 – There is a Residents Committee in each HoR with a representative number of people defined by the number of beds available in that HoR. The election of each Committee and its President is held annually before 31st September of each academic year, by direct vote. After the election has been held, the minutes of the meeting where the vote was conducted, including the result, must be sent immediately to the SASNOVA Administrator.

2 – It is the Presidents’ responsibility to represent the Committees and to participate in any and all meetings to which they are called by SASNOVA.

3 – The Residents’ Committees are responsible for:

- a) Participating in solving problems involving structural or other recurring problems that may affect or alter normal accommodation conditions;
- b) Studying and proposing measures that promote better and more efficient management of the Hall of Residence;
- c) Mediating when there is a problem that involves the loss of a student’s right to accommodation;

4 – SASNOVA will help to promote meetings between the Residents' Committees every term, so as to allow the best functioning and organisation of all HoR. SASNOVA will also meet with each Committee if and when it is deemed necessary.

V

ACCOMMODATION PERIODS

1 – The Term-Time Accommodation period is defined by each Faculty.

2 – Term-Time Accommodation is allocated each year. Students wishing to remain in the HoR during the following academic year must reapply.

3 - The extension of Term-Time Accommodation into the non-academic period will only be authorized after thorough analysis of a formal request that must be submitted by the student before 31st May of every year. The student will have to pay different monthly instalments to the normal Term-Time Accommodation prices.

3 – During non-academic periods the Halls of Residence are used for Temporary Accommodation of NOVA students and visitors.

4 – During the academic year, temporary accommodation is allowed, subject to availability, for visitors, participants in congresses and meetings and in other situations as long as authorization is obtained.

VI

DEPOSIT

1 – Non-scholarship students living in Halls of Residence for a period exceeding one month, must sign an Accommodation Contract, as per Appendix 4, and transfer a non-refundable deposit of one month's rent (the last) to a bank account determined by SASNOVA, which serves to cover any damages to equipment or premises, for cleaning purposes and in case the student leaves early.

2 – When responsibility for damages is not assumed by one individual, all students in the room or module will be jointly held responsible for the damages.

3 – All or part of the above-mentioned deposit will be used to pay the last month's rent. In this case, residents must have a document signed by the person responsible for the Halls that certifies that the premises and equipment are undamaged.

VII

PAYMENT

1 – Deadline for payment of rent for all students (except scholarship students whose scholarship has not yet been confirmed) is the 8th of each month. Payment must be made to the person responsible for the Halls or at the SASNOVA main office.

2 – In case of non-compliance, the following procedures will be carried out:

- A warning will be sent to the resident by letter or email, alerting them to the problem;
- If the debt is not paid, the student may be asked to leave the HoR
- If the problem persists, SASNOVA will inform the students Faculty and all academic acts will be suspended

3 – In case of payments made after the deadline, residents will have to pay interest at the same rate defined for debt to the State, according to Law number 73/99, Article 3, on 16th March, as amended by Law number 3-B/2010, Article 165, on 28th April. This rate is set at 7.007%

VIII

CONDITIONS FOR ACCOMMODATION

1 – Room or apartment keys must be requested from the security guard, and returned anytime the student leaves the Halls.

2 – When keys are lost due to non-observance of the above-mentioned regulation, the costs will be paid by the resident.

3 – Residents must not interfere with, or try to stop any action taken by SASNOVA staff, security staff, cleaning staff or other staff that are on the premises to carry out their functions.

4 – Residents must allow SASNOVA to enter their quarters with previous notification and anytime the following are necessary: distribution of bed linen, works on the premises and hygiene checks.

5 – SASNOVA reserve the right to carry out random checks during the academic year, with 48 hours notification to the resident.

6 – If, due to these random checks, an exceptional cleaning service is required because of degradation of the equipment or facilities, 10€ (Ten Euros) will be taken off the deposit or added to the next month's rent. In case the resident reoffends, they will be charged 30€ (Thirty Euros).

7 - If, due to these random checks, an exceptional cleaning service of the bathrooms is required, 15€ (Fifteen Euros) will be taken off the deposit or added to the next month's rent. In case the resident reoffends, they will be charged 50€ (Fifty Euros).

8 – SASNOVA reserve the right to close the HoR during the months of August /September for cleaning, works, disinfestations or other exceptional cases which are duly substantiated. SASNOVA will relocate all residents allowed on the premises to another wing or to another HoR.

9 – SASNOVA will not be held responsible for theft or damage to the Resident's personal objects.

IX

HALLS OF RESIDENCE HOURS

1 – Students must check in to their accommodation between 9am and 4pm, Monday to Friday. Students may check in at other times, as long as this is previously agreed with SASNOVA services.

2 – Residents must check out of their quarters until 12pm on the day of departure. Late departures are not allowed in any situation.

3 – Residents must remove all personal belongings, and check out of their quarters by the last day of their reservation, or by the last day of the academic year of their faculty. Quarters must be left clean and tidy as they were found.

4 - In the common areas of the Halls of Residence, namely the study rooms and kitchens, visitors are allowed between the hours of 10am and 10pm.

X

THE RESIDENTS' DUTIES

1 – Residents must take care of the premises and all equipment made available to them. Residents must also aim to maintain good relationships with fellow residents in common areas.

2 – To this effect, and to promote equality between residents, they must observe the following set of rules:

- a) Respect information and warnings put up in the HoR;
- b) Do not sub-let your quarters;
- c) Do not allow visitors from other quarters between the hours of 10pm and 10am;
- d) Do not invite visitors to sleep in the Halls;
- e) Do not physically or verbally confront other residents or with SASNOVA staff;
- f) Respect all differences, such as sex, age, race, language, religion, sexual orientation, special needs or any other particularity;
- g) Do not act improperly or excessively towards other residents, so as to maintain a good community life;
- h) Do not hold parties without previous authorization from SASNOVA;
- i) Do not disturb other residents with noise, namely with radio, sound system or television during the hours stipulated in the new “Regulamento Geral do Ruído” (General Noise Regulation);
- j) Do not keep pets in the Halls of Residence;
- k) Do not gamble;
- l) Smoking is not permitted anywhere inside the Halls of Residence building;
- m) Do not consume drugs or alcohol;
- n) Do not leave personal belongings in the Halls during the summer holiday or when checking out permanently;
- o) Leave the kitchen clean and tidy, and use the recycling bins to separate rubbish;
- p) Do not leave dishes on the counter;
- q) Do not remove items belonging to other residents from the refrigerators;
- r) Do not turn off the extractor in the bathroom;
- s) Do not wash clothes or dishes in the bathroom;
- t) Installing or using kitchen appliances is not allowed inside the bedrooms (toaster, sandwich toaster, electric kettle, coffee machine, microwave, with the exception of the SASNOVA’s mini fridge).

3 – The resident must maintain the premises clean and tidy. In the interest of energy saving, the following duties are asked of all residents:

- a) Always turn off the lights when not in use;

- b) Always unplug battery chargers of electrical appliances (cell phones, laptops, mp3 players etc) when not in use;
- c) Do not leave windows open when the radiators are on;
- d) Leave the room clean and tidy;
- e) Use door-locks wisely, and close windows and blinds carefully.
- f) Do not place clothes or other material on the radiators, and do not dry clothes in the bedroom.

4 – All personal belongings left by residents that will not be returning to the Residence, will be stored for one month. If the items are not picked up within this period, the SASNOVA reserve the right to find a suitable use for the items.

XI

LOSS OF THE RIGHT TO ACCOMMODATION

Residents will lose the right to accommodation if any of the following actions are discovered:

- a) Omitting facts or making false declarations when filling in the application for social welfare and benefits;
- b) Not paying the monthly rent;
- c) Not using the Halls of Residence for more than five consecutive days except during the holiday period. If there is a valid reason this must be put in writing to SASNOVA previously and authorization received.
- d) Not complying with these Regulations
- e) Behaving in a manner that is not compatible with a studious environment and with the community life.

XII

SCHOLARSHIP STUDENTS

(Applies only to students accommodated as SASNOVA scholarship students.)

1 – Accommodation is granted to scholarship students on a temporary basis, becoming permanent only when the affirmative result of the scholarship is received.

2 – Scholarship students will pay their rent by direct debit from an account authorized by themselves, and must keep the account with a balance that allows the amount to be debited.

Payment after deadlines is subject to interest equivalent to payments owed to the State (7.007% per month). Scholarships will not be processed if an authorisation form is not handed in.

3 – In case the application is rejected, the resident until then paying the rent as a scholarship student, will lose that status and therefore have to make back-payments on the difference between the scholarship rent and the non-scholarship rent for the period that he/she has already resided in the Halls of Residence. The resident will also have to give up the vacancy granted temporarily and be subjected to the criteria for non-scholarship students when re-applying for a vacancy.

RESIDENTS AGREE TO BE BOUND TO THESE REGULATIONS, WHICH ARE HANDED TO THEM WHEN SIGNING THE ACCOMMODATION CONTRACT.

APPENDICES:

Appendix 1 – Application Regulations

Appendix 2 – Price Lists – NOVA 2015/2016

Appendix 3 – Price Lists – VISITORS 2015/2016

Appendix 4 – Term-Time Accommodation Contract

Appendix 5 – Temporary Accommodation Contract