

## **RESIDENCE HALL RULES**

### **UNIVERSIDAD FRANCISCO DE VITORIA**

#### **EXPLANATORY STATEMENT**

The Residence Hall is part of the University, and strives for the excellence of all its members. Its function is not only to provide residence to university students; it also includes the indispensable requirement of promoting their comprehensive education regarding personal, social, cultural, human, and spiritual training, as well as developing their activities within the university community and society.

These House Rules have a training purpose, as stated in their content. It is necessary to create and preserve fellowship and understanding among all the members of our community of students. The aim is for all students to achieve their comprehensive development goals, at both professional and personal levels, during campus life. This is why an institutional response to all those activities that could endanger such ambiance is advisable. It is less a case of punishing or restraining than of guiding, advising and mending. Only those cases of serious misconduct set out the possibility for definitely dismissing students from the Residence Hall and/or University<sup>1</sup>.

This document is in compliance with the University Regulations<sup>2</sup>.

#### **SCOPE OF APPLICATION**

All those admitted to this Residence Hall shall be considered Students.

For the purpose of these House Rules, not only students, instructors or administration personnel shall be considered members of the Community of Students. These House Rules shall also be applied to temporary residents and visitors.

To the same effect, all premises, facilities, objects and material resources of the Residence Hall used by students to perform activities -as students of the Universidad Francisco de Vitoria- shall be equally dealt with.

#### **GENERAL PROVISIONS**

##### *RESIDENCE HALL OPENING AND CLOSING DATES*

The Residence Hall ordinary activities commence and conclude according to the academic calendar of the Universidad Francisco de Vitoria. Therefore, the opening and closing dates are established in accordance with such calendar.

The Residence Hall remains closed during the Christmas, Easter Week, and Summer vacation periods. Therefore, under normal conditions students shall not be allowed to remain in the Residence Hall during such periods.

The Residence Hall Management will inform students of the exact opening and closing dates at the start of each academic year.

Students shall not leave any personal belongings in the Residence Hall rooms or common areas at the end of the academic year.

Any extended stay (examinations in September; UFV summer courses, etc.) shall be requested in writing at least one month in advance, to the Residence Hall Management. Such request shall be approved or rejected according to training criteria.

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<sup>1</sup> Universidad Francisco de Vitoria Regulations

<sup>2</sup> Published at [www.ufv.es](http://www.ufv.es)



## *SCHEDULE*

The Residence Hall remains open 24h/day. However, the following schedule is established for training purposes:

**From Sunday to Thursday** arrival time to Residence Hall before 00.00h.

**From Friday to Saturday** arrival time to Residence Hall before 04.30h

It is important that instructors are informed if students leave the Residence Hall for a night or for the weekend. This is why students must document their departure and return times on the listing documents available at the Residence Hall's reception desk.

Visits in public areas will be allowed until 23.00h. Efforts should be made to remain silent from 23.00h in bedrooms area, and from 24.00h in common areas every day without exception.

## *FOOD AND DINING SERVICES*

Lunch and dinner are essential to community ambiance. This is when encounters between students and instructors will be naturally developed. For this reason, students are reminded of the importance of being punctual and wearing a proper attire to get the best out of these encounters.

Dinner will be served Monday to Friday at 21.30h until 27<sup>th</sup> May and at 21:00 from 28<sup>th</sup> May, and lunch on Saturday and Sunday at 14.00h at the Residence Hall dining room<sup>3</sup>. Attendance is not optional as all students shall take these meals together.

Lunch from Monday to Friday will be free from 13.30 to 15.30 hours in Residence Hall. Last week June in central cafet. Dinners on weekend will be a cold dinner with no schedule. Also last week June will be a cold dinner.

Breakfast: 08:30-9:30 at Residence Hall. From 22<sup>nd</sup> June in central cafeteria.

With prior notice to the corresponding instructor —on an exceptional basis and for justified reasons— students may be absent. In this last case and in order to ensure the proper organization of the Residence Hall, students should document their absence in the corresponding lists at the reception desk.

## *EVENTS*

Life at Residence Hall is marked by three events: Opening Ceremony, Christmas Luncheon, and Closing Ceremony. The dates for such events will vary depending on the academic calendar, and will be notified at the start of each academic year. Attendance to all three events is obligatory for students given their relevance in university life.

## *USE OF COMMON AREAS*

Within the Residence Hall, there are four kinds of areas: for the general public (reception area and cafeteria), for common use of the residents (study halls, computer laboratories, chapel...), for use of female residents only (rooms and recreation area reserved exclusively for use for female residents), and for use of male residents (rooms and recreation area reserved exclusively for male residents).

In this way, access to the personal bedrooms and recreation areas of female residents is strictly prohibited to male residents, and vice versa, access to the personal bedrooms and recreation areas of male students is strictly prohibited to female students.

In order to guarantee this, the respective female and male areas are separated, with independent entries and systems of control. **IF A STUDENT FAILS TO RESPECT THIS RULE, IT WILL BE CONSIDERED A GRAVE MISCONDUCT AND THE RESIDENT WILL BE IMMEDIATELY EXPELLED.**

The entry of any person not associated with the Resident Hall to the common areas or the bedrooms and recreation areas is also prohibited, except with the express authorization of Management.

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<sup>3</sup> Schedule and venue of residence lunch and dinner will be subject to modifications by the Residence Hall Management.



Universidad  
Francisco de  
Vitoria  
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## *RESIDENCE HALL AREAS*

In the Residence Hall there are three different areas: public areas (reception and cafeteria), residence common areas (living room, study rooms, computer room, gymnasium, praying room, laundry room, etc.), and residence exclusive areas (rooms).

The entrance to residence common and exclusive areas is strictly forbidden to non-community members, unless otherwise stated by the Residence Management.

In order to access all Residence Hall premises, each student will be given a magnetic key. The damage, loss and/or theft of the key shall be immediately notified to Administration through the corresponding incident report (this is the sole responsibility of each student), and its replacement paid for.

For training reasons and for the correct functioning of the Residence Hall, each time a student forgets her key, therefore not having access to the Residence Hall and/or room, the equivalent to 50% of the price of a new key shall be paid for.

Visitors are allowed in public areas within the schedules established to this end.

Common areas are of exclusive use to students and instructors.

The use of the room is strictly personal. Therefore, with the exception of students, instructors, service personnel, and groups residing at the Residence Hall, nobody will be allowed to walk through corridors and rooms. No one without prior authorization from the Residence Hall Management may be lodged.

The Administration of the Residence Hall will provide each student with a complete inventory of the furniture that will be revised with each one of them at the start and end of the academic year, and will be signed by both parties agreeing and abiding to it. Any change in the disposition of the furniture and objects in rooms must be previously authorized by the Residence Management. Order and cleanliness will be sought after in rooms and common areas. Each student is committed to leave the room and to it being organized during the weekly cleaning time.

To ensure healthy coexistence, the use of devices or objects likely to cause discomfort in study or rest time is not permitted.

For safety and coexistence reasons, the use of candles or similar, and the installation of furniture, paintings, stoves, heaters or any other appliance, is forbidden, unless authorized in written by the Residence Management. Animals are strictly prohibited.

Students will be responsible for notifying any damage to installations, furniture, doors, windows, walls, appliances, computers, bed linen, curtains, household goods, etc, to the Administration. To this end, the corresponding incident reports are available at reception, and shall be properly completed. If the damage has been caused by misuse, the replacement or repair amount will be deducted from students' deposit.

In the event of students forgetting or refusing to perform the revision of the inventory together with the Residence Hall Management/Administration at the end of the academic year or at withdrawal from the Residence Hall, it will be assumed that she/he complies with the result of the revision performed by the Residence Hall Management/Administration. This revision could have an effect on the deposit paid by students to this purpose. Under no circumstances the Management will hold responsible for students' personal belongings.

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<sup>4</sup> *The Health Centre "San Juan de la Cruz" in Pozuelo de Alarcón is the one corresponding to our Residence Hall. Each student shall visit this health centre at the start of the academic year to submit their ID and Social Security Card so as to request the Madrid Region's Student Social Security Card for transfer purposes.*

## *SERVICES*

The Residence Hall has Internet wireless connection available, and cable connection in all rooms and computer room.

The Residence Management will control the use of electronic devices, and in particular the Internet connection. The objective will be to ensure the compliance with applicable legislation, and rationalize its use and avoid any abusive or contrary use to harmonious coexistence.

The Residence Hall counts on washing machines, drying machines and similar household appliances for room cleaning. All are of common use and available at the laundry area. Students commit to a proper use of such according to terms and conditions established by the Residence Management. They also commit to returning them to their original place after use.

**The Residence Hall does not have its own nursing or medical care service.** Each student must possess the Student Health Card from the Social Security of the Autonomous Region of Madrid<sup>4</sup>, or if failing this, the required private medical insurance documentation, with the aim of receiving the appropriate medical or hospital care if necessary.

Students will not receive any type of medicine not included within the basic first-aid kit components.

In the event of a student contracting a disease, she must immediately notify the personnel at the Residence Hall, who will then give instructions on the corresponding protocol for each particular case.

Those students needing a special assistance or food service on medical prescription will submit such medical prescription to the Residence Management, indicating the diet or assistance required. The Residence Management will strive to provide such service, assessing in each case if such special attention can be guaranteed, or if the student must temporarily or definitely leave the Residence for medical reasons.

## **MISCONDUCT AND PENALTIES**

All issues concerning Misconduct and Penalties is clearly indicated in the University Regulations, which is equally and entirely applicable to our Community members.

## **ANNEX I**

\*"HAZING" or any other individual or group ritual infringing upon the dignity of Students, within the Residence premises or surroundings, is strictly forbidden. New students should be welcomed by veteran students with all due respect and kindness.

\*Students must show due respect to other Community members and to service personnel performing activities within the Residence Hall premises.

\*Special attention shall be paid to collective goods and equipment, without causing any damage. The use of furniture beyond functional purposes will be forbidden, as well as its unauthorized transfer.

\*Students will exhibit proper conduct at all times, especially in common rooms, academic events, conferences, seminars, etc.



\*The organization of parties of any type in corridors or rooms is strictly forbidden. The celebration of other events in other Residence Hall spaces will require, in all cases, the express consent of the Residence Management.

\*Unsuitable attire will not be allowed in the common areas, cafeteria and dining room (slippers, pijama, etc.)

\*Smoking is not allowed in any of the Residence Hall premises.

\*Taking food out of the dining room is not allowed, with the exception of extraordinary circumstances.

\*It is strictly forbidden to possess or consume alcoholic beverages within the Residence Hall premises, as well as in the university campus. The possession or consumption of illegal drugs or narcotic substances will be regarded as a very serious offence, according to article 9 in University Regulations.

\*All exception to these rules will require express consent from the Residence Management.

**I declare that I have read and agree to these rules.**

\_\_\_\_\_  
**Full Name and Signature of Candidate**

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**Full Name and Signature of the Jointly and Severally Responsible Person.**

Place and Date:.....

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