



Residencia Universitaria
UNEATLANTICO

**INTERNAL REGIME REGULATIONS OF
THE UNEATLANTICO'S UNIVERSITY
RESIDENCE**

INTERNAL REGIME REGULATIONS OF THE UNEATLANTICO UNIVERSITY RESIDENCE

Preamble.....	2
TITLE I. Of admission of residents	2
TITLE II. Residents' rights and obligations	3
TITLE III. Internal regime	5
TITLE IV. Cohabitation.....	7
TITLE V. Disciplinary regime, misconduct and penalties.....	9
FINAL PROVISIONS	12

Preamble

Art. 1. The UNEATLANTICO's University Residence, hereinafter "Residence", is a university residential center that has as its primary objective to provide accommodation to students enrolled in the different studies, training, and mobility programs of undergraduate and master's degrees, with respect for human dignity and individuals' privacy. It collaborates with residents' human and academic training.

It may also provide accommodation for professors and invited personalities who participate in the different academic and research activities and exchange programs.

Likewise, the Residence may provide accommodation to professors and students from other universities under institutional collaboration, mobility, and exchange programs, as well as to companies belonging to the PCTCAN, where the residence is located, and to the general public.

Art. 2. The residence is governed by these Internal Regulations and the Accommodation Contract.

Art. 3. All the individuals admitted to the Residence who have fulfilled the required administrative and financial procedures are deemed residents. The acceptance of resident status means the agreement of the rights and obligations provided for these Regulations and for the Accommodation Contract.

TITLE I. OF ADMISSION OF RESIDENTS

Art. 4. Students will be able to apply for accommodation in the Residence and reserve a place in it once they are enrolled in any study and/or program of the European University of the Atlantic. In order to do so, it is necessary to fill in the **payment order form**, which must be ratified by the person responsible to pay the reservation fees in accordance with the established conditions.

Students enrolled at the European University of the Atlantic, or who are in the process of admission, or in the case of **Students belonging to mobility and exchange programs**, it is not necessary to provide any documentation other than that provided to the University itself under the agreement that the Residence has established with the same.

In the case of **students from other universities**, they must present their reservation request and the payment order form together with the following documents:

- a) A photocopy of the student's ID / NIE or Passport, as applicable.
- b) The enrollment certification issued by the College or University where the student is enrolled.
- c) 1 current passport-size photograph

All students who are beneficiaries of the Spanish Social Security System must provide a copy of their accreditation document (valid health card).

Students who are not beneficiaries of the Spanish Social Security System must provide their insurance contract or policy for them to benefit from the medical attention if necessary.

Art. 5. Filling in the reservation request form does not mean having a place in the residence. It is necessary to receive the admission notification from the Residence Management, to make the reservation payment, and, subsequently, the signing of the Accommodation Contract.

Art. 6. Residents who, upon termination of their housing unit lease, wish to continue in the Residence, must notify Management **by March 15** of each year. Otherwise, it will be understood that they will not continue in the Residence.

Art. 7. In any case, the Residence Management reserves the right to renew or not the residents' place, depending on their behavior and the degree of compliance with the Internal Regulations of the Residence.

Art. 8. The Residence Management reserves the right of admission.

Art. 9. The Residence Management, according to these Regulations and the Accommodation Contract, may cancel this contract for administrative or disciplinary reasons. This would affect both the stay in the Residence and the use of its services.

TITLE II. RESIDENTS' RIGHTS AND OBLIGATIONS

Section 1. Resident's rights

Art. 10. Residents' rights

The Residence will ensure the following rights:

- Respect and decent treatment, without discrimination on account of birth, race, sex, religion, opinion or any other personal or social condition or circumstance.
- Right of representation and defense.
- Right to rest and leisure, to silence, to privacy and confidentiality.
- Right to receive visits in specific hours and areas.
- Right to receive the stipulated services.
- Right to suggest initiatives and activities.
- Right to be heard by the Management for resolving conflict situations or issues that require it.

Art. 11. Resident representation.

Residence' community life will be organized with the residents' participation, especially through the election of a representative.

In this way, residents have the right to participate in the residence' life and to collectively ensure compliance with the rules on the internal regime and of coexistence. A person will be elected to be the residents' representative, who will be the interlocutor with the Residence Management.

Art. 12. The residents' representative will be responsible for transmitting the initiatives and issues that residents want to raise to the Residence Management, as well as the issues concerning the Residence services operation and coexistence among residents. For that purpose, the Management will regularly and

periodically meet with the Representative, and both parties will closely cooperate in the follow-up of the residential activities. The Residence Management may request the Residence Property to take such action as it deems appropriate to respond to issues raised by residents through their representative.

Art. 13. Any resident may be eligible for the residence's representative. The election system will be based on secret ballot and the winner will be the most voted candidate. The election will be held every academic year before October 15, in accordance with the conditions set by the Residence Management.

Art. 14. Residents may submit to the Residence Management any suggestion, comment or complaint about the residence operation, the administrative or service personnel activity, as well as any resident's behavior. The Residence Management will submit to the Residence Property the proposals it deems appropriate to respond to the issues raised by the residents and respond to them.

Section 2. Resident's obligations

Art. 15. The Residence Management will account with the active collaboration of residents to ensure the following rights in the residence, considering the establishment's nature and by appealing to the civic behavior and respect toward peers:

- Respect, coexistence, decent treatment, diversity, and non-discrimination.
- Performing each one's own rights without infringing on the others'.
- To privacy.
- Receiving the services stipulated in the set conditions.
- Rest and silence at night.
- Hosting visitors is restricted to certain hours.

Art. 16. Residents must meet the financial obligations derived from their stay in the Residence. In addition, they must respect the rules of the internal regime set in these Regulations.

Art. 17. Rules that residents must follow.

Residents must meet the following rules, relating to the residence operation:

- a) Residents must occupy the assigned accommodation unit. Residents' changing of accommodation unit shall be permitted only when there is a Residence Management authorization and agreement among the residents involved.
- b) The installation and use of heaters, stoves and similar devices in the accommodation units are not allowed.
- c) The use of candles or any device or item that produces flames or smoke is not permitted.
- d) In the accommodation units the possession of any kind of animals is not allowed, except for people with disabilities who need it. In this case, the owner is obliged to meet all the animal's rules of hygiene and safety, and to sign, in case of not having one, a civil liability policy, for the damage that the animal could cause in people and goods.
- e) In the common spaces, the installation of elements or objects that do not belong to the residents' community, such as music equipment, among others, is not permitted.

- f) Residence tidiness and cleanliness is a requirement, both in the accommodation unit and in the common areas.
- g) Residents must leave the accommodation unit tidy and available for cleaning and allow access of the cleaning staff at the set dates.
- h) No object is allowed to be left, without the prior permission of the Residence Management, in the common areas, outside the accommodation units, in the windows or outside the Residence.
- i) Suggestions for fixing flaws or repairs shall be sent to the Residence Management, by filling in the corresponding form that will be provided and delivered at the reception desk.
- j) The storage of packages and other objects is not allowed in the Residence, except if there is an specific authorization of the Residence Management, and only at locations designated for this purpose.
- k) Residents' belongings are not allowed to be abandoned in the common areas.
- l) Residents shall cooperate with the residence' staff, in those matters concerning security, facilities' maintenance and the rules of its operation. Wake-up calls from the residence staff must not be ignored.
- m) In the common spaces, residents have to be properly dressed and neat.
- n) Violent, rude or aggressive behaviors that denigrate or disturb others or that are against the order and peace necessary for the residents' study and rest are not permitted.
- o) Residents are not authorized to enter the units designated as restricted, or the Reception desk, kitchen, and mechanical room.
- p) It is not allowed to spend the night outside the Residence without prior written notice to the Reception staff.
- q) Visits to residents in their housing units shall not be allowed, except in exceptional cases and authorized in advance by the Residence Management.
- r) It shall be the residents' duty to keep closed the doors of their accommodation units.
- s) The number of residents in the apartments and/or studios may not exceed the number of residents that belong to and are allowed in the accommodation unit.
- t) Visitors not authorized by the Residence Management are not allowed to enter the residence.

Art. 18. At the end of the academic year and/or the Accommodation Contract, residents will free their accommodation units and bring all their personal belongings. The storage of objects in the residence units is not allowed. The Residence Management will dispose of the abandoned objects, considering that the resident renounces its possession.

TITLE III. INTERNAL REGIME

Section 1. Residence management and its powers

Art. 19. The Residence Management is an individual body, there is the figure of the Director, appointed by the Residence property, who carries out all the Center's direction and management functions.

Art. 20. The Residence Management is empowered to perform the following functions:

- a) Setting the access hours, visits, the use of facilities and services, as well as their possible modification.
- b) Disposing of any object left in the residence's common areas, after a minimum period of 24 hours from its abandonment.
- c) Giving orders and instructions to remove from the accommodation units, after previous communication to the person concerned, all the objects and devices not allowed or that cause prejudice to the good functioning of the residence and to its proper study environment.
- d) Authorizing, in advance, the teaching, in the Residence, of particular classes to any of its residents.
- e) Gathering information on any observation or complaint about the staff and/or residents.
- f) Proceeding and imposing sanctions in accordance with the provisions of Title VI, if appropriate.
- g) Having the power to expel from the Residence a resident who has committed a very serious misconduct, although shall apply to the Management Board, within a maximum period of 72 hours, the corresponding agreement.
- h) The signature and termination of the Accommodation Contract.
- i) Any other powers conferred by these Regulations.

In any case, the Residence Management may delegate to the Residence Management Disciplinary Committee the powers and competencies related to disciplinary matters.

Art. 21. Among its powers, the Residence Management reserves the right of entry into the accommodation units, as long as it is for reasons of maintenance, security or breach of the regulations, and/or in case of emergency.

This power is extended to the Residence Management Disciplinary Committee, being able to exercise the right of entry into the accommodation units in those cases that contemplate the requirements indicated above.

Art. 22. The Residence Management will assign to each resident an accommodation unit in accordance with the modality or type of accommodation previously selected by the resident. Residents may apply to the Residence Management a change of accommodation unit annually, if there are reasons that justify it, and as long as there is space available.

Section 2. Residence's responsibilities with regard to residents

Art. 23. Residence's Responsibilities

- a) The Residence is not responsible for the objects or money that may be stolen in the facility. It is the residents' responsibility to take the necessary preventive measures to maintain the security of their belongings.
- b) The Residence is not responsible for any damage or theft that may occur in the Residence's parking lot.

Section 3. Hours of access

Art. 24. The Residence Management will set the access schedule to the enclosure and ensure residents' strict compliance.

Art. 25. The general schedule is the following:

- a) The Residence's main door will have the following open and closing hours:

OPEN: Monday to Friday, at 7.00 hours.

Saturday, Sunday, and public holidays, at 7.00 hours.

CLOSING: Monday to Thursday, workdays, and Sunday, at 24.00 hours.

Thursdays, Fridays, Saturdays, and public holidays eves, at 4.00 hours.

After these closing hours, the receptionist or security personnel may allow entry to the residence only in the case of authorized residents and for duly justified reasons. In this case, a supporting document must be submitted.

- b) The common rooms shall be closed at 24:00 hours, except on Fridays, Saturdays, and the day before a public holiday, when they shall remain open until 3:00 hours. In any case, the quiet hours from 24:00 hours onwards must be observed.
- c) The time or schedule for visits, which will take place in the common areas of the Residence (recreation room and visiting room), are between 10:00 and 22:00 hours, except in exceptional or special cases authorized by the Residence Management.
- d) Silence in the housing units, corridors and other areas of the Residence must be observed after 24:00 hours, except for unforeseen situations, events or celebrations programmed and expressly authorized by the Residence Management.

Art. 26. Absence at night

If residents do not sleep in the Residence, they will have to fill in a form provided for that purpose at the Reception desk. Breach of this rule will be considered a minor offense.

TITLE IV. COHABITATION

Art. 27. Hazing is strictly forbidden. The Residence Management and the Disciplinary Commission will sanction and open a disciplinary inquiry to any resident who create, promote, perform "hazing" or make poor taste jokes that denigrate, offend, damage or disturb other residents, or that are against the order and peace necessary for coexistence, rest and study. In any case, behaviors may be sanctioned in accordance with the current disciplinary regulations.

Art. 28. It is strictly forbidden for a resident to enter a Housing Unit that is not his or her own. The resident of a housing unit is personally responsible for any action that, in violation of the regulations, is carried out in that space.

In addition to residents, only authorized visitors will use the services and facilities of the Residence (except those services and facilities that are for the exclusive use of residents). Visitors may not enter or remain in the housing units. Visitors may not enter or stay before 10:00 a.m. or after 10:00 p.m., except in cases of necessity previously authorized by the Residence Management.

The resident is responsible for the behavior of their guest visitors and, if applicable, the economic restitution toward Management of the damage caused by said visitors.

As a measure of maintaining security and coexistence, the Residence Management reserves the "right of admission and access" to the facilities of the Residence.

Art. 29. Any absence of a resident that involves not spending the night in the Residence must be notified to the Residence Management, by filling out a form provided for that purpose at the Reception desk or by telephone if the resident is not able to do it in person.

Art. 30. The facilities, services and common spaces or rooms of the Residence are available for all residents. No one is allowed to monopolize any of them or prevent their use to the set of residents. Using facilities and services has to be combined with the right that others have the right to study, to work and to rest.

Art. 31. In the common areas, residents must be properly dressed for the coexistence and decorum. The use of material offensive to the person's dignity and rude, aggressive or discriminatory behavior is not permitted.

Art. 32. The entry of residents in the restricted access areas, Reception desk, kitchen and engine room is not authorized.

Art. 33. After midnight, meetings of any kind in the accommodation units are not allowed and the night silence must be respected in all the Residence units, in particular in the accommodation units, corridors, stairways and common rooms. Any loud conversation and any behavior that may disturb anyone trying to concentrate on studying or resting shall be prohibited throughout the residential area.

Art. 34. In order to teach or receive particular classes from any discipline in the Residence, the express authorization of the Residence Management will be required.

Art. 35. It is prohibited:

- a) The consumption, possession and trafficking of any kind of drugs, narcotics and psychotropic substances.
- b) The possession and consumption of alcoholic beverages in the Residence facility, thus, the staff of the residence may take the appropriate control measures.
- c) The possession of weapons of any kind.
- d) Exercising physical or psychological violence, or any form of harassment to residents and services' staff.
- e) Hazing or making jokes in poor taste that denigrate, offend, damage, or disturb other residents.
- f) Any racist, sexist and/or xenophobic behavior.

- g) Exercising physical or psychological violence, or any form of harassment to residents and services' staff.
- h) Offending, verbally or in writing, fellow residents or the Residence staff.
- i) Stealing money or any object or belonging of the residents or Residence staff.
- j) Smoking is strictly forbidden in all the Residence.
- k) Behavior that tends to create insubordination, indiscipline, or resistance to abide by the decisions of the Residence Management, as well as the Residence Management Disciplinary Committee.
- l) Improper use of the name and representation of the Residence, as well as uncivil behaviors, carried out inside or outside the premises, resulting in the deterioration of the Residence's image and, in general, the violation of the rules of cohabitation in the Residence.
- m) Holding private parties, both in the accommodation units and in the common areas of the residence.
- n) Playing games of chance which involve wagering money.
- o) An irresponsible behavior that lead to a deterioration of the coexistence conditions among the residents. The misuse of community facilities and the acts that damage them or the residents' possessions seriously.
- p) Any activity that could be characterized as a offense or crime in the Spanish criminal legislation.
- q) The number of residents in the apartments and/or studios may not exceed the number of residents that belong to and are allowed in the accommodation unit.
- r) Visitors not authorized by the Residence Management are not allowed to enter the residence.

TITLE V. DISCIPLINARY REGIME, MISCONDUCT AND PENALTIES

Section 1. Disciplinary regime

Art. 36. Non-compliance with the rules of internal regime and cohabitation, as well as any behavior that alters the normal functioning of the Residence, may be sanctioned by the Residence Management, as well as by the Residence Disciplinary Committee.

Art. 37. The Residence Management, in collaboration with the residents' representative, if necessary, will warn the resident or residents whose behavior involves an alteration of the normal operation of the residence. If the behaviors are maintained and/or are reiterated, the Residence Management will be able to elevate them to the Disciplinary Commission of the Residence.

Art. 38. All those actions, conducts, or facts considered minor or serious will be sanctioned by the Residence Management, as well as by the Residence Management Disciplinary Committee, in accordance with the provisions of these internal rules and regulations.

Art.39. In the circumstance that these actions, conducts, or facts are considered by the Residence Management of special importance, as well as by the Residence Management Disciplinary Committee, and may constitute a very serious fault in accordance with the present internal regulations, a written report will be sent to the Residence Disciplinary Committee detailing the facts that occurred.

Art. 40. The Disciplinary Committee of the Residence is composed of the Residence Director, who will preside it, and by the Residence Disciplinary Committee Director, who will act as secretary of the Committee to resolve all those actions, behaviors, facts, or infractions of the rules of the internal regime and cohabitation.

The Disciplinary Commission shall adopt its agreements and resolutions by majority, however, in case of a tie, the Director will have the casting vote and will be able to apply the sanctions provided for by these Regulations.

Section 2. Classification of offenses

Art. 41. Offenses' Classification

Offenses can be minor, serious or very serious.

Discordant attitudes not qualified as offenses, may be corrected with a reprimand, by registering it in the residential file of the person concerned.

Art. 42. Minor offenses

The following are minor offenses:

1. Being absent or spending the night out without a previous notification to the Residence reception staff, except in cases of force majeure, making difficult the transmission of information that might be of interest to the family.
2. Accessing housing units with visitors, without prior communication to the Residence Management, for security purposes.
3. Misusing community objects or residents' belongings.
4. Smoking in the Residence facilities.
5. Preventing the access to the accommodation unit to the cleaning staff, so they cannot carry out their work.
6. Accessing to the Residence outside the set schedule without proper authorization.
7. In the common areas, wearing inappropriate clothes that infringe upon the decorum.
8. Not respecting the hours of silence.
9. Lack of cleanliness in the accommodation units.
10. Misuse of the emergency telephone.
11. Use of the gym without being a subscriber or without the pertinent authorization.

Art. 43. Serious offenses

The following are serious offenses:

1. The consumption and possession of alcoholic beverages in the Residence.
2. The offenses to the labor, services and surveillance staff or to the residents.
3. The misuse of the Residence name and representation.

4. The acts that disturb or harm the coexistence and the study environment in the Residence, such as holding private parties, or others that put at risk the persons' integrity or serious situations that offend people's dignity.
5. The acts that damage seriously the furniture of the residence or the residents' belongings.
6. Misuse and repeated misuse of the emergency telephone.
7. Continuous lack of cleanliness in the accommodation units on up to three occasions.
8. Continued use of the gym without being a member of the gym or without the pertinent authorization.
9. The accumulation of three minor offenses in the same year.
10. The number of residents in the apartments and/or studios may not exceed the number of residents that belong to and are allowed in the accommodation unit.
11. Access to the accommodation unit by visitors not authorized by the Residence Management.

Art. 44. Very serious offenses

The following are very serious offenses:

1. Violent or aggressive acts against the Residence management, labor and surveillance staff, and against the residents.
2. Exercising physical or psychological violence, or any form of harassment to residents and services' staff.
3. The consumption, possession and trafficking of drugs, narcotics and psychotropic substances.
4. Stealing money or any belonging of the residents or Residence staff.
5. Hazing or making poor taste jokes that denigrate, offend, damage or disturb other residents.
6. Any racist, sexist and/or xenophobic behavior.
7. The commission of any criminal offense, which has occurred inside or outside of the Residence facilities.
8. Contempt of authority as represented by the Residence Director and/or the Residence Disciplinary Committee Director.
9. Any other act that seriously violates the basic principles of civic behavior. The commission of any criminal offense, which has occurred inside or outside of the Residence facilities.
10. Non-payment or breach of the Accommodation Contract.
11. The accumulation of two serious offenses within the same academic year.

Section 3. Sanctions

Art. 45. Offenses' sanctions

The different types of offenses will entail the imposition of the following sanctions:

- a) Minor offense: Verbal warning or written reprimand and the economic restitution for the damage caused, if applicable.

- b) Serious offense: Written reprimand and suspension of the right of using the Residence and the status of resident for a period of between 3 and 15 days, as well as restitution or compensation for the damage caused, if applicable.
- c) Very serious offense: suspension of resident status for a period of between 16 and 90 days, or if it is determined by the Disciplinary Commission of the Residence, the permanent expulsion of the resident, terminating the Accommodation Contract, and the restitution or compensation for the damage caused, if applicable.

Art. 46. The sanction of suspension of the right of using the Residence and the status of resident, or the permanent expulsion from the Residence, will not be eligible for the deposit/warranty refund, nor the payments made. In addition, it does not relieve the resident of paying in accordance with the Accommodation Contract.

Art. 47. The offenses' correction or punishment shall be carried out with the corresponding warranties, attending the residents' right to be listened before the resolution on the disciplinary measure.

In case of non-appearance on the day and time of the summons to exercise the correction or sanction of the faults by the resident, said right to be heard shall be considered as having been carried out and exercised, for all purposes.

The presumed offender will be duly notified, and in the case of being responsible of a very serious offense, after being listened by the Disciplinary Commission, and if the sanction accorded is the permanent expulsion, it can be revised by the Residence property if the person concerned makes a written request within a period of 5 days from the date of the sanction's notification.

FINAL PROVISIONS

FIRST. The special cases and situations not included in these Regulations shall be resolved by the Residence property.

SECOND. The power to reform or change these Regulations, as well as its interpretation, is exclusively for the Residence property.

THIRD. These Regulations may be subject to modification in the event of supervening situations and/or other foreseen situations that require a change in their regulation in accordance with the provisions of these Regulations.

Any of the above modifications may be articulated through the amendment of these Regulations, or through resolutions signed by the Residence Director.