

UDC Internal Regulations for Public University Residences

Additional Provision 5 of Universities Act 6/2001 (23 December) provides that universities may create university residences in accordance with their statutes. These residences will be operated in accordance with the statutes and internal rules and regulations of each university.

The purpose of the regulations provided herein is to regulate how university residences are operated and used.

Members of the university community who accept a place in a residence will be assumed to be in complete conformity with the conditions provided herein.

Preliminary chapter

Article 1. Definition

UDC public university residences are public, mixed halls of residence that are governed by the laws governing university studies, the university statutes of the University of A Coruña (UDC), and UDC internal rules and regulations.

Article 2. Aim

The aim of UDC public university residences is to provide accommodation services for students and other members of the university community.

The aim of these regulations is to ensure safe, friendly, hygienic and comfortable living conditions for residents in both private and communal areas, and in general to build a sense of community among residents and ensure the proper functioning of common services.

All residents are legally bound to comply with these regulations.

Part I. Management and representation

Chapter I: Management and administration

Article 3. Direction

The Office of the Vice-President for Social Responsibility and the Ferrol Campus will be responsible for the direction and supervision of residences in Ferrol.

The Office of the Vice-President with responsibility for students will be responsible for the direction and supervision of residences in A Coruña.

Article 4. Management

The day-to-day management of the public university residence in Ferrol will be carried out by the Office of Financial Affairs and Ferrol University Residence (UXAI-Esteiro), under the direction of the Vice-President for Social Responsibility and the Ferrol Campus.

The day-to-day management of the public university residences in A Coruña will be carried out by the Faculties and External Services Manager, under the direction of the Vice-President with responsibility for students.

Article 5. Administrative manager

The duties of the administrative manager will include:

- Dealing with day-to-day issues in relation to the use and operation of the residence.
- Overseeing and ensuring compliance with the regulations provided herein.
- Supervising the day-to-day provision of services and coordinating residence staff.
- Receiving and addressing resident comments, submissions and complaints, and providing residents with information relating to their accommodation.

Chapter II: Residents' Council

Article 6. Description

The Residents' Council will be made up of the Vice-President with responsibility for the residence (or his/her representative), the administrative manager, and four resident representatives. The council will be chaired by the Vice-President, and the administrative manager will act as secretary.

Article 7. Resident representatives

Four students will be nominated by the residents of each residence and appointed to the corresponding council by the Vice-President with responsibility for the residence. The period of representation will run from October to July.

Article 8. Meetings and responsibilities

The Residents' Council will meet once a term, unless exceptional circumstances make it necessary to call an extraordinary meeting.

The Residents' Council will be responsible for:

1. Reporting on aspects of life in the residence, and proposing ways to improve or develop the facilities.
2. Reporting on sanctions imposed on a resident (or residents) for a serious breach of residence rules.

Part II. Resident rights and obligations

Article 9. Rights

All residents will have the right to:

1. Decent, suitable accommodation for the academic year.
2. Use of residence services, facilities and equipment in accordance with the conditions provided herein and in the terms of use provided by management.
3. Freedom to enter and leave the residence at will.
4. Present suggestions, complaints and proposals to management.
5. Be represented by the Residents' Council in accordance with the regulations provided herein.

Article 10. Obligations

All residents are obliged to:

1. Comply with these regulations and all other rules, regulations and terms of use provided by the University and residence management.
2. Respect the rights of other residents and persons associated with the residence.
3. Occupy the room assigned to them and maintain it and its furniture, and the rest of the residence, in a perfect state of cleanliness and repair.
4. Respect the night-time quiet period in the residence and surrounding area.
5. Pay monthly accommodation fee on time.
6. Attend meetings of the Residents' Council if appointed as a council member.

7. Show respect and consideration towards fellow residents and residence staff.

Part III. Services and conditions of use

Article 11. Shared services and equipment

All shared residence services, facilities and equipment are for the personal use of residents only. The terms of use for all services and equipment will be established by residence management. Residents will treat services, facilities and equipment with care and respect, and use them in the place and for the purpose for which they were intended. Residents will be ultimately responsible for ensuring the correct use of services, facilities and equipment, and will be liable for the cost of repairing any damage they may cause.

Article 12. Rooms

Allocation of rooms: rooms will be occupied and changed in accordance with the conditions established by management.

Furniture: furniture and other room items may not be moved without the permission of management. Holes must not be made in walls or furniture.

Room access: residents are required to facilitate access to their room in the following cases:

- Flood, fire and other circumstances which may be reasonably interpreted as representing a risk to residence facilities or the personal safety of residents.
- Room cleaning, repairs and maintenance.

Article 13. Key/card

1. Reception: all residents will receive a key to their room and a key or access card to residence facilities (if applicable)
2. Loss: residents will be charged for the loss of keys/cards and the cost of changing the lock, if necessary.

Article 14. Cleaning

Residents will be personally responsible for cleaning their own room. Management will carry out regular checks to ensure rooms are cleaned and maintained to an acceptable standard. Residents will be notified by email at least seven days prior to room checks. All room inspections will be carried out in the occupant's presence. Where rooms are repeatedly found not to be cleaned or maintained to an acceptable standard, a report will be issued to the occupant or occupants, and a time frame established for the defects to be remedied. If defects are not remedied within the time frame provided, they will be dealt with directly by management and the cost charged to the occupant, without prejudice to any other disciplinary action to which he/she may be subject.

Article 15. Respect

Residents will respect the night-time quiet period in the residence and surrounding area between 00:00 and 08:00, except in the case of activities authorised by management. At all other times, residents will respect the rights of fellow residents and other persons associated with the residence, and refrain from disturbing them in any way.

Article 16. Safety

Misuse of safety equipment (alarms, extinguishers, card readers, etc.) or inappropriate use of emergency doors will result in a sanction and payment of repair costs, if necessary.

Residents are not permitted to use gas canisters, dangerous liquids, portable stoves or high voltage electrical appliances in their rooms.

Anybody found on residence premises may be asked to identify themselves by residence security or administrative staff. If an individual refuses to identify themselves or is causing

damage to the facilities, staff will be entitled to request that they leave the premises or to impose disciplinary action in the case of residents. Residence staff will also be entitled to refuse entry to anybody who has been expelled from the premises on a previous occasion, or if there is evidence that their presence on the premises may disturb other residents.

Part IV. Sanctions

Article 17. Failure to comply with regulations

Failure to comply with regulations or the orders and instructions issued by management may result in disciplinary action being taken, in accordance with the conditions provided in this section.

Article 18. Minor and major misconduct

Acts of minor misconduct will include:

1. Removal of items from communal areas or services without permission from management.
2. Use of communal services outside of the times permitted.
3. Failure to comply with cleaning and hygiene rules in relation to rooms and communal areas.
4. Keeping of pets in rooms.
5. Organisation of or participation in activities which may inconvenience other residents, or any activity not authorised by management.
6. Disturbing the night-time quiet period.
7. Failure to meet the obligations provided herein where non-compliance does not constitute an act of major misconduct.

Acts of major misconduct will include:

1. Serious, manifest failure to comply with the orders, instructions and agreements issued by management or the University.
2. Repeated, unjustified failure to occupy the room allocated for periods in excess of one month.
3. Lack of respect and consideration towards other residents, staff and other persons associated with the residence.
4. Full or partial cession of room to non-residents.
5. Entering and remaining in a room belonging to another resident without their permission.
6. Inappropriate or abusive use of communal facilities.
7. Deliberate destruction or damage of residence property, furniture or utensils, including rooms.
8. Use of residence property and furniture for purposes other than those established by the regulations.
9. Obstruction of staff from carrying out their duties or of residents from accessing accommodation and other residence services.
10. Serious interference with the study or rest of other residents, or any other serious or persistent disruption of the night-time quiet period.
11. Possession, consumption or sale of alcohol or drugs on residence property.
12. Any unlawful action committed on residence property or behaviour classified as major misconduct according to the general code of discipline.
13. Three acts of minor misconduct.

Article 19. Types of sanction

The sanctions imposed where misconduct is proved will include:

In the case of minor misconduct:

- Warning letter

- Suspension of access to communal services

In the case of major misconduct:

- Suspension of rights to communal services
- Temporary expulsion from the residence
- Expulsion without readmission from all UDC and UDC-partner residences

Article 20. Disciplinary procedures

The measures provided in Article 19 for acts of major misconduct will be adopted in accordance with the disciplinary procedures provided in Article 21.

In the case of minor misconduct, a date will be set and notified for a disciplinary hearing with the person responsible, following which residence management will determine the sanction to be imposed.

Article 21. Disciplinary procedures for major misconduct

Disciplinary procedures will be initiated at the initiative of residence management or as a result of a formal complaint or accusation.

All disciplinary procedures will be conducted in strict accordance with the right to a fair hearing, the right to defend oneself, and the separation of the investigation and sanctioning phases of the process.

Additional provision

The Vice-President responsible for each residence is hereby authorised to introduce additional conditions as needed for the interpretation and implementation of these regulations.

Final provision

These regulations will come into effect the day after their publication on the message board of the UDC online services page.

Supersession provision

These regulations shall supersede and replace all rules and regulations that may contradict or interfere with the conditions provided herein, including, in its entirety, the Internal Regulations for the Ferrol Campus Public University Residence (approved by the University Council in its sitting of 23 July 2013).