



Gómez Pardo
FUNDACIÓN
RESIDENCIA UNIVERSITARIA

INTERNAL REGULATION

Purpose:

The purpose of the Regulation is to summarize the operation of the Gómez Pardo Residence. The acceptance of the place in the Gómez Pardo University Residence implies the obligation to read, know and comply with this Regulation.

The Directorate may modify, add or delete any article when considered, reserving the interpretation of the same.

The Gómez Pardo University Residence Hall (hereinafter GPUR) has the following essential objectives:

- Offer a lodging service that allows the good academic performance of the Residents.
- Promote a coexistence based on respect.

Rights and duties of Residents:

1. Rights of Residents:

- a) Access on equal terms to all services and resources that the Residency makes available to Residents.
- b) Receive a dignified and respectful treatment by the staff of the Residence.
- c) Participate in the activities that are scheduled during the course.
- d) To present themselves as candidates for Dean / Vice Dean and delegations.
- e) Propose activities, submit suggestions, requests and / or complaints to the Directorate
- f) Present claims or requests in writing or verbally to the Directorate in those cases that consider that their rights are being violated.

2. Duties of residents:

- a) Respect and comply with the regulations.
- b) Respect and comply with the rules and decisions established by the Directorate.
- c) Do not make noise, especially at night.
- d) Go to the meetings that Directorate requests, individually or as a group.
- e) Carry out individual follow-up interviews, as well as others that the Directorate deems appropriate.

- f) Treat with respect and correction the staff as well as the Residents.
- g) Make proper use of facilities and material.
- h) Deliver in time and form the required documentation.
- i) Obey the indications that staff indicate to the Resident.
- j) Report any breakage, damage both the room and common areas.

Activities and events

Throughout the course, there will be various activities to promote coexistence, so that their assistance is recommended, although not mandatory, except for the welcome meeting, which is mandatory. These activities include:

- a) Welcome meeting with the Directorate.
- b) Excursions to different places.
- c) Sports activities.
- d) Multi-adventure activities.
- e) Cultural activities.
- f) Other

Delegations and student representation

The Dean, Vice-Dean and delegates act as representatives of the Residents. They are democratically elected by the Residents. The Directorate calls the elections.

Dean and Vice Dean. Its main function is to collaborate with the Directorate in the management of the Residence, transmit the needs of Residents to Directorate as well as propose and promote activities. The function of the Vice Dean is to assist the Dean in these functions.

Delegates: Its main function is to collaborate in a specific area with Management as well as with the Dean and Vice Dean. They can also propose and promote activities within their area. The number of delegations may vary depending on the interests of the Residents. Historically there have been delegations of sports, audiovisual, library and culture, general affairs, activities, music, photography, mountaineering and model airplanes.

The delegations will be endowed with a budget to carry out the activities. The Directorate may dismiss the delegates if there is a breach of their duties, they perform poorly or if they behave badly.

Rooms, facilities and common areas

Rooms

- a) Each Resident is responsible for what happens in his room and keeping it tidy.
- b) Each Resident is responsible for the key to his room. A key different from yours will not be delivered to a concierge. In the event of an emergency, and upon express authorization at the time by the Resident, the staff may open the minimum necessary time to another partner.
- c) When leaving the Residence, Residents should always leave the key to their room in the concierge.

- d) No household appliances are allowed in the rooms, with the exception of coffee makers, small refrigerators and fans. If you want to have any other appliance, you must first ask permission to address.
- e) The Resident is responsible for the care of everything in his room. The furniture provided by the Residence cannot be added, deleted or modified. In case you want to make a change, you must previously ask for permission.
- f) There will be silence in the rooms, corridors and stairs, especially between 12 o'clock at night and 8 o'clock in the morning.
- g) Directorate, in the exercise of its responsibilities, may authorize the staff to access the rooms whenever it deems appropriate. For example maintenance personnel.
- h) The cleaning of the room is mandatory; you must put the cleaning carton at least once a week. The Resident must leave the room when the Resident's staff cleans it, and the Resident must vacate the room. Cleaning is done from Monday to Friday in the morning.

Study rooms and library

- a) In the study rooms and library should particularly respect the silence.
- b) It is prohibited to consume food and drinks in these facilities.
- c) The Residents cannot reserve places of these dependencies as their own. At the end of the day, the study rooms must be empty of personal belongings.

Dining room and cafeteria

- a) Residents must respect the opening and closing hours of the cafeteria.
- b) Residents may order food to take away or request to be left with prepared food upon return to the Residence.
- c) On the bulletin board next to the entrance of the dining room, there are specific rules regarding the use of tickets and invitations to eat.

TV and leisure room

- a) Residents are responsible to properly use these rooms as well as material.
- b) It is not allowed to consume food or drinks in them.
- c) In case of deterioration, breakage or lack of material, the Residents must inform the concierge.

Visits

- a) The Resident is responsible for the behavior and respect for the rules of the Residence of the people he invites. Applying to him the sanctions that his guest may commit.
- b) Former residents will receive the consideration of visits.
- c) Residents who have been expelled or not renewed are forbidden to enter without the authorization of the Directorate.
- d) The Directorate reserves the right of admission.
- e) It is forbidden to bring guests to sleep at the Residence.

Schedules

- a) Residents have the obligation to comply with the schedules established by the Directorate for the dining room and the use of common areas.
- b) All Residents who want to use the different common rooms must sign on the registration form in the concierge.
- c) The concierge is open 24 hours, there being no restricted time of entry and exit of the Residence.
- d) For departures during long holiday periods, it is necessary to register before the departure in the existing registry book in the concierge.

Documentation

The Residents must deliver, within the term established by Directorate, the following documents:

- a) Photocopy of the registration of the studies you carry out.
- b) 2 Passport-size photos.
- c) Photocopy of the DNI or passport (foreigners).
- d) Direct debit form.
- e) Acceptance of the Internal Regulations of the Residence.
- f) Other documents that the Management considers.

Other Provisions

- a) "Hazing" is not allowed in any way, defined as:
Urge, promote or force new residents, physically or psychologically, to perform any activity that is prohibited, that goes against their dignity or their human rights, or simply, that they do not want to do.
- b) Residents are not allowed to consume or possess any type of drug.
- c) Residents are not allowed to consume or hold alcoholic beverages in the Residence.
- d) Smoking is prohibited throughout the building.
- e) The Residence is not responsible for the theft or disappearance of objects owned by Residents.

Disciplinary regime

1. Be considered as a disciplinary offense all actions or behaviors involving:
 - a) Damage to freedom, dignity and / or respect towards other residents.
 - b) Lack of respect for the staff.
 - c) Urge, promote and carry out the so-called "Hazing".
 - d) Inappropriate or uncivil behavior, which damage coexistence.
 - e) Being in a state of intoxication, or under the influence of any type of narcotic drug.
 - f) Misuse of the facilities or material of the Residence
 - g) To profit economically or embezzle funds destined to activities for Residents.
 - h) Breach of this Regulation and / or the collegial regulations.
2. The faults may be classified as minor, serious or very serious.
3. The Directorate will classify the offense as minor, serious or very serious, taking into account the circumstances of each case.

4. The accumulation and / or repetition of minor faults may be considered a serious fault. The accumulation and / or repetition of serious faults may result in a very serious fault.
5. It will always be considered very serious fault:
 - i) Physical or psychological aggression against any Resident or staff.
 - j) Perform "hazing"
 - k) The conduct of punishable behaviors and typified by the laws.
6. The faults will be sanctioned in the following way:
 - l) Minor fault: verbal warning.
 - m) Serious misconduct: written warning, with a copy to the parents or guardians.
 - n) Very serious fault: temporary or definitive expulsion, in the opinion of the Management.
7. Before establishing the sanction, the Directorate will listen to the affected Resident.
8. In case of very serious fault, once the sanction is communicated to the Resident, he will have a reasonable period to present allegations, to which the Directorate will respond with the final decision.
9. In Directorates opinion, serious or very serious misconduct may entail the dismissal of the positions held by the sanctioned Resident.
10. If the fault had caused material damage, Resident will be responsible and must pay the cost of repair.

Renewal of place

1. To continue in the Residence, you must request the renewal within the established deadlines and you must fill in the form of the web page for booking a place.
2. For the criterion of renewal of place will take into account a number of factors such as: good academic performance, absence of disciplinary offenses, behavior in general during the course, etc.
3. The resolution will be given during the month of June, before the draw of rooms.

Room drawing

The rooms of the Residence are all single rooms with bathroom; however, the distribution and orientation of the rooms vary. For this reason a drawing room is done.

The Directorate organizes the draw on the date it deems most appropriate, which may vary from one year to the next. The draw consists in the extraction of a paper from an urn with the name and then the extraction of another paper from another urn with a number, indicating this number the position in which it chooses.

Residents of previous courses, who wish to do so, may keep their room without participating in the draw by staying in the one they have been living during this course. Residents of previous courses who wish to do so, may keep their room without participating in the draw by staying in the one they have been living during this course.