



## INSTRUCTIONS ON THE INTERNAL REGIME OF THE STUDENT RESIDENCE HALLS OF THE UNIVERSIDAD CARLOS III DE MADRID

(29 de Mayo de 2009)

Article 4 of the Regulations for the Student Residence Halls of the Universidad Carlos III de Madrid, approved by the Governing Council in session on May 8, 2006, provides that they *"are governed by the provisions of the Statutes of the Universidad Carlos III de Madrid by the Letter of Rights and Duties of the Students of the Universidad Carlos III de Madrid, by this Regulation, as well as by what the other rules that result from application have."*

For this reason, bearing in mind the regulatory framework provided for in the Regulations, it is necessary to dictate some basic instructions for coexistence and operation of the University Halls of Residence, which will be mandatory for residents to comply with jointly with the provisions of the Regulations of the Student Residence Halls of the Universidad Carlos III de Madrid, as well as the applicable university regulations.

**First.** In accordance with the ideology of coexistence, mutual respect and tolerance on which the functioning of the Halls of Residence-Students' Residence is based, **the so-called "hazing"**, in accordance with the provisions of the aforementioned Regulations, may constitute a serious or very serious offence. In accordance with the provisions of Article 46, these actions may be **sanctioned up to definitive expulsion from the Student Residence Hall.**

**Second.** By virtue of Law 28/2005, of 26th December, on health measures against smoking and regulating the sale, supply, consumption and advertising of tobacco products and out of respect for other residents, **smoking is prohibited in all common areas** of the Hall of Residence. Likewise, in order to safeguard respect and consideration for other residents, as stated in article 12 d) of the Regulations, any behaviour or conduct in a state of drunkenness or intoxication is strictly forbidden. In accordance with article 43 of the Regulations, these infractions shall constitute a very serious offence.

**Third.** In accordance with Article 39 of the Regulations, residents are obliged to make proper use of the facilities and services of the halls of residence. **The occupants of each room are responsible for their proper use. Rooms are personal and non-transferable.** Therefore, **residents may not lodge people from outside** this institution in their rooms.

In the event of non-compliance with the above, the resident who has infringed or contributed to the infringement of this rule shall be subject to disciplinary action.

**Fourth.** Visitors from outside the Residence Hall, who visit residents, **must register at the Concierge desk from the time determined by each Residence Hall.** Such visitors must leave the Residence Hall before 00:00 hours.

**Fifth.** According to the provisions of article 12 e) of the Regulations, it is the duty of residents to use the furniture, objects, services and facilities of the Hall of Residence-Students' Residence appropriately and in accordance with their intended use. Therefore, **changing the physical location of the furniture**, as well as using it outside its normal location may constitute a punishable offence. Likewise, it is forbidden to take **catering service utensils and trays** out of the Cafeteria-dining room.

**Sixth.** The use of outdoor **terraces or gardens** for recreational activities shall be by means of a request addressed to the Management at least 48 hours in advance. Each Hall of Residence shall determine the amount of the deposit and the hours allowed for said activity. The use of outdoor facilities must comply with the principles of respect and coexistence, both with residents not participating in the activity and with the neighbours of the buildings next to the Residence Hall. In particular, activities that cause **noise disturbance** must be avoided.

**Seventh.** **The electronic card holders in the rooms can only work with the key card of the room. Tampering with and inappropriate use of the electronic room key cards** will constitute a misdemeanour of damage to the personal property and other elements of the Residence Hall, in accordance with the provisions of article 42 e) of the Regulations. In the absence of the resident in their room, card readers may not be connected to any system.

**Eighth.** In order to safeguard the health of all residents, **rubbish bags may not be deposited outside the containers** in the rooms provided for this purpose and must be deposited between **19:00 and 21:00 hours**. Violation of this rule shall constitute a serious offence, in accordance with the provisions of article 42 b) of the Regulations.

**Ninth.** Residents will have to **actively participate** in the actions programmed and framed within the **Self-Protection and Emergency Plan** of the Residence Hall. These actions include the presentation of the Plan, as well as the necessary training to belong to the emergency teams.

**Tenth.** Any impersonation in the use of the services of the Residence Hall by means of any accreditation documentation provided by the Residence Hall may be considered a serious contravention of the Regulations.

Failure to comply with any of these rules, except those classified as serious or very serious, may constitute a minor offence, in accordance with the provisions of Article 41 of the Regulation.

Being a resident of the Universidad Carlos III Halls of Residence implies acceptance of and compliance with the Regulations of the Halls of Residence and the internal rules that derive from them, with the aim of guaranteeing the best framework for coexistence and respect for the freedoms of all residents. Under no circumstances will ignorance of any of the rules be accepted as justification for non-compliance.

**Office of the Vice President for Students and Residences**