



**UNIVERSIDAD CARLOS III DE MADRID HALLS OF RESIDENCE-STUDENT
RESIDENCES REGULATION**

(Approved by Consejo de Gobierno 8th may 2006)

Preamble

One of the first dreams of those who promoted the Universidad Carlos III de Madrid project was the creation of Halls of Residence-Student Residences that not only had all the necessary services for the study and well-being of the residents, but also linked their existence to the achievement of cultural and educational objectives, following the tradition of the Institución Libre de Enseñanza and its Student Residences.

This has been the case since the creation in 1994 of the Fernando de los Ríos College-Residence for Students on the Getafe Campus. The subsequent creation of the Fernando Abril Martorell College-Residence for Students on the Leganes Campus and the Antonio Machado College-Residence for Students on the Colmenarejo Campus, as well as the future expansion of these and the eventual creation of new ones, make recommendable to adapt the current regulations to the new existing reality as well as to the demands that have been raised.

In accordance with the Disposición Adicional Quinta de la Ley Orgánica de Universidades, art. 163 of the Statutes of the Universidad Carlos III de Madrid approved by Decree 1/2003 of January 9, provides for the approval by the Governing Council of a Residence Service Regulation. This Regulation is approved in development of said provision with the aim of establishing a normative framework of coexistence from which the achievement of the main challenges that inspired the creation of

the College-Residence for Students of the Universidad Carlos III de Madrid.

TITLE I

**OF THE HALLS OF RESIDENCE-STUDENT
RESIDENCES OF THE CARLOS III UNIVERSIDAD
DE MADRID**

Article 1. The Halls of Residence-Student Residences, linked to the historical model of the Institución Libre de Enseñanza, are Centres of the Universidad Carlos III de Madrid. Within the services of the University, they are instruments of its educational policy that provide accommodation for the different members of the university community, complementing their civic, academic and scientific training, with the

objective of the integral dissemination of culture in the society in which they are located.

Article 2. The specific purposes of the Student Residence Hall are:

- a) Offer a housing service that creates the conditions that allow a full development of the academic performance of the residents.
- b) Facilitate and encourage coexistence between students, teachers, and researchers linked to the Universidad Carlos III de Madrid.
- c) Promote among residents, those activities aimed at completing their specific studies seeking the opening of knowledge in an interdisciplinary spirit.
- d) To be an open cultural centre, acting in coordination with the different academic, social, political and representative institutions of the community in which it is integrated.
- e) Promote among residents the effective realization of the ideals of solidarity, justice, equality, freedom and tolerance that are essential for the development of human dignity.
- f) Enable coexistence and encounter between teachers and students of different nationalities, stimulating dialogue, communication, tolerance and mutual enrichment.
- g) Develop a cultural training programme that facilitates participation and contributes to promoting camaraderie, scientific creation and the integral development of the person.

Article 3. For the proper fulfillment of its purposes, the operation of the Students. Residence Halls of Residence is based on respect for fundamental rights and freedoms, and the democratic principles of freedom, equality, solidarity, justice and political pluralism, guaranteeing an effective framework of coexistence, tolerance and mutual respect among residents.

Article 4. The Student Residence Hall of the Universidad Carlos III are governed by the provisions of the Statutes of the Universidad Carlos III de Madrid, by the Charter of Rights and Duties of the Students of the Carlos III University of Madrid, by this Regulation, as well as what is provided by the other regulations that may be applicable.

Article 5. The “Fernando de los Ríos” Residence Hall for Students has its address in Getafe (Madrid), Avenida de las Ciudades nº 1. The “Antonio Machado” Residence Hall for Students has its address in Colmenarejo (Madrid) Avenida de la Universidad Carlos III nº 22. The “Fernando Abril Martorell” Residence Hall for Students is located in Leganés (Madrid), Calle Palmera nº 12.

TITLE II

OF THE RESIDENTS OF THE HALLS OF RESIDENCE-STUDENT RESIDENCES

Article 6. Residents are natural persons admitted to the Halls of Residence-Student Residences, who have been incorporated effectively occupying the room that has been assigned to them, in accordance with the provisions of article 8 of these Regulations.

The condition of resident entails the unconditional acceptance of the nature, objectives and purposes of the Student Residence Hall, as well as the knowledge and compliance with these Regulations and the rest of the applicable regulations, as well as the commitment to personally contribute to the achievement of the ends of it.

Article 7. The following do not have resident status:

- a) The members of the Management: Director and Deputy Directors.
- b) Management, administration and services staff.
- c) Guests who stay temporarily in the Residence Halls – Student Residences on a short-stay basis.

Chapter 1

Acquisition and loss of resident status

Article 8. The condition of resident is acquired through the effective occupation of the room, once admission has been approved in accordance with the provisions of Title IV of these Regulations.

Article 9. The status of resident will be lost:

- a) Of their own free will. It will be understood that the resident resigns voluntarily if he/she declares this in writing or does not apply for renewal within the established deadlines. It will also be understood as voluntary resignation in the case of effective and unannounced abandonment of the Hall of Residence-Students' Residence for a period of more than one month.
- b) Due to the lack of the requirements demanded by current regulations regarding admission and renewal.

c) By application of the sanction provided for in Title VI of the Disciplinary Regime.

d) Failure to make payments for accommodation and/or board and lodging within the established deadlines.

Article 10. As long as the residents are of legal age and have such status, they will be the natural interlocutors in their relations with the Management, the Administration and the rest of the residents' staff. Except in exceptional cases, the bodies of the Student Residence Hall of the Universidad Carlos III de Madrid will address them only.

Chapter 2

Rights and duties of residents

Article 11. The rights of residents are:

- a) Promote, cooperate and participate in the academic, scientific, cultural and sports activities organised in the Student Residence Hall.
- b) Collaborate in the operation of the Student Residence Hall through the participation bodies established in these Regulations.
- c) Use the common services of the Student Residence Hall.
- d) To occupy and use the room in which the residents carry out their private life. Only in cases of urgent necessity or when it is necessary to guarantee the property, common security or the coexistence regime, the Management will authorise entry into any room or unit of the Hall of Residence-Students' Residence, without prejudice to the periodic entries that, with prior notice, must be made by the maintenance or cleaning services. However, the security services of the Halls of Residence may enter a room when it is necessary to prevent the commission of a criminal act or administrative offence.
- e) To be informed about the modifications that affect their status as a resident as well as the functioning of the Student Residence Hall.
- f) To be informed of the Services of the Student Residence Hall and their corresponding prices in advance of their use.
- g) Any other rights deriving from the provisions of these Regulations, as well as from the other regulations governing the operation and regime of the Halls of Residence and the Universidad Carlos III de Madrid, in particular, the Charter of Rights and Duties of the Students of the Universidad Carlos III de Madrid.

Article 12. Residents' duties:

- a) Respect and comply with the General Regulations of the Universidad Carlos III de Madrid Halls of Residence and the rest of the regulations applicable to them, as well as all the regulations of the Universidad Carlos III de Madrid.
- b) To pay, within the period established for this purpose, the amounts established for accommodation and/or meals, as well as other services.
- c) To present the documentation required within the deadlines established for this purpose.
- d) To show due respect and consideration towards other residents or any other person in the Student Residence Hall.
- e) Make appropriate use of the furniture, objects, services and facilities of the Hall of Residence in accordance with its purpose.
- f) Not to disturb, especially by producing noise between midnight and eight o'clock in the morning, the study or rest of other residents.
- g) To take care of the dwelling and maintain it in the best conditions of healthiness, and in any case, to return it in a reasonably habitable condition.
- h) Comply with all other obligations which, without being specifically contemplated in this article, are derived from the provisions of these Regulations.
- i) Any other duties deriving from the provisions of these Regulations, as well as from the other regulations governing the operation and rules of the Residence Halls and the Universidad Carlos III de Madrid.

TITLE III

BODIES SPECIFIC TO HALLS OF RESIDENCE-STUDENT RESIDENCES

Article 13. The bodies of each Hall of Residence-Students' Residence Hall are as follows:

- a) The Management
- b) The Administration of each Residence Hall
- c) The Residents' Council
- d) The Assembly of Residents

Article 14. The Director, delegated by the Rector in each Hall of Residence-Students' Residence, is responsible for all its facilities and services. The Director directs the general policy and planning of each centre.

The budget of the entity that assumes the management of the Halls of Residence - Student Residences includes the amount allocated for each Halls of Residence-Student Residence. The University may allocate additional amounts to carry out specific policies at the request of the Director or the competent Vice-Rector. The entity that assumes the management shall be responsible for the staff of the Halls of Residence and the allocation of financial resources in accordance with the budgets.

In serious and exceptional cases, the decisions and proposals of the Director of the Student Residence Hall or of the Management of the entity that assumes the management may be objected to by the person who disagrees with them. The disagreement shall be resolved by the competent Vice-Rector and the Director of the managing entity or, where appropriate, by the Rector.

Chapter 1 The Directors

Article 15. The Directors of the Residence Halls-Student Residences will be appointed by the Rector, among the University professors belonging to the university teaching bodies or to the stable contracted professors. Likewise, the Rector may appoint Deputy Directors at the proposal of the Vice Rector with competence for the matter. They will cease in office at their own request, by decision of the Rector or when the term of the Rector who appointed them ends. In case of absence, illness or dismissal of the Director, the functions of the Director will be assumed, temporarily, by the Deputy Director, to whom the functions that the Director deems appropriate may be delegated, on a temporary or permanent basis.

Chapter 2 The Administrators

Article-16. The management of the economic, administrative and cultural services of the Residence Halls of Students will be assumed by a specific entity. Said entity will designate an Administrator in each one of the centres and may designate a representative or manager for the residence service.

Chapter 3 The Resident Council

Article 17. The Residents' Council is the representative body of the residents.

Article 18. The Resident Council shall be composed of five members, elected by free, universal, direct and secret voting among all residents. The mandate of the Resident Council will last one academic year.

Article 19. The purposes of the Resident Council are:

- a) To represent the residents.
- b) To inform residents of all matters of general interest.
- c) To ensure, together with the rest of the bodies of the Student Residence Halls, compliance with these Regulations and any applicable provisions.
- d) To promote among residents the values of solidarity, interest in culture and respect for human dignity, within a spirit of collaboration among all members of the residential community, promoting the principles of freedom, equality, tolerance and participation.

Article 20. For the fulfilment of the purposes established in the previous article, the powers of the Resident Council will be:

- a) To convene regular meetings with residents, maintaining the necessary communication with them.
- b) To submit the appropriate initiatives to the Manager of the Student Residence Hall.
- c) To request information about the agreements adopted by the different bodies of the Student Residence Hall.
- d) To request as many meetings as are considered necessary with the Manager to coordinate the activities carried out at the Student Resident Hall and to ensure the best use of its services.

Article 21. The duties of the Resident Council are:

- a) To participate in the meetings convened by the different bodies of the Student Residence Halls.
- b) To prepare an annual report as a balance of its management.
- c) To transmit to the different bodies of the Student Residence Hall the opinion of the residents when they are required to do so.
- d) To collaborate with the Management in the preparation of the annual plan of activities as well as in the formulation of proposals for the better functioning of the services of the Student Residence Halls.
- e) The rest of the duties derived from this Regulation as well as from the rest of the applicable regulations.

Chapter 4 The Residents Assembly

Article 22. The Assembly is the body of direct expression of the residents.

Article 23. The Assemblies will be convened by the Management, publicly, 72 hours in advance and with the setting of the corresponding agenda. In them, no matter that is not included in said agenda may be debated.

Article 24. The functions of the Residents' Assembly are:

- a) Discuss the generic priorities for action within the Residence Halls for Students.
- b) Propose areas, facilities and services that can be improved.
- c) Stimulate the co-responsibility of all the residents regarding the goods and services of the Residence Halls-Student Residences, their care and conservation, as well as how to encourage collegial concern about the detection and correction of all problems of an academic, personal or material nature that could deteriorate the full development of residential life.

TITLE IV

ADMISSION AND RENEWAL OF RESIDENT PLACES AND OTHER ACCOMMODATION REGIMES

Article 25. Accommodation in the Student Residence Halls of the Universidad Carlos III de Madrid will take place under one of the following regimes:

- a) Residents, which will be applied to those people who stay in the Student Residence Hall in accordance with the provisions of these Regulations for more than three months, who have been incorporated effectively occupying the room that has been assigned to them.
- b) Short stay, which will be applied to those people who stay in the Student Residence Hall for a maximum period of three months, and have some connection with the Universidad Carlos III de Madrid.
- c) Special regime, which will be applied to members of the Management, who will be housed in the Student Residence Halls, as well as those persons that the Management or the competent academic authorities deem appropriate to house for extraordinary reasons, whether or not they are linked to the Universidad Carlos III de Madrid, in accordance with the criteria established with the entity that assumes the management.

Chapter 1 Admission of residents

Article 26. Admission as a resident in the Student Residence Hall of the Universidad Carlos III de Madrid shall take place through the awarding of the places offered annually in accordance with the bases established in the corresponding public announcement, through an open and transparent procedure.

Article 27. The requirements to qualify for the resident position will be established in the corresponding annual announcement and, in any case, it will be necessary:

- a) To be a student at the Universidad Carlos III de Madrid.
- b) To be teaching and/or research staff of the Universidad Carlos III de Madrid.
- c) To be a student or teaching and/or research staff of national or foreign universities temporarily linked to the Universidad Carlos III de Madrid.
- d) Exceptionally, the position of Resident may be applied for in any other capacity, provided that this is in the general interest of the service and of the Universidad Carlos III de Madrid.

Article 28. The awarding of places, which may be for a four-month period or for a complete academic year, corresponds to the Management of each of the Student Residence Halls, which shall decide in each case in a reasoned manner. In any case, the award will be made in accordance with the criteria established in the terms and conditions of the corresponding announcement for applications, which may take into account:

- a) The academic record.
- b) The distance from the family home to the educational centre.
- c) The level of personal and family income.

In the corresponding public announcement for applications, the Management, in accordance with the indications of the competent Vice-Rector, may reserve a quota of the places offered to be awarded on an extraordinary basis among the applications submitted, taking into account the needs of the Student Residence Halls and the general interest of Universidad Carlos III de Madrid.

Article 29. The definitive award of the place will be conditioned to its confirmation by means of the payment of the deposit and the first monthly payment in accordance with the terms and conditions established in the bases of the corresponding announcement.

Chapter 2

The renewal of the places of the residents

Article 30. The renewal of the places for residents in the Student Residence Halls of the Universidad Carlos III de Madrid will take place through their confirmation in accordance with the bases established annually in the corresponding public announcement, through an open and transparent procedure.

Article 31. All residents who stay in the Student Residence Halls during the academic year relating to that of the announcement for applications are eligible to renew their places.

In the case of residents who stay for a single semester and those who are temporarily unrelated to the Universidad Carlos III de Madrid due to participating in university exchange programmes, who intend to opt for the renewal of their places, they must indicate said circumstance by writing to the Management at the time they leave the Student Residence Hall. If this is not the case, they will be understood to have declined in their right to renewal.

Article 32. The renewal of the places, which can be for a four-month period or for a full academic year, corresponds to the Management of each one of the Student Residence Halls.

Article 33. The allocation of places will be made in accordance with the criteria established in the bases of the corresponding announcement, which may take into

account:

- a) The academic record.
- b) Participation in cultural activities.
- d) Compliance with the obligations as a resident.

Article 34. The definitive allocation of the place will be conditioned to its confirmation through the payment of the deposit and the first monthly payment in accordance with the terms and conditions established in the bases of the corresponding announcement.

Chapter 3

The short-stay accommodation regime.

Article 35. The Student Residence Halls of the Universidad Carlos III de Madrid will offer short-stay accommodation places for all those people who, having some connection with the Universidad Carlos III de Madrid, want to stay for a period not exceeding three months.

Article 36. The Management of the Student Residence Halls will allocate short-stay places on the basis of existing availability, taking into account the needs and general interest of the Universidad Carlos III de Madrid.

Article 37. Persons accommodated on a short-stay basis, although they shall not have the status of residents, shall be subject to the provisions established for such persons in the General Regulations of the Student Residence Hall of the Universidad Carlos III de Madrid, as well as in the rest of the applicable regulations.

Article 38. The Management of the Student Residence Hall may dispose of places for people housed on a short-stay basis at any time when extraordinary and justified reasons so require.

TITLE V

THE DISCIPLINARY REGIME

Article 39. The disciplinary regime regulated in this title aims to guarantee coexistence and enforce the rights and duties of residents through respect for the following principles:

a) Study constitutes a duty and a right of each resident. For this reason, inside the Student Residence Hall, the necessary environment that favours the fulfilment of academic responsibilities will be maintained at all times.

b) Tolerance requires respect for the members of the residential community and for the principles governing the functioning of the university institution.

c) 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 its proper use. Rooms are personal and non-transferable.

Chapter I Offences and Sanctions

Article 40. Misdemeanours shall be classified as follows:

- a) Minor
- b) Serious
- c) Very serious

Article 41. Any violation of the provisions of these Regulations and of the rest of the rules applicable to the Student Residence Halls of the Universidad Carlos III de Madrid shall be considered a minor offence, provided that it is not classified as a serious or very serious offence.

Article 42. Serious misconduct:

- a) Serious violation of the rules of these Regulations and of the rest of the rules applicable to the Student Residence Halls of the Universidad Carlos III de Madrid.
- b) Infringing the rules on use, cleanliness and hygiene, both in the rooms and in the common areas or spaces of the Student Residence Halls.
- c) Disrespecting and disregarding any person in the halls of residence.
- d) Producing noise that may disturb the study or rest of residents, especially between midnight and eight o'clock in the morning. This conduct shall be considered serious misconduct when committed repeatedly.
- e) Causing serious damage to personal property and other elements of the Student Residence Halls.
- f) The accumulation of two minor offences.

Article 43. Very serious misconduct:

- a) The very serious violation of the rules of these Regulations and of the rest of the rules applicable to the Halls of Residence of the Universidad Carlos III de Madrid.
- b) Entering someone else's room without the resident's permission or remaining in the room against the resident's will.
- c) Committing physical aggression against any person in the halls of residence.
- d) Falsifying the content of the application form in order to obtain a place in the Halls of Residence or any other information required by the management services of the Halls of Residence.
- e) The commission of any fraudulent offence, established in a final judgement, both within and outside the Halls of Residence.
- f) The possession, trafficking or consumption of toxic drugs, narcotics or illegal psychotropic substances in the Residence Hall.
- g) Causing very serious damage to personal property and other elements of the Student Residence Halls.
- h) The accumulation of two serious offences.

Article 44. Violation of the penalties imposed in

accordance with these Regulations shall be considered a serious misconduct in the case of penalties imposed for minor misconduct, and a very serious misconduct in the case of penalties imposed for serious or very serious misconduct.

Article 45. Minor offences shall lapse after three months, serious offences after six months and very serious offences after one year. The commencement of disciplinary proceedings shall interrupt the limitation period.

Article 46. The penalties that may be imposed as a consequence of the commission of any of the offences set out in the previous articles shall be respectively:

- a) For misconduct classified as minor, a private reprimand, issued by the management.
- b) For committing misconduct classified as serious; public reprimand, forced change of the assigned room, suspension of the exercise of resident rights for a period of up to four months or expulsion for a maximum period of one month.
- c) In the case of misconduct considered to be very serious, expulsion from the Hall of Residence-Students' Residence for a period of more than one month or permanent expulsion.

Article 47. The imposition of sanctions shall, in all cases, respond to the principle of proportionality. The Management shall give special consideration to the intentional or negligent nature of the conduct, as well as to recidivism as recorded in the personal file of each resident. In any case, the Manager may, with the consent of the offender, substitute the sanctions provided for in these Regulations with measures of collaboration with the services of the Student Residence Hall, which shall be proportionate in duration and must be carried out outside the resident's school hours.

Article 48. For the purposes of recidivism, penalties shall be deemed to have expired:

- a) Those corresponding to minor offences after three months.
- b) Those corresponding to serious offences after six months.
- c) Those corresponding to very serious offences after one year.
- d) The limitation period for the penalty shall start to run from the date of the final decision. It shall be interrupted and the time elapsed shall be null and void if the resident commits another misconduct before the limitation period is completed, without prejudice to the possibility that the limitation period may start to run again.

Chapter II Disciplinary Procedure

Article 49. The imposition of sanctions corresponding to serious and very serious misconduct shall be carried out, in all cases, by means of the disciplinary procedure regulated in this Chapter. For the purposes

of expediting the processing of the proceedings, the steps described above may be carried out verbally, although they shall all be recorded in writing in the disciplinary decision. Likewise, the sanctions corresponding to minor offences may be imposed immediately by the Management of the Student Residence Halls.

Article 50. In the conduct of the proceedings, the guarantees derived from the principles of hearing and adversarial proceedings shall be respected, as well as the right of defence of the person against whom the proceedings are directed. Secrecy shall also be guaranteed during the investigation of the case. The sanction, if applicable, shall be published in its entirety once the proceedings have been concluded.

Article 51. The competent body for the adoption of sanctions shall be the Residence Hall Management. In the case of very serious infringements, before adopting the sanctioning resolution, the Management shall transfer the conclusions formulated by the Instructor to a commission that shall be set up for this purpose within the Residents' Council, in order for it to issue a non-binding report.

Article 52. The procedure will be initiated by the Management, either of its own motion or at the request of the injured party, if any, or of any resident who has knowledge of the facts. Provisional measures deemed necessary to ensure the effectiveness of the final decision may be adopted in the act of initiation and even prior to it.

Article 53. In the act of ordering the opening of proceedings, the Management shall appoint an Instructing Officer who shall carry out whatever actions are necessary to clarify the facts. In any case, once the proceedings have been opened, the Instructing Officer shall first summon, in order to be heard, the resident against whom the proceedings are directed, informing him/her of the opening of the proceedings and the facts attributed to him/her.

Article 54. The Instructing Officer may propose to the Management that the proceedings be closed if he/she considers that there is no evidence that the misconduct has been committed. Otherwise, the Instructor shall submit the case to the Management, notifying the Resident concerned of this decision. The Management, after hearing the Resident, shall adopt the appropriate decision.

Article 55. The decision issued by the Management, which shall always be reasoned, shall be communicated to the Resident concerned and to the Board of Residents. Appeals against this decision may be lodged with the Rector, which will exhaust administrative channels. The decision will be published in the spaces set aside for this purpose in the Student Residence Halls.

TITLE VI

SCHOLARSHIPS, HONORS AND DISTINCTIONS

Article 56. The Residence Hall Degree Scholarships are awarded in each of the Halls of Residence to those residents who, after two or more academic years of cohabitation, have demonstrated full integration and identification with the model of university life that the Student Residence Halls of the Universidad Carlos III de Madrid represent.

Article 57. The Degree Scholarships will be awarded by the Management, after hearing the Resident Council, in the solemn closing ceremony of the corresponding academic year. Those honoured with the scholarship must accept it publicly and carry it in the solemn opening and closing acts of the academic year, as well as in those academic occasions that require it.

Article 58. The Diplomas are distinctions that the Management annually grants to those people who, throughout each course, have achieved relevant goals in their academic or research career or in their activities within the Student Residence Halls.

Article 59. These Diplomas will be granted by the Management, after non-binding consultation with the Residents' Council, and they will be delivered in the solemn act of the opening or closing of the corresponding academic year.

Article 60. The Beca de Honor is the maximum recognition that the Student Residence Halls of the Universidad Carlos III de Madrid grant to personalities and institutions of public life. The Management, following the opinion of the Residents' Assembly, will adopt the decision in order to grant said recognition.

Repealing Provision

The entry into force of these Regulations entails the repeal of the rules on the organisation and operation of the Universidad Carlos III Residence Halls in force up to the present time, except for those aspects not directly regulated herein.