

PROYECTO ALFA 2000 UNIVERSITY RESIDENCE

REGULATIONS AND CODE OF CONDUCT

GENERAL RULES:

RULE No. 1: All students must respect the residence facilities and solely use them with the purpose for which they were created. Each resident is held responsible for damage done not only to their room but also to the common spaces. All the students who share a room are equally responsible for damage done to the room and/or furniture inside it. In the case of damage done to common spaces (e.g. hallways, lounges etc.) each and every student involved in the incident will be held responsible as a gesture of solidarity unless the person who has caused the damage voluntarily acknowledges his/her misconduct. The Residence has the right to check the rooms in order to make sure that all rules are being followed.

RULE No. 2: Students must obey all the Residence rules and be respectful of the Residence staff as well. Any inconveniences should be reported at the Director's office for an immediate solution. Out of respect and for the sake of good manners the housekeepers will not clean the rooms if there are students sleeping or showering inside them, nor will they do so if the rooms are untidy.

Residents should provide themselves with toiletries (e.g. soap, toilet paper, etc.)

Students on half board or full board can take their meals from Monday to Saturday at the following times:

Breakfast from 7.00a.m. to 10a.m.

Lunch from 12p.m to 3p.m.

Dinner from 8.30p.m to 11p.m.

Delivery services are not allowed and eating in common spaces or rooms is prohibited.

RULE No. 3: Residents are responsible for the behaviour of their guests. Students can invite classmates to study as long as they inform at Reception in advance. Visitors are allowed in the Residence Monday through Friday from 10 a.m. to 8.30 p.m. and Saturday- Sunday from 11 a.m. to 10 p.m. They can only stay on the first floor or the study room.

RULE No. 4: Each and every Residence facility or property must be left in perfect condition after being used (i.e. clean and tidy) so that other students find them in equally good condition. It is extremely important to keep common spaces and objects clean and tidy.

If room or closet keys are lost, students must pay \$40 for replacement with no exception. Keys are not borrowed.

RULE No. 5: The following activities are strictly forbidden in rooms:

- a) Smoking (only allowed on the first floor). Smokers will be held responsible for damage caused to furniture or facilities by cigarette burns.
- b) The use of electrical appliances such as heater, coffee maker , depilatory equipment, etc.
- c) Keeping products that may decay.
- d) Using CD players (only radios, Portable MP3 or MP4 are allowed.)
- e) Putting up posters or paper of any kind on walls or windows.
- f) Leaving cases in rooms when they prevent housekeepers from doing their job properly. In order to avoid that students must take the cases to reception to be kept in our storing room under their names and surnames.
- g) Putting up notices on room doors, hallway doors or common spaces doors.

h) Making use of beds, closets or desks which belong to other roommates even when they are vacant.

RULE No. 6: Students can receive phone calls from 10 a.m. to 11 p.m. except for urgent calls from parents or tutors which can be made at any time (24hours a day). Residents can have any kind of object in their rooms provided it is not incompatible with safety and security standards or respectful behavior.

The Residence is not responsible for the loss of objects or personal belongings. Each resident must take full responsibility for them. Closets are provided with locks and personal keys for security reasons.

RULE No. 7: Students can freely go into and out of the Residence at any time. The front gate will always be locked and the permanent security guard will be in charge of letting students in and out with prior identification. At reception there will be a notebook in which students can state their plans to come back to the Residence at unusual times or not to come back for the night.

RULE No. 8: The possession and/or use of illegal drugs and alcohol is absolutely forbidden in the Residence, neither in common spaces nor in rooms.

None of the residents will be allowed in the Institution if they are drunk. Any kind of action that disturbs the neighborhood or might cause trouble to the Institution because it violates the norms is strictly forbidden.

RULE No. 9: Residents must have a responsible attitude towards studying, be respectful of their own work and the work of others, and promote a peaceful and quiet atmosphere.

Every resident who shares a room can be relocated in a different room in the following cases:

a) If his/her roommates have left the institution and there are beds available in another room. Yet, the fixed number of people per room will always be respected.

b) If repairs need to be carried out.

c) If there is immediate incompatibility with another roommate or if there is no immediate availability.

RULE No. 10: Those applying for admission to the Residence must be taking university courses, college courses, postgraduate courses or they must be professionals. Applicants can also be those under internship programs in companies or institutions. In any of the cases above applicants must provide supporting documentation.

RULE No. 11: Food and beverages are strictly forbidden in the computer room. The Games Room (with pool and ping-pong tables, table soccer and TV) in the basement is to be used from 10 a.m. until midnight. The Residence has established quiet and courtesy hours. As from 12 a.m. students must be absolutely quiet. Any kind of noise (music, screams, quarrels, etc.) that may disturb other residents should be avoided.

RULE No. 12: Accidents or extremely serious situations must be reported at Reception immediately. The Residence offers an emergency medical care service (protected area), which guarantees medical service in the institution. If a resident needs to be transferred to hospital, the choice of hospital or medical institution will depend on the resident's medical insurance. If the resident has no medical insurance, he/she will be taken to the nearest Public Hospital.

RULE No. 13: Any violation to this Code of Conduct will result in a corresponding sanction determined by the Residence Director, being the maximum penalty the expulsion of the resident who has committed the infraction. In this case the student will automatically lose the deposit mentioned above (Rule No 14) taking full responsibility for breaking the rules and regulations stated in this document.

**WE CERTIFY THAT EVERYTHING HEREBY WRITTEN IS ACCEPTED BY THE PEOPLE
SIGNING BELOW**

Resident's signature:

Full name:

ID number: