



LISBON

SCHOOL OF NURSING RESIDENCE REGULATION

ESEL Residence Centre



Lisbon

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TABLE OF CONTENTS

Preamble	IV
CHAPTER I Serialisation	V
Article 1 (Scope)	V
Article 2 (Admission Conditions)	V
Article 3 (Application Selection).....	VI
Article 4 (Applications).....	VI
Article 5 (Admission and Stay)	VII
Article 6 (Resident's rights).....	VII
Article 7 (Resident's duties).....	VIII
CHAPTER II Mobility Programmes	X
Article 8 (Access to the accommodation)	X
CHAPTER III Payments	XI
Article 10 (Monthly Fees).....	XII
Article 11 (Bedding and towels).....	XIII
Article 12 (Early departures)	XIV
Article 13 (Failure to Pay)	XIV
CHAPTER IV Residence	XV
Article 14 (Bedrooms).....	XV
Article 15 (Communal Areas).....	XV
Article 16 (The Residence Centre's Promise).....	XVI
Article 17 (Visitors).....	XVI
Article 18 (Access Restrictions)	XVII
Article 19 (Silence and Rest Times).....	XVII
Article 20 (Correspondence)	XVII
Article 21 (Periods of Absence and Departing the Residence)	XVIII
CHAPTER VI Prohibitions, Damages and Non-Conformities	XIX
Article 22 (Prohibitions)	XIX

Article 23 (Damages)	XX
Article 24 (Non-Conformities).....	XXI
Article 25 (Measures/Sanctions).....	XXI
CHAPTER VII Residents Committee	XXIII
Article 27 (Residents Committee).....	XXIII
Article 28 (Election of the Residents Committee).....	XXIII
Article 29 (Skills).....	XXIII
CHAPTER VIII General Provisions	XXV
Article 30 (Disclosure of information).....	XXV
Article 31 (Doubts of interpretation and omitted cases).....	XXV

Preamble

This ESEL Residence regulation was subject to public consultation for a period of 30 working days, under article 99 and following the code of administrative procedure, Decree-Law no. 4/2015, of 1st of July 2015.

This document is intended to regulate accommodation in the Lisbon School of Nursing (ESEL) residence, which aims to provide accommodation of a social nature, during the period in which teaching activities take place.

The change we promote is based on the values that we identify as priorities as a higher education institution: responsibility, ethics, intellectual freedom, innovation and excellence, cooperation, openness, and citizenship.

We promote the following changes:

Ensure that the norms and principles of respect for the individual's fundamental rights and freedoms are clear.

We have applied inclusive language, bringing this regulation closer to the fifth objective of sustainable development - gender equality.

We have clarified and simplified the processes and procedures that are administratively necessary to ensure transparent management framed by the legal norms in force.

CHAPTER I

Serialisation

Article 1

(Scope)

The ESEL School Residence, hereinafter referred to as the Residence, aims to provide accommodation to students enrolled in higher education, throughout the period in which teaching activities take place, providing appropriate conditions for study and well-being, favouring academic success.

The residence obeys norms and principles that guarantee respect for the fundamental rights and freedoms of the individual, as well as a pleasant and healthy environment of coexistence, tolerance, and mutual respect.

Article 2

(Admission Conditions)

Access to Residence accommodation will be for a period of one academic year and obeys the following the order:

1. ESEL Scholarship Students;
2. ESEL Students;
3. Students from other National or Foreign Nursing Schools (PALOP's, ERASMUS, Vasco da Gama Programme or other exchange situations, Partnership protocols or Mobility Programmes);
4. External Students.

Article 3
(Application Selection)

The candidate selection process is carried out in accordance with the following admission criteria:

1. Scholarship application;
2. Distance in relation to location of family home;
3. Analysis of the Applicant's economic situation;
4. Obtainment of academic performance;
5. Re-application;
6. Properly regulated payments to ESEL;
7. Number of records of behavior deemed inappropriate or of acts of indiscipline and violation of the rules.

Article 4
(Applications)

Accommodation applications must be submitted online with an application form, available on the ESEL website (<https://www.esel.pt/node/6858>), at least 10 (ten) days in advance of the intended arrival date. The application will only be validated when the following documents have been handed into the Residency Centre or submitted via e-mail to (nucleoresidencia@esel.pt):

- a) Consent for data conferencing through citizen card/passport reproduction;
- b) Passport-style photo;
- c) Household income tax return;
- d) Proof of address obtained from the Finances Portal;
- e) Proof of IBAN with SWIFT code;

- f) Proof of registration/enrollment (external student);
- g) Statement of school achievement (external student);
- h) Any others that are deemed necessary.

Article 5

(Admission and Stay)

1. It is at the Residency Center's discretion to grant or refuse accommodation requests.
2. In the selection process, the criteria set out in Articles 2 and 3 shall be considered.
3. The chosen applicant has a period of 5 (five) working days to accept the offer of accommodation. The check-in process must be completed within 15 (fifteen) working days after the acceptance of the proposed accommodation. If deadlines are not met and no contact is established, the candidates on the waiting list will be contacted.
4. Residents must check in at the Residence between 9.00am and 12.00pm, and between 2.00pm and 4.00pm, from Monday to Friday.
5. There are two types of accommodation in the Residence, monthly and annual, and the calendar is defined annually by the responsible Management Personnel.
6. Daily accommodation is arranged by exception (up to a limit of 7 nights), subject to vacancies and requires prior authorisation.
7. At the beginning of every academic year the Residence Centre will reserve an adequate percentage of beds for first year students.
8. The authorisation of accommodation and the acceptance of the regulation renders the status of Resident.

Article 6
(Resident's rights)

The following are recognised as the resident's rights:

1. To enjoy an environment in which values such as tolerance, non-discrimination, respect for others and their goods and belongings, are guaranteed.
2. Rest and privacy.
3. Use of common areas, namely study rooms, crockery and cutlery for preparing and eating meals, toilets and the living room.
4. Use of the washing and ironing area for individual clothing;
5. Receiving visits in accordance with article 17;
6. Receiving support from the Residence Centre in all situations whenever requested.

Article 7
(Resident's Duties)

The resident's duties are as follows:

1. Know and respect the current Regulations, contributing towards the smooth running of the Residence and accept the staff's guidelines.
2. Damage caused to the kitchenettes, namely, lack of cleanliness and/or damage due to misuse or negligence, is the personal responsibility of those who use them, or of all residents of the respective wing, if it is not possible to determine individual responsibility.
3. Identify themselves by the appropriate means whenever an employee requests it.

4. Behave appropriately and in such a way that favours coexistence and respect for all residents and staff.
5. Ensure the conservation and cleanliness of the room, equipment and furniture. If there is a lack of cleaning and/or damage, namely damage due to misuse or negligence, the responsibility lies with the respective occupant.
6. To promote the conservation and cleanliness of the kitchenettes, as well as of the existing equipment, each resident is responsible for cleaning them and the space must be cleaned after each use, under penalty of the staff taking action to guarantee the hygiene and salubrity of the space.
7. Separate and dispose of rubbish in the respective containers, plastic, paper/cardboard, glass and organic waste (food waste) that can be found in the kitchen.
8. Put the correctly separated rubbish in the outside bins, not forgetting to put a new bin bag in the kitchen bin.
9. Maintain good hygiene and cleanliness in other used common spaces, as well as all furniture, equipment and bed and bath linen.
10. Remove all personal belongings from the rooms during the summer holiday period, according to the provisions of Article 10, number 2.
11. Remove all food from refrigerators during holiday periods.
11. Respect the silence and rest of other residents, according to the times established in the current regulation.
12. Respect the property of others.
13. Alert the Residence Center (nucleoresidencia@esel.pt) of any malfunctioning or damage to the premises, furniture and other equipment, as well as of any irregularity that occurs in the smooth running of the Residence.
14. Dress appropriately whenever you walk in the Residence hallway or School Building.

15. Residents must adopt energy-saving behaviours, through conservation of equipment for personal or collective use, and take care with water and electricity consumption, in order to support the sustainability of the Residence. They should turn off all lights and electrical equipment when they are not in the bedroom or common area.

CHAPTER II

Mobility Programmes

Article 8

(Access to the accommodation)

1. Students displaced from their home institution:
 - a) Students enrolled in Mobility Programs must submit their application at least 30 (thirty) days prior to their arrival. Accommodation applications must be submitted online with an application form, available on the ESEL website (<https://www.esel.pt/node/6858>);
 - b) It is at the Residency Center's discretion to analyse the application process and to approve/reject the application.

2. Displaced Resident Students in Mobility Programmes:
 - a) It is the Residence Centre's responsibility to ensure the upkeep of the accommodation assigned to the student in his/her Residence, after the exchange period, when the study period does not cover the entire academic year, depending on the availability of existing beds on the return date. The resident must give advance notice of their date of departure and return;
 - b) In this situation, the resident may request that the payment of the monthly fee be suspended during the mobility period.

CHAPTER III

Payments

Article 9

(Deposits)

1. Admission to the residence requires the payment of a security deposit:
 - a) General scheme and ESEL scholarship holders: Payment of a refundable deposit, which is intended to guarantee any expenses resulting from damages to the equipment and/or facilities available to the resident;
 - b) Stays lasting more than seven (7) and less than thirty (30) days: Payment of a refundable deposit, corresponding to 50% of the value of the deposit applicable in general scheme, which is intended to guarantee any expenses resulting from damages to the equipment and/or the facilities available to the resident;
 - c) Accommodation lasting up to 7 (seven) days: Payment of a deposit does not apply.
2. The payment of the deposit must be made by bank transfer and the resident must send by email, to the Residence Treasury (tesouraria@esel.pt) and to the Residence Centre (nucleoresidencia@esel.pt) the respective proof of payment, 48 (forty-eight) business hours prior to their admission;
3. Residents participating in mobility programmes must pay the deposit via bank transfer within 72 (seventy-two) business hours prior to their admission and the resident must send the corresponding proof of payment by email to the Residence Treasury (tesouraria@esel.pt) and to the Residence Centre (nucleoresidencia@esel.pt).
4. The security deposit will be refunded by Bank Transfer, within a period of 20 (twenty) working days, provided that the following formalities have been carried out:
 - a) Hand in keys on final day of stay;
 - b) Record that certifies the preserved state of the equipment and facilities used,

issued by the Residence Centre;

- c) Correct IBAN and SWIFT code details on the application form.
6. The return of the deposit to residents in mobility programmes will be carried out under the same terms as number 4.
 7. Whenever the bank information provided by the resident is incorrect, thus rendering the return of the security deposit unfeasible, it will not be carried out, and there will be no responsibility on ESEL's behalf.
 8. The return of the security deposit is subject to the settlement of existing outstanding amounts on the departure date.
 9. The deposit values are published annually in the price list.

Article 10

(Monthly Fees)

1. The accommodation costs are proposed by the Residence Centre and approved by the Management Board.
2. At the beginning of each academic year, the Residence's opening and closing dates are disclosed, as well as the amount to be paid on those same dates.
3. The opening and closing dates of the Residence during the Christmas holiday period, as well as the amount to be paid, will be disclosed at the beginning of December.
4. Residents must settle the first monthly fee 48 (forty-eight) working hours before their admission to the residence, and the student must send an email with the respective proof of payment to the Residence Treasury (tesouraria@esel.pt) and to the Residence Centre (nucleoresidencia@esel.pt).
5. Payment of the subsequent monthly fees is made by the 10th of each month at the ESEL treasury, within its opening hours, or alternatively by bank transfer, and the

student must send the respective proof of payment via email to the Residence Treasury (tesouraria@esel.pt) and to the Residence Centre (nucleoresidencia@esel.pt) within 3 (three) working days.

6. ESEL scholarship students must pay the monthly fee within 5 (five) working days from the date of receipt of the supplement for that respective month.
7. In the event that the application for a scholarship is rejected, the resident is obliged to retrospectively pay the difference between the amounts paid as a resident with a scholarship and the amounts he/she would pay as a non-scholarship student.
8. Daily payment of the accommodation is made in full and 72 (seventy two) hours prior to the arrival date, by bank transfer or at the ESEL Treasury.
9. Students enrolled in Mobility Programmes must pay the first monthly fee via bank transfer, 72 (seventy-two) business hours prior to their admission, and the student must send the corresponding proof of payment via email to the Treasury Centre (tesouraria@esel.pt) and to the Residence Centre (nucleoresidencia@esel.pt).
10. Changing the room type will affect the billing for the following month.

Article 11

(Bedding and bath towels)

1. Residents who wish to have access to bed linen and towels must request the rental of which for the period of their stay at the residence.
2. The rental amounts will be published simultaneously with the monthly fees.
3. The mentioned rental applies only in case of monthly fee payment, and cannot be applied to everyday situations in which the bed linen and towels are provided by the residence.
4. If the resident intends to go without this service, he/she must inform the Residence

Centre at least 1 month in advance.

5. Residents who request this service must replace bed and bath linen on the stipulated day, in accordance with rules established and posted in a specific place.

Article 12

(Early departures)

1. Early departures must be requested in writing via email 30 (thirty) days prior to the intended departure date and by no later than the 25th of each month. Requests for early departures are subject to authorisation and the consequent application of a 3% penalty on the outstanding amount.
2. Scholarship residents are obliged to pay in full, regardless of the arrival/departure day, given that they receive the accommodation supplement on a monthly basis.

Article 13

(Failure to Pay)

1. Residents who fail to pay by the stipulated date will be charged an annual interest rate, calculated and published in the National Official Journal by the Credit Treasury Institute (IGCP, IP), on the amount of the monthly instalment as daily delay interest, for up to 5 (five) days.
2. After this time, the resident is notified to vacate the room and to pay the outstanding debt.
3. If the resident does not vacate the room, ESEL reserves the right to remove their belongings/assets from the respective room after the 6th (sixth) day of failure to pay, guaranteeing the completeness of all goods that are not owned by ESEL.

CHAPTER IV

Residence

Article 14

(Bedrooms)

1. The residence consists of 86 (eighty-six) rooms (single and double), spread over 4 (four) floors. Each floor of double rooms is made up of 2 (two) wings. The floor with single rooms is made up of one wing.
2. The distribution of residents by rooms is the responsibility of the Residence Centre, according to the number of vacancies available each year.
3. The installation of any personal equipment (television or other electrical appliances) in the bedrooms must be authorised prior to installation.

Article 15

(Communal Areas)

The communal areas of the Residence are the:

- a) Kitchenettes;
- b) Living room;
- c) Bathrooms;
- d) Launderettes;
- e) Corridors;
- f) Study Rooms;

CHAPTER V

Operation

Article 16

(The Residence Centre's Promise)

1. The Residence Centre manages a list with the identification of all residents.
2. The Residence Centre ensures that all common spaces and equipment are in good and hygienic condition, and that communal spaces are clean.
3. The Residence Centre carries out the weekly cleaning of the kitchenette's, on a day that has been previously established.
4. The Residence Centre periodically and randomly inspects the rooms and kitchenettes.

Article 17

(Visitors)

1. Outsiders accessing the Residence's common areas must be carried out in compliance with this regulation, as well as with the staff's guidelines;
2. The visiting hours are from 10.00am to 10.00pm, and the resident must go to reception so that the visitor can be identified at the Residence's reception;
3. The visitor must wear the visitor card in a visible place, with the number of visitors limited to the number of cards;
4. Failure to comply with the rules established in this Regulation may lead to a Residence access ban for all visits at any time.

Article 18

(Access Restrictions)

1. Access to the floors is exclusive to residents, ESEL staff, cleaning staff and properly identified visitors.
2. In the case of illness, the presence of a close family member is allowed with the consent of the Residence Coordinator and the other residents of the bedroom.
3. Residents may not impede or hinder the access of the Resident Centre or any persons mandated by it at any time, even in their absence, due to an urgent need for service.

Article 19

(Silence and Rest Time)

1. From 10.30pm, there must be silence throughout the residence, both in the common areas and in the bedrooms, respecting the rest time.
2. In the hall, silence begins at 10.30pm.

Article 20

(Correspondence)

Correspondence and notices intended for residents must be collected from the concierge, and only delivered to the recipient, who is identified for this purpose.

Article 21

(Periods of Absence and Departure from the Residence)

1. It is each residents responsibility to look after their personal belongings. The ESEL Residence is not responsible for the loss or theft of a Resident's personal belongings.
2. Residents must check in at the Residence between 9.00am and 12.00pm, and between 2.00pm and 4.00pm, from Monday to Friday.
3. Keys and other objects that are in the custody and care of the resident, upon their departure, are handed in on the day of departure, and together one of the Residence's staff members, the state of the accommodation, equipment and materials is checked, taking note of the situation.
4. The Residence closes during the Christmas holiday period.

CHAPTER VI

Prohibitions, Damages and Non-Comformities

Article 22

(Prohibitions)

1. Application of “praxe” in the Residence and areas belonging to it.
2. Smoking inside the building in accordance with the provisions of Law no. 37/2007, of August 14.
3. Having, consuming or trafficking, in any quantity, illegal narcotic or psychotropic substances within the Residence.
4. Excessive consumption of alcohol, resulting in changes in the individual’s behaviour and disruption of the resident's normal life.
5. Changing rooms and/or beds.
6. Violate the stipulated rules for the access of non-residents, namely, in the entrance to the Residence and in the bedrooms.
7. Organise collective and social activities within the Residence space without authorisation.
 - a) Such requests must be made via email and are subject to authorisation;
 - b) The promoters of the event are responsible for arranging and cleaning the venues before and after the party;
 - c) In the event that the parties are found to be disruptive to the Residence, if the promoters do not leave the premises the way they found it, or any other fact that jeopardises the smooth running of the Residence, the Residence Centre reserves the right to suspend such initiatives indefinitely.
8. Paste posters, banners or photographs on the walls and furniture, as well as make

any kind of inscriptions on them.

9. Remove and/or move material, furniture, equipment and other utensils from the common areas and bedrooms.
10. Remove food belonging to third parties from the refrigerators/cupboards.
11. Placing equipment/appliances in the kitchenettes that occupy and disturb the space that is shared by everyone. If necessary, the resident must request written authorisation by email from the Residence Centre, which will be subject to analysis and subsequent decision.
12. Gambling, betting or other illicit character practises.
13. Disturbing the tranquility and rest of the other residents, namely through noise from sound systems, TVs or other devices, between 10.30pm and 8.00am.
14. Interfere with or hinder the work of the Residence Center staff, which may disturb or impede the normal running of the Residence.
15. Neglecting the security of the facilities.
16. Verbally or physically assaulting anyone who resides, works or visits the premises of the residence, as well as practice improper acts of community life.

Article 23

(Damages)

1. The resident is responsible for the condition and conservation of the goods that are attributed to them, as well as for damages caused to furniture or equipment.
2. Broken electric hobs, toilets, sinks or other acts of vandalism require immediate payment for the damages caused, in addition to the penalties stated in this Regulation.

3. Whenever the liability cannot be individually attributed, the payment of damages shall be required in equal parts from all residents occupying the room/wing/floor, who are jointly and severally liable for the damages.

Article 24
(Non-
Conformities)

Non-conformities to this Regulation are considered, namely:

1. Failure to respect any person who resides, works or visits the Residence.
2. Behaviour deemed to be inappropriate for the study environment and coexistence in the Residence;
3. The transfer, under any title, of your accommodation to third parties;
4. Sharing of accommodation with non-residents;
5. Not taking care of the Residence and/or causing havoc;
6. Not adhering to the common area's/bedrooms' cleaning and hygiene rules;

Article 25
(Measures/Sanctions)

1. Behaviours and violations, by action or omission, on the part of residents, contrary to the rules and duties established in this Regulation and to life in the community, trigger and are subject to the application of preventive or sanctioning measures/sanctions.
2. Sanctioning measures can be pedagogical or punitive.
3. Preventive measures are oral warnings that can be applied by the manager.
4. Sanctioning measures must be preceded by an investigation process, and the ESEL's

Disciplinary Regulations are applicable, with the necessary adaptations, namely:

- a. Written warning;
 - b. Carrying out tasks and activities in favour of the community and integration in the Residence;
 - c. Fines;
 - d. Expulsion.
5. The scope to initiate the respective inquiry process rests with the Presidency/Manager.
 6. The decision on the measure of the penalty and its application is the Presidency/Manager's responsibility.

Article 26

(Civil and Criminal Liability)

The application of the measures provided for in article 24 to the Residents does not exempt them from any civil and/or criminal liability that may arise, under the terms of the Law.

CHAPTER VII

Residents Committee

Article 27

(Residents Committee)

Residents elect their Committee who will represent them alongside the ESEL Residence Centre, the Manager and Presidency to address specific issues in their capacity as users of the Residence.

Article 28

(Election of Resident's Committee)

1. The Residents Committee is elected by its peers by secret ballot consisting of two permanent resident representatives and one substitute resident representative.
2. The Residents Committee is elected annually, up to 45 days after the beginning of the academic year.
3. After the election, the minutes with the result of the elections, should be sent to the Residency Center.

Article 29

(Skills)

1. The Residents Committee has the following responsibilities:
 - a) Represent residents alongside the Residence Centre;
 - b) Encourage the resolution of conflicts between residents;
 - c) Participate in the discussions of general interest issues that may affect or alter

the normal conditions of the accommodation;

- d) Propose and promote initiatives in order to encourage resident participation, after approval from Residence Centre / Manager / ESEL Presidency;
- e) Welcome and induct Mobility Programme students and new residents;
- f) Alert the Residence Center (residencia@esel.pt) of any irregularity in the normal functioning of the Residence;
- g) Play an active role in promoting the rational consumption of water and electricity regarding expenses.

CHAPTER VIII

General Provisions

Article 30

(Disclosure of information)

Information must be posted in the Residence, in the usual places.

Article 31

(Doubts of interpretation and omitted cases)

1. Interpretation doubts and omissions will be resolved by the Presidency of ESEL, after pronouncement by the Residence Centre within 10 (ten) days, after recognition of the situation.
2. For the Presidency's decision-making, foreseen in number 1, the Residents Committee may be heard.

Article 32°

(Entry into Force)

This regulation enters into force the day after its publication.