POLITÉCNICO
DE PORTALEGRE

SAS
Serviços
de Ação
Social

Application, Allocation and Payment of Accommodation

Rules and Regulations

Article 1

This regulation establishes the conditions for applications, allocation and payment of accommodation provided by the Social Services of the Polytechnic Institute of Portalegre, complementing that defined in the Internal Regulations of the Residences.

APPLICATION

Article 2

Applications for accommodation are made annually by the following deadlines:
IPP students enrolled in the previous academic year: from 15th June to 15th July.
The placement report must be made available by 31st July.

Students enrolling at IPP for the first time, ERASMUS, International/Palop* students:
1st September to 30th November, fixed for each academic year.
The first phase of enrolment for 1st year students and international students is set on a year-by-year basis by decision of the relevant management body (to be published on the institution's website).

2nd phase enrolment:
1st year students and international * students are determined on a year-by-year basis by decision of the relevant management body (to be published on the institution's website).
CTeSP students are allocated on a year-by-year basis by decision of the relevant management body (to be published on the institution's website).

*Erasmus, International and ***Palop*** students are only guaranteed accommodation in residences if there is surplus accommodation in relation to the quotas for national scholarship students.

Article 3

Files submitted after the deadline will not be fined, but will be subject to restrictions (they will be placed, if possible, after all the applications submitted by the deadline have been assessed).

Article 4

Applications are made via the following link: **https:**//portalsas.ipportalegre.pt

Article 5

Applications from students with debts to the SAS or who have not obtained a minimum academic record (36 ECTS out of 60 ECTS) will not be considered, except in cases where there is valid justification for not fulfilling this requirement.

Article 6

Residents who wish to give up their accommodation during the academic year must notify the SASIPP of their intention by filling in the "Termination of Accommodation Contract" form, Appendix I, available at the residences, by the 15th of the month prior to the month in which they wish to end their stay. Otherwise, the monthly fee for the following month will be charged.

On being admitted to the residence, students are obliged to pay a deposit of €100 by the time of check-in. This deposit shall be refunded at the end of the contract, provided that all items delivered are returned in good condition and/or there is no debt to SASIPP.

The communal areas of the residences (corridors and pantries) are monitored internally by specific surveillance cameras.

The hygiene products in the communal toilets on the ground floor are provided by SASIPP, while the hygiene products in the toilets in the bedrooms are the sole responsibility of the residents.

PLACEMENTS

Renewal of application

Article 7

1. The 1st phase placements will be made during the months of June and July, with the results being announced by 5th August, also available on the SASIPP website.

2. The results of the residency application will be communicated to the students by means of a notification generated by the SASocial platform.
3. The renewal of the application presupposes the maintenance of the scholarship holder status.

Article 8

1. Once the results have been announced, students have 5 working days to confirm acceptance of the place they have been allocated or to object, if they so wish, via the SASocial platform.
2. If they do not confirm within the deadline, they will automatically lose their right to the place they have been allocated and it will be made available to another candidate.
3. It is the student's responsibility to ensure that the confirmation is made by the established deadline, and no justifications for not meeting the deadline will be accepted.

Article 9

In the event that there are students in a position to be placed whose files are incomplete, an additional ten working days will be given after the results of the placements are released for those interested to regularise the situation, and they will then be subject to a second phase of placements.

Article 10

After the deadline referred to in the previous paragraph and if the files are still incomplete, the respective applications will be placed on a waiting list and integrated as soon as possible, subject to the rules and priorities applied to that tender.

Article 11

Students must take up their allocated place within two weeks of the start of classes at the school where they are enrolled.

Article 12

After the aforementioned deadline, failure to occupy the room will result in the immediate loss of the right to the room, except in duly justified situations.

Placements - Students enrolling for the first time

2nd phase enrolment:

1st year students and international students are fixed on a year-by-year basis by decision of the relevant management body (to be published on the institution's website).

The placement report will be available on the Institution's website.

CTeSP students are allocated on a year-by-year basis by decision of the relevant management body (to be published on the institution's website).

The placement report will be available on the Institution's website.

Article 13

Placements will be made within 15 working days of the application deadline, as follows:

1. National scholarship students are placed first.
2. Placements may be made on a daily basis, at the time of enrolment, provided that the interested parties submit all the information necessary for the assessment and validation of the application.
3. The results of the placements will be notified to the student via the SASocial platform and will also be publicised on the SASIPP website.
4. If, at the time of applying for accommodation, the accommodation vacancies for scholarship students are shown to be full and it is not possible to maintain the accommodation, the student may apply for supplementary accommodation in private accommodation.
5. The accommodation supplement will be granted when the Governors issue a declaration proving the maximum capacity of the residence, which must be handed in to the scholarships department to enable access to the accommodation supplement.
6. The declaration model can be found in Annex II of these regulations.

Article 14

Students must occupy their allocated place within five working days of being placed in the residence.

Article 15

After the aforementioned deadline, failure to occupy the room implies immediate loss of the right to the room, except in duly justified situations.

Article 16

Accommodation during the summer period

1. SASIPP residences are closed in August.
2. In exceptional situations duly authorised by the competent bodies, the residences may be open during this period.
3. Applications for accommodation during the beginning of September (outside the school term) must be formalised during the month of July.
4. For the situations set out in points 2 and 3, applications must also be made via the link https://portalsas.ipportalegre.pt.
5. The application will only be validated once proof of completion has been received.

Article 17

Accommodation may be granted on a daily, weekly or monthly basis.

Article 18

PAYMENT

1. The price list to be applied by the accommodation sector is defined annually and approved by the Management Board and the Social Action Board.

2. Residences may be used by people from outside the Institute, subject to authorisation from a higher authority and payment of the amount set out in the price list.
3. For the purposes of paying for the residence in September, students maintain the scholarship holder/non-scholarship holder status assigned for the immediately preceding academic year.
4. The first monthly instalment must be paid by the seventh working day after occupation of the accommodation begins.
5. The remaining monthly instalments must be paid by the 30th of each month.
6. The above deadlines do not apply to scholarship students, who must pay the monthly instalment within two working days of receiving their scholarship.

7. Payments can be made at the SAS treasury, by bank transfer, using the entity and reference, or via MbWay.
8. When payment is made by bank transfer, this must be done at least 2 working days before the student enters the residence.
9. Invoicing will always be done on a monthly, weekly or daily basis.
10. Once the deadlines referred to in the previous paragraphs have been exceeded, the student accommodation debt rules approved by the competent bodies will apply.

Article 19

Once you have started using the accommodation in the way you initially intended (daily, weekly or monthly), there will be no refund of the amount paid, even if you leave before the time initially planned.

Article 20

The date of entry into the residence will be taken to be the date indicated by the student in their application or the date on which the application is notified on the SASocial platform.

Article 21

If the student has to temporarily leave the residence, for whatever reason, they must continue to pay the monthly fees due, otherwise they will lose the right to the place they have been allocated.

Article 22

If the student requests to leave the residence, he/she must inform the SAS by the 15th of the month prior to the month in which he/she wishes to cancel the residence.

Article 23

Debts outstanding for more than two months will result in the termination of accommodation and the student's departure within 24 hours.

Article 24

Once the deadlines set out in these regulations have passed, the Social Services will inform the Academic Services of the names of the students and the amounts owed.

Article 25

Omissions will be analysed by the Social Services and the solutions adopted will be included in the regulations in future years.

Article 26

These regulations will come into force once they have been approved by the Social Action Council.