



UNIVERSITY OF SEVILLE OWNED-ACCOMMODATION: NORMS & APPLICATION RULES
ACADEMIC YEAR 2016/2017

1.- General Objectives.

The following document introduces the requirements and application rules for university-owned accommodation which will be restricted to those members of the community (students, faculty and administrative staff) who do not have a family home close to the university.

2.- Places on offer.

- “Rector Estanislao del Campo” Residence Hall: **179** places offered
- “Rector Ramón Carande” Residence Hall: **220** places offered
- “Colegio Mayor Hernando Colón” Residence Hall: **30** places offered

The places offered to disabled people and foreign students will depend on the availability and conditions established in the annexes.

3.- Who can apply.

3.1.- Students who are enrolled in Undergraduate or Postgraduate (Master’s and Doctoral Studies), during the Academic Year 2016/2017, at any of the official studies offered by the University of Seville.

3.2.- Students enrolled in courses at other Spanish universities, or foreign students who are at the University of Seville with some mobility exchange program, interested in studying at the University of Seville for at least one academic year.

3.3.- Faculty and Administrative Staff from Spanish universities or foreign universities. Their applications will be considered in order of availability and following the specific reservation conditions established by every Residence Hall. Specific conditions of each Centre are established in the annexes.

4.- Requirements.

For the applicants referred to in sections 3.1 and 3.2, the definitive assignment of the places will be determined by the registration in any of the official studies offered by the University of Seville.

The applicants referred to in section 3.3 must present proof of their membership period at the University of Seville. Specific conditions of each Centre are established in the annexes.



5.- Allocation Criteria.

Applicants meeting the requirements indicated above will be subjected to the following allocation criteria:

5.1 Centre Requested. Applicants will be preferably allocated in the centre they have requested. To do so, applications must list a maximum of 3 centres by order of preference.

5.2 Applicants will be allocated in their first centre of preference considering that the number of applications does not exceed the maximum quota allowed for each dorm/hall. Otherwise, see section 5.3.

5.3 If the places demand exceeds the offer, the Selection Technical Committee will make a proposal for the allocation of places according to the following appraisal criteria (in case of a tie after following the established scale of assessment, the preferred selection criteria will be the Family Income):

5.3.1 Distance between the family home and the University of Seville:

The following scale will be applied:

- Between 25 and 50 km: 0.50 Points.
- Between 51 and 75 km: 1.00 Points.
- Between 76 and 100 km: 1.50 Points.
- Between 101 and 125 km: 2.00 Points.
- Between 126 and 150 km: 2.50 Points.
- Between 151 and 175 km: 3.00 Points.
- Between 176 and 200 km: 3.50 Points.
- Between 201 and 225 km: 4.00 Points.
- Between 225 and 250 km: 4.50 Points.
- More than 250 km: 5.00 Points.

* For the calculation of these distances, the shortest itinerary from the corresponding hometown will be referred to. According to the Official Road Map of the Ministry of Public Works and Transport:

http://www.fomento.gob.es/MFOM/LANG_CASTELLANO/ATENCION_CIUDADANO/PUBLICACIONES/mapa_carreteras/

5.3.2 Applicants considered as a Member of a Large Family

The following scale will be applied:

- Special Category: 1.00 point
- General Category: 0.50 point



5.3.3 Applicants with minimum 1 sibling already enrolled in a Residence Hall to termination date of this Announcement, will receive 1 point per sibling.

5.3.4 Academic Information: the corresponding academic records will be decided on the basis of a scale of the following criteria:

a.- For students already enrolled in an undergraduate/graduate course at the University of Seville, average grade from the academic records will be considered, applying a correction coefficient of **1.17** points for technical degrees.

b.- For new students and those who initiated their university studies in this current Academic Year 2015/2016, **their pre-university academic records will be considered** (*Bachillerato, Ciclo Formativo de Grado Superior, Acceso Mayores de 25 años, etc.*) **(Up to 0.2 points).**

5.3.5 Financial Details (just in case of a tie)

All applicants must fill the authorization form (included in the application) signed by all the computable members of the family unit, to grant access to their financial records and property data from the Tax Administration State Agency. **This will only be considered in case of equality of points.**

Applicants may be required to provide reliable information about the tax income and property of their family unity corresponding the 2014 financial year.

Likewise, applicants may be required to present the Annual Summary of Withholdings and Advance Payments on Personal Income (*Certificado Resumen de la Declaración Anual del Impuesto sobre la Renta de las Personas Físicas*) or the Income Tax Entries Certificate (*Certificado de Imputaciones del Impuesto sobre la Renta de las Personas Físicas*), when appropriate, of all computable family members, corresponding to the 2014 financial year.

6.- Procedure.

6.1 Application Form and Submission

6.1.1.- Applicants can select up to 3 Residence Hall options, indicating their order of preference (1st, 2nd and 3rd).

6.1.2.- Applicants must fill in the application forms found on the website <https://sede.us.es>.

6.1.3.- A hardcopy of the application form, printed and signed with the rest of the documentation required indicated in section 6.2 of this Norms, must be presented at the General Register Office of the University of Seville, (c/ San Fernando s/n) or at the Subsidiary General Register Office, (Brasil Pavillion), within the submission deadline.



Failure of this procedure will result in applicant not being accepted for the allocation process.

6.1.4.- Likewise, this documentation can be presented, by any of the means indicated in Article 38.4 of the Law 30/1992, 26th November (*Ley de Régimen Jurídico de las Administraciones Públicas y del Procedimiento Administrativo Común*):

a) At the Register Offices of any Administrative Body, belonging to the General State Administration, the Autonomous Regions, the Local Authorities (Town and City Councils, Regional Councils, Councils of the Islands, etc.), referred to in Article 121 of the Law 7/1985, 2nd April, regulating the rules of local government (*Ley reguladora de las Bases del Régimen Local*), or the rest of the entities of the Local Administration (if possible).

b) At the Post Offices, according to the procedure established.

c) At the Spanish diplomatic and consular offices abroad.

d) By any means established by law.

6.1.5.- Presentation of application form and documentation required will be registered after the official publication of these norms (**17th May 2016**), and **the deadline will be 13th June 2016**.

6.2 Documentation Required for Submission

6.2.1.- All applicants must submit, when applicable, the following documentation:

a.- Updated Census Certificate of Family Unity. Foreign students must submit a copy of their passport or ID card.

b.- Copy of Certificate of Member of a Large Family.

c.- University of Seville senior students (i.e. 2nd year and above) are not required to prove academic records.

d.- Non-University of Seville senior students (i.e. 2nd year and above) must submit academic records including average grade.

e.- First year students must submit a certificate of their pre-university academic records (*Bachillerato, Ciclo Formativo de Grado Superior, Acceso Mayores 25 años, etc.*).

f.- Applicants opting for disabled-people reserved places must submit an official certificate attesting their degree of disability, equal to or more than 33 %.

g.- Applicants referred to in section 3.2 of this document must submit proof of their transfer to the University of Seville. Applicants referred to in section 3.3 must present documentation certifying the period they intend to stay at the University of Seville.

h.- Applicants referred to in section 5.3.3 must provide proof of their sibling's enrollment at the termination date of this Announcement.



6.3 Verification Process and Acceptance

The Selection Technical Committee may gather further information when needed for the verification of the submitted documentation.

6.4 Publication of Eligible and Temporarily Excluded Applications

After the application presentation period has ended, the Vice-Presidency for Social and Community Services will publish a provisional list of both eligible and temporarily excluded applications on **20th June 2016** on the SACU website (<http://www.sacu.us.es>).

The hard deadline for providing missing documentation and/or missing information is established **between 21st to 22nd June 2016**.

6.5 Provisional Resolution of Applications Allocated

The allocation proposal will be made by a Selection Technical Committee, created for that purpose by the University of Seville. The final proposal will be approved by the President of the University of Seville or by a President's Delegate.

The Provisional Resolution of the admitted applications will be published **30th June 2016** on the SACU website (<http://www.sacu.us.es>).

6.6 Claims

Applicants may file a claim between **1st and 4th July 2016**. Claims filed on missing information and/or documentation will be rejected.

6.7 Final Resolution of Admitted and Excluded Applications

The Final Resolution will be published **11th July 2016**, on the SACU website (<http://www.sacu.us.es>). This Final Resolution will be sent to the Administration of the University Residence Halls and Dorms.

6.8 Appeals

Resolutions exhaust all the administrative proceedings, though it is possible to file an administrative-contentious appeal within two months. Nonetheless, applicants can opt for an appeal for reconsideration against said Resolution, during a month period. This appeal for reconsideration may be submitted to the President of the University of Seville. In this case, the aforementioned administrative-contentious appeal will not be lodged while a decision on the express resolution or on the alleged appeal for reconsideration is not taken.



6.9 Waiting Lists

All applicants must present a single form, in which they can select up to three Residence Hall options by order of preference (1, 2 and 3).

In the event of a place at their Residence Hall option 1 not being disposable of at the beginning of this procedure, the applicant will automatically enter a waiting list for that option, by order of preference, even though the applicant may have temporarily obtained a place at their Residence Hall options 2 or 3. The Waiting List will be open until 15/09/2016.

When an applicant is assigned to their first selected place (Residence Hall option 1), the possibility to apply for their two other options will be automatically cancelled.

ENROLLMENT

Residents must abide by the Internal Procedure Rules of the University Residence Hall in which they stay, as dictated by the Management Board, as well as by the rest of the applicable University rules and norms.

Former residents will not be beneficiaries of these places if they were withdrawn of any previous beneficiary status according to the exclusion motives provided by the Internal Procedure Rules of the University Residence Halls and Dorms.

Enrollment or proof of payment for the Academic Year 2016/2017 must be provided, without fail, to the Administration of the University Residence Halls or Dorms for verification. Non-fulfillment of this condition will cause the University of Seville to cancel the previously granted place allocation.

After the publication of the Final Resolution, applicants must formalize their reservation and the contracts with the University Residence Halls and Dorms, as indicated in the annexes.

In the event of places remaining available after the completion this process, each Residence Hall and Dorm shall assign these places according to the order established by the Selection Technical Committee of the University of Seville.



DEPOSIT

1. Payment of a cash deposit is compulsory to the conclusion of the contract, according to the established conditions for each Residence Hall or Dorm, in the corresponding annex.
2. The remaining cash deposit balance will be refunded at the end of the agreed contract duration. Legal interest will be earned within a month of the keys handover.
3. Based on the assumption that some resident may cause, voluntarily or by misuse, damages to the housing goods, these damages will be paid by the deposit, as well as other amounts that may be claimed, in its case, as compensation.
No deposit will be refunded when a place resignation is made before the academic residence period is finished (nine months and a half).
4. The deposit will be refunded in the following cases:
 - 1º.- Being on the waiting list, according to the clause 6.9 of this Norms, the applicant is assigned a place at a Residence Hall or Dorm of a higher order of preference than the one they have already been allocated to. Deadline for a refund will be **29th July 2016**.
 - 2º.- Failure of allocation at the University of Seville on the 1st Preregistration Phase (22nd July 2016). Deadline for a refund will be **29th July 2016**.
 - 3º.- Other reasons duly justified or force majeure.Either way, application for a deposit refund will be made in writing and sent to the Head of the Centre (Residence Hall or Dorms), with all the deemed relevant documentation or proof.



General Conditions (Dorms and Residence Halls Opening and Closing Schedule)

An ordinary stay at the Residence Halls and Dorms will be:

- “Rector Ramón Carande” Residence Hall: from **15/09/2016 to 30/06/2017**. If necessary it can be extended by days, until **15/07/2016**, voluntarily and at the resident’s request, with at least 15-day reservations in advance and payment of the corresponding proportional amount.
- “Rector Estanislao del Campo” Residence Hall: from **15/09/2016 to 30/06/2017**. If necessary, it can be extended by days, voluntarily and at the resident’s request, with at least 10-day reservations in advance and payment of the corresponding proportional amount.
- “Colegio Mayor Hernando Colón” Residence Hall: from **01/10/2016 to 30/06/2017**. September university days will be invoiced additionally and by a proportional calculation.



ANNEXES

“Rector Ramón Carande” University Residence Hall

1. Aim of the Norms & Application Rules for the University of Seville Owned-Accommodation.

Place **reservation** at the “**Rector Ramón Carande**” **Residence Hall** will be formalized

- Online registration application at the Resa website www.resa.es, between 11th and 13th July 2016

- In 24 hours you will receive a confirmation email after which you can sign the contract online and make the payment of the deposit fee **until 20/07/2016**.

1.1.- Places on Offer and their Distribution.

1.1.1.- The University of Seville offers **220** places for tenants at the 114 State Subsidised Housing (*viviendas de protección oficial (V.P.O.)*) of the “Rector Ramón Carande” Residence Hall, distributed as following:

a.- Type A Room: single rooms on two-and-three-bedroom tenements, with a fully equipped kitchen, a dining room and a bathroom.

b.- Type B/C Room: single rooms on a four-bedroom tenements, with a fully equipped kitchen, a dining room and two bathrooms.

d.- Type D Room: double rooms on four-bedroom tenements, with a fully equipped kitchen, a dining room and two bathrooms.

e.- Type E Room: Twin-bed rooms, with a dining room, a fully equipped kitchen, a bathroom and a small storage room.

* All apartments have a storage room.

1.1.2.- 4 rooms on Type E Rooms are reserved for Non-University of Seville Faculty and Administrative Staff taking part in teaching and/or research assignments. These places will be allocated by the Selection Technical Committee.

1.1.3.- 2 places are reserved for disabled residents, whose degree of disability is equal to or more than 33%. These places will be assigned depending on the adapting facilities by the Selection Technical Committee.

1.1.4.- Allocation of places with no reservation and their Use & Loss Terms shall be governed by the rules established in this document.



1.1.5. – Vacant places of sections 1.1.2 and 1.1.3 of this document will go to the general quota.

1.2.- Ordinary Stay Prices and Services.

Prices per place/month (VAT included):

Big Single Room (Type A)	336€
Single Room (Types B and C)	288€
Double Room (Type D)	238€
Double Room (Type E) – double use	336€
Double Room (Type E) – single use	550€
Disabled people Double Room (Type E)	276€

*These prices include: accommodation, weekly room cleaning service, computer and Internet access and use of common areas. VAT included.

These prices do **not** include telephone calls made from the University Residence Hall nor individual electricity and water utilities. All prices are valid for a **minimum stay of 9.5 months (from 15th September, 2016 to 30th June, 2017).**

***For a short stay (less than 9.5 months) of Faculty and Administrative Staff, check prices with the Residence Hall directly.**

The deposit will be 300 €.

<http://www.resa.es/Residencias/Rector-Ramon-Carande>



“Rector Estanislao del Campo” University Residence Hall

1.- Aim of the Norms & Application Rules for the University of Seville Owned-Accommodation.

Place reservation at the “Rector Estanislao del Campo” Residence Hall will be made **from 12th July 2016**, once the Final Admissions List is published.

Required documentation: Registration Form (Download from: www.rusevilla.com) and Proof of the deposit payment (650 €). It can be made in person, by fax (955.06.24.81) or by email (info@rusevilla.com).

1.1.- Places on Offer.

The University of Seville offers 179 places (including 3 places intended for disabled people and 6 for the Faculty and Administrative Staff, no matter if they work at the University of Seville or if they are just here participating in teaching and/or research assignments).

1.2.- Ordinary Stay Prices and Services.

Prices per place/month (VAT included):

There are three types of accommodation:

Single Room	685€ / per person
Single Type Apartment (Shared Kitchen)	605€ / per person
Double Room	520€ / per person

All rooms have their own kitchen and bathroom. See their characteristics on our website.

(These prices already include a 15% discount of the official fee for in-advance monthly payment).

2.- Services included in the Monthly Fee:

Room with a kitchen (microwave oven, fridge, hob), a bathroom, TV and telephone. Air-conditioning/ heating.

Running water and electricity (1000 Kw/course).

Half Board: breakfast and lunch *or* breakfast and dinner (From Monday to Friday, on university days).

Wi-Fi connection (one device simultaneously).



Room Cleaning Service, once a week.

Daily Common Areas Cleaning Service.

Maintenance Service from Monday to Friday, on university days.

Use of air-conditioned study rooms.

Living room/TV room.

Ping pong table

Garden area, with deckchairs, parasols and picnic tables.

24-hour Tele-surveillance Services and Concierge Services.

3.-Optional Services:

Full Board (breakfast, lunch and dinner).

Gym: weight/cardio-training room and directed activities room. Gym-trainer guided.

Swimming pool with a green area (with deckchairs).

Paddle tennis court with artificial turf.

Underground parking lot for cars, motorcycles or bicycles.

Wash-and-Dry Self-service.

Bed linen and towel weekly provided.

Additional Wi-Fi Service.

Vending machines for snacks, beverages and coffee/tea.

Print, Copy & Scan Services.

For more details: <http://www.rusevilla.com/cursocompleto.html>



“COLEGIO MAYOR HERNANDO COLON” RESIDENCE HALL

1. Aim of the Norms & Application Rules for University of Seville Owned-Accommodation.

Provisionally admitted applicants must present the following documentation to make their place final, such as the formalization of enrollment and place reservation, between 12th and 13th July 2016:

- 1.1. Proof of payment. After payment (**675-euro** bank transfer for enrollment fees to the Banco Santander banking account ES26-0049-2588-76-2914241680, with the Reference: *Universidad de Sevilla “Colegio Mayor Hernando Colón” [and your name]*), fax the bank receipt to 954.556.810 or email it as an attachment to cmsecre@us.es
- 1.2. Photocopy of the ID card, by post or email.
- 1.3. Two photographs with the applicant’s name on the back, by post only.
- 1.4. Registration documents: Bank Direct Deposit Form and parking place application (if requested). Download these forms from the Centre website (Section “*Colegio Mayor*”, “*Matricula*”, “*Solicitud de plaza de alumnos de nuevo ingreso en la Universidad*”). These documents can be submitted by email, fax or post.
- 1.5. Photocopy of your enrollment at the University of Seville, by email or fax, **before 28th July.**

Provided the enrollment registration does not meet the set deadline, the interested party will have their provisionally granted place cancelled at the Residence Hall, and, therefore, the place will be automatically allocated to the next applicant on the waiting list.



Ordinary Stay Prices and Services (VAT included)

Accommodation	330 Euros
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Every person with an allocated place in this present academic year is required to hire the full board service (320 euros/month), added to the global monthly payment. Total amount of monthly payment: 650 euros.

The stay payment receipts will be issued as specified below:

- October.- One receipt issued within the first seven days of the month, worth 650 euros.
- November and December.- One receipt issued within the first seven days of November, worth 1,300 euros.
- January and February.- One receipt issued within the first seven days of January, worth 1,300 euros.
- March and April.- One receipt issued within the first seven days of March, worth 1,300 euros.
- May and June.- One receipt issued within the first seven days of May, worth 1,300 euros.

Places will be allocated for a full academic year, accompanied by the economic obligations imposed by that fact. The application of disciplinary rules by the University of Seville will not result in any refund, under any case.

All payments must be done by direct deposit from a bank account.

The academic year corresponds to the period from 01/10/2016 to 30/06/2017.

Applicants referred to in section 3.3 of this document must proceed as indicated in the Centre website, section "*Alojamiento de Profesionales Universitarios*".

No deposit will be required by "Colegio Mayor Hernando Colón" Residence Hall.

2. Services included in the price

2.1. Full Board every day of the week, including Sundays and public holidays (this centre will be closed on Easter and Christmas).

Breakfast, lunch, snack and dinner.

Full Board Characteristics:

2.1.1. **BREAKFAST.** You can repeat breakfast, except pastry and bakery.

- *Basic breakfast:* Coffee, milk and hot chocolate.
Toasts: Types of bread: regular bread, "*mollete*" (soft, round white bread) and "*pan de pueblo*" (local bread).



- *Choice of:*

Juice: 3 times a week.

Pastries: Muffins, cake, chocolate pastries, palmier pastries, etc. (three pieces). 3 times a week.

Bakery (one piece). Once a week.

Cereals. 3 times a week.

Churros (a fried-dough pastry). Once a week.

Cold meat. 3 times a week.

2.1.2. LUNCH

- You can choose one of two main courses (you can repeat the main course, eating the same food or eating both the offered main courses).
- You can choose between two second courses.
- Desserts: fruit (you can repeat it) or dairy products. At least once a week, the dairy product will be home-made.
- Beverages: beer 20cl, soft drink 20cl or mineral water 50cl.
- Bread (you can repeat it).

2.1.3. SNACK

- Sandwich or Bakery.

2.1.4. DINNER

- Same as Lunch, only substituting the lunch beverages for milk and hot chocolate, which you can repeat.

2.2. Daily Room Cleaning Service, except on Saturdays and public holidays. Airing your bed is included.

Bed linen and towel weekly provided.

2.3. Daily Common Areas Cleaning, except on public holidays.

2.4. 24-hour Reception Desk.

2.5. Daily Press and In-house Press “Gaceta Mayor”.

2.6. General skills additional training activities.

2.7. Cafe discussions, chats, discussions, Pecha Kucha.

2.8. Academic conferences.

2.9. Internal sports events.

2.10. Solidarity Christmas Campaign, Food Collection Campaign.

2.11. Training groups on academic computer programs.



- 2.12. Regulated training: meetings and conferences.
- 2.13. Retreats and teambuilding days. Cultural Contests. Basic Concerts.
- 2.14. Cultural and educational tours.
- 2.15. Exchange with other Spanish Residence Halls.
- 2.16. Multidisciplinary working groups management, leadership and creativity.
- 2.17. Gastronomical Workshops.

3. Facilities included in the price

- 3.1. Wi-Fi access in the whole building.
- 3.2. Self-service laundry, drying and ironing.
- 3.3. Room telephone.
- 3.4. Climatized rooms.
- 3.5. Library.
- 3.6. Multimedia classroom.
- 3.7. Classroom and workroom.
- 3.8. 2 TV rooms. One of them with Channel +.
- 3.9. 2 living rooms.
- 3.10. 2 study rooms.
- 3.11. Game room, with: ping-pong table, table football, pool, no need of inserting coins.
- 3.12. Gym.
- 3.13. Chapel.
- 3.14. Swimming pool.
- 3.15. Basketball court. Sports court. Front tennis court.
- 3.16. Parking lot (limited places).

In addition to the services and facilities described above, we outline a vast variety of intangible aspects, consequence of living in the “Hernando Colón” Residence Hall. These aspects contribute to the resident’s personal enrichment and general training, considered to be key factors. The Residence Hall enhances these aspects in order to improve the resident’s values, such as assistance to Residence and University integration, pleasant coexistence based on responsible freedom, a good study environment and the residents’ active involvement in organizing several Residence activities.

www.cmhernandocolon.us.es



Seville, 16th May 2016



As delegated by the President of the University of Seville,

Ana López Jiménez

Vice-President for Social and Community Services