



UNIVERSITY OF SEVILLE OWNED-ACCOMMODATION: NORMS & APPLICATION RULES
ACADEMIC YEAR 2017/2018

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: places offered
- “Rector Ramón Carande” Residence Hall: places offered
- “Colegio Mayor Hernando Colón” Residence Hall: places offered

3.- Who can apply.

3.1.- Students who are enrolled in Undergraduate or Postgraduate (Master’s and Doctoral Studies), during the Academic Year 2017/2018, at any of the official studies offered by the University of Seville. (Students from Spanish or foreign universities included in a mobility plan and willing to study in the University of Seville, must justify their permanence at least for the academic course)

3.2.- 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.

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. **(Three possible requests can be made, following a priority criterion: 1st, 2nd, 3rd).**

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, inferred following the established criteria in the Decree of Scholarships and Study Aids from the Ministry of Education, Culture and Sport):

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

The following scale will be applied:

- Between 25 and 100 km: 0.50 Points.
- More than 100 km: 1.00 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:

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/ apartment for rent (because of their being studying abroad) to termination date of this Announcement, will obtain 1 point for each sibling. It will be essential to credit the stay (copy of the rental contract including the applicant's data and enrollment form as proof of their entailment to the University). Otherwise, this section won't be taken into account.

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. (R.D. 1721/2007, December 21st, for which the scholarships and study aids regime is established).



b.- For new students and those who initiated their university studies in this current Academic Year 2017/2018, **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 2015 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 2015 financial year.

6.- Procedure.

6.1 Application Form and Submission

6.1.1.- It will be possible to choose one, two or three options, following a priority criterion: 1st, 2nd, 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 4, 41004, Sevilla) or at the Subsidiary General Register Office, (Brasil Pavillion, Paseo de las Delicias, s/n. 41013 Sevilla), within the submission deadline. Failure of this procedure will result in applicant not being accepted for the allocation processes.

6.1.4.- Likewise, this documentation can be presented, by any of the means indicated in art. 16 of the Law 39/2015, October 1st, in the following authorized registrations:

a). In the electronic registration of the addressed Organism or Administration, as well as in the remaining electronic registrations of any of the subjects to which the article 2.1 of the Law 39/2015, October 1st, refers.



- b) At the Post Offices, according to the procedure established.
- c) At the Spanish diplomatic and consular offices abroad.
- d) At the official attendance offices.
- e) 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 2017**), and **the deadline will be 13th June 2017**.

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 exposing a disabled condition must submit an official certificate attesting their degree of disability, equal to or more than 33 %.
- g.-** Applicants from Spanish or foreign universities included in a mobility plan and willing to study in the University of Seville 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 their enrollment form or proof of their sibling's stay at a Residence Hall/ apartment for rent, at the termination date of this Announcement.

Only the sections supported with their respective documentation will be taken into account at the termination date of this Announcement (rental contract copy including the applicant's data).

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 2017** 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 2017**.

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 2017** on the SACU website (<http://www.sacu.us.es>).

6.6 Claims

Applicants may file a claim between **3rd and 4th July 2017**. Claims filed on missing information and/or documentation will be rejected, if the claim involves the presentation of information and/or documentation which could have been presented in the term offered with this purpose after the provisional resolution (**21st and 22nd June 2017**).

6.7 Final Resolution of Admitted and Excluded Applications

The Final Resolution will be published **11th July 2017**, 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

The resolution referred to in section 6.7, as well as the present Announcement, exhaust the administrative proceedings, though it will be possible to file an appeal for reconsideration within 1 month before the President of the University of Seville, as it is disposed in the arts. 123 and 124 of the Law 39/2015, or an administrative-contentious appeal within 2 months starting from the day after its publication before the administrative-contentious court of Seville, as disposed in the art. 46 and 8.3rd of the Law 29/1998, regulating the administrative-contentious jurisdiction.



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.

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. The waiting list will remain open until 31/7/2017.

6.10 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.

Enrollment or proof of payment for the Academic Year 2017/2018 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 established in the corresponding center's procedures.

Seville, 17th May 2017



As delegated by the President of the University of Seville,

Ana López Jiménez

Vice-President for Social and Community Services