



## PRINCIPLES AND REGULATIONS

### PRINCIPLES

#### ABOUT US

A University Residence, directed by the Spinola Foundation belonging to the Congregation of the Handmaids of the Divine Heart, founded by Cardinal Spinola.

It is located in a centric, safe and bustling district, with an exceptional location in relation to public and private Universities, as well as a walk away from downtown, with a superb network of public transport going in all directions.

#### OUR GOALS

- Provide an **Educational Center** for young girls, in one of the most important and decisive periods of their lives, without forgetting any of the different aspects and levels involved.
- Create an environment where each and everyone is an essential and active part of **the life of the Residence**. That is to say, a friendly group formed by different groups of Friends; a family atmosphere where people study, relate and come to care for each other, during the years they are together.
- **Provide the residents with the climate and tools** necessary for them to continue their own process of adulthood, without compromising their personal life project.

#### OUR REQUEST

Each family is requested to choose this Residence, because they feel its convictions and organization coincide with their own. Both aspects are specified in the Regulations that refer to Style, Customs and Performance.

# REGULATIONS

## STYLE

### 1. INTELLECTUAL COUNSELLING

#### 1.1 Goals

Collaborate in the intellectual formation of the residents, favouring and providing a propitious atmosphere for study and thought, essential elements for a university student.

#### 1.2 Adequate Participation

- a) **registering for a Degree at a University** or similar studies, which demand attending classes and, at a personal level, a full work-study routine on a daily basis.
- b) **achieving** normal and positive **academic results**, according to the Degree chosen.
- c) **maintaining an atmosphere** that allows both work at a personal level, and physical rest, necessary for the intellectual effort required.
- d) **taking part in the Cultural Activities** proposed and launched by the Commissions in charge of the organisation.

### 2. COUNSELLING ON COEXISTENCE

#### 2.1 Goals

- **living with others** is a basic need and can only be achieved with the collaboration of all the members of the Residence. It is essential to favour an open, natural and homely family atmosphere, in which every resident feels at home, while respecting everyone else.
- **commitment** to the norms of coexistence is necessary to make domestic order possible, develop to the full each person's human qualities, and create positive, personal relations.

## 2.2 Adequate Participation

- a) **being good companions**, which goes from treating others in a polite and friendly way and behaving correctly, to becoming sincere friends.
- b) **complying with the following rules**, for the common good of all concerned:
  - respecting the established timetable
  - keeping one's own room neat and tidy as, of course, all the common rooms and areas, and taking good care of everything to be found in the Residence
  - facilitating an open and friendly atmosphere with all the residents
  - taking an interest in the well-being of everyone, communicating openly, and participating in the cultural and family life of the Residence

## 3. HUMAN AND CHRISTIAN COUNSELLING

### 3.1 Goals

- collaborate with the residents in their process of personal and social growth, referring to attitudes, values, criteria, and commitment.
- help awaken the spirit of civic duty, encouraging critical thinking and ethical judgment concerning plural social and world matters.
- collaborate with the residents in their personal process as believers, as it becomes more and more important and valid in these years of their lives in which faith and moral options are to be taken personally, freely and responsibly.
- cooperate with those residents who have already opted for Jesus Christ and His Gospel, favouring the experience and expression of our Christian faith in our normal, daily lives.

### 3.2 Adequate Participation

- a) active participation in the information meetings which the Board of the Center establishes periodically with all the residents
- b) effective participation by taking part in the activities proposed and organised by the corresponding Commission, all this considered as an opportunity to complete the different levels of education and training, during the years they are here
- c) keeping informed of all the means that the Center offers in order to awaken, mature, know in depth and celebrate one's own faith, in complete and responsible freedom.

## CUSTOMS

### 1. TIMETABLE

- the main door is opened very early in the morning, for residents to attend classes or travel with sufficient time to arrive at their destination
- the canteen has a general timetable for Breakfast, Lunch and Dinner. Special turns are available for students who need them due to their academic schedule
- kitchen and dining service is offered every day of the week
- the night-time schedule is as follows:
  - **Weekdays and holidays:** entry time no later than 11:45 pm
  - **Fridays, Saturdays and holiday eves:** entry time can be extended until 5:00 am

#### **Notice:**

- ❖ **The main door** is closed at the exact time indicated.
- ❖ When a resident has to spend the night out from the Residence for any given reason, the Director must be asked for a permit. She will give her permission if, under the circumstances, she considers it to be adequate.  
This procedure is required by reason of the responsibility it entails for the Center, but actually it works in a very easy and natural way

### 2. FACILITIES AND SERVICES

The following facilities are at the residents' disposal: Individual en-suite rooms, Common services (Laundry, Wardrobe, Reception...). They will also find a Library, Seminar Rooms, Canteen, Chapel, Conference Hall, Gym, Parking lot...

These spaces function in a simple and user-friendly way, without compromising a detailed organization to meet the specific needs of the residents.

Any further information required will be fully given in the Interview when applying for admission. The Board of the Residence also organizes meetings with newcomers at the beginning of the Academic Year, to make their response to the new situation as comfortable and swift as possible.

## PERFORMANCE

### 1. PARTICIPATION

The criterion of participation in the Residence is experienced on a day-to-day basis, defining life-style and demanding cooperation and interest on all parts. The Center belongs to all its members, who share to the full and actively participate in all aspects of life there.

- **participation is encouraged and channelled**, in continuous dialogue and interaction, with the Board of the Center, the Council of the Residence and the Activity Commissions, as an opportunity to complete the educational process at all levels, during the years spent in the Residence
- It is mandatory to attend the meetings called on by the Board of the Residence, as well as the College Academic Act, the Cultural activities and the following celebrations: Christmas, Spinola as the Patron Saint's day and the End of the Academic Year party.

### 2. HOSTING

As a University Center, the Residence is open to Residents during the months corresponding to the **official Academic Calendar**.

### 3. ECONOMY

- **Fees** cover the stay in the Residence during the nine months of the Academic Year.

Given the different calendars in each University Center, residents can choose between the following two options:

**1st OPTION:** From 12:00 noon on September 1, to 12:00 noon on May 31

**2nd OPTION:** From 12:00 noon on October 1, to 12:00 noon on June 30

- Consequently, when **option 1** is chosen and the stay in **June is prolonged**, or when the same thing happens with **option 2**, this time in **September**, the extra days only will be charged.
- The initial payment made to confirm the Reservation covers the month of May in the **1st option** and that of June in the **2nd option**.
- Payments must be complied with at the beginning of the following dates:

**1st option:**

- a) Month of September
- b) 1 quaterly: October
- c) 2 quaterly: January
- d) Month of April

**2nd option:**

- a) 1 quaterly: October
- b) 2 quaterly: January
- c) 3 quaterly: April

Payments shall be made either through a Bank account, or directly at the Administrative Office of the Center. Any other special circumstance must be consulted with the Board of the Residence.

- **Month of July:** when the academic activity should require it, residents may stay at the Center during the month of July. Fees at this time of the year differ from those of other months and each extra day will be charged at a special price given all the services involved with a limited number of students.
- **Each family is committed to the payment of the complete Course:** whether in normal circumstances (absences, holidays, delays when commencing, anticipated conclusion of clases...) or in exceptional ones during the Academic year (disciplinary expulsion, abandoning or leaving the Center on the part of a resident). **Discounts or refunds will not be applied on any account.**
- The Residence **will not be found responsible** for damages caused to electrical or computer devices, or to other goods and assets, whether belonging to the Center or to the residents, due to causes not directly attributable to the afore mentioned Residence. Therefore, the use of elements and measures of protection is recommended in order to avoid these damages.  
Likewise, extreme caution must be taken when using candles, electrical gadgets, cigarettes, etc, to prevent fire hazard, especially in bedrooms and places used to study in.

#### 4. EVALUATION

**At the end of each Academic Year the Board conducts an oral Evaluation with each resident individually.** The object of this dialogue is to go over all the domestic aspects of living together and of long-term human relationships, as well as those related to academic and general education, at all its levels and on all its aspects. Increasing and effective participation and collaboration during the current academic year is taken into account. Consequently, in direct contact and by way of the spoken word, abandoning or continuing in the Residence will be confirmed at that time and place, whatever the reason for the decision taken.

#### 5. SANCTIONS FOR INFRINGING THE REGULATIONS

- **Infringement of the rules on coexistence.** Assuming the breach of obligations on the part of the resident, concerning coexistence or attendance to obligatory events, she could be admonished and it will be taken into account in the final evaluation. If the breach be very serious, the Direction of the Center may ask the resident to abandon the Residence, within not more than five days with the obligation to pay the fees of the complete course, in compensation for the damages and loss caused to the Residence from having free place once the University has started.
- **Infringement of the rules on economic aspects.** In the case of non-payment or delays thereof, the Residence may request payment from the resident or from parents or tutors, jointly or indistinctly. Other than this, should the delay in payment be more than that of a month, the Board of the Residence may ask the resident to leave the Center within not more than five days of the notice given. In this event, the Residence is entitled to require payment of the complete amount corresponding to the academic year, as compensation for the damages and loss caused by having a free place once the University has started.

## 6. RENEWING RESIDENT'S STAY

- **at the beginning of the 3<sup>rd</sup> quarterly** of each academic year, residents must apply to renew their stay for the following year. The form to this effect should be filled in, indicating the option requested and in the due dates indicated. The Board reviews, establishes a dialogue and consequently decides.
- once the admission is confirmed it becomes clear that parents and student alike accept the entire content of this document and are committed to complying with it.  
during the summer holidays the bedrooms must remain **completely empty** in the case of students who are not returning, and stored away in the manner that the Center indicates are to return the following year. This is necessary in order to make cleaning easy, and to enable others to use the rooms during the summer.
- **and the end of each academic year commitment to continue in the Residence is ended,** both on the families' part as on that of the Board of the Center. Therefore, on leaving for the summer holidays, or permanently, each resident must cancel its accounts with the Administration of the Center.