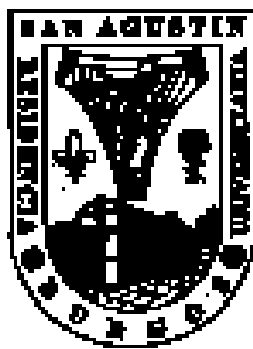


REGLAMENTO DE
REGIMEN INTERIOR



Residencia Universitaria
SAN AGUSTIN

THE Government Commission of the most Excellent Provincial Committee of Burgos, in conformity with the Board of Trustees proposal and the prior approval of the Culture, Education, and Tourism Committee in a session celebrated the 24th of February 2000, approved the following bylaws of Internal Management of the University Residence San Agustín, as a complement to the Statutes that govern said Residence, unanimously approved by the Provincial Committee in a session celebrated the 26th of June 1997.

P R E A M B L E

THE University Residence San Agustín is established as a University Center for support and service to those university students in degree and technical programs who must reside away from their family domicile in order to pursue studies in Burgos.

In this context the Residence affirms as its essential objectives the upholding of a person's dignity and privacy and affirms and recognizes the responsibility of its residents to strive to improve their academic, cultural, and social formation before the educational community.

The University Residence San Agustín is governed by the Statutes in force and by the present bylaws of Internal Management.

CHAPTER I

SERVICES

Article 1. –

The services offered by the Residencia are, among others, the following:

- Single or double room with shower
- Cold and hot water, central heating and telephone service in each room.
- Laundry facilities on premise and daily cleaning service.
- Classrooms, computer room, gym, TV and VCR.
- Reception service 24 hours a day.
- Parking, walking areas and paddle and basketball courts.
- Cultural, sport, social and leisure activities.

Article 2. –

1. – The Residencia offers a complete meal plan, which includes breakfast, lunch and dinner every day.

2. – The Director must be notified of any alteration in food habits or any furniture change before the occupation of the room.

3. – Food can only be taken to the rooms in case of illness, which must be communicated to the Director's Office and justified with the corresponding medical report.

4. – Washer and dryer tokens are available at Reception, at the fixed prices.

5. – Phone bills will be given at the beginning of each month* and must be paid in cash in 5 days time*.

6. – Under no circumstances will the Residencia give an advance or lend money to the residents.

* During summer the phone bills will be given every Monday and must be paid by 4:00 p.m. that same day.

GUARANTEES IN FAVOUR OF THE RESIDENT

Article 3. –

The Director's Office of the Residencia guarantees the resident the following rights:

- The right to be treated with fairness, without discrimination because of birth, race, sex, religion, opinion or any other personal or social circumstance.
- The right to representation and defense.
- The right to rest, silence, privacy, and confidentiality
- The right to have visits at the fixed timetable and in the common areas.
- The right to have the services mentioned in Chapter I.
- The right to propose, organize and make suggestions about activities.
- The right to be informed regarding his/her future in the Residencia.

- The right to meet and hear other residents about a problem and work to solve it by analyzing not only the possible solutions but also the resources at hand.
- The right to personal freedom as long as it does not infringe on the rights of others.

RULES OF MANDATORY OBSERVANCE

Article 4. –

1. The resident must accept the following rules about the functioning of the Residencia:

- a) Room changes will only be allowed with the permission of the Director and when there is a written agreement between residents.
- b) In the rooms no electric appliances such as hot plates, heaters, microwaves, etc. are permitted.
- c) Candles or any other instrument that produces flames or smoke are forbidden.
- d) No pets of any type are permitted.
- e) In the common areas no element from outside the Residencia can be installed, especially a hi-fi or sound system.
- f) Each resident is responsible for the cleanness and tidiness not only of his/her room but also of the common areas.

- g) The resident is reminded that all lights must be turned off and the rooms always locked upon leaving.
- h) Proper attire is required at all meals. Please note pajamas are not considered appropriate dress for meals.
- i) In accordance with Department of Health Regulations, please be advised that shoes are to be worn at all times in the common areas.
- j) It is expected that the resident will cooperate fully with members of our cleaning staff. Therefore it is required that residents refrain from leaving clothes on the floor and undergarments in plain view. The resident will also be asked to leave his/her room during cleaning.
- k) It is not permitted to put anything on the window-sill so as to avoid hurting people or damaging things.
- l) Any repair that needs to be done must be communicated to the Director's Office by filling in the corresponding form at the Reception desk.
- m) Students may not leave their personal belongings unattended in the common areas.
- n) The resident is warned that pranks are strictly forbidden.

Article 5. –

Faculties of the residential institution:

- a) The Residencia accepts no responsibility for the loss or theft of any personal items or money inside the building.
- b) Likewise, it accepts no responsibility for any damages or robberies occurring to vehicles parked in the parking lot.
- c) The Director's Office reserves the right to enter the room for maintenance, security, emergency or rules violations at any time. Please be advised that room inspections will be carried out weekly.
- d) During room inspections the Residencia reserves the right to confiscate any supplies and /or objects that could cause disturbance/inconvenience to other residents or are listed as prohibited in the rule book.
- e) In an effort to foster the full integration of the residents and boost community spirit the Director's Office commits to promote the development of cultural, social, sport and other leisure activities.

CHAPTER IV

COHABITATION REGIME

Article 6. –

1. – Official room occupants are required to maintain the room in a state of good repair and assume all responsibility for any damage beyond what can be expected from normal use.

2. – The entry of any other resident or person in the occupant's room will require prior authorization from him/her.

3. – Only the receptionist is authorized to give and take the room keys from behind the desk.

4. – Room keys must be left with the receptionist any time the resident leaves the Residencia.

Article 7. –

1. – Visitors must proceed directly to the reception desk, and be announced by the receptionist.

2. – The visitor must record his/her name and the number of his/her identity card in the visitors' log located at the reception desk.

3. – The established timetable for visits is from 10 a.m. to 11 p.m. Any request for deviations from the established schedule are considered on a case by case basis at the discretion of the Director.

4. – Visitors wishing to use the dining facilities may do so by notifying the receptionist before hand and purchasing the required meal ticket.

Article 8. –

The telephone available at the reception desk may only be used for internal phone calls with the prior consent of Residencia personnel.

Article 9. –

1. – Those residents who wish to leave the Center at night, after 10:00 p.m., must sign out in the sign-out book located at the reception desk, his/her name, signature, time of departure and time of arrival.

2. – The main entrance to the Residencia is locked at 11:00 p.m. Residents arriving after 11:00 p.m. must ring the bell.

Article 10. –

Should a resident wish to be absent overnight he/she must fill out an absence form at the reception desk or telephone the receptionist. The Residencia must be notified of any change of plans, and the resident must check in upon his/her return.

Failure to comply with these procedures will result in the absence being noted as unjustified, which is a minor disciplinary offense.

Article 11. –

1. – The use of the facilities and services of the Residencia must take place in such a way that all residents may enjoy them.

2. – In any case, that use must be balanced with the right of all residents to study, work and rest.

Article 12. –

The TV room will be closed at 12 a.m., except on Saturdays and Sundays.

Any exceptions to this rule are at the sole discretion of the Director.

Article 13. –

Games of chance and bet placing are strictly prohibited in the Residencia.

Article 14. –

1. – In the common areas, it is expected that at all times residents and visitors will use appropriate dress.

2. – The display or viewing of pornographic material or anything that may be considered offensive is strictly forbidden.

3. – Rude or aggressive behavior, including the telling of offensive jokes, which disrupt the order and peace necessary to rest and study, are strictly forbidden.

Article 15. –

1. – The timetables for the use of the facilities and services as well as any modifications are fixed by the Director's Office.

2. – Residents are strictly forbidden from entering the reception area, kitchen and maintenance areas.

Article 16. –

Residents may park their vehicles in the Residencia parking lot by supplying the Director's Office with the color, make, and license plate number of the vehicle. Upon registration the Residencia will provide the resident with a card which must be displayed in the vehicle at all times.

Article 17. –

1. – From 12 midnight on, meetings of any type are not permitted, and silence must be respected.

2. – Loud conversations must be avoided.

3. –It is strictly forbidden to have parties inside the Residencia.

Article 18. –

In order to have private classes in the Residencia prior consent from the Director's Office is required.

Article 19. –

Any complaint or observation about the Residencia staff or other residents should be communicated to the Director's Office.

Article 20. –

The resident assumes the responsibility of enforcing and ensuring that the Articles of Association as well as the rules and regulations stated in the Resident Handbook are upheld and enforced. The resident must pay special attention to the Cohabitation Regime, and accept his/her responsibility in any corresponding disciplinary regime.

Article 21. –

In all cases and at all times the following are strictly forbidden:

- a) The possession, consumption or dealing or any kind of drug, narcotics or psychotropic substances or the incitement to its consumption. Any breach of this rule will result in the immediate expulsion of the resident. Returning to the Residencia under the influence of any illegal substance will also result in the resident's immediate expulsion.
- b) The consumption of any alcoholic beverages in the rooms. The violation of this rule will result in an infraction. Returning to the Residencia under the influence of alcohol, inebriated, will also result in an infraction. The disciplinary response regarding alcohol related infractions is as follows:

- A first infraction: warning
- A second infraction: probation
- A third infraction of any type: immediate expulsion from the Residencia.

Consequently, the possession of alcoholic containers or even decorative bottles is not permitted.

- c) The possession of any kind of weapon or firearm.
- d) Sexual harassment or aggression.
- e) Physical violence towards other people.
- f) Offend orally or physically the residents or the staff of the Residencia.
- g) Steal or take money or any other object or possession from the staff, residents, or the Residencia.
- h) Any irresponsible behavior which may result in academic failure in his/her studies.
- i) Any behavior resulting in the deterioration or destruction of Residencia property.
- j) Any initiative which may create insubordination, a lack of discipline, discord or division among the residents.
- k) Uncivil behavior inside or outside the Residencia, which may result in the deterioration of the image, prestige, and good name of the Residencia.
- l) The systematic opposition to the fixed rules and the resistance to accept the decisions made by the Director's Office.