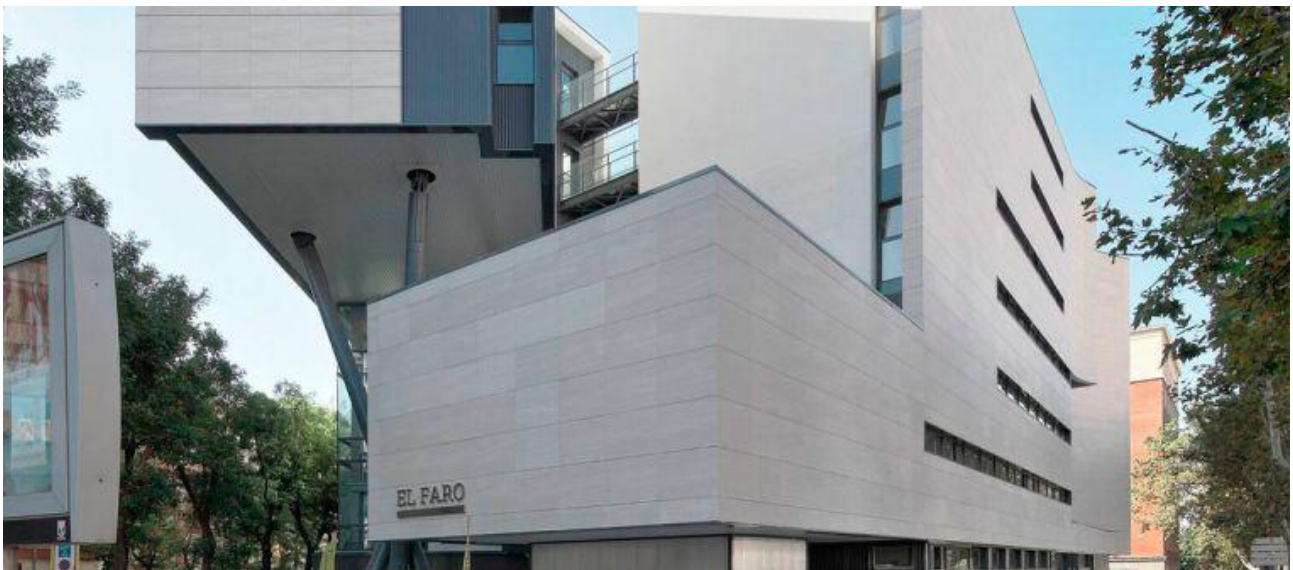


**Syracuse University**  
Madrid



**DORMITORY**

**NORMS**

**SPRING 2019**

## **OBJECTIVE OF SYRACUSE UNIVERSITY:**

A primary objective of the Syracuse Madrid dormitory program is to integrate students into Spanish society. Through this experience, students will have the opportunity to engage with Spanish students and improve their Spanish language skills while learning about Spain and experiencing Spanish culture.

The residence hall, Colegio Mayor El Faro, inaugurated in September 2016 is a luxury student housing facility in the heart of Madrid, situated in the Moncloa neighborhood of downtown Madrid and is a 25-minute walk or a quick commute to the Syracuse Madrid Center. The rooms are furnished, including a safety deposit box, a small kitchenette with a sink, mini-fridge, and microwave. Bed linens and bath towels are provided and laundered weekly by the cleaning staff. Three daily meals in the El Faro cafeteria are included in this option.

## **1. INTRODUCTION**

- Syracuse Madrid students make up a small portion of those who live in the building. Other residents include Spanish and international students enrolled at local universities or in other study abroad programs.
- Prior to arrival, students will have the opportunity to state their housing preferences and/or special needs. At this time, a specific roommate or random roommate may also be requested.
- Syracuse Madrid prohibits discrimination based on gender, race, sexual orientation, gender identity and expression, politics and/or religion.
- Students will be provided with breakfast, lunch and dinner during established and published times. Students who attend UAM or the IE in Spain may pay an increased program fee to cover additional room and board costs, where applicable. This is due to the differences in the academic calendars between Syracuse Madrid and the local universities.

## **2. INSPECTIONS**

- Upon arrival at El Faro, students will be informed of the number of the assigned accommodation and will be given a room inventory form. This inventory form must be returned and signed within two days, once the student has completed the inspection, jotting down comments the student believes appropriate and providing photographs if

necessary. If after this deadline, the student has not returned the signed form, it is assumed that the furnishings and the room were in perfect condition.

- Prior to move-in, El Faro management will ensure that the residence hall is free of pests, including bed bugs. Any damage to El Faro property must be paid for by the student before the end of the period of study in Madrid. This includes fumigation costs associated with bed bugs, fleas, etc., the student brought into the residence hall.
- There will be quarterly inspections to check the state of the accommodation and the furniture found in each.
- In the final seven calendar days of the contract period, there will be a joint visit of the accommodation to re-evaluate the room inventory signed on the date of arrival at the residence.
- Any damage to facilities or furniture, both inside and outside the rooms, must be communicated in writing to the staff of the residence. Any damage not covered by the deposit must be paid for by the student before the end of the semester of study. This includes fumigation costs associated with bed bugs, fleas, etc., the student brought into the residence hall.

### 3. STUDENT ROOM

- Students will be in a double room with twin beds, which will be occupied by two members of the Syracuse Madrid program (same gender). Cleaning staff will clean the room one morning a week and change bath towels and bed linens. Students are asked to keep it as well organized as possible so it can be cleaned without moving belongings around.
- Students are responsible for the condition of the room and should make every effort to leave the room in the same condition in which it was found: completely empty and clean.
- The Management reserves the right to inspect a student's room if doubts exist as to its condition.
- Students may not enter another resident's room without that resident's authorization.
- It is prohibited to possess and/or use of objects or devices that can disturb or potentially disturb neighboring residents. **Animals are not allowed in the building.**
- Students may not alter the furniture in the rooms or put up posters, pictures on the wall without direct, written consent from El Faro Management. Prohibited items will be removed from the room.

- Candles or similar flame or smoke-producing articles are not allowed. Elements that can damage the building property are also prohibited.
- Changes in room assignment must be approved by all students implied, by El Faro Management and by Syracuse Madrid's housing coordinator and director of Student Life.
- Rooms have central air and heat that is regulated by the building Management permitting slight personalized adjustments in the rooms.
- Students may store and heat up food they have purchased, in their bedroom. Toasters are prohibited in the rooms.
- Students should not place a hot pan on a kitchen work surface, carpet, table or other surface that can burn.
- Students should use the ironing boards in the laundry room to iron clothes. Clothes should not be ironed in the rooms unless the student has an ironing board.
- Students should not hang clothes around windows or light fixtures.
- Students should ensure that lights, water and electrical appliances are properly turned off when they are not in use.
- Students should store their valuables securely and ensure that their door is appropriately closed.

#### 4. MEALS IN THE RESIDENCE HALL

- Students will have daily access to breakfast, lunch, and dinner in the residence hall dining room. Meal times are posted in the entrance.
- Meals may be held for the student to reheat in the microwave if the staff is notified 24 hours in advance.
- Allergens are generally posted by each dish, but students with dietary restrictions are encouraged to communicate these to the kitchen staff.
- Students need to adapt to Spanish food as part of the cultural experience. The student must not expect the food to be cooked or taste like the food at their home.
- Spaniards also love to talk during and after meals, particularly during the weekends. Students are encouraged to participate in *la sobremesa*, or conversation around the table, with local students. Spaniards can also be politically conscious. Students may be asked their opinion on the U.S. American government and will observe that many Spaniards have definite ideas about the U.S. and its foreign policy.

## 5. COMMON AREAS

- The common areas include game room, entrance lobby, study rooms, exercise room, laundry room and dining room. ***The meeting room (Sala de Juntas), parking garage, rooms and hallways are not common areas.***
- Students must respect the common areas as well as the furniture and other items that pertain to said areas. These areas should be used only for the purposes for which they were intended. The deliberate deterioration of the facilities is considered a serious offense, and the student will be responsible for the cost of repairs and/or replacements.
- Students should be appropriately dressed in common areas.
- Students are responsible for maintaining good behaviour in the common areas.
- Trash must be left in appropriate receptacles and not in the hallways or common areas.
- To reserve study rooms, students will need prior authorization from the Management.

## 6. SLEEPING AWAY FROM THE RESIDENCE

- For security purposes, **the front desk must be informed in advance if a student will not be spending the night in their room.**
- Aside from the *Semana Santa* break, **students shall not spend more than four consecutive nights** away from the residence. In every case, the front desk should always be informed in advance of the student's whereabouts.

### For spring students only:

- Though students may still sleep in the residence hall during *Semana Santa* (Spring Break), the housing contract does not include meals during this period and meal costs must be covered from personal funds
- The Management is not responsible for student activities that take place outside the premises without prejudice to any liability arising, in which case the applicable law will also be applied.

## 7. KEYS

- Students have the right to one key exclusively for personal use and under the student's sole responsibility.
- There is a 20€ key replacement fee. This fee must be paid in cash.
- The key is needed for access to common areas, dining area and *El Faro* loan services.

- Students must present their key when requested by *El Faro* staff or anyone authorized by Management for this purpose including, but not limited to, security personnel and kitchen staff.

## 8. LOST AND/OR STOLEN ITEMS

- Personal valuables are always the student's responsibility. The Management is not responsible for the theft of items, money, etc., which may occur within the rooms or in any other common area of the residence. It is recommended that students not leave personal belongings in common areas. Syracuse student's rooms are equipped with a personal safe for the safe keeping of valuables.

## 9. BEHAVIOR

- **Novatadas, or orientation pranks/hazing, are strictly prohibited**, as are individual or group acts that can infringe upon another's dignity and fundamental rights, without prejudice to any liability arising, in which case the applicable law will also be applied.
- An infraction of the above will be considered a serious offense and will be sanctioned with immediate expulsion of *El Faro* without the right to a refund of deposit or payment. Furthermore, Syracuse University will be notified.
- Uncivil behaviour towards another resident or staff member is also prohibited, be it written or otherwise.
- Firearms, other classes of weapons, explosive or flammable substances are forbidden, as is any item that may cause physical or mental harm.
- **Smoking is prohibited** throughout the building.
- The possession, consumption or distribution of any class of drugs, narcotics or psychotropic substances is strictly prohibited, as is *inciting* or inducing *others* to illicitly use drugs.
- The possession or consumption of alcohol is strictly prohibited on the premises.  
**Drinking and/or storing alcoholic beverages in the residence hall rooms or common areas is forbidden. Violations will result in expulsion from the residence hall at the students' expense.**
- **Quiet hours are from 11:00pm to 8:00am.** Noise from conversations, electronic devices, etc., must be kept at a minimum to respect residents' rest.
- Parties are not allowed in the rooms. Authorization must be requested at the front desk in order to throw parties in common areas or building terraces/patios.

- **Visiting hours are from 10:00am to 11:00pm.** Guests may not sleep in the student's room. Students are responsible for their guests. **Guests are not allowed to eat at Residence Hall unless they pay for meal at the reception front desk in advance.** All guests must sign in and out at the front desk.
- A Syracuse Madrid staff member (Resident Assistant) will live in the residence hall and meet regularly with Syracuse students. This will be the students' point of reference along with the Management. **The Resident Assistant will have a phone number to facilitate communication with the residents during office hours; however, this number is not to be used for emergencies. Students should call the published emergency numbers in the event of an emergency.**
  - Life-threatening emergencies: 112
  - Syracuse Madrid health and safety emergency line: 696 413 977
  - 24-hour mental health crisis line: 646 986 317

## 10. GENERAL RESIDENT HALL WELL-BEING

- "I understand that I must inform the Wellness and/or Housing coordinator immediately if I suspect I may have":
  - **Brought pests into the residence hall/room, or**
  - **I may have a communicable illness.**
- "In the event I need to vacate my room for:
  - **Pest control, or**
  - **As the result of a local physician's written recommendation,**I understand that until the housing coordinator has determined that I may return to my room in El Faro, I will be placed with a host family if no beds are available at the residence hall".



## **COLEGIO MAYOR EL FARO DISCIPLINARY NORMS**

### **Minor offenses include:**

- Keeping items for shared resident use in a room.
- Misuse of common areas and services or outside of established hours.
- Violation of norms regarding the use and hygiene of common areas and rooms.
- Keeping animals on the premises.
- Three consecutive cleaning days without cleaning the room.
- Switching out furniture between rooms or misuse of furniture.
- Repeatedly entering the building under the influence of alcohol.

### **Serious offenses include:**

- Organizing or participating in any activity that disturbs the peace within the building.
- Disturbing the peace during nighttime hours within or outside of the building, alongside other residents or with residents of other facilities.
- Not following the instructions and directives of the Management.
- Allowing parties who are not affiliated with *El Faro* partial or total use of the rooms.
- Entering another resident's room without permission.
- Remaining in common areas with people not affiliated with *El Faro* outside of the established hours.
- Intentionally destroying or damaging building property.
- Seriously impacting residents' ability to rest or study.
- Accumulating three minor offenses.

### **Very serious offenses include:**

- Disrespecting or physically or verbally attacking another resident, staff member, or anyone on the premises.
- The possession or consumption of alcohol or any type of drug or narcotic, and the possession of weapons in any area of *El Faro*.
- Carrying out any activity related to *novatadas*, or orientation pranks/hazing, or any individual or group act that can infringe upon the dignity of another resident, staff member or person unrelated to *El Faro*.



- The commission of a crime as defined by local law.
- Accumulating three serious offenses.
- Smoking outside of the designated areas.

## SANCTIONS

- The Management will communicate all infractions to Syracuse Madrid for the appropriate sanction.
- If a law has been broken, the Management will also contact the local authorities.
- In any event, students are responsible for covering any damages caused by misuse or abuse.

## SYRACUSE MADRID STANDARDS OF BEHAVIOR

- **Syracuse Madrid reserves the right to remove a student from housing for violating Syracuse Madrid and/or Syracuse Abroad Dormitory Norms.**
- **Multiple violations of Residential Probation may result in** [1] the immediate removal of the student from Syracuse Abroad sponsored housing and [2] or possible immediate expulsion from the program. In the case of immediate removal, the student will be required to find and pay for their own housing for the duration of the program and to sign a Notice Regarding Independent Housing Arrangements. There will be no refund of the housing fee in the case of removal or expulsion.
- **Examples of violations include but are not limited to:**
  - Students who do not respect the dormitory rules and regulations.
  - Students who damage any property at the residence. Any damage must be paid for by the student.
  - Disorderly conduct, public intoxication, and/or excessive use of alcohol. Possession, use or distribution of illegal drugs in the dormitory.
  - Students who don't respect the established quiet hours
  - Students who sneak others into their room after visiting hours have ended.

## GENERAL SYRACUSE ABROAD STANDARDS OF BEHAVIOUR

All Syracuse Madrid participants are held accountable to the Syracuse University Statement of Student Rights and Responsibilities ([http://supolicies.syr.edu/studs/stud\\_rights.htm](http://supolicies.syr.edu/studs/stud_rights.htm)), and Code of Student Conduct ([http://supolicies.syr.edu/studs/std\\_code\\_conduct.htm](http://supolicies.syr.edu/studs/std_code_conduct.htm)).

Syracuse Abroad seeks to provide students with international education opportunities, which allow them to learn in a respectful and safe environment. Behaviour, which violates local laws or disrespects the program, host country, or homestay rules will be considered in violation of the Syracuse Abroad Standards of Behaviour. More information can be found here: <http://suabroad.syr.edu/who-are-you/accepted-students/su-abroad-policies/behavioral-standards/>

Examples of violations of the Syracuse Abroad Standards of Behaviour include but are not limited to:

- Actions that are considered abusive, harassing, or actions that physically harm or threaten physical harm to any persons (including oneself).
- Damage to property.
- Violation of housing rules with host families, apartments, or other housing arranged by Syracuse Abroad and/or conduct that jeopardizes the relationship between an Syracuse Abroad program and its established housing providers.
- Violation of hotel rules during orientation, field study seminars or course related field trips.
- Disorderly conduct, public intoxication, and/or excessive use of alcohol.
- Use or distribution of illegal drugs.

## RESIDENTIAL PROBATION WITH POSSIBLE REMOVAL OR EXPULSION

This status indicates that the student has violated housing rules as outlined by the Syracuse Abroad center, host institution, or housing agent. The decision to place a student on residential probation will be made by the onsite program director in consultation with the Syracuse Abroad Executive Director.. The onsite program director will formally document the student's behaviour as well as the conditions by which the student will remain in Syracuse Abroad sponsored housing. A copy of the documentation will be sent to the Syracuse Abroad Executive Director and the Syracuse University Office

of Student Rights and Responsibilities (Syracuse students) or the student's home institution study abroad office (visiting students).

The student must have a series of meetings with appropriate staff, abide by the conditions outlined in the formal documentation, complete community service (restorative punishment), and/or write a research paper related to the violation.

Further violations may result in [1] the immediate removal of the student from Syracuse Abroad sponsored housing and [2] possible expulsion from the program. In the case of immediate removal, the student will be required to find and pay for their own housing for the duration of the program and to sign a Notice Regarding Independent Housing Arrangements. There will be no refund of the housing fee in the case of removal or expulsion. The decision to remove or expel students will be made jointly by the onsite program director and the Syracuse Abroad Executive Director.