

Welcome

to Vila Universitària



We hope that your stay in the apartments will be as pleasant and comfortable as possible.

Day of arrival

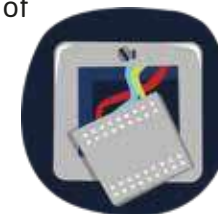
On the day you arrive we will be available in the offices for you to come and sign your contract if this is your first year in Vila. When you have done that your **Student Assistant** will take you to your flat and give you the keys.

If you are the first to arrive you will also be given the key for the post-box, which is located in front of the lifts.

Inventory on arrival

When you reach into the flat an inventory will be carried out which reflects the state of the flat on your arrival. There is an observations section for noting down any possible defects which do not appear in the inventory.

There is also an annexe for noting down anything you notice during the first few days of your stay.



NOTE

An **inventory** will be carried out when you leave the flat. If there are any defects which do not appear in the original inventory the cost of repair or replacement will be deducted from the deposit at the end of the contract, or from the monthly payment for October.



- **Copy of keys:** can be requested at reception 24 hours a day. Cost: 3.24€.
- **Loss of keys on non-working days:** go to the security service. Tel.: 93 581 73 13.
- **Loss of post-box key.** Cost: 12.73€ + VAT.
- **Return of keys:** at the end of your stay return your keys to Vila offices.

Repairs and maintenance



Vila Universitària is responsible for **maintaining common and structural elements**.

Where domestic appliances such as the fridge or the hob do not work properly this should be reported to reception so that the maintenance team can come and repair them.

Maintenance and repairs inside the flat such as defrosting the fridge, ensuring the drains are not blocked, etc. is the responsibility of the residents.

Some common examples of repairs and their cost:

-Change the toilet lid	32.14€
-Change bathroom shelf	39,49€
-Change refrigerator handle	20.00€
-Change freezer drawer	34,50€

If you need any repairs to be done you should go to reception with a maintenance note consisting of the repairs to be undertaken and your authorisation to cover the cost.

If you have any questions about repairs or the cost of repairs which do not appear here, please ask at reception.



NOTE

There is a surcharge on services at the **weekend or on non-working days**. Only in case of urgent repairs.

Inventory

The student assistant will check the apartment and they fill the document "Annex d'inventari d'entrada" and write down everything that is in bad shape.



The monthly telephone bill costs e **16.24€ VAT included**.

Calls between flats and to reception are **free**.

Daily life Civil behaviour and sharing



Rest is important for everyone. To guarantee that everyone gets the chance to rest noise is not allowed in or outside the apartments of Vila Universitària from midnight to 8am.

Respect is the basis of successful sharing. Together you can enjoy a good environment for living and studying through respect for your colleagues and for the installations in Vila.



The following is prohibited:

Any action or participation in an action such as disruption of privacy, humiliation, marginalisation or theft which may contravene personal rights or pose a danger to personal or collective safety.



Important:

Failure to comply with the basic rules may result in expulsion and the cancellation of the contract.



Rules and recommendations:

- Look after the domestic appliances and keep the inside of the flat clean.
- Throw rubbish away in the corresponding recycling bin.
- Do not drive any vehicle in prohibited areas or areas which have not been conditioned for that use.
- Do not keep any type of animal.
- For safety reasons elements such as blinds or awnings may not be added to the façades of the buildings.
- Respect the devices and apparatus such as lift alarms, fire extinguishers and lighting elements found both inside the flats and in the common areas.
- Keep the urban furniture and the common areas clean and respect the green areas.
- Help Vila staff and volunteers in case of emergency.
- Consume alcohol responsibly.



Emergencies and safety



Security Service

There is a security service in Vila Universitària which operates 24 hours a day 365 days of the year.

It is there to ensure the welfare of everybody and also to make sure that the installations are used correctly and that the internal rules are adhered to.

In a case of emergency it is important to cooperate with the team and follow their advice and instructions.

Advice:

- Never write the number of the flat on the key.
- Make sure you close the windows and doors before leaving the apartment.
- Look after your personal belongings.
- Do not invite people you do not know very well into the apartment.

Emergencies:

Do not hesitate to contact Security in case of emergency or failure to comply with the rules:

- If you notice any problems with the working of any of the installations.
- If you feel uncomfortable with any kind of behaviour.
- If you witness acts of vandalism.
- If you have a medical emergency.



NOTE

Vila's Security Team

All year round – 24 hours a day

Tel. **93 581 73 13**

Resident's support



WWW.VILAUNIVERSITARIA.UAB.CAT

On the Vila website you can find news and information about:

- Billing.
- Resident Club activities.
- New features.
- And much more.



Is there something you want to tell us?

How can we improve?

So that you feel at home in Vila we encourage you to contact us either by e-mail through vila@vilauniversitaria.com, using the suggestion form which is available in reception, and in our web side "contact"

More services:

- If you have family visitors they can be accommodated in **Vila 2**. Please ask at reception.
- If you want to change flat or you fall out with one of your flatmates contact the **Student Assistant** or the Resident Support team.



Newsletter

Els apunts de la Vila is a publication for residents by residents with useful information, entertainment, interviews and reports.

NOTE

Resident's support

At reception: Monday to Friday, 24 hours.

Contact phone

no. **93 581 70 04**

Security team: weekends and holidays, 24 hours.

Contact phone

no. **93 581 73 13**

If you want to keep up to date with what's happening in Vila connect to our social networks.

Find all links on
www.vilauniversitaria.uab.cat



- **APP. vila**
- **Informatic support**
- **Social media**



Vila Universitària has signed up to the minimum waste programme of the UAB, which consists of the introduction of an ecological waste management model aiming to recover 80% of the materials. Selective waste collection and treatment makes it possible to save many natural resources.

There are different recycling bins around the campus and in Vila for all types of waste.

Batteries or medicines that are used or past their expiry date: you can deposit these in the special containers provided in Vila and the Plaça Cívica



Batteries



Clothes



**Grey
Inorganic**

**Green
Glass**

**Yellow
(Plastic)
Containers**

**Blue
Paper and
cardboard**

**Orange
Cooking oil**

**Brown
Organic**

Use fluorescent lightbulbs: the maintenance team at Vila will collect them.



The UAB has a waste manager and a free reusable materials service.
Check out the site: www.uab.cat/mediambient



Renewal of contract

Contracts for the next academic year are renewed **in May**. If you request renewal later than that Vila Universitària cannot guarantee your preferences over those of the new residents.

The Resident Support team will keep you informed throughout the year of benefits and conditions.

Exchange students

Students on an Erasmus, Socrates or other exchange programme must stay for at least 4 months. If you wish to extend the contract you must give 30 days' notice before the end of the present contract. This requires a returnable deposit of €170 in addition to the month's rent.

Do you want to stay for the summer in Vila Universitària?

We offer 4 options:

- July and August.
- Only July.
- The first fortnight of July (signed in June).
- Rent a apartment by days.



Duration of contract

The contract duration is for 10 months from 1 September to 30 June like the academic year.

Exchange students arriving mid-year: the contract duration is until 30 June and a returnable deposit of €170 in addition to the month's rent is required.

Options for changing flat

If for any reason you want to change flat contact the Resident Support service. We will try as far as possible to meet your needs.



Cancellation of contract

You should give **30 days'** notice if you want to cancel your contract. Cancellation of the contract without any academic justification means that your deposit will not be returned.

NOTE

The accumulation of more than two months' unpaid rent will lead to the **immediate cancellation** of your contract with Vila Universitària, without the right to have your deposit returned.



Contract's expiration

- At the end of the academic year the apartment should be vacated before **12 midday** on the last day of the contract.
- Any outstanding utilities costs will be deducted from the deposit.
- The deposit will be returned from October of the current calendar year to the same account as the rent is paid from.

NOTE

On vacating the apartment an inventory is carried out. The cost of any defects caused by misuse of the installations or any defects which do not appear in the arrival inventory will be charged on October.

They will charge you on October.

If you need storage space please contact **Reception office** and see the relevant section in this guide.

Residents Club



The **Residents Club** was created in 1999 to liven up the social life in Vila Universitària. It was organised different activities such as **courses, excursions, celebrations** and much more. Now this functions is carried out by the students so assistant helped by collaborators

Common Rooms

- Study Rooms.
- Billiards Room.
- Multipurpose room.

For more information please contact:

RESIDENTS CLUB

whisker_vilauab INSTAGRAM

Vila Universitària's offices

93 581 70 04

clubderesidents@vilauniversitaria.com

Student Assistant



The **Assistant** is an experienced resident who has lived in Vila for some time and can help to resolve many of your queries when you arrive. He/she can answer many of your questions and is always available when you need him/her.

Who is your Student Assistant?

When you arrive you will receive a brochure with the name and contact details of your Student Assistant.

Also there is the informalia of all activities, wellcome day...during september.



Programs in Vila

- Vila TV, You tube chanel
- Gat moix, they take care of cats in vila.
- Dinamization: activities in Vila.
- Informatic support.

What can the Student Assistant do for you?

- Welcome you when you arrive.
- Show you around during your first few days in La Vila.
- Answer your questions.
- Resolve any queries.
- Tell you about the services of Vila and the UAB.
- Act as a contact between you and Vila Universitària.



The bill

You can check your bill on our website:

www.vilauniversitaria.uab.cat

To do so you need to have registered beforehand in the ID zone.

Contracts less than 10 months
water and electricity expenses
are included.

If you need any clarification or want to comment on your bill please go to reception or contact the Resident Support team:

vila@vilauniversitaria.com

Information about the bill:

- Bills are paid between 1 and 5 of each month, except September.
- Copies of the utilities companies bills can be requested.
- Charges for copies of keys and repairs are included in the bill for the following month if they have not already been made in cash at reception.
- All shared costs in the apartment (electricity, water, telephone, defects and repairs) are paid in equal parts among the residents.
- Water and electricity bills are real and not estimates.
- Electricity will charge every month and wather every two months.

Vila Universitaria

UBA

Campus de la UAB - 08193 Bellaterra
(Cerdanyola del Vallès) - Barcelona - Spain
Tel. +34 93 581 70 01 - Fax +34 93 580 91 86
www.vilauniversitaria.com

Vila Universitaria, S.L. - NIF B-00064143 - Registre Mercantil Barcelona - Nomin 20086 - Tel. 136 i 7700 - Nomin 47

Factura	Data	Institució	Domiciliació bancària			
Concepte			Quantitat	Preu	Total / Base	% IVA

Base	% IVA	IVA	Import
Total factura			

AOM.09.R.02

UBA
Universitat Autònoma
de Barcelona

Vila Universitària provides essential services and some complementary services so that you can find what you need without having to travel.

Vila services



Student support classroom

Tel. 93 586 44 92

Driving School

Tel. 93 594 44 40

The Supermarket of Vila

Tel. 93 592 12 41

Automatic cash dispensers

Savings Bank "La Caixa"

Laundry-dry cleaner's

Tel. 93 580 67 45

El Cau de la Vila (bar-restaurant)

Tel. 93 592 01 89

Punt de Trobada (bar-restaurant)

Tel. 93 580 04 95

Pupurri (stationery)

Tel. 93 592 98 90

Covered Parking

Avancar

Rent a car per hours

If you receive visitors: Vila 2

Your friends and family can be accommodated in Vila 2. There are fully equipped 40m² apartments for 1 or 2 people.

More information: 93 581 70 04,
estiu@vilauniversitaria.com

Swimming pool

Vila's swimming pool is for the exclusive use of the residents.

Opening dates and times from May to September, depending on weather conditions.

Every day 10am-9pm.

Football and beach volleyball fields

Residents can use both fields for free.
Opening times: All year round, from 10am to 10pm.

Medical attention

All members of the UAB university community have the right to medical care from the UAB Health Centre.

Tel: 93 581 18 00 i 93 581 19 00.

Emergency telephone numbers:

Ambulances from Cerdanyola del Vallès 061

Fire brigade of Bellaterra

93 582 03 00

Mobile ICU of the Bellaterra fire brigade 085

Toxicology Information Centre

91 562 04 20

Pharmacies:

Plaça Cívica

Farmàcia de l'Autònoma
Tel. 93 691 82 31

Bellaterra

M. M. Gordillo
Joan Fàbregas, 3
Tel. 93 711 93 97

For information on night and weekend pharmacy services outside the usual hours, please call:

Cerdanyola del Vallès Town Council

93 580 88 88

Cerdanyola del Vallès local Police

93 691 20 00

Utilities



Electricity, central heating and water

In the apartments everything works on electricity: central heating, cooker and water heater.

There are two types of meter to regulate use depending on the block: manual and digital.

Setting either type of meter is the responsibility of the maintenance service, and meters are changed depending on the time of year.



There are two types of electricity rate:

Night time rate:

- 10pm to 11am, October to March.
- 11pm to 12am, April to September.

We recommend that you use the cooker, and shower, as well as other frequently used installations, within this timetable.

Daytime rate:

- 11pm to 10pm, October to March.
- 12pm to 11pm, April to September.





Plaça Cívica services and shops:

Check out www.placacivica.com to find all the information and contact details of the following:

- Restaurant de la Plaça.
- Banc Santander (savings bank).
- Canon España (reprography).
- Orlimarc (photography).
- La Farmàcia de l'Autònoma (pharmacy).
- Campus Driving School.
- Abacus (bookshop and stationery).
- C&C Llongueras Hairdresser's School.
- Tutti-Frutti candies.
- Automatic Cash Dispenser "La Caixa".
- L'Òptica Universitària (optician).
- Fisio (move).
- Viatges University

UAB Services:

- Information Point INFOUAB
- International Welcome Point IWP
- Students Building ETC
- General and newspaper library
- Cultura en viu (cultural programmes)
- Autònoma Solidària Foundation (solidarity programmes)
- PIUNE (service for students with special needs)
- Physical Activity Service (sport facilities)
- Library Service
- Language Service (language school)
- Publications Service
- Restaurant Service (bars and restaurants)
- Treball Campus (job centre)
- Fundació Alumni

And many more.

Find all links and information on www.uab.cat

Transport to Vila Universitària:
www.vilauniversitaria.uab.cat



Vila Universitària

UAB CAMPUS

SCHOOLS AND FACULTIES

- 1 (B3) White Building
School of Tourism and Hotel Management
School of Prevention and Integral Safety
Graduate School of Archival and Records Management
- 2 (C2) Graduate School
- 3 (F1) School of Engineering
- 4 (D1) Faculty of Science
- 5 (D2) Faculty of Communication
- 6 (B1) Faculty of Education Science
- 7 (D1) Faculty of Economics and Business
- 8 (C1) Faculty of Political Science and Sociology
- 9 (D2) Faculty of Law
- 10 (D1) Faculty of Philosophy and Arts
- 11 (D2) Faculty of Medicine
- 12 (C1) Faculty of Psychology
- 13 (C1) Faculty of Translation and Interpreting
- 14 (B2) Faculty of Veterinary

INSTITUTES AND RESEARCH CENTRES

- 15 (D2) Animal Biotechnology and Genic Therapy Centre (CBATEG)
- 16 (A2) Animal Health Research Centre (CRESA)
- 17 (D1) Ecologic and Forestry Applications Research Centre (CREAF)
- 18 (D1) Mathematic Research Centre (CRM)
- 19 (F1) Computerised Vision Centre (CVC)
- 20 (C2) Centre for Olympic and Sports Studies (CEOE)
- 21 (F1) Nanoscience and Nanotechnology Research Centre CIN2 (ICN-CSIC)
- 22 (D1) National Microelectronics Centre (CNM)
- 23 (C1) E Building
European Documentation Centre
Demographic Studies Centre
Centre for International and Intercultural Studies
University Institute for European Studies
- 24 (A2) Farms and experimental fields
- 25 (A2) Clinical Veterinary Hospital
- 26 (D1) Barcelona Inst. for Material Science (ICMAB)
- 27 (D1) Environmental Science and Technology Science Inst. (ICTA)
- 28 (C1) Inst. for Economic Analysis (IAE)
- 29 (D2) Biotechnology and Biomedicine Inst. (IBB)
- 30 (B2) Inst. for Education Science
- 31 (D1) Inst. for High Energy Physics (IFAE)
- 32 (D2) Neurosciences Inst.
- 33 (C1) Inst. for Medieval Studies
- 34 (F1) Inst. in Artificial Intelligence Research
- 35 (F2) Agrigenomics Research Centre (CRAG)
- 36 (D1) Synchrotron Light Facility
- 37 (F1) MATAS 2000 A.I.E.
- 38 (F1) Module CM3, CIN2 (ICN-CSIC)
- 39 (D1) Module CM7, CIN2 (ICN-CSIC)
- 40 (C1) Research Module A
Inst. for Regional and Metropolitan Studies (IERMB)
Inst. for Government and Public Policies (IGOP)
- 41 (A2) Food technology plant
- 42 (D1) Mechanical and Electronics Workshop

SERVICES AND EQUIPMENTS

- 43 (D2) Central classrooms
- 44 (C1) Humanities Library
- 45 (C2) Sport houses
- 46 (D1) Waste area
- 47 (D2) "Gespa" nursery school
- 48 (C3) UAB Foundation (FUAB)
- 49 (C2) Periodicals Library
- 50 (D1) Post office
- 51 (A3) Fleet
- 52 (C2) Plaça Cívica
Students Building
Information Point
Cinema and Theatre halls
Autònoma Solidary Foundation (FAS)
- 53 (B2) Rectorate building. Social Counsel. Management.
- 54 (D2) Health Service
- 55 (F1) Sports Centre
- 56 (B3) Service for Archeological Analysis
- 57 (F2) Animal Care House
- 58 (D2) Language Service
- 59 (F1) IT Service
- 60 (C2) Treball Campus
- 61 (C3) Vila Universit ria
- 62 (C3) Vila 2

OTHERS

- 63 (B3) UAB Friends Club
- 64 (F2) Applus
- 65 (D1) Firemen of the Generalitat de Catalunya
- 66 (B1) Primary school of Bellaterra
- 67 (F2) Eureka Building 1
- 68 (G1) RENFE train station. Cerdanyola-Universitat
- 69 (A3) FGC train station. Bellaterra
- 70 (C2) FGC train station. Universitat Aut noma de Barcelona
- 71 (B3) Hotel Campus
- 72 (B1) High school "Pere Calders"

