

## RESIDÊNCIA PROF. RAMÔA RIBEIRO



## INTERNAL REGULATIONS

## **I- RESIDENCE ORGANIZATION**

### **ART.1**

The Accommodation Office is responsible for the management of Residência Prof. Ramôa Ribeiro (RRR).

## **II – ADMISSION**

### **ART.2**

Admission will be formalized by means of a written lodging agreement.

### **ART. 3**

On signing the agreement, residents must pay a deposit prior to entry, on the amount specified on the price list (art. 5, nº3) which will serve as surety for any future payments of compensation due to the Accommodation Office.

### **ART. 4**

The deposit will be refunded to the resident upon check-out.

## **III – CONDITIONS OF OCCUPANCY**

### **ART. 5**

1. The accommodation of students is paid.

2. The payment referred to above is made in equal monthly installments.
3. The price list to be charged for accommodation is approved by resolution of the Management Board of IST, upon proposal by the Accommodation Office.
4. The price list referred to above is updated in august of each year, according to the Consumer Price Index for Housing, published annually by the INE.

#### **ART. 6**

The conditions for accommodation will be defined in a written agreement, on which is mentioned the period of accommodation, the price and the payment terms.

#### **ART.7**

Periods of occupation will be on a monthly basis, however, in exceptional cases, shorter periods of time may be considered.

#### **ART. 8**

Early departure in relation to the period defined in the agreement will be considered an exceptional circumstance and a 30 days advance notice is required without prejudice to the foregoing in the art. 13 of the General Regulations of RRR.

#### **ART. 9**

1. Monthly payments referred to above (art. 5, nº2) are due before the 12<sup>th</sup> day of each month at the Treasury Unit of IST or at an ATM/SIBS (consultation of payment references available at Fenix). The first monthly payment and the deposit need to be paid at the time of signing the agreement.
2. Residents who fail to comply with the mentioned above will suffer a penalty for each day of delayed payment as defined in the price list referred to in the art. 5, nº 3.

## **IV – GENERAL CONDITIONS**

### **ART.10**

Residents are not allowed to interfere in the activities of the Accommodation Office staff in terms that may cause a disturbance that obstructs any activity organized by the Residence staff or engaging in any act that negatively impact the normal operation of the Residence.

The following are some of the violations of the RDP Regulations that are important for residents to know:

- a) Obstructing or hindering any Residence Cleaning staff member during the cleaning and maintenance work of the property.
- b) Participating in any gambling operation.
- c) Allowing the access to the rooms to friends, colleagues, family members.
- d) Smoking in enclosed spaces.
- e) Disturbing the residents' tranquility, by any means, using sounds sources such as electronic devices, live music and others at a level which is likely to interfere with the welfare of the other residents.

From 8:00 to 22:00, regular living noise is acceptable since it doesn't interfere with the common welfare.

From 22:00 to 24:00 will be permitted low level noise since it doesn't interfere with the tranquility of the other residents.

Quiet hours will begin each evening from 24:00 to 8:00 and any noise will not be allowed.

- f) Obstructing or hindering the rooms access from the Accommodation Office staff whenever this is required.
- g) Neglecting property safety rules.
- h) Causing damage to the Residence property.
- i) Cooking in the room or the practice of any unauthorized activity inside the rooms.
- j) Removing furniture or items from its place to the rooms, without prior approval from the Accommodation Office.
- k) Using or possession of bombs, explosives, incendiary devices or fireworks, due to security reasons.
- l) To keep or bring animals into the bedroom or communal areas.
- m) Engaging in behavior which is considered to be harming to one's self and that may jeopardize the security, hygiene and welfare of the residents.
- n) Engaging in any act against the discipline, the order and the dignity of the Residence.
- o) State of drunkenness.
- p) Receiving visits outside the established period from 09:00 to 24:00 and more than 3 guests simultaneously.
- q) Making dinner/parties without prior approval from the Accommodation Office.
- r) Failing to vacate the room before noon on the day of departure.

## **ART. 11**

Residents are responsible for the care and protection of property.

## **ART. 12**

1. Any damage caused by the resident, whether intentional or accidental, to the facilities or to the equipments is subject to the individual responsibility.
2. Any threatening, offensive or abusive behavior to any member of the Accommodation staff or to other persons is also the Resident's responsibility and eventual measures, including court proceedings may be taken against any resident committing any illegal acts.
3. When the resident who caused damages to any person or property is considered not guilty by reason of mental illness, its direct family will take full responsibility by the damages caused.

## **ART.13**

Whenever the resident who commits damages cannot be identified, all residents living in the same floor or in the Residence will share equally the responsibility of repairing damages, based on facts found.

## **ART. 14**

Residents are expected to clean the rooms and to keep a good standard of cleanliness in all the space of the Residence property. Residents should not engage in any act that may compromise the conservation, the hygiene and the aesthetic of the Residence facilities.

## **ART. 15**

Residents are allowed to use the kitchen facilities as the oven, refrigerators and the other equipments provided by the Residence in the preparation of light meals.

#### **ART.16**

The residents who prepare the food in the kitchen are responsible for the cleaning up afterwards and all the items must be stored.

#### **ART.17**

All kitchen facilities must be maintained in good order and repair and must not be moved from its place, unless, in exceptional circumstances, and only after approval from the Accommodation Office.

#### **ART.18**

Residents are not permitted to cook or do the laundry outside defined and signaled areas.

#### **ART. 19**

Residents should not deny the Accommodation Office staff to access rooms during cleaning checking or maintenance work, even in the absence of the resident.

#### **ART.20**

It's the responsibility of every resident the guard of property and personal belongings.

#### **ART. 21**

Any mail addressed to residents should be collected at the administrative services and delivered

after identification. After the departure of residents, the Accommodation Office will hold the mail for a 60 day period. After the deadline, the Accommodation Office will dispose of any unclaimed mail.

#### **ART.22**

1. Residents will be given a key of the room and of the kitchen lockers by which they remain responsible.
2. The resident is expected to report the Accommodation Office, the earliest time possible, any loss or theft of the keys or any unusual situation verified in the room or in the Residence and to adopt a responsible attitude or take full responsibility of the consequences.
3. In case of loss of the keys, the resident will be charged for key replacement.

#### **ART. 23**

1. Residence rooms shall only be occupied by the authorized occupants of the room. Visitors are not allowed to spend the night in the residence.
2. Residents are allowed to receive visits, with the exception provided above, and are required to take responsibility for their guests in the Residence and must ensure that those guests behave in a way, which is consistent with the Internal and General Regulations.
3. Visiting hours take place from 09:00 to 24:00.
4. Visitors are only allowed to stay in the common areas, after visiting hours, for academic purposes.

#### **V- CLOTHING**

#### **ART. 24**



1. It's the RRR responsibility to provide the rooms with bed linen and towels.
2. The replacement of bed linen and towels provided by the Accommodation Office is mandatory and will take place every week after 10:00 am.
3. Each resident must leave the dirty sheets and towels, properly collected, near the room's door.
4. It's the resident responsibility the daily cleaning of the rooms.

## **VI – SANCTIONS**

### **ART. 25**

Disregard of rules set out in this Regulation may result in the following sanctions to be applied depending on the seriousness of the infringements.

1. In regards to lack of cleanliness verified in the rooms, in compliance with the article 19 of this Regulation.
  - a) 1<sup>st</sup> infringement – a penalty of € 5,00 is applied;
  - b) 2<sup>nd</sup> infringement – a penalty of € 15,00 is applied.
2. In the event of any situation of non-compliance with the defined in the articles 10 and 23 of this Regulation, in regards to visitors, the following sanctions may be applied:
  - i) Single rooms residents;
    - a) 1<sup>st</sup> sanction – changing to a double room;
    - b) 2<sup>nd</sup> sanction – expulsion from the Residence
  - ii) Double rooms residents:
    - a) 1<sup>st</sup> sanction- prohibition of visits.

- b) 2<sup>nd</sup> sanction – expulsion from the Residence.
- iii) In all cases the Accommodation Office reserves the right to deny access to visitors in specific cases.
- 3. In the event of any violation of the rules set out in the art. 10 of this Regulation, the following sanctions may be applied:
  - a) 1<sup>st</sup>. infringement – oral/written warning
  - b) 2<sup>nd</sup>. infringement – oral/written warning and penalties between € 15,00 and €50,00.
  - c) 3<sup>rd</sup> infringement- expulsion from the Residence.

## **VII – DISCIPLINARY PROCEDURES**

### **ART. 26**

Residents who fail to comply with the rules defined in this Regulation will be charged disciplinary proceedings according to the sanctions nº 3 and nº 4 of the art. 21 of the RRR General Regulations.

### **ART. 27**

The following are grounds for the loss of the right to accommodation in RDP:

- a) Loss of the student status due to prescription, dropout or expulsion from the University.
- b) Failure to pay the accommodation charges or repeated delays in doing so.
- c) Three written warnings.
- d) The use of drugs or narcotics, unless prescribed by doctors.
- e) The possession, distribution, consumption or trafficking of illegal substances on the Residence premises.

f) The state of drunkenness.

#### **ART.28**

Residents with loss of right to accommodation may not apply to new housing in RDP, under article 27.

### **VIII – OMISSIONS**

#### **ART. 29**

Situations not covered by these Regulations the terms will apply to the General Regulations approved by the Management Board of IST.

#### **ART. 30**

The Accommodation Office welcomes all proposals, suggestions on ways to improve the overall quality of the Residence.

#### **ART. 31**

These Regulations have been approved by the Management Board of Instituto Superior Técnico at the meeting held on July 18, 2013, and takes effect from the next day of its approval.