

RESIDÊNCIA UNIVERSITÁRIA BALDAQUES REGULATIONS

I – GENERAL PRINCIPLES

ART. 1

The role of Residência Universitária Baldaques (RUB) within the research process at Instituto Superior Técnico (IST) is to promote access to agreeable accommodation in a friendly environment and to provide a caring and supportive atmosphere for all residents.

ART. 2

1. The RUB is aimed at teachers, researchers regularly linked at IST and displaced students of the 3rd cycle (students of doctoral programs and advanced training diploma) regularly enrolled at IST, according to the specific terms and conditions mentioned in this Regulation.
2. It's considered displaced residents, in this Regulation, those who, due to the distance, daily travel time or to the lack of adequate means transport have to leave their residence.

ART. 3

1. The Accommodation Office (AO) is responsible for ensuring compliance with the established standards and guidelines for the operation and use of RUB as well as the rules approved by the IST Management Board.
2. The (AO) should ensure the residence maintenance and take the responsibility for repairing and replacing the equipments.

ART. 4

All the area of the RUB is considered an integral part of the Instituto Superior Técnico (IST) *campi* (Alameda and Taguspark).

II – CONDITIONS OF OCCUPANCY

ART. 5

1. The accommodation at RUB is paid.
2. The payment referred to above is made in equal monthly installments, if the stay is over one month, or before the day of departure for stays less than one month.
3. The price list to be charged for accommodation is approved by resolution of the Management Board upon proposal by the Accommodation Office.
4. The price list referred to is updated in september of each year, according to the Consumer Price Index for Housing, published annually by the INE.

ART. 6

The specific conditions of accommodation: period of time, price and payment conditions will be defined in a written agreement.

ART. 7

Periods of occupation will be on a daily, weekly or monthly basis until a period of 12 months, however, in exceptional cases may be considered a longer period of time.

ART. 8

If residents want to leave before the date of the booked period of accommodation are subject to a written prior notice addressed to the Accommodation Office according to the period of time established in the agreement (1, 7 or 30 days).

ART. 9

1. For stays longer than one month, the payments referred to above are due until the 8th day of each month, being the first payment due on the first business day after the arrival at the Residence, at ADIST Núcleo de Serviços Gerais, Avenida Manuel da Maia, nº 36 – R/C Direito, Lisboa or by bank transfer.
2. Residents who fail to comply with the mentioned above will suffer a penalty for each day of payment delay.

III – GENERAL CONDITIONS

ART.10

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

Listed below are some of the violations of the Residência Universitária Baldaques Regulations residents should be informed about:

- a) Obstructing or hindering any of the Residence Cleaning Staff during the cleaning and maintenance process of the property.
- b) Participating in any gambling operation.
- c) Allowing the access to the rooms to colleagues, friends, and family members
- d) Smoking anywhere on the Residence property that is not designated a smoking area.
- e) Disturbing the tranquility of the residents, by any means using amplified sounds sources such as electronic devices, live music and the like between 11pm and 7am.
- f) Obstructing or hindering the access to rooms of Accommodation Office staff members during the period of cleanliness and maintenance of the rooms.
- g) Neglecting property safety rules.
- h) Causing damage to the Residence property.
- i) Cooking in the rooms or the practice of any unauthorized activity inside the rooms.
- j) Engaging in behavior which is considered to endanger Residents' safety, hygiene and well-being.
- k) To keep or bring animals into the bedroom and communal areas.
- l) Engaging in any act against the discipline, the order or the dignity of the Residence.
- m) Failing to vacate one's room before noon on the vacating date.

ART. 11

Residents are responsible for the care and protection of property.

ART.12

1. Any voluntary or involuntary damage caused by the resident to the facilities or to the equipment is subject to the individual responsibility.
2. Any threatening, offensive or abusive behavior to any member of the Accommodation Office staff or to other persons is also the residents' responsibility and eventual measures, including court proceedings may be taken against the person responsible for any illicit act.
3. When the resident who caused damage to any person or property is considered not guilty by reason of mental illness, its direct family will take full responsibility by the damage 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 the evidence.

ART. 14

Residents are expected to keep a good standard of cleanliness in all the area 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, the refrigerator and the other items provided by the Residence, in the preparation of light meals.

ART.16

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

ART.17

The items referred to above should be handled with care and must not be removed from its place, unless in exceptional cases, and only after approval of the Accommodation Office.

ART.18

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

ART. 19

Residents should not deny the access to their rooms of any member of the Accommodation Office staff by urgent need of service or pre-announced control, even when the resident is absent of the room.

ART. 20

Residence staff reserves the right to enter residents' room to conduct inspections and verify the standard of cleanliness of the accommodation. Residents will be given advanced notice of when room checks will take place.

ART. 21

It is the residents' exclusive responsibility the guard of property and personal belongings.

ART. 22

Any mail addressed to residents should be picked up at the reception and delivered after identification. After the departure of residents, the Accommodation Office will hold the mail for a 60 day period. After this deadline, the Accommodation Office will dispose of any unclaimed mail.

ART.23

1. It's the residents' responsibility the guard of the keys of the entrance door and of the respective floor and room.
2. The keys must be returned on the day of departure, at the end of the accommodation agreement.
3. The resident is expected to report the Accommodation Office staff, the earliest time possible, any loss or theft of the keys or any irregular situation verified in the room or in the Residence premises and to adopt a responsible attitude or take full responsibility of the consequences.

ART. 24

1. Residents are not allowed to sublet the room allocated to them.
2. The resident is not allowed to share the room.
3. It's not permitted guests in the rooms without previous approval of the Accommodation Office.
4. It's not permitted to receive guests outside social common areas.

IV- CLOTHING

ART. 25

1. It's the Residence responsibility the daily cleaning of the rooms.
2. It's also the RUB responsibility to provide the rooms with bed linen and towels as well as its weekly replacement.
3. The Residence still provides blankets and duvets.

V – DISCIPLINARY PROCEDURES

ART. 26

Non-compliant residents are subject to disciplinary actions and may face the following sanctions, according to the decision of Instituto Superior Técnico (IST) Management Board.

- a) Oral warning.
- b) Written warning.
- c) Definitive loss of the right to accommodation.

ART. 27

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

- a) Loss of the link with IST.
- 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, use, distribution, consumption or trafficking of illegal substances on the Residence premises.

- f) The severe disruption that interferes with the normal operation of the Residence.

VI – OMISSIONS

Art. 28

In cases not covered by the above the terms will apply to the Management Board, upon proposal by the Accommodation Office.

Approved at the meeting of the IST Management Board on april 18, 2013.