



REGULATION FOR RESIDÊNCIA UNIVERSITÁRIA DO INSTITUTO SUPERIOR DE AGRONOMIA (RESUNISA)

Preamble

The Instituto Superior de Agronomia (ISA), offers accommodation for the academic community, hereby called “Residência Universitária do Instituto Superior de Agronomia (ResUnISA)”.

The management of ResUnISA has been assigned to the Associação para o Desenvolvimento do ISA (ADISA). It is important to regulate its operative procedures through the publication of the current regulation. This will enable an efficient and transparent management, while contributing to the establishment of an enriching academic environment within the ISA’s premises.

Article 1

(Subject)

1. The Residência Universitária do Instituto Superior de Agronomia (ResUnISA) is primarily intended to the accommodation of teachers, students and researchers visiting ISA as part of their academic activities.
2. ResUnISA aims to provide residents with the best housing conditions, promoting their integration into the academic community.

Article 2

(Application)

1. Applying for residences depends on filing out an *individual rental application* (Annex I), in ADISA, which is valid for one academic year.

Article 3

(Admission and permanence criteria)

1. Admission priority is set according to the following criteria:
 - a. Visitors from universities with established protocols with ISA, allowing accommodation for the entire length of the course;
 - b. ISA students, professors and researchers who come to work at ISA;
 - c. Other students, professors and researchers visiting ULISBOA, provided that accommodation availability in ResUnISA still exists.
2. By written consent of ADISA’s President, other situations may be considered, if properly justified.
3. For visitors who have previously used the ResUnISA accommodation services, their admission and permanence will also depend on the absence of records of any improper conduct that may have occurred in previous stays.

Article 4

(Room Assignment)



1. Room assignment to the applicants must comply with the following criteria:
 - a. Number of registrations as a resident in previous years;
 - b. Order of arrival of applications.
2. In the case of student applicants, the following criteria will be also considered:
 - a. Priority to students enrolled in the last year of the degree;
 - b. Priority to students with the lowest number of failures.

Article 5 (Admission and Room Check-in Procedures)

1. After admission is confirmed by ADISA, the applicant must formalize his/her registration by filling in the Resident's Individual Form (Annex I).
2. Upon registration the applicant will receive the access keys to the residence and room by signing the Compliance's Declaration and it will also be required immediate payment for the accommodation and a refundable bail deposit as stipulated in Article 10 of this Regulation.
3. Upon arrival at the residence and accompanied by an ADISA's member, the resident will take notice of the existing equipment (kitchen items and furniture) and also the textiles included in his/her bedding kit (composed of sheets and towels).

Article 6 (Operation)

1. Residents must ensure the conservation, tidiness and cleaning of the whole house including their own bedroom, being daily cleaning responsibility of each occupant.
2. A ResUnISA's member may periodically inspect the house, the rooms and other residence facilities. In case of improper cleanliness conditions, students will be advised to clean and tidy their space. They may lose their refundable bail deposit in case of continued noncompliance.
3. It is not allowed to remove and/or relocate material, furniture, equipment or any other utensils assigned to the common areas and bedrooms, nor using them for any other purposes than those determined by ResUnISA. Similarly, it is not permitted to post photographs, posters or stickers on walls and doors, as well as any sort of inscriptions.
4. Damages caused in the facilities as well as in the equipment of the residences or on the resident's personal kit are responsibility of the resident when he/she is identified or responsibility of all residents if not identified. Detection of damaged or destroyed equipment will result in the charging of direct costs.
5. If an abnormal consumption of water or energy is detected, due to incorrect use of electric devices or for negligence imputable to the resident, will result in the charging of direct costs.
6. In case of bedroom keys loss, the resident must immediately inform the ISA's security services and ADISA, which will provide the key's replacement, being the corresponding value charged to the resident.



7. The Kitchen's cleaning is the sole responsibility of the user and the space ought to be cleaned after each use.
8. For security purposes the following activities are strictly forbidden:
 - a. Cooking in the bedrooms;
 - b. Lighting candles, incense or any other related objects, in any room inside the residence without surveillance;
 - c. Smoking inside the residence;
 - d. Holding any kind of explosives or toxic materials, flammable or dangerous substances to the health and safety of the residence and its residents.
9. Under penalty of dislodging and/or additional sanctions, including those mentioned in Article 11 of this Regulation, residents can not perform the following acts:
 - a. Granting accommodation to third parties, in any capacity whatsoever, except with prior knowledge and written consent of ADISA;
 - b. Making noise, namely through the use of audio-visual equipment, or otherwise disturb silence during the resting period, between 10:00 p.m. and 8:00 a.m. of the following day;
 - c. Practicing improper acts of community life or make inappropriate behaviour, particularly resulting from excessive consumption of alcohol or other narcotic substances;
 - d. Allowing entrance and/or permanence of animals inside the residence;
 - e. Eating food belonging to third parties;
 - f. Organizing parties, meetings or gatherings in the residence, without permission.
10. Visits from non-residents are only allowed between 8:00 a.m. and 10:00 p.m.

Article 7

(Room Check-out)

1. On the date of departure and for a formal check-out, there shall be the following procedures:
 - a. The residence equipment's list and the bedroom will be checked jointly by the resident and a member of ADISA. Calculated losses and/or damages shall be subject to the penalties set forth in paragraph 4 of Article 6 of this Regulation;
 - b. The clothing's kit originally delivered must be maintained inside the bedroom. Calculated losses and/or damages in this kit shall be subject to the penalties set forth in paragraph 4 of Article 6 of this Regulation;
 - c. The room keys must be given back to one of the ADISA's member. If check-out date is on a Saturday, a Sunday or a public holiday, the resident must state it to ADISA in advance and a day, a hour and a place will be stipulated to hand in the keys.
2. Good hygienic conditions of the premises must be maintained (including the common parts of the residential property namely the kitchen and the bathroom). On the date of departure residents are obliged to leave the premises tidy and clean under the same conditions as they were upon arrival, otherwise the security deposit paid at the time of admission will be retained.

Article 8



(Housekeeping)

1. Periodically the house will be cleaned, with special focus on the common areas and a new textile kit will be distributed.
2. Room cleaning is total responsibility of the resident, as well as washing of the textile kit, until its replacement. There is a washing machine available for this purpose.

Article 9

(Payment and Stay)

- 1) Costs of accommodation are annually established by ADISA, registered in a table made for this purpose (Annex III).
- 2) Payment for the accommodation can be made from Monday to Friday, from 9:30 a.m. to 12:30 p.m. and from 02:30 p.m. to 05:00 p.m. on ADISA's office located on the ISA's main building.
- 3) There are two kinds of stay:
 - a. **Short term stays:** daily/weekly occupation, not exceeding three weeks in total. The respective payment will be made as follows:
 - i. Resident will pay the full amount for the property at the date of admission, as well as the respective deposit;
 - ii. Payment refers to the period in which the resident occupies the room; daily charge will count from 2:00 p.m. of the day of arrival until 12:00 of the following day.
 - b. **Long term stays:** monthly occupation, not exceeding one year. The respective payment will be made as follows:
 - i. The first monthly payment will be made on the date of admission as well as the respective deposit;
 - ii. The next monthly payments will be made until day 8th of the respective month.
- 4) Room allocation under a long stay will remain until the end of the school year, unless the resident gives ADISA a written notice about his/her intentions to waive the accommodation in advance at least 15 days prior to the end of the month. When this timeframe is not fulfilled, one month of residence will be fully charged, regardless of the resident's departure date, the bail can be used in this case.
- 5) Penalties for late payment or non-payment:
 - a) For residents who fail to pay until the stipulated day, there will be applied an additional fee of 5,00€ (five euros) per day, up to a maximum of five days;
 - b) Once exceeded the above mentioned maximum limit of days, the resident may be asked to leave, and is not exempted from payment of the full month.

Article 10

(Bailing)

1. All residents are required to pay a deposit;



- a. In the short-term accommodation the deposit corresponds to € 30 (thirty EUROS) per day, up to a maximum of five days;
 - b. In the accommodation of long-term value of the bond corresponds to a month's stay.
2. The deposit will be returned at check out, after completing all procedures mentioned in Article 7 of this Regulation, if there are no damages, voluntarily and / or involuntarily caused and the timeframe referred on number 4 of article 9 is fulfilled.

Article 11 (Failure to comply)

1. Failure to comply with the standards established by this Regulation constitutes disciplinary proceedings, punishable by the following penalties:
 - a. Written warning; With partial or full activation of the security deposit.
 - b. Permanent loss of the right to accommodation in any residence of ISA.
2. The penalties referred in the preceding paragraphs shall be applied in the following situations:
 - a. Providing false information on application procedures;
 - b. Incompatible behaviour with the study environment and good living intended in the ResUnISA's facilities;
 - c. Non-payment of monthly fee as stipulated in these regulations.
 - d. Room use by third parties or key transfer without permission.
3. Non-compliance of these rules could also involve disciplinary or criminal proceedings according to the severity and nature of the act performed judged by this establishment.
4. The sanctions application requires the prior opinion of the ResUnISA's manager.

Article 12 (Responsibilities)

1. ADISA and ISA are not responsible for damage, loss or theft of residents' property.
2. By signing the Compliance's Declaration, the resident confirms having full knowledge of this Regulation and commits to its full compliance.

Article 13 (Omissions)

1. Omissions in this regulation shall be settled by order of the President of the Instituto Superior de Agronomia, after hearing all the involved and also the responsible for managing the ADISA's residences.

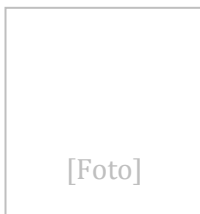
Article 14 (Revision)

1. This Regulation shall be revised whenever ADISA finds suitable.

Article 15 (Approval and Entry into force)



1. This regulation was approved by ADISA's President, after hearing the ISA Management Board and immediately replaces the previous one.



ANNEX I

INDIVIDUAL APPLICATION TO RESIDÊNCIAS UNIVERSITÁRIAS DO ISA (RESUNISA)

Residência: _____

Quarto nº: _____

I. APPLICANT

Name: _____
Date of birth: ___/___/____ Nationality: _____, VAT: _____
Identification Card /Passport (delete as appropriate) nr: _____, valid until
___/___/____, e-mail: _____, Mobile nr: _____
Address: _____
Postal Code: _____ - _____, City _____ Country _____
 ISA Student Academic Year _____ First Academic Year was ___/___/____
 _____ University Student Academic Year _____ First Academic Year was ___/___/____
 Professor or Researcher University / Institute: _____
 Other Status Description: _____
Degree: Bachelor Master Doctoral PHD
Course: _____

II. APPLICATION PERIOD AND TYPE

Admission Readmission Desired Period ___/___/____ to ___/___/____

III. OPINION (Space reserved to ResUnISA management services)

Data: ___/___/____
Decision:
Signature: _____

NOTE - Attach at the time of application to accommodation the following documents:

- Photocopy of ID card / Citizen Card / Passport
- Photocopy of VAT
- Photocopy of student card (if applicable)

ANNEX II

PRICE OF ACCOMMODATION OF RESIDENCY FOR ACADEMIC YEAR 2020/2021

SHORT STAYS

Single room	Daily	Weekly
Students	30,00 €	120,00 €
Professors / Researchers	35,00 €	180,00 €

Double room	Daily	Weekly
Professors / Researchers	40,00 €	200,00 €

LONG STAYS

Single room	Monthly
Students	280 €
Professors / Researchers	400 €

Double room	Monthly
Professors/ Researchers	550 €

Attention: Payments must be made until the 8th of each month. Delays suffer a penalty under paragraph 5, Article 9 of this Regulation.