



Residência Eng.º Duarte Pacheco



General Regulations

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I – GENERAL PRINCIPLES

ART.1

Main Objective

The Residência Eng.º Duarte Pacheco (RDP) is one of the accommodation units of Instituto Superior Técnico (IST), and has been operating since November 1998. Its main purpose is to promote access to agreeable accommodation, in a friendly environment, for displaced students enrolled within the IST research and teaching process.

ART. 2

Designed for

Students of the 1st, 2nd and integrated cycle of the different courses, regularly enrolled at IST.

ART.3

Management

1. The Accommodation Office (AO) is responsible for ensuring compliance with the established standard and guidelines for the operation and use of the RDP, as with the rules approved by the Management Board.
2. The AO is managed by an Office Coordinator who should ensure the Residence maintenance and take responsibility for the repair and replacement of the equipments.
3. The AO Coordinator works under the general guidance and direction of the General Support Coordinator who is in charge of the coordination and control of its functions ensuring all administrative

procedures required as the technical quality of the work produced and the compliance terms in order to assure the efficiency of the services provided taking into account the interests of the recipients. The General Support is within the structure of the Technical Board/Executive Board of IST.

4. The Technical Board through the General Support assists the Management Board in the scope of the regulation related to the access of the Residences operation in order to support the accommodation management.

ART. 4

Statutes

The space belonging to the Residência Eng.º Duarte Pacheco is considered an integral part of the Instituto Superior Técnico *campi* (Alameda and Taguspark).

II – ACCESS TO RDP

ART. 5

Application Process

1. The access to accommodation at RDP depends on an application process, that will evaluate, the situation of the displaced students¹, the academic performance, the scholarship status², and the period of time in the Residence³.

¹ The applicants with permanent address at a less than one hour distance from the Alameda or Tagus Park *campi* will only be taken in account for the leftover places, regardless of the score obtained.

² Social Work Scholarship Holders which include the IST students, i.e. the Social Work of Universidade Técnica de Lisboa.(SASUTL).

³ The time of permanence in RDP during, at least 9 months until the end of the last academic year will be the reference.

2. The academic performance of the students, already enrolled at IST in the previous academic year, is obtained through the parameters A and B by the following formula:

$$100 * (A+B)$$

A= $\frac{\text{ECTS of Curricular Units completed with approval at the school/course of origin}}{\text{ECTS of the enrolled Curricular Units at the school/course of origin}}$

B= $\frac{\text{Sum of the marks obtained in the completed curricular units}}{\text{Number of curricular units completed in the course x Maximum classification scale}}$

In the absence of information, it will be considered 5 ECTS per curricular units and 60 ECTS per each enrolled curricular year.

- a) For the parameters A and B it will be considered the students' academic record until the end of the first semester of the previous academic year.
 - b) The result should be over 95 (on a scale from 0 to 200).
3. The displaced students of the 1st year, at IST for the first time, will be sorted in descending order of their score of admission to higher education.
4. The application must be submitted online, through the URL of the Residence, <http://na.ist.utl.pt/rdp/candidaturas/> (with registration by username / password to access the private area of Fenix).
- a) The IST assumes no responsibility whenever the applicant is unable to connect to the Internet. In this case, the student should go to the Accommodation Office within the application deadlines.
5. All information concerning the application process shall be provided under oath, however the Accommodation Office may request proof of the information given.
6. Whenever happens a change in family circumstances, the student may apply for accommodation at RDP out of time for this purpose. The deferment of the claims can only be granted to students until the end of the academic year. The student may request

accommodation within the period defined in the paragraph 1 of the art.10, for assignment of the right to residence.

7. The students under the National and International Mobility Programs or from the Portuguese Speaking Countries (PLOP), regularly enrolled at IST, will be appointed by the Mobility and International Cooperation Office (NMCI).
8. Without prejudice to the preceding paragraphs, the access to RDP is subject to the regularization of all pecuniary obligations with the IST.

ART. 6

Applicants placement

1. It's the Accommodation Committee responsibility the evaluation of the application process and the applicants' rank order list. This Committee is constituted by the Coordinator of the General Support of IST, who chairs the Coordinator of the Accommodation Office and a member of the Residents 'Committee as an observer.
2. The Accommodation Committee works in plenary. The results of the applications and the candidates ranking criteria will be advertised in the usual places, (among others in the Internet page of RDP, <http://na.ist.utl.pt/rdp/> and at the RDP Accommodation Office.

ART.7

Complaints

1. Non-placed applicants may submit any claim if this is duly justified, within 5 working days, from the date of posting the results. The applicant may request the claim to be evaluated by the Management Board of IST.
2. All claims will be evaluated by the Accommodation Committee and/or by the Management Board of IST and a reasoned response will be given.
3. The decision will be final and is not subject to appeal.

ARTº 8

Distribution of available beds

The distribution of available beds is advertised annually, by the Accommodation Committee, before the application process take place, and is mandatory to include:

- a) Beds for students with attendance of, at least, one semester at IST (and already inscribed in the previous academic year).
- b) Beds for students inscribed at the 1st year for the first time.
- c) Beds for students under the national and international mobility programmes, including students from the Portuguese Speaking Countries (PLOP).
- d) The beds that occasionally are not occupied can be used by the Accommodation Office for other purposes that fit the IST objectives.

ARTº 9

Rules of Permanency

1. Students under the conditions mentioned above (article 8, paragraph a) may remain in the Residence according to the following mentioned:

- Degree Bologna – during 4- N years;
Master’s degree Bologna – during 3 – N years;
Integrated Master – during 6 – N years;
being N the curricular year at the moment of the Residence application.
2. Residents who make one or more internal course changes may remain in the residence for 6 - N years, being N the curricular year after the first change of course.
 3. There is a specific period during the month of April of each year for students with assigned right to residence to confirm its continuity in the following academic year.
 4. The confirmation of permanence in a given academic year depends on the approval of, at least, three curricular units in the first semester of the previous academic year or/and of the approval of curricular units in the total amount of a minimum of 15 credits.
 - a) Students that, at one specific academic year, are not under the conditions mentioned above, shall be subject to a personal interview. Its continuity must be unanimously approved by the Accommodation Committee and depends on the approval in, at least, 3 curricular units and/or of the curriculum units which total is a minimum of 15 credits (ECTS) in the first semester of the following academic year.
 - b) Students on the conditions referred to above will remain under the Accommodation Office surveillance and referrals to medical services, psychological support and evaluation of IST.
 5. Repeating students applying for residence without getting permanence, lose the bonus of 9 months.
 6. Prescribed students lose the right to accommodation in the Residence, during the period of prescription.
 7. Residents are only allowed to stay in the Residence while they are students of Undergraduate Degree (pre-Bologna), and of the 1st, 2nd or integrated cycle Course (Bologna) at IST, even if they have time of permanence assigned.
 8. The permanence of the Residents depends on the regularization of all pecuniary obligations to the IST.

ART. 10

Application period

1. Applications will take place during the months of april and may of each year and the resulting ranking list is valid for a year.
2. Students who enter for the first time at IST should apply for accommodation at the start of the academic year.
 - a) Students placed through the National Competition for Access to Higher Education will hold their application at the time of registration and enrollment at IST, according to the period defined by Direção-Geral do Ensino Superior (MCTES).
 - b) The remaining students, placed through the Special Access Competition or other access regimes, should address to the Accommodation Office after the enrollment process and the request for equivalency take place, within the same deadlines established for that purpose (approved annually by the Management Board of IST upon proposal by the Pedagogical Council).
3. The application period is advertised in the usual places in the Residence and at the RDP website.

ART. 11

Lodging agreement

1. The lodging agreement established between the student and the Accommodation Office starts with the delivery of the room key and it is held each year within 30 working days after entry in the Residence.
2. When entering the Residence, at the start of each academic year, the student should pay a deposit according to the amount defined

in the price list for the corresponding academic year. This deposit is meant to ensure the payment of any compensation due to the IST and it will be returned to the student, if it is the case, after leaving the Residence.

3. The effective occupation of the room should take place within a maximum of 48 hours after the delivery of the keys.

III – ORGANIZATION AND OPERATION OF THE RESIDENCE

ART. 12

Occupancy Period

1. The access to accommodation is granted, each academic year, since the Residence opening date, until the end of the academic year as defined at the beginning of the school year. Whenever it is possible, this period should match to the academic school calendar.
 - a) The accommodation period specified in the agreement held with the residents appointed by the Mobility and International Cooperation Office (NMCI), corresponds to the period of the academic year, except for students of PLOP that study at IST for a semester.
 - b) The accommodation period for the remaining residents (including the ones appointed by the NMCI attending both semesters) begins in the opening date of the Residence, in september, until the last week of june, except for students whose applications' results are advertised after the official opening date of the RDP (for example students of the 1st year placed by the National Competition, CNAES) or the residents allowed to enter at the 1st day of September (specially displaced students or the ones completing their studies).
2. All residents must leave their rooms clean and remove all their personal belongings, during the academic break period referred to above. The Accommodation Office will provide a room for stocking

the luggage. The Residence is not responsible for any damage, loss or theft of the resident's belongings.

3. If the residents wish to stay in the Residence during the break period mentioned above, they should ask for permission at the Accommodation Office within the established deadlines for this purpose (this condition only applies for school purposes or other exceptional cases according to the Accommodation Office decision).
4. In the cases mentioned above, the residents should accept the room arranged by the Accommodation Office, and their personal belongings should be reduced to the minimum, in the temporary accommodation.

ART. 13

Early departure

1. If the resident wants to leave the Residence before the end of the agreement, the resident must provide the Accommodation Office with a minimum of 30 days written notice.
2. In cases when the departure date is not by the end of the month, the resident should pay the respective monthly installment.
3. The abandonment of the Residence due to a breach of the agreement and without strong reasons leads to the loss of the right to residence. If this situation takes place after the 30th day of april the student loses the right to the refund of the deposit.

ART. 14

Residents' rights and obligations

1. Residents should know and respect the rules and guidelines of the Internal and General Regulations of RDP.

2. Every resident has the right to a room, to use the Residence spaces and the individual and collective equipments.
3. The resident is responsible for the cleaning of the rooms and for the conservation of the individual equipments. Periodic inspections will be carried out by the Accommodation Office and the Residents' Committee.
4. It's the Accommodation Office responsibility the conservation, the cleaning, and the maintenance work of the Residence area and of the collective equipments.
5. All the residents should use in a responsible and conscientious manner all the equipments and goods available and are expected to keep in good conditions of hygiene all the equipments provided by the Residence and all the common spaces.
6. Residents are expected to promote the reduction of energy consumption and others, in order to support the sustainability of the RDP.
7. Residents should report the Accommodation Office any unusual situations verified in the operation of the Residence.
8. The collective equipments must not be removed from its place without prior approval from the Accommodation Office.
9. Residents must allow the Accommodation Office staff to access rooms, according to the justified reasons established in the RDP Internal Regulations.
10. Residents are not permitted to cook and do the laundry outside defined and signalized areas, due to security reasons.
11. The period of silence in the Residence from 22H00 to 08H00 must be strictly observed as in the remaining period defined in the Internal Regulations issued by the Accommodation Office.
12. The Accommodation Office may give permission to any dinners, parties or other entertainment ending until 24H00, and the residents are required to comply with the rules defined.
13. According to law, it's not permitted to smoke in the Residence enclosed spaces.

14. It's not allowed to possess any prohibited substances and hazardous materials including the easily inflammable, explosive or corrosive materials within the area of the Residence, due to security reasons.
15. The Accommodation Office may provide residents, against payment, with any equipments or services not considered essential, with prices to be approved by the Management Board of IST, including through concessions to private companies.
16. 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. 15

Keys

1. Whenever the resident leaves the RDP, the room keys must be delivered at Reception, due to security reasons.
2. In case of any doubt, those responsible for the safekeeping of the keys may ask for the residents' identification.
3. Residents must report the Reception, operating 24 hours a day, or the Accommodation Office, any loss or theft of the key, as soon as possible.
4. In case of loss of the keys, the resident will be charged for key replacement.

ART. 16

Visitors

1. RDP is aimed only at residents. Non-residents are not allowed to spend the night in the Residence.
2. Residents may receive visitors, with the exception mentioned above, being responsible by their behavior within the Residence, according to the established in the Internal and General Regulations.
3. Residents may receive visitors between 09H00 and 24H00.
4. After visiting hours, guests are only allowed to stay in the Residence common areas, for academic purposes.

ART. 17

Monthly Payments

1. The RDP price list is approved annually by the Management Board of IST upon proposal by the Accommodation Office.
2. Monthly payments are due until the 12th day of each month at the Treasury Unit of IST or at an ATM/SIBS (consultation of payment references available at Fenix system). The failure to comply with the payment terms may result in a penalty for each day of payment delay.
3. In the event of non-payment, the Management Board of IST is entitled to cancel the agreement and to demand the delayed payments.

ART. 18

Internal Regulations

1. The RDP daily operation will be according to the Internal Regulations, which will be drawn up by the Accommodation Office, in collaboration with the Residents' Committee.

2. The Internal Regulations should mention all the basic rules of conviviality and the use of the common equipments available at the Residence.
3. It's the Accommodation Office responsibility to advertise any changes that had to be made in the Internal Regulations during the routine operation of the Residence.

ART. 19

Residents Committee

1. The RDP Residents Committee (RC) operates under statutes approved by the Management Board of IST.
2. The RC is elected by the residents, by secret ballot, and is constituted by 2 or more residents.
3. The RC is elected annually, within a period of 90 days after the start of academic year.
4. After the election, a copy of the minutes should be sent to the Accommodation Office, with the results of the election.
5. In the absence of an election, the Accommodation Office will take any decision.
6. The residents that have been penalized on the previous school year are not eligible for the Residents' Committee.
7. It's the Residents' Committee responsibility to:
 - a) Represent the residents near the Accommodation Office.
 - b) Foster the elaboration of the Internal Regulations proposing rules and procedures.
 - c) Collaborate in the resolution of conflicts that may occur between residents.
 - d) Participate in the analysis of any issue that may affect and interfere with the normal conditions of accommodation.
 - e) Collaborate with the RDP in order to improve the residence premises, the equipments and the study and living conditions.

- f) Undertake initiatives to promote the involvement of the resident.
- g) Foster social, cultural and sportive activities for the residents and to encourage a friendly atmosphere amongst the residents.
- h) Receive and refer students of mobility programs.
- i) Report the Accommodation office any unusual situation verified in the RDP operation.
- j) Participate in the periodic meetings defined by the Accommodation Office.
- k) The remaining defined in this Regulation.

ART. 20

Damages

1. Residents are responsible for any damage caused to the equipments or to the Residence premises, whether intentional or negligent.
2. The Accommodation Office takes no responsibility by any damage, loss or theft of the residents and guests belongings.

ART. 21

Disciplinary Proceedings

1. Any offensive behavior against any member of the Accommodation Office staff or any damage caused to the Residence equipments is considered an infringement of the rules established in this regulation and may be subject to disciplinary proceedings.
 - a) Without prejudice to the provisions of this article, numbers 1, 2 and 3, the Accommodation Office may send a complaint to the judicial authorities and propose the opening of an inquiry procedure in the scope of the Management Board of IST.

2. Under the proposal of the Accommodation Office and after taking into consideration the views of the Residents' Committee, disciplinary proceedings may be initiated against the residents at fault, who have the opportunity to make a statement justifying their behavior.
3. The Accommodation Office Coordination may apply the following sanctions:
 - a) Oral warning;
 - b) Written warning;
 - c) Penalties as set out in the Internal Regulations.
4. The Management Board may apply the following sanctions:
 - a) Temporary suspension of the right to accommodation
 - b) Definitive suspension of the right to accommodation.

ART.22

Loss of the right to residence

Any student who leaves the IST due to an interruption of studies, prescription or to the conclusion of the degree to which it was enrolled will lose the right to accommodation. In the event of a change in the conditions mentioned above, the students may re-apply for residence.

ART. 23

Omissions

All situations not covered by these Regulations will be resolved by the Management Board of IST, upon proposal by the Accommodation Office,

with the participation of the General Support Coordinator, after taking into consideration the views of the Residents' Committee.

ART. 24

Approval and entry into force

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.