

REGULATION OF THE RESIDENCES – PORTO CIDADE DE CIÊNCIA¹

Chapter One

Purpose of use

Article 1

The residences - *Porto Cidade de Ciência* - are destined to shelter professionals, such as teachers, researchers, postgraduate students, national or foreign, who travel to Oporto in order to perform their activity through university departments, scientific, technological or artistic research centres, during previously determined time periods and never in a permanent form.

Article 2

The residences are one of the goals of the project – *Porto Cidade de Ciência* – which is promoted by the *Fundação Porto Social*², further on referred as Foundation, which results on the reinforcement of the infrastructures which support the activities of science and investigation.

It is intended to promote a greater interest in the national and international scientific communities, by facilitating their welcoming and offering them study and well-being conditions.

Chapter Two

Admission and stay period

Article 3

1. The residents' admission will occur by a reservation request made by the entity where the resident will develop his/her activity, or by their validation.

2. The reservation request may be addressed to the administration of *Porto Cidade de Ciência* in writing (letter, fax or e-mail), indicating the nature of the activity, on which the academic or researcher will collaborate, as well as the intended stay period.

¹ Oporto: Science City

² Oporto Social Foundation

Article 4

If the accommodation capacity is exhausted, it will be made a list of reservations. The admission order will result of the wise application of the following criteria:

1st Criterion: Reception date of the admission request

2nd Criterion: The shortest stay period

Article 5

The maximum period of each stay must not exceed 30 days.

Chapter Three

Residences Organisation

Article 6

The Foundation is responsible for the management and functioning of the residences, through the administration of *Porto Cidade de Ciência* and the remaining services, which exercise their competences.

Article 7

The responsible institution mentioned in the previous article will have the following competences:

- a) to admit and select the residents, according to the norms defined in the present regulation;
- b) to guarantee that the residents accomplish the respective accommodation period;
- c) to care for the cleaning, hygiene and preservation of the residences;
- d) to assure the cleaning service of the residences equipment and the clothing treatment;
- e) to assure the supply of all the goods necessary to the good functioning of the residences;
- f) to assure that the rules of the present regulation are accomplished, in what concerns the residences functioning.

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Chapter Four

Residences Management

Article 8

The residences management must be done having in mind the balance between the residents' interests and the management of these services. It should also be guided according to a logic, which aims at its financial balance.

Article 9

1. On account of contributing to expenses of functioning, maintenance and conservation of the equipment, it will be imputed a contribution to be paid by the residents or by the authorities, which propose their stay. This contribution will be calculated starting from the admission date and within the maximum stay limit imposed by the present regulation, and based on the following table:

Stay period	Contribution Value
Daily	15€
Weekly	75€
More than 14 days	Will be charged the daily value
30 days	400€

2. The daily value will be applied to less than one week stays.
3. One week is considered to be the period, which corresponds to 7 consecutive days.
4. To a stay longer than one week and less than 14 days, the contribution will be calculated according to the weekly value and by adding the number of additional days, which is calculated based on the daily value.
5. To a 14 days stay, it will be applied the value corresponding to two weeks.
6. To longer than 14 days stays, the additional days will be charged based on the daily rate.

7. When accommodating two people, in the double bedroom installed in the T3 apartment, the contribution applied to one of them will correspond to 75% of the value of the individual contribution.

8. VAT will be added to the value.

9. The table value shall be reviewed whenever it is necessary and convenient.

Article 10

1. When the stay corresponds to a period of time inferior to one week (inclusive), the payment shall be effectuated totally in the act of reservation.

2. When the stay is superior to one week, 50% of the total value of the contribution shall be paid when the reservation is made. The other 50% shall be liquidated on arriving to the residence, by handing the key.

3. The ways of payment available are the bank transfer or another form of distance payment.

4. In case of a bank transfer from abroad, as the process may be slow and expensive due to bank rates, the total value of the contribution may be liquidated at the act of handing the key. For this procedure, the candidate shall send a (confirming) declaration issued by the entity where he/she will develop his/her activity.

5. The reservation will be confirmed only after liquidating the total value of the contribution or the deposit, with the exception of the cases referred to above. In what concerns the latter, the reservation will be confirmed after the reception of the declaration issued by the entity where the candidate will develop his/her activity.

6. If the reservation is cancelled 15 days prior to the date of arrival, the anticipated payment will be returned.

7. When the stay period is altered by anticipating the exit, the difference of the contribution value will be returned to the resident till the limit of 50% of the total value of the stay.

8. In case of prolongation, the additional period should be liquidated in advance.

Chapter Five

Functioning

Article 11

The residents have the right to use the physical spaces, the equipments and services existent in each residence.

Article 12

All residents are responsible for the order and preservation of the goods they use.

Article 13

The residents may use the kitchen and laundry equipment available in the residence and they are responsible for their preservation and regular cleaning.

Article 14

1. Laundry services will be assured weekly. These services concern the bed and bath items.
2. The residents may use them to wash and treat their personal clothes, assuming the costs foreseen in the supplier's table.

Article 15

1. The cleaning services will be assured twice a week.
2. The cleaning services comprise every space and equipment of the residence, including the individual spaces. Therefore the residents shall give access to them, at the days destined to the effect. They are responsible for keeping their goods or personal values safe.

Article 16

If the resident doesn't intend his/her bedroom to be cleaned, he/she shall assume the maintenance of good hygiene conditions.

Article 17

The damages, as well as the damaged or missing equipment, caused in the residences are of the personal responsibility of who practises them.

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Article 18

The residents are obliged to respect the other residents and neighbours and shall abstain to practice any action susceptible to offend the moral and good customs.

Article 19

It is strictly forbidden to give accommodation in the residences to anyone, without the previous knowledge and permission of the administration of *Porto Cidade de Ciência*.

Article 20

The access of non-residents shall be preceded by the previous knowledge and permission of the other residents.

Article 21

The “Porto Cidade de Ciência” administration doesn’t take responsibility for the theft of any goods or personal values of the residents.

Article 22

The “Porto Cidade de Ciência” administration should have access to the residences in the presence of the residents or with their previous consent. There are safeguarded situations related to the verification of irregularities or cleaning services and maintenance of the facilities or equipments.

Article 23

On arrival it is handed to each resident one key, which will be under their responsibility and shall be returned at the end of the stay.

Article 24

Until the last day of the stay the resident shall remove all of his/her goods of the residence. A visit to the space shall be performed, before the resident leaves.

Article 25

Suggestions and complaints shall be communicated in writing to the project administration.

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Chapter Six

General dispositions

Article 26

The non-accomplishment by the residents of the determinations which result of the application of the present regulation or of the internal rules defined by each residence, as long as they are properly publicised to the residents, will cause the participation to the project administration, having in mind the application of measures, which are believed to be the most adequate.

Article 27

Cases which are not foreseen in the present regulation or any doubt in its interpretation will be appreciated by the project administration.

Article 28

(revoked)

Article 29

Any exception to the present regulation should be put to the project administration, by form of a well-founded proposal. The administration should take it under the superior consideration of the Board of Administration of the Foundation.

Article 30

The qualified court to settle any litigation emergent from the present regulation is the *Tribunal de Comarca do Porto*³ or the *Julgado de Paz do Porto*⁴.

³ Court of the city of Oporto

⁴ Type of court, with special characteristics, that judges cases which involve reduced values.

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