

HOTEL-SCHOOL REGULATION

2023/2024

CHAPTER I

SCOPE AND PURPOSE

Article 1st

1. The ISAG Hotel-School is located in the ISAG Campus, at Rua dos Salazares, 842, Porto, in order to promote the following purposes:
 - a) To provide laboratory classes with the main goal of enabling and stimulating the practical training of undergraduate students, technical upper professional courses and executive training, allowing a greater interconnection to the work context.
 - b) Provide accommodation for national and international students, guest speakers and other type of guests, as long as they are duly authorized by the ISAG Board of Directors.
2. The ISAG Hotel-School is composed by:
 - a) 20 (Twenty) double rooms with bathrooms;
 - b) Multipurpose room;

Article 2nd

In addition to what is foreseen in the previous article, the Hotel-School also aims to provide students with conditions of study and well-being that favor school success and their social and academic integration.

CHAPTER II

APPLICATION AND ADMISSION CONDITIONS FOR ACCOMMODATION

Article 3th

Application

1. Can apply for admission to accommodation at the Hotel-School:
 - a) Incoming foreign student enrolled in ISAG under a European or international mobility program or other kind of protocol;
 - b) National students enrolled in ISAG in any cycle of studies that, due to the attendance of academic activities, are obligated to reside, during the academic period, outside their household;
 - c) Other students enrolled in ISAG that, although not included in the foregoing provisions and after evaluation of application, it is concluded that they are not covered by any impediment.
2. The application for accommodation at the Hotel-School should be submitted until July 15th of each year, in an appropriate form, provided by ISAG on the institutional website.

3. ISAG's Board of Directors may extend the period referred in the preceding paragraph until August 31st of each school year for students who are attending ISAG for the first time;
4. The application is valid only for one academic year;
5. Only students who have their financial situation with ISAG regularized can apply for the accommodation;
6. The application must be accompanied by the payment of a reservation fee, otherwise it will be void.
7. The reservation fee is set annually by ISAG's Board of Directors, through publication on the ISAG's institutional website during the application period, and the respective amount will be deducted from the first monthly fee due by the admitted student.
8. In case the student candidate is not admitted, the amount of the reservation fee will be immediately returned.
9. If the student is admitted but withdraws from the application, the reservation fee will not be refunded.

Article 4th

Selection Criteria

1. It is the responsibility of the ISAG's Board of Directors, within 15 working days after the deadline for submitting applications, to prepare an orderly list of students' admissions to the Hotel-School.
2. The ordenation and seriation of applications will be made according to the following preference criteria:
 - a) Students with greater antiquity in the use of the accommodation services of the Hotel-School;
 - b) Incoming foreign students, enrolled in ISAG, who are under a European or international mobility program or established protocols;
 - c) National students residing at wider distance from ISAG;
 - d) Students with the highest number of ECTS completed at the time of the application;
3. Students admitted that may wish to withdraw their application must formalize their request within 5 working days of the publication of the results, otherwise in addition to the loss of the reservation fee, they will be subject to the payment of the monthly fees corresponding to the entire academic year.
4. If, between the date of application and the communication of admission, there is a change in the conditions of stay or in the respective prices, the student has the right, within the deadline set in the previous number, to withdraw his or her reservation, and

the amount of the reservation fee paid with the application will be refunded, without prejudice to the provisions of number 9 of article 3rd.

CHAPTER III

ADMISSION

Article 5th

Contract, admissions and monthly fees

1. The admitted student is only entitled to attend the Hotel-School and benefit from its services after signing the contract which stipulates the reciprocal rights and obligations of the parties.
2. By signing the contract referred to in the previous number, the student is assuming responsibility for the payment of the monthly fees for the entire contracted length of stay.
3. The admission into the Hotel-School is dependent of the previous realization of a security deposit in the amount corresponding to a monthly fee, intended to cover any damages that the student may cause in the premises or in the equipment of the Hotel-School or in goods of the other resident students.
4. In the cases where the deposit referred to in the preceding number is not sufficient to reimburse the damages caused, the resident student shall be notified to pay the amount owed within the specified period.
5. The monthly fees payments must be paid until the day 8th of each month, preferably by direct debit.
6. The non-payment of the monthly fee within the period established in the previous number implies the immediate termination of the contract, without the need for any notice or notification and the student will be prevented from using the services of the Hotel-School and obliged to withdraw his/her assets within 24 hours.
7. The amount of the monthly fees will be defined by ISAG's Board of Directors and published on the institutional website during the application period.

CHAPTER IV

OPERATION AND RULES OF USE

Article 6th

Students obligations

1. At the time of the admission to the Hotel-School it will be elaborated an individual form of each resident student.
2. At the time of the admission, an inspection of the room will also be carried out and a statement of responsibility will be drawn up and signed containing a list of all the equipment delivered and in which the student undertakes to keep it and return it, in good condition, at the end of the School year or when, for any reason, they fail to use the accommodation.
3. The resident student is responsible for the good order and conservation of the goods in use.
4. Any conduct liable to raise questions about the good rules of coexistence constitutes an infraction of these regulations.
5. It is expressly prohibited:
 - a) Cooking in the rooms;
 - b) Starting a fire such as light candles, incense or other objects inside the facilities;
 - c) Give away the room key to strangers;
 - d) Allowing strangers to enter the Hotel-School;
 - e) Change the placement of the furniture or any other equipment, without authorization from ISAG;
 - f) Use household appliances in the rooms, namely, irons, stoves, toasters, electric heaters and others. Any appliance that students wish to place in the rooms must be previously authorized by writing;
 - g) Post posters, photographs, stickers or paint the doors, walls and / or cabinets
 - h) Prevent the intervention of ISAG's staff who work in the Hotel-School or, in any way, undermining their work;
 - i) Smoking inside the Hotel-School facilities;
 - j) Consume of narcotics;
 - k) Consume of alcohol in an excessively way, resulting in a change in the individual behavior and disruption of the normal life of the residents;
 - l) Receive calls from the outside during rest hours.
 - m) Store bicycles inside the Hotel-School;
 - n) Cover the surveillance cameras only present in the common spaces, fire detectors and activate the bells;

- o) Practice games with an illicit character;
 - p) Introduce and keep animals.
6. It is the students' obligation:
- a) Keep the room properly cleaned and tidy, including dressing up the bed;
 - b) Respect the rest periods of the other students, according to schedules to be defined annually by the Board of Directors;
 - c) Respect the periods of study of the other students;
 - d) Take special care when entering and leaving the accommodation when this is in line with the rest or study periods of other students;
 - e) Ensure the cleaning of the living room existing in the Hotel-School;
 - f) Immediately report any anomaly that is detected in the material or equipment used;
 - g) Deliver the room properly cleaned and in good repair - here including equipment, furniture, walls and ceilings - at the end of the school year or the period of time of its use.
7. Whenever a student finishes the use of a room, a joint survey will be carried out and signed, indicating all relevant statements regarding the condition in which the room is returned and the conditions of operation of the equipment.

Article 7th

ISAG's Obligations

1. It is ISAG's obligation:
- a) Appoint, each year, a person in charge of the Hotel-School, to ensure a regular contact with the resident students;
 - b) Ensure effective control of student compliance with the rules of use and operation;
 - c) Ensure cleanliness of common areas, including corridors and stairs;
 - d) Ensure a change of bed linen and bathroom linen (sheets, pillow cases, face and bath towels) on a weekly basis;
 - e) Maintain a good general condition of the accommodation and the facilities;

Article 8th

Responsibility

1. Each student is responsible for damages caused to the equipment and facilities of exclusive use.
2. In the event of losing of keys or room card, the resident must immediately inform ISAG's services, and the value of the substitution will be imputed to the resident student.
3. The repair of damages in common facilities or equipment is the responsibility of the respective causer; In the impossibility of identifying the respective author, the amount of the reparation will be distributed proportionally by all residents.

CHAPTER V

DISCIPLINE AND SANCTIONS

Article 9th

Disciplinary responsibility

1. Violation of the duties and obligations arising from these Regulations constitutes a disciplinary infraction.
2. The following disciplinary sanctions may be applied to the offending student, following the previous disciplinary procedure:
 - a) Oral warning;
 - b) Written warning;
 - c) Pecuniary sanction;
 - d) Loss of the right of residence in the Hotel-School and consequent termination of the contract of admission.
3. The ISAG Board of Directors shall be responsible for initiating disciplinary proceedings and deciding on the disciplinary sanction to be applied, taking into account the seriousness, consequences and possible repetition of the student's conduct.
4. In case of need or urgency, ISAG's Board of Directors may determine the immediate suspension of the admission contract referred to in article 5th and the consequent prohibition of access of the resident student to the facilities of the Hotel-School, without prejudice to the responsibility that may be determined in the course of disciplinary proceedings.

CHAPTER VI

FINAL DISPOSITIONS

Article 10th

Exclusion of liability

ISAG assumes no responsibility for the damage, loss, or disappearance of residents' property.

Article 11th

Non-student residents

The emerging rules of this Regulation are destined to resident students and apply, with the appropriate adaptations, to all other cases of residents or non-student guests.

Article 12th

Omission Situations

1. The cases omitted in these Regulations will be resolved by order of the ISAG's Board of Directors
2. ISAG's Board of Directors may amend this Regulation at any time, with the new version coming into force immediately after notification to all resident students.

Article 13th

Data Protection

1. The provision of personal information under this declaration is a mandatory requirement and corresponds to the fulfillment of the duties of the student under the provisions at the regulatory level to which the student was bound for the purpose of his/her stay at the ISAG – Hotel-School and will be used by the ISAG Services in the performance of their duties and in respect of their organic competencies in accordance with the regulations binding on the parties and, in particular, the legislation in force on privacy and protection of personal data.
2. All personal data collected will be processed for the duration of the relationship between the parties in accordance with the terms agreed by them (in particular by the student, ISAG and other entities appropriately known by them), notwithstanding the students's rights related to them, namely (1) to request access to the data, (2) its rectification, (3) its elimination, (4) the limitation of its processing, (5) and even request its portability (data transfer request).
3. The exercise of any right on the part of the student will be assisted within 30 days, unless overriding reason of public interest, of superior legitimate interest of ISAG or of third parties, legal or contractual obligation, or if the request is manifestly unfounded. Such impediments may even justify the maintenance of the data provided

beyond the period originally envisaged, without prejudice to being able - at any time - to lodge a complaint with a competent public supervisory authority.

4. In the event of a breach of data and where this is required under applicable law, ISAG shall provide as accurate and timely information as possible on the affected data, the consequences for the breach and the measures taken to remedy the same.
5. For more information, the student can consult our “Privacy Policy and Protection of Personal Data” on the institutional site <https://www.isag.pt> or its headquarters, without prejudice to what results already compliance with the applicable internal regulations and agreements.

Board of Directors, **Xth XXXXXX, 202X.**

Master Joaquim Alberto Hierro Lopes

ANEX I
APPLICATION FOR ACCOMODATION
HOTEL-SCHOOL

	IDENTIFICATION
Name	
Age	
Sex	
Nationality	
Passport number	
VAT Number	
Cellphone number	
E-mail	

	ADRESS IN THE HOME COUNTRY
Address	
ZIP Code	
City	
Country	
Telephone Number	

	ACADEMIC SITUATION
Degree	
Field of Study	
Year	

	INTERNATIONAL PROGRAM
Erasmus + Program	
Other	

DECCLARATION

Under a commitment of honor and according to the article 5th of the Hotel-School Regulation, I hereby declare that the statements made by me in this application are complete and correspond entirely to the truth.

____ / ____ / ____
(Date)

(Signature)

ANEX II

INDIVIDUAL RESIDENT DATASHEET

HOTEL-SCHOOL

	IDENTIFICATION
Name	
Student's number	
Age	
Sex	
Address	
Nationality	
Passport number	
VAT Number	
Cellphone number	
E-mail	

	INFORMATION REGARDING THE ACCOMODATION
Room nº	
Bed nº	
Start date of the stay	
End date of the stay	

DECLARATION

Under a commitment of honor and according to the article 5th of the Hotel-School Regulation, I hereby declare that the statements made by me in this application are complete and correspond entirely to the truth.

____ / ____ / ____
(Date)

(Signature)

ANEX III SHEET MATERIAL INVENTORY HOTEL-SCHOOL

	IDENTIFICATION
Name	
Student Number	
Cellphone number	
E-mail	

	Information regarding the stay
Room nº	
Bed nº	
Start date of the stay	
End date of the stay	

MATERIAL LIST

	ROOM ENTRANCE		ROOM LEAVING	
MATERIAL	QUANT.	OBSERVATIONS	QUANT.	OBSERVATIONS
LCD and the remote control				
Frigobar				
Furniture				
Lamp				
Air condition and the control				
Bathroom towels				
Bedsheets				

ROOM ENTRANCE

____ / ____ / ____
(Date)

(Resident Signature)

(Hotel-School Signature)

ROOM LEAVING

____ / ____ / ____
(Date)

(Resident Signature)

(Hotel-School Signature)

ANEX IV SHEET VALUES FOR DAMAGE HOTEL-SCHOOL

Room Card	EUR. 20
Small sheet	EUR. 4,75*
Big sheet	EUR. 6,40*
Pillowcase	EUR. 1,90*
Duvet cover	EUR. 18,20*
Duvet	EUR. 25,50*
Bath towel	EUR. 4,75*
Face towel	EUR. 2,90*
Bath Rug	EUR.3,15*

*Values in case of the theft, loss or damage.

Small sheet	EUR. 0,70**
Big sheet	EUR. 0,75**
Pillowcase	EUR. 0,25**
Big duvet cover	EUR. 2,20**
Small duvet cover	EUR. 2,00**
Big duvet	EUR. 17,00**
Small duvet	EUR. 11,50**
Bath towel	EUR. 0,70**
Face towel	EUR. 0,50**
Bath rug	EUR. 0,50**

** Extra wash values

Resident	Date	Hotel-School	Date