

**THE RULES
of internal regulations in the student dormitories**

Ukrainian Medical Stomatological Academy

1. GENERAL REGULATIONS

1.1. The Rules of internal regulations in student dormitories №1, №2, №3, №4 (hereinafter the Rules) establish a single internal regulations of the dormitory, determine the order of settlement, eviction, duties and responsibilities of the residents of the dormitory in accordance with the applicable law.

1.2. These Rules are internal administrative documents of a direct action and are mandatory for students, trainees, interns, clinical residents, graduate students, doctoral students, academy employees and other residents of the dormitory (hereinafter Student, Resident), as well as dormitory staff.

Certain items of these Rules may be implemented or regulated by orders and directives of the Rector of the academy or a person authorized by him, responsible for the activities of dormitories.

1.3. The main normative documents regulating the activity of student dormitories are the legislation of Ukraine, the Statute of the Academy, the Regulations on dormitories, orders and instructions of the Rector, Vice-Rector for Administrative Management, Campus Executive Officer, who is delegated powers to organize dormitories.

2. PROVISION OF AN ACCOMMODATION IN A DORMITORY

2.1. Settlement of students, trainees, interns, clinical residents, graduate students, doctoral students, teachers of the academy and other employees of student dormitories is carried out by order of the rector in consultation with the student government and the primary trade union organization of students on the basis of orders in accordance with the Housing Code of Ukraine. At settlement the agreement on residence is concluded.

2.2. The dormitory can accommodate out-of-town entrants for the period of entrance examinations, as well as orphans and children deprived of parental care, provided that they have no other place of residence. Applicants are accommodated in a student dormitory if there are vacancies, based on the referrals of the Admission Board for the period of entrance interviews (exams).

2.3. A person who is given a place in a dormitory is obliged to present a passport in person, provide two photos to obtain a pass for the right to enter the dormitory, hand over to the Senior Manager of the dormitory №4, the Manager of the dormitory №3, the dormitory manager order-agreement for the right to take one place in a dormitory with a mandatory mark of medical examination and a receipt of prepayment for accommodation **6 (six)** months in advance according to the cost of living.

2.4. The Senior Manager of the dormitory №4, the specialist of the dormitory №3, the dormitory manager is obliged to:

- accommodate the student in a place of residence according to the order;
- issue the necessary equipment, set of linen;
- instruct on safety when using electrical appliances, household radio equipment and gas equipment, fire safety, use of personal electrical appliances (against signature in a training log);
- inform about the order of eviction from the dormitory;
- issue room keys and a dormitory entrance pass.

2.5. Temporary accommodation in the student dormitory for student's relatives may be provided only with the consent of the Vice-Rector for Administrative Management, Campus Executive Officer, who has been delegated the authorities in the relevant field of work.

For the accommodation it is necessary to provide:

- a statement addressed to the rector of the academy, endorsed by the Vice-Rector for Administrative Management, Campus Executive Officer;
- receipt of payment for accommodation;
- passport (certificate) of the arrival.

All persons are registered with the dormitory manager and receive a temporary pass for the right to enter the dormitory.

2.6. In case of unforeseen circumstances and for good reasons, students living in the dormitory may be moved to another room or to another dormitory.

2.7. Applicants who received an unsatisfactory grade in the entrance interviews (exams), vacate a place in the dormitory within three days from the date of announcement of the results of the interview (exams). In case of filing an appeal - within three days after confirmation by the appeal commission of the correctness of the assessment; applicants who did not pass the competition - within three days after the issuance of the order of enrollment.

2.8. In case of expulsion from the academy, after its graduation or termination of the residence agreement for any reason, the residents vacate the dormitory within **five days** from the date of issuance of the relevant order.

In case when departure to the place of permanent residence in due time is impossible due to illness, lack of a train ticket, bus, as well as for other good reasons, based on the personal application of the student living in the dormitory, according to the rector's decision this period may be extended, but not more than for five days.

If a resident of a dormitory does not leave the dormitory within the specified period, he is forcibly evicted in accordance with the current legislation of Ukraine.

2.9. When leaving the dormitory for holidays or academic leave, residents are obliged to notify the dormitory manager **2 (two)** days before departure, hand over to the dormitory manager in proper condition the property assigned to them, living rooms and keys to them. Personal belongings must be taken to the storage room.

- **The administration of the dormitory is not responsible for the personal belongings of residents which were not stored in the storage room.**

2.10. Registration of student families who need places in dormitories is carried out by the administration of the academy in coordination with the student government.

III. LIVING CONDITIONS

3.1. The dormitory premises, its equipment, inventory, which are provided for using, are the property of the academy. The residents of the dormitory are personally responsible for their safety.

3.2. Property for personal use is given to residents under their personal responsibility. Material responsibility for the integrity and preservation of the property rests with the person who received the property. The description of the property, signed by the Senior Manager of the dormitory №4, the specialist of the dormitory №3, the manager of the dormitory and the head of the room (section, floor), is posted in the room (section, floor).

3.3. Inventory and equipment may be removed from the dormitory only with the written permission of the dormitory manager.

3.4. Entrance to the dormitory is allowed on the basis of students passes.

3.5. Visitors have the right to stay in the dormitory from 18.00 to 23.00. Upon entering the dormitory, the visitor presents the identity document to the duty person and is registered in the visitor's book.

A student living in a dormitory is obliged to meet the visitor in person, leave a pass to the duty person and walk the visitor out when he/she leaves the dormitory.

- Responsibility for the timely exit of visitors from the dormitory and compliance with the rules of the internal regulations of the dormitory and compensation for material damage caused by visitors rests with the persons who invited them.

3.6. Cultural events in dormitories are held in accordance with the plan developed by the student government, and agreed with the Vice-Rector responsible for extracurricular activities at the academy. All events must end by 11 p.m.

3.7. From 23.00 to 07.00 there should be silence in the dormitory. In the corridors (sections) and public places there is only after hours lighting.

3.8. All residents of the dormitory live in the dormitory of the academy on a self-service basis.

3.9. Bed linen is changed in accordance with the established norms.

3.10. In case of illness, the dormitory resident is sent to the dormitory isolator.

3.11. For the purpose of internal control over the sanitary condition of the dormitory, the control is carried out by the student council of the dormitory, which conducts a weekly control inspection of rooms and places of common use. The assessment of the room (section, floor) has three components:

- sanitary condition of the room (section);
- improvement of the room;
- discipline of residents.

4. RIGHTS AND RESPONSIBILITIES OF DORMITORY RESIDENTS

4.1. Residents of the dormitory have the right to:

- use the premises for educational, cultural, household and sports purposes, storage rooms, equipment, inventory and property of the dormitory in accordance with the established procedure, to have a permanent place in the living room in the dormitory;
- require timely repair or replacement of equipment, furniture, bedding and other property of the dormitory, as well as the elimination of shortcomings in the household;
- elect the student council of the dormitory and to be elected to its membership;
- take part in solving issues related to the improvement of living conditions, organization of educational work and leisure, equipment of dormitory premises, work of service personnel, etc .;
- address questions, suggestions, complaints to the administration of the academy regarding the work of the dormitory staff or inadequate living conditions, including through the "Trust Boxes", which are in the dormitories and in the buildings of the academy.

4.2. Residents of the dormitory are obliged to:

- know and follow the "Rules on internal regulations in student dormitories of the Ukrainian Medical Stomatological Academy" safety rules and fire safety;
- carry out the orders of the dormitory administration and the student dormitory council;
- from the date of settlement in the dormitory within **10 days** to be medically examined, resettlement in a dormitory to be medically examined until **September 1** of the current year. In case of non-compliance with obligations they will be evicted from the dormitory.
- strictly adhere to cleanliness and order in living rooms, common areas and actively participate with consent in all types of work related to self-service; to clean daily living rooms and blocks, bathrooms of blocks and living rooms, carry out monthly general cleaning of premises of a dormitory and the adjoining territory with observance of rules of labour protection;
- take care of public property - premises, equipment, dormitory property, economically spend electricity, gas, heat, water;
- enter into agreements for accommodation in a dormitory;
- timely pay in the established amounts for accommodation and for additional paid services that they personally use;
- reimburse the caused material damages according to the current legislation;
- hand over to the storage room personal belongings that do not require daily use, administration is not responsible for things which are not stored in the storage room;
- when leaving the room (section), the resident must turn off the lights, close the windows;
- timely submit applications for repair of electrical, plumbing equipment and furniture;
- immediately inform the duty person, the Senior Manager of the dormitory №4, the specialist of the dormitory №3, the head of the dormitory and the student council of the dormitory about all extraordinary events in the dormitory;
- follow the rules of safety, fire safety when using electrical and gas appliances;
- when leaving the dormitory for a long time (more than 5 days), as well as when going on holidays or practice, warn the Senior Manager of the dormitory №4, the specialist of the dormitory №3, the head of the dormitory.

4.3. Residents of the dormitory are prohibited from:

- moving from one room to another without the permission of the Campus Executive Officer, the Senior Manager of the dormitory №4, the specialist of the dormitory №3 and the head of the dormitory;
- altering and transferring inventory and furniture from one room to another or taking them out of working rooms and dormitory without the written permission of the Senior Manager of dormitory №4, the specialist of dormitory №3, the manager of dormitory;
- sticking or nailing ads, schedules, drawings, postcards, clippings from newspapers and magazines, etc. on the walls and cabinets of the room and public places;
- rearranging and repairing electrical equipment, turning on electric heaters in living rooms;
- arbitrary replacing the door lock, in case of replacement of the lock the spare key must be handed over to the Senior Manager of the dormitory №4, the specialist of the dormitory №3, the dormitory manager;
- keeping visitors after 23.00 without the written permission of the Campus Executive Officer the Senior Manager of the dormitory №4, the specialist of the dormitory №3 and the head of the dormitory;
- bringing, storing and consuming alcoholic beverages, narcotic drugs, psychotropic substances, their analogues;
- appearing in a dormitory in a state of intoxication, gambling;
- smoking in living and working rooms, corridors, common areas;
- turning on the radio and television, computer and audio equipment to a volume that exceeds the audibility of the room, breaking the silence from 22.00 to 07.00.
- keeping animals in the dormitory;
- transferring the pass to the dormitory to another person;
- cluttering the living room with large things, leaving for storage in the halls, corridors of their own furniture, refrigerators, bicycles, etc.
- For violating these requirements, the residents of the dormitory may be evicted from the dormitory for violating the Rules of Procedure

5. PENALTIES FOR VIOLATIONS

RULES OF INTERNAL REGULATION IN THE DORMITORY

5.1. For violation of the rules of internal regulation in the dormitory, residents are subject to the following penalties:

- warning;
- admonish;
- refusal to relocate to a dormitory for the next school year;
- termination of the residence agreement.

5.2. For the appearance in the dormitory in a drunk condition, a state of toxic or narcotic intoxication, drinking alcohol, storage, using of toxic or narcotic substances in the dormitory, all perpetrators are evicted from the dormitory with refusal to settle in the dormitory for the next academic year. Students who do not live in a dormitory but have been involved in

drinking alcohol in the dormitory or have been in the dormitory in a state of alcohol, toxic or drug intoxication may be expelled from the academy.

5.3. Punishment is announced by order of the Rector of the academy by the submission of the Campus Executive Officer, the Senior Manager of the dormitory №4, the specialist of the dormitory №3 and the head of the dormitory, the student council.

6. CONCLUDING REGULATIONS

6.1. These rules apply to all students of dormitories without exception №1, №2, №3, №4.