



## INTERNATIONAL EUROPEAN UNIVERSITY

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### REGULATIONS ON THE STUDENT DORMITORY OF THE INTERNATIONAL EUROPEAN UNIVERSITY

Approved by the Academic Council  
of the International European  
University  
on **July 23, 2020** (Minutes No. 7)

Chairman of the Academic Council  
of the International European University  
**Serhii Kurilo**  
**July 24, 2020**

Effective upon the Order  
dated **July 24, 2020** No. 35-OD

## 1.GENERAL PROVISIONS

1. These Regulations govern the functioning of the student dormitory of the International European University (hereinafter – the University), the procedure for accommodation in the dormitory, living conditions, and internal regulations (hereinafter – the Regulations).

2. The University dormitory is intended for the residence of persons studying at the University (foreign students, interns, clinical residents, postgraduate students, doctoral candidates, students of the preparatory department, etc. (hereinafter – Students)).

3. Students who are foreign citizens studying at the University are accommodated in the dormitory on a general basis.

4. Vacant rooms may, with the consent of student self-government bodies, be used for the establishment of a separate hotel.

5. Living space and shared facilities in the dormitory are not subject to privatization or rental for other purposes. Each room in the dormitory must have a functional purpose. Repurposing of premises in the dormitory may be carried out upon submission by the dormitory administration and with the approval of student self-government bodies.

6. Nonresident Students of part-time study programs may be accommodated in the dormitory during examination sessions; nonresident applicants during entrance examinations; and applicants from among orphans and children deprived of parental care, provided they have no other place of residence.

7. Accommodation of Students in the University dormitory is carried out by decision of the Rector of the University upon submission of student self-government bodies and directors, based on warrants in accordance with the Housing Code of Ukraine. A housing agreement (contract) is concluded upon settlement.

8. The student dormitory is subordinated to the University.

9. The dormitory is intended for the residence of individuals (living quarters are shared by several persons who are not family members). If necessary, premises may be allocated for Students who are married. Such premises must be located in separate sections of the dormitory.

10. The dormitory is a place of collective residence with self-service and self-government, depending on the living conditions defined by the University administration and agreed with student self-government bodies.

11. University employees, as an exception, may be accommodated in the student dormitory until the end of the academic year only by decision of the Rector of the University and with the approval of student self-government bodies.

12. In addition to its primary purpose, the dormitory may provide additional services for a separate fee, the list of which is determined by the relevant legislative and regulatory acts.

13. The dormitory must provide the necessary conditions for living, independent study, recreation, physical activity, and educational work. Sanitary and household

premises must be allocated and equipped in accordance with current sanitary standards and rules for maintaining dormitories.

14. The internal regulations of the dormitory are established by the Internal Rules, which are approved by the Rector of the University and agreed with student self-government bodies.

15. The rights and duties of dormitory staff are defined by job descriptions approved by the Rector of the University.

## **2. PROCEDURE FOR ALLOCATING A PLACE IN THE DORMITORY**

1. The accommodation of Students in the dormitory and their eviction, as well as the living conditions, rights and responsibilities, shall be agreed upon with student self-government bodies.

2. The distribution of dormitory places among educational and research institutes is carried out by decision of the University Head (Rector's order), in agreement with student self-government bodies, in compliance with sanitary standards.

3. Lists of Students to be accommodated in the dormitory are prepared by the directors of educational and research institutes and approved by the Rector of the University upon submission by student self-government bodies.

4. Accommodation is carried out annually on the basis of orders, which are announced in advance (before the beginning of classes) to students by the relevant structural units: educational and research institutes, the Department for Work with Foreign Students, the Preparatory Department for Foreign Citizens, and the Research Department.

5. The formation of accommodation lists is carried out jointly with student self-government bodies and the primary student trade union organization on the basis of submissions from group/course leaders, the Research Department, and the educational and research institutes.

- The accommodation order for first-year students is published by **August 25**, based on preferential documents available in personal files.

- The accommodation order for senior-year students for the following academic year is published before the end of the current academic year.

6. Mandatory accommodation is provided to full-time students who belong to the following categories:

- Orphans and children deprived of parental care, as well as persons aged 18 to 23 from among them, in accordance with the Resolution of the Cabinet of Ministers of Ukraine of April 5, 1994, No. 226 *“On improving the upbringing, education, social protection and material*

*support of orphans and children deprived of parental care*” (as amended).

- Persons with disabilities of groups I and II, as well as children with disabilities under the age of 18, in accordance with the Law of Ukraine “*On the Fundamentals of Social Protection of Persons with Disabilities in Ukraine*”;
- Persons entitled to such accommodation under the Law of Ukraine “*On the Status and Social Protection of Citizens Affected by the Chornobyl Catastrophe*”;
- Children of servicemen of the Armed Forces of Ukraine, other military formations, and law enforcement officers who died in the line of duty, in accordance with the Decree of the President of Ukraine “*On Additional Measures to Strengthen Care for Defenders of the Motherland, Their Legal and Social Protection, and Improvement of Military-Patriotic Education of Youth*” No. 157 of February 21, 2002;
- Persons entitled to such accommodation under the Law of Ukraine “*On Increasing the Prestige of Miners’ Work*”;
- Family members of miners and mine rescuers who died as a result of the accident at the leased enterprise “*O.F. Zasiadko Mine*” (Resolution of the Cabinet of Ministers of Ukraine No. 6 of January 9, 2008);
- Students from families with five or more children.

Accommodation for the remaining places is carried out in the following order:

- Student families;  
Active participants in the University’s artistic and cultural activities;
- Athletes (upon recommendation of the Department of Physical Education);
- Winners of nationwide subject Olympiads and international (foreign) scientific conferences.

7. Students who did not receive a place in the dormitory are obligatorily included by the Accommodation Commission of the educational and research institute into a ranking list for accommodation. In cases of equal eligibility, students are ranked according to the points received during entrance examinations, and this list is made publicly available.

8. Based on the decision to allocate places in the dormitory at the educational and research institute, the Student receives a housing warrant, which is the only legal basis for settlement and residence in the assigned living space. The warrant indicates the dormitory address and room number.

9. The registration of warrants and Students living in the dormitory, the processing of necessary documents, and registration/deregistration are carried out by the dormitory passport officer.

10. Upon settling into the dormitory, the Student must present a passport and submit the housing warrant to the dormitory manager (warden), with advance payment for accommodation.

11. Upon settling, the Student is provided with the necessary inventory, a set of bed linen, and an entry pass to the dormitory. The Student must sign acknowledgment of having been acquainted with the Internal Regulations of the Dormitory and with safety rules.

12. Documents for the registration of Students accommodated in the dormitory are submitted by the administration in the prescribed manner.

13. In unforeseen circumstances and for valid reasons, Students residing in the dormitory may be relocated to another room or dormitory by decision of the dormitory administration.

14. Places in student dormitories for the accommodation of student families are determined by the Rector of the University in agreement with student self-government bodies.

15. The registration of student families in need of dormitory places is carried out by the Rector of the University in agreement with student self-government bodies.

### **3. USE OF THE DORMITORY. LIVING CONDITIONS, RIGHTS AND DUTIES OF STUDENTS**

1. Entry to the dormitory is permitted on the basis of passes issued to Students residing in this dormitory. From 06:00 until 24:00 entry is free; from 24:00 until 06:00 entry is allowed only with a record in the special logbook indicating the reason for late arrival.

2. Visitors are allowed to stay in the dormitory from 08:00 until 23:00. Upon entering the dormitory, a visitor must present an identity document to the duty officer and be registered in the visitor logbook. The Student residing in the dormitory must personally meet the visitor, leave their pass with the duty officer, and accompany the visitor upon departure.

Responsibility for the timely departure of visitors from the dormitory and for their compliance with the internal regulations rests with the Students who invited them.

3. Cultural events in the dormitory are organized in accordance with a plan developed by student self-government bodies and approved by the University administration. All events must end by 23:00.

4. In each section (room), a senior student is elected from among the Students residing there.

5. All Students living in the dormitory are involved in housekeeping and self-service work (maintaining order and cleanliness in living quarters and common areas, etc.).

6. A Student residing in the dormitory has the right to:

- Use study rooms, cultural and social facilities, medical and sports premises, storage facilities, and other equipment and property of the dormitory;
- Request timely repair or replacement of equipment, furniture, bed linen, as well as the elimination of shortcomings in living conditions;
- Elect representatives to the student self-government bodies of the dormitory and be elected to them;
- Through the student self-government bodies of the dormitory, participate in addressing issues related to improving living conditions, organizing cultural and educational activities, leisure, and evaluating the work of dormitory staff;
- Submit complaints regarding the work of dormitory staff and living conditions that do not comply with the Regulations on Student Dormitories or with the standards for equipping and maintaining dormitories, to the University administration or other relevant institutions in accordance with the Law of Ukraine “*On Citizens’ Appeals*”.

7. Duties of Students residing in the dormitory:

- Know and comply with the Internal Regulations;
- Pay on time for accommodation and additional paid services they use;
- Maintain cleanliness and order in their rooms and common areas, participate in all types of self-service and housekeeping work;
- Treat dormitory property with care, use heat, electricity, gas, and water economically;
- Ensure that duplicate keys to the room are available with the dormitory manager, and in case of replacing the lock, provide the manager with the corresponding duplicate keys;
- Timely submit requests for repair of electrical, plumbing equipment and furniture;
- Immediately inform the dormitory manager and student self-government bodies of the dormitory about emergencies in the dormitory;
- Compensate for any material damages caused, in accordance with the law;
- Comply with safety and fire safety regulations;
- Notify the dormitory manager (warden) if leaving the dormitory for a long period (more than 5 days);

- Upon completion of studies or early deprivation of the right to reside in the dormitory, return the dormitory property used and vacate the room in proper condition within two weeks.

8. Students residing in the dormitory are prohibited from:

- Moving from one room to another without the consent of the dormitory manager;
- Modifying or moving inventory and furniture from one room to another, or removing them from the dormitory without the permission of the dormitory manager;
- Performing electrical installation work in rooms or in the dormitory, modifying or repairing electrical equipment;
- Using electric heaters or electric stoves in living rooms;
- Holding mass events in the dormitory without the written permission of the dormitory manager;
- Allowing outsiders to remain in the dormitory after 23:00 without the written permission of the dormitory manager;
- Smoking, consuming or storing alcoholic beverages, narcotic or toxic substances, or being in the dormitory under the influence of alcohol, drugs, or toxic substances;
- Disturbing quiet hours between 22:00 and 07:00;
- Creating excessive noise, as well as using television, computer, or audio equipment at a volume that exceeds the sound insulation capacity of the room;
- Keeping animals in the dormitory.

9. Students residing in the dormitory may be encouraged for active participation in cultural activities, improvement of living conditions, and maintenance of the dormitory and its surrounding territory.

For violations of the Internal Regulations of the dormitory, the following disciplinary measures may be applied to Students:

- Warning;
- Reprimand;
- Denial of accommodation in the dormitory for the following academic year;
- Eviction from the dormitory.

10. Incentives or disciplinary measures for Students residing in the dormitory are imposed by the University administration in accordance with established procedures and in cooperation with student self-government bodies.

11. The procedure for accommodating Students in the dormitory during vacation periods is determined by the Rector of the University, taking into account the wishes of the Students.

#### **4. EVICTION FROM THE STUDENT DORMITORY**

1. Applicants who received an unsatisfactory grade in entrance examinations must vacate their dormitory place within three days from the date of the announcement of examination results; applicants who filed an appeal must vacate within three days after the appeal commission confirms the validity of the grade; applicants who were not admitted to the University by competition must vacate within three days after the issuance of the admission order.

2. In the event of expulsion from the University (including upon graduation), Students residing in the dormitory must vacate it in the prescribed manner within two weeks from the date of issuance of the corresponding order.

If, for valid reasons, a Student cannot vacate the dormitory within the specified period, this period may be extended by decision of the University administration in agreement with student self-government bodies.

3. Eviction of a Student from the dormitory is carried out in accordance with the legislation of Ukraine. In the event of a Student violating the internal regulations of the dormitory, they are evicted and must fully compensate for any damages caused.

#### **5. PAYMENT FOR ACCOMMODATION AND SERVICES**

1. The cost of accommodation in the dormitory consists of the cost of its maintenance and the cost of mandatory household services provided to Students residing in the dormitory.

2. The amount of payment for accommodation in the dormitory is set by the University administration and calculated in accordance with legislation, tariffs, and procedures for payment of utilities, depending on the level of housing comfort.

3. The calculation of the amount of payment and the cost of services for dormitory accommodation is agreed upon with student self-government bodies and must be communicated to the Students.

4. Payment for accommodation and services must be made at least one month in advance.

5. Additional services provided at the request of Students residing in the dormitory are paid for separately.

#### **6. DUTIES OF THE UNIVERSITY ADMINISTRATION AND DORMITORY MANAGEMENT**

1. The University administration is responsible for the proper operation and maintenance of the dormitory, compliance with established rules and regulations of

residence, organization of the daily life of Students residing in the dormitory, as well as educational, cultural, and sports-wellness activities.

2. The University administration and the dormitory management must comply with the Regulations on Student Dormitories, the agreement concluded with the Student, and the provisions of applicable legislation.

3. The University administration and the dormitory management exercise direct supervision over the dormitory's economic activities and operation, the organization of Students' residence and daily life in compliance with sanitary, environmental, and fire safety standards.

4. The University administration and the dormitory management are obliged to:

- ensure compliance with the Dormitory Internal Rules;
- maintain dormitory premises in proper condition in accordance with established sanitary norms and standards;
- equip dormitories with furniture, equipment, bedding, and other inventory in accordance with established norms;
- provide regular replacement of bedding in accordance with sanitary regulations;
- supply Students residing in the dormitory with the necessary equipment, tools, and materials for dormitory and adjacent territory maintenance;
- implement measures for safeguarding dormitory property and Students' belongings, organize repairs of the dormitory, inventory, and equipment, and maintain the assigned territory and landscaping in good condition;
- improve residential and living conditions in the dormitory, promptly implement proposals made by Students, and inform them about adopted decisions;
- provide Students with necessary household services and allocate premises for educational, cultural, and sports activities as well as for self-study;
- staff the dormitory with service personnel in accordance with established procedures;
- assist student self-government bodies in addressing Students' living and leisure issues;
- inform Students of decisions related to their residence and living conditions;
- ensure proper lighting and heating in all premises in accordance with established comfort standards;
- ensure timely financing of dormitory maintenance costs.

5. The University administration, together with student self-government bodies and the primary student trade union organization, considers disputes and possible conflict situations.

6. The dormitory administration is responsible for the safekeeping of Students' property deposited in the dormitory storage room. The administration is not responsible

for belongings that have not been deposited for safekeeping.

7. The University administration, together with student self-government bodies and the primary student trade union organization, may establish construction brigades to carry out work on the territory of University dormitories.

8. Current dormitory repairs involve systematic and timely works to preserve structural elements, finishing, engineering equipment, and landscaping elements from premature wear, as well as the elimination of minor damage and malfunctions that arise during use, including the adjustment and regulation of engineering systems.

9. During capital repairs of a dormitory, if such repairs cannot be carried out without relocation, the University administration provides Students with living space in the same or another dormitory for the duration of the repairs. Upon completion, Students are reinstated in the rooms they previously occupied.

Legal Counsel

Maksym PISHOV

Secretary of the Academic Council of the University

Olha MALYSHEVA