

**PRIVATE HIGHER EDUCATIONAL ESTABLISHMENT
"KYIV MEDICAL UNIVERSITY"**



**REGULATION
on the dormitory use
of the Private Higher Educational Establishment
"Kyiv Medical University"**

Kyiv – 2024

CONTENTS

1. GENERAL PROVISIONS	3
2. CHECK-IN TO DORMITORY	4
3. ACCESS TO THE DORMITORY	5
4. RIGHTS AND OBLIGATIONS OF DORMITORY RESIDENTS	6
5. DORMITORY FEE	9
6. LEAVING THE DORMITORY	11
7. INCENTIVES AND PENALTIES	12
8. STUDENT SELF-GOVERNMENT IN THE DORMITORY	13

1. GENERAL PROVISIONS

1.1. The Regulations on the use of the dormitory of the Private Higher Educational Establishment "Kyiv Medical University" (hereinafter referred to as the Regulations and the University) determine the procedure for settling in the University dormitory (hereinafter referred to as the dormitory) of persons studying at the University and other persons (hereinafter referred to collectively as residents), the rules of internal regulations in the dormitory, including the rights and obligations of residents while living in the dormitory, the grounds and procedure for their departure from the dormitory, the procedure for collecting fees for living in the dormitory, the rules for applying incentives and penalties to residents, as well as general provisions on the activities of student self-government in the dormitory.

1.2. These Regulations include the rules of internal regulations in the dormitory.

1.3. The Regulation was developed on the basis of the Law of Ukraine "On Education", the Law of Ukraine "On Higher Education", the Housing Code of Ukraine, the Model Regulation on the Use of Dormitories, approved by the Resolution of the Cabinet of Ministers of Ukraine dated June 20, 2018 N 498, the Regulation on the Peculiarities of the Use of Dormitories of Professional Pre-Higher and Higher Education Institutions, approved by the Order of the Ministry of Education and Science of Ukraine dated November 21, 2019 N 1452, other acts of Ukrainian legislation, as well as the Charter and other internal documents of the University.

1.4. These Regulations are introduced to regulate the rules of conduct of dormitory residents, maintain their proper discipline, and improve living conditions in the dormitory.

1.5. These Regulations are mandatory for all residents of the dormitory and persons staying in the dormitory, as well as for the University employees when performing their work duties related to the dormitory. The rights and obligations of the University employees when performing their work duties related to the dormitory are determined by their job descriptions.

1.6. All issues related to the application of these Regulations are resolved by the relevant employees of the University within the limits of their powers in accordance with current legislation and internal documents of the University.

1.7. The University dormitory is used for temporary residence on a contractual basis of persons studying at the University, during their education at the University, entrants (for the period of the admission campaign), and, provided that these categories of persons are fully provided with housing, also University employees and other persons.

1.8. Living space in a dormitory is provided to residents in the form of a bed in a shared room, which is part of the area of a dormitory room with a bed, mattress, blanket, furniture and other equipment intended for one person to live in.

1.9. The university does not provide dormitory residents with pillows,

blankets, bed linens, and towels, but may provide them for use for a fee.

1.10. All dormitory rooms must be used for their functional purpose.

1.11. The university is obliged to ensure the supply of electricity, heat, cold water, hot water to the dormitory, cleaning of common areas, implementation of the access regime in the dormitory by concierges, and also maintains the proper condition of the dormitory premises and the surrounding area.

1.12. The dormitory has external (over the surrounding area) and internal (over common areas, except toilets and showers) video surveillance. Video surveillance recordings are confidential information of the University.

2. SETTLING INTO A DORMITORY

2.1. To settle in a dormitory for the current academic year, a person studying at the University applies to the dormitory commandant. The dormitory commandant makes the decision to provide him or her with a bed.

2.2. For daily (but not more than a month) accommodation in a dormitory, any person applies to the dormitory commandant. The decision to provide them with a bed is made by the dormitory commandant.

2.3. Any other persons, except those specified in clauses 2.1 and 2.2 of these Regulations, are accommodated in the dormitory exclusively upon their application for a bed on the basis of the decision of the vice-president to whom the dormitory is subordinate (hereinafter referred to as the vice-president), which is drawn up in the form of his resolution on the application. Such an application with a resolution is the basis for the accommodation of such persons in the dormitory. If such persons are accommodated in the dormitory for 1 (one) month or longer, a contract for residence in the dormitory is not concluded with them.

2.4. The dormitory commandant provides a bed in the dormitory, taking into account family and family relationships between residents, their study at the same faculty, course, group, as well as the wishes of the dormitory residents, if this does not negatively affect their compliance with the rules of residence in the dormitory provided for in these Regulations.

2.5. Students who entered the University in the current academic year are the first to move into the dormitory.

2.6. When settling into a dormitory, a person:

- presents a commandant with a document proving his identity;
- provides a commandant with an application for the provision of a bed with a resolution of the vice president (for persons specified in paragraph 2.3 of this section);
- provides a dormitory commandant with a current 3x4 cm photo to issue a dormitory pass (does not apply to persons staying on a daily basis);
- provides a dormitory commandant with a copy of the medical certificate, which is filled out for applicants to higher educational institutions (for persons who entered the University in the current academic year);
- familiarizes himself with these Regulations and the rules of safety and

fire safety in the dormitory;

- concludes a dormitory accommodation agreement by signing it in 3 (three) copies;
- presents the commandant with a document confirming payment for accommodation in the dormitory.

2.7. A person who moves into a dormitory is provided with a bed, including property placed in the corresponding room, as well as a pass to the dormitory.

2.8. In the event of a minor settling into a dormitory, parents or other legal representatives shall familiarize themselves with these Regulations, the rules of safety and fire safety in the dormitory, as well as the agreement for settling in the dormitory.

2.9. Individuals who study at the University and move into the dormitory after the holidays are, if possible, provided with the rooms in which they lived before the holidays.

2.10. The relocation of dormitory residents between rooms is carried out based on the decision of the dormitory commandant upon the request of the relevant residents (if such an opportunity exists), as well as if the University administration has such a need. The dormitory residents must be notified by the commandant at least 2 (two) days in advance of the relocation to another room.

2.11. Moving dormitory residents between rooms does not require changes to the dormitory residence agreement.

3. ACCESS TO THE DORMITORY

3.1. Each dormitory resident is issued a pass for the duration of their stay in the dormitory.

3.2. Visitors are issued a guest pass.

3.3. Entry to and exit from the dormitory is only possible with a pass.

3.4. The pass is the property of the University and is subject to return to the dormitory commandant (duty concierge) in the event of a resident's departure from the dormitory, including a temporary one for a period of more than 10 days, or a visitor's departure from the dormitory.

3.5. The pass is an individual document and its transfer to another person is prohibited.

3.6. Dormitory residents are required to monitor the integrity of the pass. In case of damage, destruction or loss, the resident is required to immediately notify the dormitory commandant and obtain a new pass.

3.7. A guest pass is issued by the dormitory commandant (duty concierge) upon request from a dormitory resident in the event of a visit by persons who do not live in the dormitory.

3.8. Entrance to the dormitory is allowed:

- to dormitory residents without restrictions;
- for visitors – from 8:00 to 21:00.

3.9. The University administration, taking into account the requirements of the law, may decide to restrict the unhindered admission of residents to the dormitory for a certain time of day, of which it must notify them in advance.

3.10. A visitor is allowed into the dormitory under the following conditions:

- he is personally met by a dormitory resident;
- The dormitory resident informs the dormitory commandant of the approximate time the visitor will stay in the dormitory;
- the visitor presents a document proving his identity to the dormitory commandant;
- The dormitory concierge on duty registers the visitor in a special journal and issues him a guest pass, and the resident leaves his dormitory pass with the concierge on duty for the duration of the visitor's stay.

3.11. The dormitory resident ensures that the visitor leaves the dormitory by 9:00 PM, escorts the visitor out of the dormitory and hands over the visitor's guest pass. At the same time, the concierge on duty returns the pass to the dormitory resident.

3.12. The responsibility for the visitor's timely departure from the dormitory and their compliance with the rules of staying in the dormitory lies with the dormitory resident who invited (met) them.

4. RIGHTS AND OBLIGATIONS OF DORMITORY RESIDENTS

4.1. Dormitory residents have the right to:

- for timely receipt of housing and communal services of proper quality in the dormitory;
- use the classrooms, gym, auxiliary premises, other equipment and shared property of the dormitory, except for those leased to other persons, as well as technical premises;
- demand timely repair or replacement of equipment, furniture, inventory, etc. that have become unusable, as well as elimination of deficiencies in providing living conditions with residents' compliance with the requirements of legislation in the field of providing household and housing and communal services;
- to elect the student self-government of the dormitory and be elected to its membership (for persons studying at the University);
- through the student self-government bodies of the dormitory, participate in resolving issues related to improving living conditions, the quality of work of dormitory employees, the organization of cultural and entertainment, educational, sports and recreation work, leisure, etc.;
- to file complaints about the work of employees of the educational institution's dormitory and housing conditions that do not meet established standards, and other issues related to the maintenance of the dormitory to the University administration in accordance with the Law of Ukraine "On Citizens' Appeals";

- with the permission of the dormitory commandant, organize and hold educational, cultural and entertainment, religious, sports, health or other public events in the common areas and/or on the adjacent territory of the dormitory. During such events, restrictions on the permissible noise level, rules of conduct and sanitary and hygienic requirements must be observed;

- with prior written consent from the dormitory commandant, carry out cosmetic (current) repairs in the room at your own expense, bring your own furniture and/or electrical appliances (refrigerator, microwave oven, etc.) into the room;

- other rights in accordance with the legislation, internal documents of the University and the dormitory accommodation agreement.

4.2. Residents of an educational institution's dormitory are required to:

- know and comply with the rules stipulated in these Regulations;

- use the dormitory premises and the property located therein exclusively for their intended purpose;

- pay the accommodation fee in a timely manner and in full in accordance with the dormitory accommodation agreement;

- maintain cleanliness and order in your room and in common areas;

- to treat the dormitory property with care, to economically and rationally spend thermal energy, electricity, water, and other dormitory resources;

- submit requests for repairs to electrical, plumbing, other equipment and furniture in a timely manner;

- urgently notify the dormitory commandant (duty concierge) about all emergency events in the dormitory;

- not to obstruct the lawful access to the dormitory room of the dormitory commandant or other representatives of the University administration;

- not to obstruct access to common areas and property for other residents of the dormitory, the dormitory commandant, other representatives of the University administration, the concierge on duty, or persons cleaning the dormitory;

- in case of temporary leaving the dormitory for more than 2 (two) days, notify the dormitory commandant;

- observe silence from 11:00 p.m. to 7:00 a.m.;

- compensate the University for losses caused by damage to dormitory property;

- comply with safety regulations, fire safety requirements, and sanitary standards in the dormitory;

- not allow independent replacement of the lock on the door of the room in which they live or on the doors of public places;

- accompany visitors during their stay in the dormitory and ensure their timely departure from the dormitory;

- to comply with other rules established by law, internal documents of the University and the dormitory residence agreement.

4.3. Dormitory residents are prohibited from:

- to move from one dormitory room to another without permission;
- transfer dormitory passes to other persons;
- to enter or facilitate the entry of other persons into the dormitory and the adjacent territory outside the passageway;
- violate the rules stipulated by these Regulations;
- to smoke (except in specially designated areas in the territory adjacent to the dormitory), to use narcotic or toxic substances, to be in a state of alcoholic, narcotic or toxic intoxication;
- narcotic and toxic substances, devices for using narcotic or toxic substances in the dormitory;
- to store cold weapons or firearms in the dormitory;
- to keep animals in the dormitory;
- leave unauthorized persons in the dormitory after 10:00 PM;
- move inventory or furniture from one room to another or remove them from rooms without prior permission from the dormitory commandant;
- to commit any actions that pose a danger to the life and health of people or may lead to damage or destruction of the property of other persons, including the University;
- independently re-equip and re-plan the dormitory premises;
- to modify and repair the electrical equipment, plumbing equipment, water supply or heat supply networks available in the dormitory;
- use electrical household appliances, electrical household heating appliances (kettles, boilers, etc.) outside specially designated and equipped premises;
- violate the requirements for compliance with the permissible noise level in the room;
- organize or participate in gambling;
- hold public events in the dormitory and in the surrounding area without prior permission from the dormitory commandant.

4.4. Involving dormitory residents in performing any work in the dormitory or in the surrounding area may be carried out exclusively with their consent.

4.5. University employees, within the scope of their official duties, have the right to unhindered 24-hour access to the dormitory.

4.6. The dormitory commandant and/or representatives of the University administration may check the dormitory residents' compliance with these Regulations, fire safety rules, and sanitary living conditions. The dormitory commandant is obliged to notify the dormitory residents of such an inspection at least 2 hours before it is carried out. Inspections are prohibited from 9:00 PM to 7:30 AM.

4.7. The dormitory commandant, the concierge on duty, and/or a representative of the administration have the right to demand that dormitory residents cease actions that violate these Regulations, moral norms, or rules of coexistence in the dormitory (in particular, listening to music loudly, singing,

talking loudly, playing musical instruments, etc.), and the relevant dormitory residents are obliged to immediately cease such behavior.

4.8. If a resident carries out cosmetic (current) repairs to a room at their own expense, they will not be reimbursed for integral improvements.

4.9. Communication between dormitory residents and the University administration is carried out orally, in writing, through group chats in messengers, by university corporate email, and by posting a relevant announcement on the dormitory bulletin board.

4.10. If a dormitory resident refuses to receive any written document from the dormitory commandant or another University employee, such employee, with the participation of two other persons, draws up a corresponding act.

4.11. Declaration/registration of place of residence (stay), change of place of residence, removal from declared/registered place of residence (stay), cancellation of declaration/registration of place of residence (stay) of residents in the dormitory is carried out in accordance with current legislation.

5. DORMITORY FEE

5.1. Residents pay a fee for living in a dormitory, which includes reimbursement of utility costs.

5.2. The amount of the fee for living in a dormitory is established by order of the University depending on the category of the room and its arrangement. The amount of the fee for living in a dormitory is established separately for a month and a day.

5.3. The amount of accommodation fee for each resident is reflected in the dormitory accommodation contract concluded with him (except for daily accommodation).

5.4. Residents pay for accommodation in the dormitory by transferring the appropriate amount of funds to the University's account in the amounts and within the terms established by the dormitory accommodation agreement. Payment carried out before moving into the dormitory.

5.5. The fee for accommodation in the dormitory, depending on the terms of the dormitory accommodation agreement, is paid either in advance for the entire period of accommodation, or in advance of the guarantee payment and in advance of every 2 (two) subsequent calendar months.

5.6. In some cases, in the presence of exceptional circumstances, upon application by a dormitory resident, a monthly fee for living in the dormitory may be established by decision of the Vice President.

5.7. The guarantee payment may be credited by the University towards the payment for the last month of residence in the dormitory, as well as as compensation for losses caused to the University as a result of damage to property in the dormitory. At the request of the resident, the remaining funds for residence and the guarantee payment after his departure from the dormitory may be credited as payment for tuition or returned to him.

5.8. When paying for accommodation in a dormitory, the purpose of payment must include:

— for citizens of Ukraine studying at the University - full name, surname, first name, patronymic, registration number of the taxpayer registration card, faculty, group number, course number;

— for other citizens of Ukraine - full name, surname, patronymic, registration number of the taxpayer registration card;

— for foreigners studying at the University – surname, full name in Ukrainian, passport number, faculty, group number, course number;

— for other foreigners - surname, full name in Ukrainian, passport number.

5.9. The accommodation fee is charged for a calendar month. If a resident moves into the dormitory before the 15th of the current month, he pays for the accommodation in full for that month. If a resident moves in from the 16th until the end of the current month, he pays 50% of the monthly accommodation fee for that month.

5.10. The fee for the last month of residence in the dormitory is charged in full monthly amount, regardless of the date on which the resident leaves the dormitory.

5.11. In case of untimely payment for accommodation in the dormitory, the resident pays the University a penalty in the amount established by the dormitory accommodation agreement.

5.12. The University has the right to change the amount of the dormitory fee if the inflation index for the calendar year exceeds 10%, suppliers increase prices/tariffs for electricity, heat supply, cold and hot water, sewage, the minimum wage, land fee or other payments taken into account when calculating the dormitory fee by the University increase. The change in the dormitory fee comes into effect from the moment the University issues the relevant order, unless another procedure for entry into force is provided for by such order.

5.13. In the event of a change in accommodation fees, the University immediately notifies dormitory residents via the dormitory bulletin board, group chats in messengers, or the university's corporate email.

5.14. Changes by the University to the dormitory accommodation fee in accordance with the procedure provided for in these Regulations do not require amendments to the dormitory accommodation contract.

5.15. The absence of cold water, hot water, heat, or electricity for less than a day or longer for reasons beyond the University's control is not a basis for remitting accommodation fees to dormitory residents.

6. LEAVING THE DORMITORY

6.1. A resident has the right to leave the dormitory early at any time. In case of early departure from the dormitory, he must submit a corresponding application to the dormitory commandant, indicating the date of termination of

residence no later than (5) five working days after the date of submission of the application. The commandant signs this application with his approval and submits it to the University's accounting department for approval, after which the application is submitted to the vice president. Such an application with the corresponding resolution of the vice president on it is the basis for early termination of the dormitory contract.

6.2. At the time of leaving the dormitory, the resident must fully pay the dormitory debt and the penalty (if any) and remove their belongings from the dormitory.

6.3. If a resident leaves the dormitory early without submitting an application to the dormitory commandant to leave the dormitory, the University may consider him/her to be living in the dormitory and charge him/her a fee for accommodation until the expiration of the dormitory accommodation agreement with such resident.

6.4. If a resident ceases to live in the dormitory but does not remove their belongings from the dormitory, the University may consider them to be living in the dormitory and charge them a fee for living until their belongings are removed.

6.5. If a resident does not remove their belongings from the dormitory within 1 (one) year after they stop living in the dormitory, they will be considered garbage and the University acquires the right to dispose of them.

6.6. The University has the right to move the belongings of residents who have not lived in the dormitory for more than 1 (one) month, provided that they are described and photographed by a commission of at least 3 (three) people. If possible, such a commission should include a representative of the dormitory student government.

6.7. The University has the right to terminate the dormitory accommodation agreement with a resident early:

- in the event of expulsion (dismissal) of a resident from the University for any reason;
- in the event of a systematic (three or more times) violation by a resident of these Regulations;
- in the event of a single violation of these Regulations by a resident, if this resulted in the commission of a crime, caused losses to the University in an amount exceeding twice the monthly dormitory fee, or created a real threat to the life or health of other dormitory residents;
 - when transferring a bed for use by other persons;
 - if there is a debt for living in a dormitory (excluding the guarantee payment);
 - if the resident's antisocial behavior makes it impossible for other people to live in the same room with him or her normally.

6.8. The decision on early termination of the dormitory accommodation agreement is made by the Vice President based on a memorandum from the dormitory commandant. It is drawn up in writing in the form of a corresponding letter signed by the Vice President and delivered to the relevant resident by the

dormitory commandant or another University employee personally for signature.

6.9. Early termination of this agreement by the University is grounds for evicting the resident from the dormitory and removing his belongings.

7. INCENTIVES AND PENALTIES

7.1. For active participation in community events in the dormitory or work to ensure the improvement of the dormitory or the surrounding area, the relevant dormitory residents may be encouraged by the University administration upon the proposal of the dormitory commandant. The forms of the relevant encouragement are determined by the University administration in each case individually. The decision to encourage dormitory residents is made by the Vice President.

7.2. For violation of the rules stipulated by these Regulations, the dormitory commandant may issue an oral or written warning to the relevant dormitory resident and warn that in case of further violations, the issue of his/her further residence in the dormitory may be raised. The written warning shall be delivered to the relevant resident by the dormitory commandant or another employee of the University personally against signature.

7.3. The dormitory commandant has the right to refuse to accommodate persons who, during their previous residence in the dormitory, systematically violated these Regulations, moral norms, rules of coexistence in the dormitory, and fire safety rules. Such a decision of the dormitory commandant may be appealed to the Vice President.

8. STUDENT SELF-GOVERNMENT IN THE DORMITORY

8.1. The dormitory houses student self-government bodies, which are an integral part of the University's public self-government.

8.2. The structure, procedure for holding elections, and powers of student self-government bodies operating in the dormitory are determined in accordance with Article 40 of the Law of Ukraine "On Higher Education", the Statute and internal documents of the University.

8.3. On each floor, a floor head is determined on a voluntary basis from among the people studying at the University, who monitors compliance by the residents of the dormitory with these Regulations, safety rules and fire safety by other residents, and also ensures communication between the dormitory commandant and other residents of the corresponding floor.