

APPROVED

By the Academic Council
of Petro Mohyla
Black Sea National University

Record No. 14
Dated on "12" 11 2020

ADOPTED

By the Rector
of Petro Mohyla
Black Sea National University



Leonid KLYMENKO

Dated on " " 2020

**INTERNAL REGULATIONS
for Non-residents
of Petro Mohyla Black Sea National University Dormitory
(hereinafter – the “Rules”)**

1. GENERAL TERMS.

- 1.1. The “Rules” impose in order to effectively use the residential areas, to provide a high level of culture of foreigners, PhD, doctoral students and students of the preparatory department for the study of non-residents (hereinafter – the “Residents”) in Petro Mohyla Black Sea National University dormitory (hereinafter – the “University”).
- 1.2. The “Rules” is the regulatory document which governs the living conditions of the “Residents”, the internal regulations in student’s dormitories, the rights and responsibilities of the dormitory “Residents”, the procedure of encouragements and fines.
- 1.3. The internal regulations in the “University” dormitories are governed by these “Rules” as well as adopted by the rector of the “University” and approved by the administration for the administrative and economic part and the International Department.
- 1.4. The procedure and organization of foreign student’s settlement at the “University” dormitories are carried out by the service note issued by the International Department and adopted by the administration of the administrative and economic part.
- 1.5. Accommodation conditions and dormitory fees payment are represented in the Dormitory Accommodation Agreement in Petro Mohyla Black Sea National University (hereinafter – the “Agreement”).
- 1.6. Rights and responsibilities of the dormitory employee determined by the job descriptions.

2. CONDITIONS OF LIVING AND PROCEDURE OF THE DORMITORY USAGE.

2.1. Properties for the individual as well as for common usage items are provided to the "Residents" of the dormitory under their own responsibility.

2.2. The "Residents" of the dormitory are given the passes of the established form for the right to enter the dormitory. The Resident's pass is mandatory for entering the dormitory.

2.3. The entrance to the dormitory is allowed for:

2.3.1. The "Residents" which are provided with unobstructed access to the entrance and exit from the dormitory until 23:00, and from 23:00 till 06:00 inclusively with the pass and registration in the book of reasons' records;

2.3.2. The visitors only from 15:00 till 19:00. The visitors provide identity document and make registration in the book of visitors at the entrance of the "University" dormitory. A dormitory "Resident" is obliged to meet the visitor at the entrance personally and to walk out a visitor of the dormitory;

2.4. The "Resident" and a commandant are responsible for timely leave of the invited visitors from the dormitory and their compliance with the Internal regulations.

2.5. Cultural events in the dormitory are carried out in accordance with the faculty/institute, administration for administrative and economic part and the International Department of the "University", which adopts with the rector of the "University". All activities must end up till 21:00 pm.

2.6. The "Residents" must be quite from 22:00 pm till 7:00 am.

2.7. The "Rules" for using the dormitory by the "Residents" during the holidays is determined by the administration of the "University" in agreement with the management of the faculties/institutes and International Department.

2.8. During the eviction from the room, the person is obliged to eliminate all the deficiencies that have arisen through his/her fault during the period of stay.

3. RIGHTS AND RESPONSIBILITIES OF THE "RESIDENTS".

3.1. The dormitory "Residents" have the right:

3.1.1. To use the living and common areas, housing and communal services in accordance with the terms of the "Agreement";

3.1.2. To elect the self-governing bodies of the dormitory and to be elected to their membership;

3.1.3. To take part in resolving issues related to the improvement of the living conditions, the organization of cultural and educational process, leisure time and work of the dormitory employee, etc., through the self-governing;

3.1.4. To address complaints and suggestions to the "University" administration, faculties/institutes, concerning the work of service employee, the accommodation conditions;

3.1.5. Other rights have been provided in the "Agreement" and the current legislation of Ukraine.

3.2. The "Residents" of the dormitory are obliged:

3.2.1. To use the property, common areas exclusively for their intended purpose and in accordance with the terms of the "Agreement";

3.2.2. To preserve accommodation, furniture, equipment and inventory. In a case of damage of the furniture, plumbing and electrical equipment, flood a room or common areas due to the fault of the "Resident", the "Resident" compensate material damage or pay refunding on the "University" account for the repairs or lost property in accordance with the defective act;

3.2.3 To not damage the property of the dormitory (furniture, equipment and inventory; taps in washrooms, toilets and showers; do not throw household waste, waste from the cooking into the toilets, sinks for dish washing and laundry, which leads to their stock, etc.);

3.2.4. To maintain cleanliness and "Rules" in the accommodation and common areas, clean the living rooms daily;

3.2.5. To know and strictly follow the Internal Rules in dormitories for non-residents of Ukraine, and other regulations which govern accommodations in student's dormitories;

3.2.6. To be instructed by the dormitory commandant and strictly follow the rules of safety, fire safety while using electrical and gas appliances;

3.2.7. To pay timely for the accommodations in accordance with the "Agreement";

3.2.8. To use hot and cold water, electricity and gas economically;

3.2.9. To provide to the dormitory commandant the duplicate room keys and, if necessary, replace the door lock, with notifying the dormitory commandant in written form of the lock replacement within five days and provide to the commandant the duplicate keys on the day the lock will be replaced;

3.2.10. To inform the dormitory duty officer and dormitory commandant about the all emergency events in the dormitory immediately;

3.2.11. To write an application addressed to the vice-rector for the administrative and economic part and provide to the commandant of the accountable dormitory with notifying the International Department in a case of the eviction from the dormitory for a period of more than 5 (five) calendar days. The "Resident" retain with the living space provided to him after prepayment;

3.2.12. To turn off the lights, appliances and close the windows before leaving the room;

- 3.2.13. To provide access to the living room and the blocks during the planned disinfection measures;
- 3.2.14. To provide the Resident's pass to the dormitory duty officer at the entrance;
- 3.2.15. To provide annually certificates of fluorography examination 1 (once) a year, not later than September 15th (fifteenth) of the current year;
- 3.2.16. To provide the property of the dormitory, which was in the use of the "Resident" and the room in a good condition after graduation or early deprivation of the right to live in a dormitory;
- 3.2.17. To vacate the occupied residential premises no later than the expiration date of the "Agreement". In case of early termination of the "Agreement", move out within three days (three calendar days);
- 3.2.18. To sign a bypass list by the dormitory commandant and refer the bypass list with all signatures to the International Department upon eviction from the dormitory. Personally submit registration list of the Residence to the International Department for applying of deregistration of the Residence in accordance with current legislation of Ukraine;
- 2.3.19. To hand over the Resident's pass and keys of the room to the commandant of the dormitory upon check-out;
- 3.2.20. To perform other duties provided in the "Agreement" and the current legislation of Ukraine.

3.3. The "Residents" of the dormitory are prohibited from:

- 3.3.1. Using, selling and keeping alcoholic beverages, toxic and narcotic substances in the dormitory, being in the dormitory in a state of alcoholic, toxic or narcotic intoxication;
- 3.3.2. Smoking tobacco and hookah in living, working rooms and common areas of the dormitory;
- 3.3.3. Keeping and using explosive, chemically aggressive and other harmful substances in the rooms and in the dormitory area;
- 3.3.4. Keeping, using additional electrical equipment and power consumption devices that are not provided by the project and calculation standards (electric kettle, electric heater, boiler, microwave oven, extension cord without fuse);
- 3.3.5. Arbitrarily moving from one room into another;
- 3.3.6. Changing and moving inventory and furniture from one room to another without the consent of the dormitory administration;
- 3.3.7. Washing, drying, cleaning clothes and shoes in living rooms;
- 3.3.8. Arbitrarily carrying out repairs, changing and repairing of wiring in the rooms, replacing the door lock without the permission of the commandant and the consent of the administration of the dormitory;

- 3.3.9. Making noises and turning on TV, computer, or audio equipment at a volume that exceeds the soundproofing of the room;
- 3.3.10. Holding gathering events in the dormitory without the written permission of the administration of the administrative and economic part and the commandant of the dormitory;
- 3.3.11. Keeping pets in the rooms;
- 3.3.12. Violating the entrance regime in the dormitory and keeping strangers for the night in the dormitory;
- 3.3.13. Breaking the silence from 21:00 till 07:00;
- 3.3.14. Ignoring the requirements that meet the terms of the "Agreement", the "Rules" of Procedure in student dormitories for non-residents of Ukraine and current legislation of Ukraine, dormitory employees;
- 3.3.15. Intentionally or negligently causing material damage to equipment, furniture, inventory and dormitory premises;
- 3.3.16. Taking actions that may cause physical and material damage to the "Residents" and employees of the dormitory;
- 3.3.17. Refusing from the settlement to another room, according to the decision of the dormitory commandant;
- 3.3.18. Taking another actions that contradict the current legislation of Ukraine.
- 3.4. A written warning will be given to the "Resident" in case of violation of these "Rules". The existence of a warning is a reason for refusal to provide the right to live in a dormitory for the next year or for early eviction from the dormitory.
- 3.5. In case of violation of the "Rules" of Internal regulation in dormitories, the "Resident" is subject to early eviction from the dormitory in the prescribed manner.

4. ENCOURAGEMENT.

- 4.1. For the active participation in cultural events and work for conditions improvement and household services the "Residents" of the dormitory are encouraged: by announcing gratitude, awarding a diploma, and other encouragement activities.
- 4.2. Encouragement for the dormitory "Residents" are duly issued by the rector of the "University", at the request of the administration of the faculties/institutes and the commandant of the dormitory.

5. PENALTIES.

5.1. Violation of the "Rules" of Internal regulation and Discipline in the dormitory is imposed on the "Residents" in the form of: remarks, warnings, compensation for damages, eviction from the dormitory.