

REGULATIONS

on the dormitory settlement procedure of I. Horbachevsky Ternopil National Medical University

1. GENERAL PROVISIONS

- 1.1. These Regulations on the settlement procedure in the dormitories of I. Horbachevsky Ternopil National Medical University (hereinafter – Procedure, University) are established with the aim of effective use of living space, ensuring a high level of living culture of residents in the University Campus dormitories.
- 1.2. This Procedure regulates settlement in University dormitories, determines the specifics of providing living space in dormitories, living conditions, eviction, resettlement of students at the University.
- 1.3. Dormitories of the University are used for housing students from other cities, post-graduate students, doctoral students, interns, participants of the training courses, trainees of the preparatory department, etc. (hereinafter referred to as Residents).
- 1.4. Living in student dormitories of the University employees and other citizens is allowed on a general basis by the decision of the Rector in agreement with the student self-government body of the University provided that free places are available.

2. PROVIDING RESIDENTIAL PLACE IN THE UNIVERSITY DORMITORY

- 2.1. The decision to provide a person with the residential place in a dormitory is made by the Rector of the University in agreement with the student self-government body of the University.
- 2.2. The organization of providing living space in dormitories to residents is carried out by the Settlement Commission, the members of which are appointed by order of the Rector of the University. The Settlement Commission operates at the University on a permanent basis. The Settlement Commission can include: Campus Director, deans of faculties, directors of academic and research institutes and other officials of the University. The Settlement Commission must include representatives of the student self-government of the University.
- 2.3. The priority of providing living space in the University dormitory, including the right for priority settlement of privileged categories persons, is established in accordance with the requirements of the current legislation of Ukraine. The

basis for priority settlement in dormitories is the application of the student and a copy of documents confirming the availability of benefits, certified in the manner determined by the current legislation of Ukraine.

- 2.4. **First-year students** wishing to receive living space in the University dormitory submit applications in the name of the Rector to the admissions committee, which forms lists of persons who need a place in the University dormitory and submits them to the Settlement Commission for consideration.
- 2.5. The Settlement Commission considers the applications of **first-year applicants** and determines the body of persons for settlement.
- 2.6. **2nd-6th-year students** who wish to use living space in the University dormitory or move to another room or another dormitory, as well as to continue living in the dormitory for the next academic year, submit applications in the name of the Rector to the campus by **April 15**, which are considered by the Settlement Commission annually by **May 1**.
- 2.7. The Settlement Commission determines the body of applicants for placement in dormitories according to the rating system, which takes into account all types of activity of the applicant, including studies, social activities - both at the University level and at the dormitory level, compliance with the requirements of the Internal Rules and Regulations at the University, the Internal Rules and Regulations in student dormitories of the University (for residents), as well as the presence of fines imposed on the resident of the dormitory for violation of the above-mentioned internal regulations of the University.
- 2.8. Placement of University employees and other persons in dormitories takes place on a general basis by the decision of the Rector in agreement with the student self-government body of the University if there are free places.
- 2.9. After the Settlement Commission makes a decision to provide a person with living space in a dormitory, Campus Director issues a warrant for living space in a dormitory in the prescribed form. The warrant is kept by the person to whom it was issued for the entire period of their stay in the University dormitory. Accounting for warrants as well as issuing documents regarding the registration of residence of dormitory residents in accordance with the law is carried out by an official of the campus of the University, who is entrusted with such duties.
- 2.10. On the basis of the decision of the Commission on the allocation of places in the dormitory, the Rector of the University or another person on their behalf concludes with the resident an agreement for renting a living space in the University dormitory (in two copies) (hereinafter – the Agreement) and Transfer and acceptance act for the property of the room (block) any inventory that is an addendum to the Agreement.
- 2.11. If, by **June 30** of the current year, the resident does not conclude the Agreement for the rental of living space in the dormitory for the next academic year, they lose the right to live in the University dormitory.
- 2.12. Students, who have not had enough places in the dormitory, are added to the queue for settlement by the Settlement Commission. The latter submits a waiting list to the campus, and also publishes it on the official website of the

- University. Subject to the availability of spaces during the academic year, these applicants may be accommodated in the University's dormitories.
- 2.13. The accounting service of the University, based on the current cost calculation approved by the Rector, calculates the **payment for accommodation**, which the resident deposits in the bank in accordance with the payment terms specified in the Agreement.
 - 2.14. When settling in a University dormitory, a student presents to the dormitory director: a warrant, an agreement, a receipt for payment for accommodation, two 3 x 4 cm photographs, a copy of the passport, a medical certificate of mandatory preventive medical examination, in accordance with Article 21 of the Law of Ukraine "On the protection of the population from infectious diseases".
 - 2.15. The dormitory director issues a pass to the resident for access to the provided living space in the dormitory.
 - 2.16. The dormitory director acquaints the resident with personal signature of the Internal Rules and Regulations in the student dormitories of the University, the rules of safety and fire safety.
 - 2.17. Parents or other legal representatives, in the case of settling in a University dormitory of an applicant who is a minor, also familiarize themselves with the Regulations on the use of University dormitories and Internal Rules and Regulations in University dormitories.
 - 2.18. At the written request of the parents or other legal representatives of minor applicants, the University may establish restrictions on the exit of such persons from the dormitories at night.
 - 2.19. Students personally submit documents to the passport officer of the dormitory for registration of the place of residence (with a note about removal from the previous place of registration) in accordance with the Rules of registration of the place of residence and the Procedure for the transfer of information by the registration authorities to the Unified State Demographic Register, approved by the resolution of the Cabinet of Ministers of Ukraine as of 03.02.2016 No. 207. The administrative fee for registration of the place of residence is paid by the resident.
 - 2.20. Applicants who are conscripted are required to register for military service before settling in a University dormitory.
 - 2.21. The procedure for organizing the settlement of international students is supplemented by the requirements necessary for a stay on the territory of Ukraine in accordance with the current legislation of Ukraine.

3. RESETTLEMENT

- 3.1. Relocation of residents from one dormitory to another, as well as from room to room within one dormitory, is carried out on the basis of a personal application by decision of the Campus Director.
- 3.2. In the case of repair and construction works with the aim of improving living conditions or eliminating damages from emergency situations, the Campus Director has the right to temporarily relocate the residents, with their consent, to another living room of the dormitory for the duration of the repairs.

4. EVICTION FROM DORMITORY

- 4.1. The decision to evict a resident from the dormitory is made by the Rector at the request of the Campus Director and in agreement with the student self-government body of the University.
- 4.2. Residents who have lost the right to live in University dormitories are required to return the received hard and soft equipment, take their belongings from the room and storage room, hand in a pass, and fulfil all financial obligations in accordance with the apartment rental agreement **within two weeks**, sign the eviction in the Dormitory Resident Registration Journal.
- 4.3. The two-week period for eviction begins on the date of:
 - expiration of the established period of residence;
 - issuance of an order on expulsion from the University;
 - termination of the lease agreement for living space in the University dormitory.
- 4.4. The dormitory director is personally responsible for the timely vacating of beds by residents who have lost their right to stay in dormitories.
- 4.5. In the case of early termination of the agreement for renting living space in the University dormitory due to unforeseen circumstances (death, force majeure, etc.), the funds that were not used may be returned in accordance with the resident's application for the payment of the terms for which the contract was terminated early.
- 4.6. If, for valid reasons, a person cannot move out of the dormitory within the specified period, this period may be extended by the decision of the Campus Director. Payment for each day of stay is charged according to the current cost calculation.
- 4.7. By order of the Campus Director, persons who are deprived of or have lost the right to live in a dormitory and who have not vacated a bed-place (room) in a timely manner are prohibited from entering the dormitory. The dormitory director in the presence of the student self-government bodies has the right to make the room sealed, and personal belongings should be moved to a storage room for safekeeping, and the relevant act will be drawn up.

5. OTHER TERMS

- 5.1. Dormitory premises during the holidays can be provided for use in accordance with the List of paid services that can be provided by educational institutions, other institutions of the education system belonging to the state and communal form of ownership, approved by the Resolution of the Cabinet of Ministers of Ukraine as of August 27, 2010 No. 796.
- 5.2. The provision of living space in the University dormitory in the form of a separate bed space takes place with the account of the gender of the person, and can also be carried out taking into account the education of students at the same faculty (department, course).
- 5.3. Applicants who move into the University dormitory after the end of the vacation are provided with the rooms in which they lived before.

6. FINAL PROVISIONS

- 6.1. These Regulations are approved by the Academic Board of the University and is put into effect by order of the Rector of the University in agreement with the student self-government body of the University.
- 6.2. Changes, additions and clarifications to these Regulations are made and approved in the same order as the Regulations themselves.
- 6.3. To consider the Regulations on settlement in dormitories of I. Horbachevsky Ternopil National Medical University, approved by the minutes of the Academic Board No. 15 as of November 26, 2019 and put into effect by the Rector's order No. 681 as of November 27, 2019 as those that have lost their force.

Director

of the University Campus

_____ «__» , 20__
(Signature) (Full name)

AGREED:

Head

of the Student Parliament

_____ «__» , 20__
(Signature) (Full name)

Head

of the Legal Affairs Department

_____ «__» , 20__
(Signature) (Full name)