

APPENDIX I

DORMITORY AND HALL RULES AND REGULATIONS

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| Aim | 1. | The aim of these regulations is to govern, administer and inspect the dormitories, meet the needs of the resident students and provide a comfortable, well organized and secure living environment for the student. |
| Definitions | 2. | "Dormitories" refers to the dormitories of " Final International University", "University", to "Final International University", "Rectorate" to "The Rector's Office of Final International University", "Student" to Final International University students. |
| Duties of
Dormitory
Director,
Managers and
Dormitory
Officers | 3. | The Director of Dormitories is the top authority of the Dormitories Administration. The Director of the Dormitories will make decisions on behalf of the Rectorate by designing, determining and presenting the principles and regulations to be followed in the management and development of the dormitories. Dormitory Officers help the dormitory managers and are responsible for the dormitories. The dormitory administration accepts students to dormitories and keeps records about them. It helps the social and cultural development of the students staying in the dormitories and takes all necessary precautions to protect the discipline of the dormitories. It ensures that the dwellings are well used, protected, maintained and kept in good condition. They are responsible for the duties in the dormitories and the conduct of work in the dormitories. |
| The Right to
Register | 4. | Students who want to stay at the FIU dormitories should be registered students of the Final International University; they should apply to the Directorate of Dormitories according to the procedures, time and rules determined by the Directorate. New students are given priority to register with the dormitories. Only in cases where there are vacancies, may upper level students be allotted a room in the FIU Dorms. The Rectorate decides on the system to be applied to students whose scholarships covers Dormitory expenses. |
| Dorm
Residency in
Cases of an | 5. (1) | In cases where students are sentenced, convicted or accused of crimes, and even if they are acquitted of those crimes, the Rectorate will decide whether they will be accepted back to the dormitories. |

**Offense, Illness
and Other
Cases**

- (2) Students with health conditions that are contagious, can be banned from entering the dormitory, or their dormitory contract can be terminated.
- (3) On the condition that there is valid reason, the Rectorate maintains the right to prevent the student from registering to the dormitory, or dismiss them from the dormitory.

**Cancelling the
Registration of
a Student who
has not yet
moved in**

- 6. Students who have not moved in despite their registration to the dormitory within a month after the commencement of the term will have their registration cancelled.

**Objection to
Dismissal from
the Dormitory**

- 7. A student dismissed from the dormitory can write a letter to the Rectorate appealing against the decision within (5) five days. However, this objection does not stop the processing of the dismissal decision.

**Returning the
Property
Assigned upon
Dismissal from
Dormitory**

- 8. Students who are dismissed from the dormitory should return all property assigned to the Dormitory Administration.

**Rules that are
applied**

- 9. The Directory of the Dormitory sends a letter of 1st warning, and if necessary, a 2nd warning to students and their parents/guardians for conduct found to be inappropriate and/or breaching the rules. When deemed necessary, the Directorate of Dormitories has the right to send the students to the Disciplinary Committee for reasons of misconduct.

1st Warning

- 10. (1) Students receive a letter of 1st warning if they commit one of the acts specified below. The student is notified in writing. If deemed necessary, dormitory officials have the right to change the student's room. The Dormitory Directorate can also convey the issue to the University's Disciplinary committee.
- (2) The following acts receive a 1st Warning.
 - (a) Behaving in a way and manner unfit for a student.

- (b) Behaving rudely and impolitely to others.
- (c) Treating the dormitory personnel in a demeaning way.
- (d) Not keeping the dormitory environment clean.
- (e) Making a lot of noise, disturbing others by listening to audio/visual equipment at a loud volume.
- (f) Not responding to/providing required information to the dormitory management on time, avoiding receiving warning letters, preventing the dormitory administrators from doing their job.
- (g) Utilization of all electrical appliances other than Computer, kettle, electric shaver, hair dryer.
- (h) Keeping or consuming alcoholic drinks and beverages in and around the dormitory environment
 - (i) Writing on the walls, doors, fixtures, drawing signs and similar shapes, affixing or hanging any announcements or posters that have not been approved by the Rectorate or the Directorate of Dormitories, and in any way damaging or polluting the dorm rooms, facilities and surroundings.
 - (j) Tearing apart, tearing, changing, writing on or painting on pictures or announcements that the Dormitory Administration has permitted for display.
 - (k) Failing to provide information, or providing inaccurate information requested by the Directorate of Dormitories.
 - (m) Failure to comply with the particulars specified in the "Commitment to Student Dormitories".

- 2nd Warning**
- 11. (1)** Students whose conducts falls into the categories specified below receive a 2nd Warning letter. This letter is also sent to the parent/guardian. The dormitory management has the right to change the student's room. The Dormitory Directorate has the right to notify the University's Disciplinary Committee of the situation.
- (2) The actions that will result in a 2nd warning:**
- a) Repeating the actions that received a 1st warning
 - b) Acting in a manner unsuitable for a student.
 - c) Defacing university/dormitory property; posting announcements without obtaining permission of the Rectorate or dormitory management; using the dorm rooms, the buildings and the surrounding area for purposes other than those specified.

- d) Removing or defacing announcements posted by the dormitory management.
- e) Providing the dormitory management with incomplete or misleading information or not providing required information at all.
- f) Not abiding by the Students Dormitory Written Undertaking.

**Conditions
Reported to the
University's
Disciplinary
Committee**

- 12. (1)** Students who commit the following actions are immediately reported to the University's Disciplinary Committee:
- a) Having, keeping, carrying or using weapons, explosives, flammable materials, dangerous equipment.
 - b) Gambling, or possessing equipment used in gambling.
 - c) Use of drugs or possession of drugs in the dormitory.
 - d) Fighting.
 - e) Stealing.
 - f) Consuming alcoholic beverages on the premises of the dormitory or campus.
 - g) Being involved in activities that pose/cause a threat to the safety of the dormitories.
 - h) Littering the surrounding areas.
 - i) Damaging dormitory property or belongings.
 - j) Misinforming or giving false information to dormitory management.
 - k) Accommodating people who are not eligible to enter the dormitory.
 - l) Disobeying or not complying with the rules and disregarding the warnings given by dormitory officials.
 - m) Behaving in an immoral manner and/or in a way listed above.
 - n) Disregarding the rules imposed on by the Dormitory Management and other responsible organs.
 - o) Giving or selling the room, the bed or property therewith to a third party.
 - p) Allowing any third party to use the room or the property in the room.
 - q) Interfering or damaging the computers of other students.

Dismissal

- 13.** In situations where the university applies "dismissal" sanctions, students cannot stay in the dormitory during the period of dismissal unless otherwise stated.

**Loss of Property
or
Reimbursement**

- 14.** Resident students are responsible for covering all damage to or loss of property. The cost of damage or loss is calculated according to the cost price of the day payment is made.

of lost/damaged property

In cases where dormitory property used mutually by all students is either damaged or lost, the cost will be collected in equal sums from all of the users if the student responsible for the damage or loss is not found. The cost price will have to be paid by the students within 10 days after the bill is received. In the event that student's does (do) not pay the bill, an inquiry is started. Neither the Registrars' office nor the Directorate of Dormitories and Cafeterias will process any of his (their) applications, nor will his (their) documents be returned.

Fees and Dues

15. (1) The fees and dues of FIU Dormitories are calculated and announced at the beginning of each academic year.

Amount of Fees

16. (1) FIU Dormitory fees are paid cash for each academic year during registration to the dormitory. However, in certain situations, payments may be applied in instalments with the consent of the Rectorate.
- (2) Registering to FIU dormitories;
Registering to FIU dormitories for a year;
- a) Academic calendar indicates when the lectures commence at FIU. Once the lectures commence as indicated the students have to register until the end of October and they have to pay the full annual registration fee for the academic year.
- (3) In case where a student wishes to change to a room with higher / lower rates, the fee difference is paid / refunded.

Fees During Holiday

17. The Rectorate decides on the fees students and guests will have to pay during the summer and term breaks.

Refund Rates for Students who wish to move out

18. The rules of annual dormitory registrations for the students who wish to leave the FIU dormitory after they have completed the registration procedures are as follows:
- a) The students get 90% refund if they drop out of the dormitory within the first 3 days.
- b) The students get 80% refund if they leave in the first 15 days.
- c) The students get 30% refund if they leave after the first 15 days or until the end of February. When this period of time is concluded, the students cannot demand any refunds and are charged for the full annual fee for the dormitory.

d) These regulations are only valid for annual registrations at the university dormitories.

19. In cases where a student wishes to change to a room with higher rates the difference in amount is taken in advance.

**Room
Inspection**

20. The room can be inspected by the Dormitory Management or officials to see if the student abides by the Dormitory Rules as regards cleanliness and security.

**Closing Down
the
Dormitories**

21. The Rectorate has the power to close down the Dormitories in cases of natural disasters, war and other extraordinary situations.

**Responsibility
for Forgotten
Personal Items**

22. Students are expected to take their personal belongings with them when going on holiday or moving out of the dormitory for any reason. The dormitory cannot be held responsible for any left/forgotten student property.

**Changing
Rooms**

23. Dormitory Officials have the right to change a student's room on the condition that the Director of Dormitories is notified of this change.

**Accompanying
a Student in
the Dormitory**

24. Resident students cannot be accompanied even in cases when they are sick. In such situations, the student should either be taken to hospital or taken home.