

Approved by Order No. 216/02-01 of the Head of  
Administration of LEPL Ivane Javakhishvili  
Tbilisi State University dated 27 September 2017

## **Internal Regulations of Student Dormitory of LEPL Ivane Javakhishvili**

### **Tbilisi State University**

#### **Article. General Provisions**

1. The purpose of student dormitory of LEPL Ivane Javakhishvili Tbilisi State University (hereinafter “University”) is to identify a group of people eligible for accommodation in the dormitory, as well as to define the rules and conditions of accommodation, procedures and other issues related to accommodation and stay in the dormitory.
2. The TSU dormitory buildings are located in Tbilisi, particularly in Bagebi (Bagebi Dormitory) and near Lisi Lake (Lisi Dormitory).

#### **Article 2. Definition of terms**

The terms used in the internal regulations have the following definitions:

- a) **Online registration** – electronic expression of a will by a TSU student about staying in the dormitory in line with the rules and conditions set out in the internal regulations and relevant legal acts.
- b) **Student** – a person who studies on BA, MA and PhD degree programs, as well as on medical/dental one-step program or vocational educational program.
- c) **Residential area** – place in a room.

#### **Article 3. Rights and Conditions of Accommodation in the Dormitory**

1. Any person with active student status, regardless of citizenship, will be granted the right to temporarily stay in a residential area.

2. Persons eligible for accommodation in the dormitory (hereinafter “tenant”) will have the right to share residential area with spouses and/or child/children only in the Bagebi Dormitory.
3. The right to staying in the dormitory will be provided through online registration in line with the selection criteria defined by the internal regulations and on the basis of an agreement signed between the University and a tenant.
4. Maximum term of a tenant’s agreement is defined according to the term of education defined by a relevant curriculum (the term of agreement can be prolonged for a term of one additional semester, based on a tenant’s application).
5. Residential area will be allocated on the basis of online registration results and after submitting all necessary documents by registered students, according to prioritizing the below criteria:
  - a) Sister or brother of a student living in the dormitory;
  - b) Student whose mother or father has died or is missing;
  - c) Students from socially vulnerable families whose vulnerability score is 70 000 or below;
  - d) Student, who does not belong to the category defined by subparagraphs “a”, “b” and “c.”

#### **Article 4. Procedures for obtaining the right to dormitory accommodation and signing an agreement**

1. In order to obtain the right to dormitory accommodation, a student has to undergo online registration. In 5 (five) days after online registration, a student has to submit the following documents:
  - a) Copies of those pages of identity card or passport, which determine a person’s identity. In case of a foreign national, copies of identity cards, residence cards and visas, if any such exist, issued by a relevant state;
  - b) Notification from a relevant faculty about a student’s active status (should be submitted on a semestral basis);
  - c) Two color photos size 3x4;
  - d) In case of a desire to share the residential area with a spouse and children, all documents determined by subparagraphs “a” and “c” of part 1 of this article.
2. Besides the documents determined by part 1 of this article, for the purposes of subparagraphs “a” and “c” of part 5 of article 3, a student has to submit:

- a) In the case defined by subparagraph “a” of part 5 of article 3, birth certificate issued under the rules set out in legislation.
  - b) In the case defined by subparagraph “b” of part 5 of article 3, death certificate or a document recognizing a person as missing issued under the rules set out in legislation.
  - c) In the case defined by subparagraph “c” of part 5 of article 3, certificate of registration of the data of socially vulnerable family in a unified database issued under the rules set out in legislation.
3. Online registration, as well as the dates of its beginning and completion, is announced upon the Order of the Head of Administration for the purpose of obtaining the right to stay in the dormitory.
  4. Online registration is announced on a student portal. Along with receiving information about registration, students have an opportunity to choose the place of a dormitory – Bagebi Dormitory or Lisi Dormitory.
  5. After undergoing online registration, a registered person has to submit relevant documents to the dormitory administration within the timeframes defined in part 1 of this article.
  6. The submitted documents will be analyzed within 15 working days after the deadline for submitting necessary documents expires (including the deadline for eradicating shortcomings related to incompletely submitted documents).
  7. Under part 1 of article 4 of the internal regulations, the dormitory administration will make a list of persons eligible for staying in the dormitory, while the decision on dormitory accommodation will be made based on the criteria provided in part 5 of article 3, considering the priorities in an alphabetical order. When making an accommodation decision, preference will be given to that person who underwent online registration earlier and the latter’s choice about the dormitory (either Bagebi or Lisi Dormitory) will be taken into account.
  8. After finalizing the procedures envisaged by parts 1-6 of this article, a relevant agreement will be signed with a student eligible for accommodation.

9. If after finalizing the procedures envisaged by parts 1-7 of this article, vacant areas still remain in the dormitory, the university has the right to carry out a new procedure for obtaining the right to dormitory accommodation, during which tight timeframes may be set upon the order of the Head of TSU Administration.

#### **Article 5. Accommodation Procedure**

1. After signing an agreement, a tenant has to pay a rent envisaged by the agreement before receiving a residential area. In case of failure to pay the rent, the agreement will be terminated.
2. A tenant has to pay the rent for the first month no later than 5 (five) days after the agreement enters into force, as well as to pay the rent for each next month before the beginning of each next month (if a tenant occupies a residential area for less than 15 days, he/she will have to pay half of a monthly rent; if more than 15 days – full amount of a monthly rent).
3. Before entering the dormitory room, a tenant has to familiarize himself/herself with the internal regulations and confirm his/her consent by signature. The present internal regulations are an integral part of the agreement.
4. One key of a residential room should be permanently kept by the dormitory administrator.

#### **Article 6. Tenant's Rights and Obligations**

1. A tenant has the right:
  - a) To live in a room allocated for him/her and use all available utilities;
  - b) To use educational, social and domestic areas, common usage inventory and equipment;
  - c) To receive a guest upon a co-tenant's consent no earlier than 10am and no later than 10pm ;
  - d) To receive an entrance pass from the dormitory administration.
2. A tenant is obliged:
  - a) To pay a rent envisaged by the agreement under conditions set out in the internal regulations and the agreement;
  - b) To take care of movable and immovable property transferred to him/her;

- c) To vacate the room within 5 (five) days after termination of the agreement and return all property in its initial condition; otherwise, the dormitory administration reserves the right to use a residential area at its discretion. In this case, the administration will not assume responsibility for a former tenant's personal items.
- d) To keep order and not to bother other tenants;
- e) To observe sanitary and hygienic, as well as technical and fire safety norms;
- f) Not to keep pets in the dormitory;
- g) To notify the dormitory administration about changing the door lock and hand over one copy of the key to the administrator;
- h) To compensate for the losses caused to the university through a tenant's improper action or inaction;
- i) To notify the dormitory administration about suspending the stay in the dormitory, as well as suspending the temporary stay (for more than a month) in advance, but no later than 7 (seven) calendar days after suspending the stay;
- j) To move to another room or another building upon the instructions of the dormitory administration;
- k) To observe the internal regulations and other terms and conditions defined by the agreement;
- l) To submit a notification from relevant faculty to the dormitory administration periodically (upon the beginning of each semester, but no later than 20 calendar days);
- m) To present an entrance pass to an authorized person upon entering the dormitory.

## **Article 7. Tenant's Responsibilities and Annulment of the Agreement**

1. If a tenant violates the internal regulations and/or the agreement, the dormitory administrator will give a written warning. In case of repeated violation of the internal regulations and/or the agreement, the university administration has the right to annul the agreement with a tenant and demand termination of using the residential area. The paid rent will not be returned to a tenant.

2. The university has the right to annul the agreement with a tenant without the dormitory administration's application if it becomes aware of regular and/or gross violation of the internal regulations and/or the agreement by a tenant.
3. The following will be considered gross violation of the internal regulations envisaged by part 2 of this article:
  - a) Verbal and/or physical insult of persons on the dormitory territory;
  - b) Deliberate damage or destruction of movable and/or immovable property of the dormitory;
  - c) Using alcohol or drugs on the dormitory territory.
4. The agreement will be terminated automatically if a tenant does not provide a notification from a relevant faculty about having an active student status or if it is ascertained that a tenant has lost an active student status.

#### **Article 8. Regulation of Entry in the Dormitory**

1. A tenant can enter the dormitory after presenting an entrance pass.
2. An authorized employee of the dormitory has the right to issue an entrance pass upon a tenant's request.

#### **Article 9. Rules of Accommodation of University Guests in the Lisi Dormitory**

1. By decision of the Head of TSU Administration, a residential area is allocated in the Lisi Dormitory for a foreign national (temporarily visiting Georgia in frames of mobility or exchange programs), students and academic staff (lecturers) of foreign higher educational institutions, as well as scientists.

2. Correspondence of a relevant structural unit of the University Administration with a written instruction of the Head of Administration becomes the basis for satisfying the persons described in part 1 of this article with residential area in the Lisi Dormitory.

#### **Article 10. Transitional Provisions**

1. Before the internal regulations enter into force, the relations regulated by rental agreements concluded with the university personnel staying in the Bagebi Dormitory will be subject to the following changes:
  - a) To terminate the validity of an existing rental agreement and to conclude new agreements with maximum validity period defined at no more than 1 calendar year after signing the agreement;
  - b) To determine the tariffs for staying in the dormitory envisaged by rental agreements defined in subparagraph “a” of part 1 of this article in line with the order by the Head of TSU Administration on determining the tariffs for the Bagebi and Lisi Dormitories.
2. Previous rental agreements signed with students living in the dormitory will remain in force until the present internal regulations enter into force.