

SSE Riga Dormitory Regulations 2009/2010

1. General Provisions

1.1 Definitions

- 1.1.1 School – Stockholm School of Economics in Riga
- 1.1.2 Dormitory resident – a person who has signed the Student Residence Lease Agreement.
- 1.1.3 Lease - a contract conferring a right on the Student to possess property belonging the School.
- 1.1.4 Residence unit – a bed quarter leased to a dormitory resident.
- 1.1.5 Twin room - a room with two residence units.
- 1.1.6 Triple room - a room with three residence units.
- 1.1.7 Rental - a rent payment for the residence unit.
- 1.1.8 Visitor – a person visiting a dormitory resident.

1.2 These provisions regulate the rights and obligations of dormitory residents and visitors in the SSE Riga Dormitory in Riga, Patversmes iela 22, (hereinafter – SSE Riga Dorms) and responsibilities to monitor the compliance with these regulations (hereinafter – Regulations).

1.3 Regulations have been developed in accordance with the Cabinet of Ministers Decision Nr. 212 on April 26, 1993 on legal provisions “On the Use of Dormitories”.

1.4 All dormitory residents who occupy the SSE Riga Dorms shall maintain the unit in the same condition as accepted at the commencement of the period of occupancy, and upon termination of such occupancy, shall surrender the premises in the same condition and repair, ordinary wear and tear excepted. No dormitory resident should make any alterations, additions or improvements to a residence unit without the written consent of the School’s administration.

2. Student Residence Lease Agreement and Room Assignment

2.1 To become a dormitory resident, a student shall read the Regulations and sign the Student Residence Lease Agreement for a fixed period of time upon arrival. During the stay students declare their temporary address at Patversmes iela 22, Riga, LV-1005.

2.2 The term of any Student Residence Lease Agreement for whole academic year, i.e. until June 30 of the current year, but shall not include summer holiday periods. Staying during summer, during July 1 – mid August, is subject to a separate agreement.

- 2.3 Dormitory residents shall take away all their personal belongings during summer holiday periods.
- 2.4 Dormitory residents who leave the SSE Riga Dorms to either to live elsewhere or to take a leave of absence do not receive refund for the period they have paid.
- 2.5 Dormitory residents who are expelled or resign from SSE Riga do not receive refund for the period they have paid.
- 2.6 The rental for any residence unit shall be established by the SSE Riga administration at the beginning of the academic year.
- 2.7 The rental for the residence unit shall be paid by for the autumn semester by November 30 of the current year and for the spring semester by April 30 of the current year, and payment thereof shall be considered as part of the SSE Riga Financial Package. In case dormitory residents face financial constraints, they shall submit an individual payment scheme that should be approved by the School's administration.
- 2.8 Dormitory residents shall be offered a choice to occupy either a twin room with two residence units or a triple room with three residence units.
- 2.9 Year 1 students are assigned to a residence unit by a room draw upon arrival at SSE Riga. Having the Student Residence Lease Agreement signed and the room drawn and accepted, the dormitory resident is entitled the entrance card and keys.

3. Rights and Obligations of Dormitory Residents

3.1 Rights of the dormitory residents

- 3.1.1 Each dormitory resident is supplied with a bed, mattress, desk, lamp, bookshelf, internet access, wardrobe and chair, and the property listed becomes a dormitory resident's responsibility by the end of residency.
- 3.1.2 All the rooms, including common rooms, kitchens and bathrooms are fully furnished; students may not remove any of the furniture.
- 3.1.3 Dormitory residents are provided with entrance cards to the SSE Riga Dorms and keys to their rooms.
- 3.1.4 Dormitory residents have the rights to inform the Master of the SSE Riga Dorms about the needs, imperfections and drawbacks identified.
- 3.1.5 Dormitory residents may have visitors for brief visits, and dormitory residents are responsible for the behaviour of their guests at all times. Visitors shall leave the student residence unit by midnight. Roommates who feel inconvenienced by the presence of other's guests shall discuss the matter with the Master of the SSE Riga Dorms.

3.2 Obligations of dormitory residents

- 3.2.1 Dormitory residents shall comply with the Regulations and follow the general security, care of rooms, conduct in dorms, maintenance of dormitory and fire safety provisions.
- 3.2.2 Dormitory residents shall bring their own bed linen, pillows and towels.
- 3.2.3 Dormitory residents must return their entrance cards and keys to the Master of the SSE Riga Dorms at the end of each academic year, when they withdraw or take leave of absence from the School. Failure to return entrance cards and keys at such time will result in a fine.
- 3.2.4 When a dormitory resident loses the entrance card or the key, they will be charged a replacement fee.

4. Rights and Obligations of the School's Administration

4.1 Rights of the School's Administration

- 4.1.1 The School's Administration reserves the right to enter and inspect any student room. Because to maintain dormitory rooms, inspections may be made without prior notice.
- 4.1.2 In the event of emergency the School's administration shall have the right to enter any student room.
- 4.1.3 In the event any dormitory resident fails to comply with any terms and conditions of the Student Residence Lease Agreement and the Regulations, including the timely payment of the rental, the School's Administration may declare the Agreement terminated and take possession of the residence unit after it has given notice to the student to vacate the premises within twenty-four (24) hours.
- 4.1.4 Serious disciplinary issues are dealt with in the School's Disciplinary Committee in accordance with the Regulations and the School's internal regulatory enactments.

4.2 Obligations of the School's Administration

- 4.2.1 The School's Administration provides secure operation of the SSE Riga Dorms.
- 4.2.2 The Master of the SSE Riga Dorms shall maintain communication with the dormitory residents to follow up the needs, imperfections and drawbacks identified.
- 4.2.3 SSE Riga Administration shall appoint Resident Assistants who are SSE Riga students to help out with the everyday functions of the dormitory. The Resident Assistant is there primarily to help the dormitory residents, but also plays a supervisory role to make sure people are following the Regulations.

5. General Security

- 5.1 The School particularly requests the cooperation in maintaining the security of the dormitories. Dormitory residents shall keep their own doors and entryways locked and their windows secured.

5.2 Dormitory residents shall report to the Master of SSE Riga Dorms any activity or the presence of any person that they think constitute a threat to security. The Master of the SSE Riga Dorms shall be notified immediately in the event of a theft or any other crime.

6. Care of Rooms

6.1 Dormitory residents are responsible for the care of their rooms and expected to keep them in reasonable condition. If they do not so, after appropriate warnings by the Master of the SSE Riga Dorms, they will be charged a fine. Dormitory residents who further disregard reasonable standards may be required to vacate the residence unit without rebate.

6.2 All student residence facilities shall be used for private residential purposes only. No dormitory resident shall permit any objectionable noise or odour to escape from the residence unit, permit or create a nuisance or disturb any other resident of the unit or the facility.

6.3 No SSE Riga Dorms furniture or furnishings is to be removed from residence units. If any furnishings are missing from rooms at the end of the semester, students will be billed for replacement costs.

7. Fire Safety

7.1 All fires, no matter how small, shall be reported to the Master of the SSE Riga Dorms.

7.2 Dormitory residents may not remove fire extinguishers from their proper stations or discharge them except to put out fires.

7.3 Fire alarms, smoke detectors and sprinkler systems shall not be setting off by students deliberately.

7.4 Smoking is allowed only outside in designated areas.

7.5 For reasons of safety, the following articles are prohibited in dormitory rooms:

7.5.1 Cooking appliances (microwaves, hot plates, toaster ovens, coffeepots, kettles, etc.).

7.5.2 Halogen lamps.

7.5.3 Space heaters.

7.5.4 Any electrical appliance with defective wiring or an improper current rating.

7.5.5 Candles or other open-flame devices.

7.6 Access to fire doors shall never be blocked. No object of any sort may be placed or stored in entryways, corridors, exits or any other position where it might obstruct immediate access to a fire door or exit.