



Annex1

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Approved:

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SSE Riga Dormitory Regulations

1. General Provisions

1.1 Definitions

1.1.1 Dormitory– the Dormitories of the Stockholm Dormitory 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 rights to the Student to use property belonging to the Dormitory, titled “Student Residence Lease Agreement”.

1.1.4 Residence unit – a bed quarter leased to a Dormitory resident together with facilities and shared areas.

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 rate/ Rent – a rent payment for a 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 – Dormitory) and responsibilities to monitor the compliance with these regulations (hereinafter – Regulations).

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

1.4 All Dormitory residents who occupy the Dormitory shall maintain the unit in the same condition as when 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 Dormitory’s administration.

2. Student Residence Lease Agreement and Room Assignment

2.1 To become a Dormitory resident, the Student shall read the Regulations and sign the Student Residence Lease Agreement for a fixed period of time. During the stay, the Student may declare his/her temporary address at Patversmes iela 22, Riga, LV-1005. 2.2 The term of any Student Residence Lease Agreement can be for a full academic year, i.e. until June 30 of the current year, but shall not include summer holiday periods. Residing during summer, from July 1 – mid-August, is subject to a separate agreement or a written extension of the existing agreement at the discretion of the Dormitory’s administration.

2.3 Dormitory residents shall take away all personal belongings during summer holiday periods or agree with the administration on proper storage of belongings during the summer holiday period.

2.4 Dormitory residents who leave the Dormitory to either live elsewhere or take a leave of absence will not receive a refund for the period for which they have paid. Dormitory residents are liable for payment for the full semester they reside in the Dormitories. If the Student wishes to terminate the Lease Agreement before the end of the semester, they must notify the administration in writing 30 days prior to the end of the current semester. In any case, Dormitory residents are liable for payment of the entire semester.

2.5 Dormitory residents who are expelled or who resign from SSE Riga or whose agreements are terminated due to the violation of these Regulations will not receive a refund for the period for which they have paid.

2.6 The rental rate for any residence unit shall be established by the Dormitory Administration at the beginning of the academic year.

2.7 The rent shall be paid quarterly in advance and is due by September 1 for the first quarter, October 1 for the second quarter, January 1 for the third quarter, and April 1 for the fourth quarter of the academic 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 must be approved by the Dormitory’s administration.

2.8 Dormitory residents shall, whenever possible, be offered a choice to occupy either a twin room with two residence units or a triple room with three residence units.

2.9 After the Student Residence Lease Agreement is signed, a **100 EUR** security deposit must be paid, the Dormitory resident is entitled to receive the entrance card and keys.

3. Rights and Obligations of Dormitory Residents

3.1 *Rights of the Dormitory residents*

3.1.1 The residence units offered to students are twin or triple rooms with toilet and shower facilities. Each sector in the corridor features shared kitchen and living areas. A shared laundry room is also available on the first floor.

3.1.2 Each Dormitory resident is supplied with a bed, mattress, pillow, desk, lamp, bookshelf, internet access, wardrobe and chair, and the property listed becomes a Dormitory resident's responsibility until the end of the residency period. 3.1.3 All the rooms, including the common rooms, kitchens and bathrooms are fully furnished; students may not remove any of the furniture or equipment.

Dormitory residents are provided with entrance cards and keys to their rooms. 3.1.4 Dormitory residents have the right to inform the Manager or Administrator of the Dormitory about any identified needs, problems, and issues.

3.2 *Obligations of Dormitory residents*

3.2.1 Dormitory residents shall comply with the Regulations and the Student Responsibilities outlined in the Lease agreement as well as follow the provisions for general security, care of rooms, hygiene, conduct in the dorms, maintenance of the Dormitory, and fire safety provisions.

3.2.2 Dormitory residents shall bring their own bed linen and towels.

3.2.3 Dormitory residents are responsible for keeping their rooms and shared areas in the same condition and layout as was found upon moving in.

3.2.4 No Dormitory furniture or furnishings are to be removed from the residence units. If any furnishings are missing from the rooms at the end of the semester, students will be billed for replacements; see Annex 2.

3.2.5 The kitchens include full-size refrigerators, stoves, ovens, and sinks. A resident takes responsibility for turning off the oven, stove, and sink, and cleaning the space. Residents that don't clean properly will be assessed a penalty fee according to Dormitory Pricelist; see Annex 2. If the responsibility cannot be attributed to a particular student, all students having access to that area within the hall of residence will be deemed equally responsible. Items left in kitchens after 24 hours will be discarded at the owner's expense.

3.2.6 All Dormitory residents shall keep their rooms, shared bathrooms, the kitchen, leisure rooms, and study rooms clean and tidy;

3.2.7 All Dormitory residents shall throw out the garbage on a regular basis into the large waste containers provided; Dormitory residents are required to keep residence halls clean and empty. Leaving trash bags in the hall not attributable to an individual or a room will be assessed a penalty fee according to Dormitory Pricelist; Annex 2. All students having access to that area within the hall of residence will be deemed equally responsible and fees will be charged equally from each.

3.2.8 Dormitory residents shall not occupy common areas with their personal belongings, such as clean clothes on the halls windowsills. Clothes or other items left on the windowsills or in the other Dormitory common areas after 24 hours will be discarded.

3.2.9 Follow Dormitory administration requests and instructions regarding the tidiness, cleaning and hygiene of the leased premises and shared areas.

3.2.10 All student residence facilities shall be used for private residential purposes only. No Dormitory resident shall permit any objectionable noises or odours to escape from their residence unit, nor shall they permit or create a nuisance or disturb any other resident of the unit or the facility.

3.2.11 Quiet hours in and around the Dormitories are from 23:00 pm to 07:00 am every day. During quiet hours, noise levels should be such that students are able to sleep and/or study. At all other times cooperative quiet is expected, which means that residents must respect the right of others for quiet study. Students should reduce volume levels if requested by other members of the Dormitory.

3.2.12 Smoking is forbidden on the Dormitory premises and 10 meters from the entrance.

3.2.13 Use of alcohol is strictly prohibited on the Dormitory premises.

3.2.14 Dormitory residents must return their entrance cards and keys to the Administrator of the Dormitory at the end of each academic year, or when they withdraw or take a leave of absence from the Dormitory. Failure to return entrance cards and keys at such time will result in a fine; see Annex 2 for a pricelist.

3.2.15 If Dormitory residents violate these Regulations or the Student Responsibilities outlined in the Lease agreement, a fine will apply as stated in Annex 2: Dormitory Pricelist. Students will be informed of penalties by email. Dormitory residents who further disregard reasonable standards may be required to vacate the residence unit without refund of the rental amount. Additional administrative actions may result as well, according to the discretion of the administration.

3.2.16 Three major disciplinary violations with monetary penalties will result in automatic exclusion from the Dormitory.

4. Rights and Obligations of the Dormitory Administration

4.1 *Rights of the Dormitory Administration*

4.1.1 The Dormitory Administration reserves the right to enter and inspect any student room. In order to maintain the Dormitory rooms, inspections may be made without prior notice.

4.1.2 In the event of emergency, the Dormitory Administration has the right to enter any room or residence unit. 4.1.3 In the event that 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 rent, the Dormitory Administration may declare the Agreement terminated and take possession of the residence unit after having given notice to the Student to vacate the premises within twenty-four (24) hours.

4.1.4 Serious disciplinary issues are dealt with by the Dormitory Disciplinary Committee in accordance with the Regulations and the Dormitory's internal regulatory legislation.

4.2 *Obligations of the Dormitory Administration*

4.2.1 The Dormitory Administration provides secure and stable operation of the Dormitory.

4.2.2 The Manager or Administrator of the Dormitory shall maintain communication with the Dormitory residents to follow up on identified needs, problems, and issues.

4.2.3 The Dormitory Administration shall appoint Proctors (Resident Assistants), who are SSE Riga students, to help out with the everyday functions of the Dormitory. The Proctors are there primarily to help the Dormitory residents, but also play a supervisory role to make sure residents and guests follow the Regulations.

5. General Security

5.1 The Dormitory particularly requests the cooperation of residents 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 Manager or Administrator about any activity, or about the presence of any person that they think might constitute a threat to security. The Manager shall be notified immediately in the event of a theft or any other crime. 5.3

Dormitory Administration shall not be liable for any losses or damage to residents' personal property, including bikes, due to theft or any other reason. The bike storage shed is provided as a convenience to students, and the Administration shall not be liable for loss or theft of bikes or any other items in the storage shed or in any Dormitory property.

6. Fire Safety

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

6.2 Dormitory residents may not remove fire extinguishers from their proper stations or discharge them except to put out fires. 6.3

Fire alarms, smoke detectors and sprinkler systems shall not be deliberately set off by students, except in case of emergency. 6.4 Covering, removing, disabling, or damaging smoke/fire detectors is strictly prohibited.

6.5 Smoking is only allowed outside and in designated areas, at least 10 meters from the entrance. 6.6

For reasons of safety, the following articles are strictly prohibited in Dormitory rooms:

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

6.6.2 Halogen lamps.

6.6.3 Space heaters.

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

6.6.5 Candles or other open-flame devices.

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

7. COVID - 19 Regulations

7.1 The Student shall not be liable for payment of rent in the following cases: in the event that it shall become impossible to travel to Latvia due to government Covid-19 restrictions, if the Dormitories are quarantined by the government authorities due to Covid-19, or for any other governmental restrictions due to Covid-19 it shall become impossible to inhabit the Dormitory building. 7.2

7.3 Communal spaces shall only be used when necessary, and Students shall not have gatherings in communal spaces. 7.4 Use of communal spaces (toilets, kitchens, etc.) shall be planned in such a way as to ensure the 2 meter distance between persons, and to avoid large gatherings of people.

7.5 Students are provided with sinks and hot water for washing hands, and have been instructed in the proper use of handwashing with soap and hot water. Sanitizers are located in the common areas.

7.6 Information on proper handwashing and hygiene shall be provided to the Students in the bathrooms. 7.7

Students shall be responsible for properly cleaning the kitchens, and bathrooms.

7.8 In order to ensure the safety of all residents during the COVID-19 crisis, Dormitory residents may NOT have visitors in the Dormitories.

7.9 The Student shall adhere to all government restrictions regarding COVID-19, including the 10 day self-isolation or quarantine period. After travelling from or transit through one of the countries listed on the Latvian Government website <https://www.spkc.gov.lv/lv/valstu-saslimstibas-raditaji-ar-covid-19-0> the student must adhere to the 10 day quarantine, and is not allowed to enter the Dormitories. In addition, if the Student is planning on travelling outside of Latvia for any period of time while residing in the Dormitories, the student must inform the administration in advance. The Student may be required to adhere to the quarantine measures, if applied, and may be required to enter the Dormitories for 10 days, or any other period described by the government authorities.

7.10 If the Student has acute respiratory infection (elevated body temperature, cough, shortness of breath, etc.), the student shall inform the Dormitories Administrator and contact a doctor for further guidance. The Student may be required to wear a face mask. If the Student has serious illness symptoms, they must contact the emergency medical services. The Student may only be allowed to return to the Dormitories with the doctor's permission.

7.11 In the event that the Student has tested positive for COVID-19, he/she must immediately inform the Administration. He/she may be required to self-isolate in accordance with instructions from the public health authorities. The Administration will try to find isolation accommodation for the Student within the Dormitories. If this is not possible, the Student may be required to leave the Dormitories and find alternative accommodation. In such cases the Student is not responsible for paying rent during the time they are not in the Dormitories. In such a case the Administration shall follow all guidelines from the public health authorities, including isolation, quarantine, disinfection of the premises.