



SSE RIGA

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Approved:

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## SSE Riga Dormitory Regulations

### 1. General Provisions

#### 1.1 Definitions

- 1.1.1 School – the 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 rights to the Student to possess [see above] property belonging to 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 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 – the SSE Riga Dorms) 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 SSE Riga Dorms 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 School’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.
- 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 SSE Riga Dorms to either live elsewhere or take a leave of absence will not receive a refund for the period for which they have paid.
- 2.5 Dormitory residents who are expelled or who resign from SSE Riga 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 for a residence unit shall be paid for the spring semester by April 30 of the current year, for the autumn semester by November 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 must be approved by the School’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 Year 1 students are assigned to a residence unit by a 'room draw' upon arrival at SSE Riga. After the Student Residence Lease Agreement is signed, the 'room draw' is accepted, and a 50 LVL security deposit is 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 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.
- 3.1.2 All the rooms, including the 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 right to inform the Manager or Administrator of the SSE Riga Dorms about any indentified needs, problems, and issues.
- 3.1.5 Dormitory residents may have visitors for brief visits; overnight visitors are permitted only if an application has been filled out in advance at reception. 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 others' guests shall discuss the matter with the Administrator of the SSE Riga Dorms.

#### ***3.2 Obligations of dormitory residents***

- 3.2.1 Dormitory residents shall comply with the Regulations and follow the provisions for general security, care of rooms, 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. SSE Riga DOES NOT PROVIDE bed linen and towels as of the 2011/2012 study year.
- 3.2.3 Dormitory residents are responsible for caring for their rooms and are expected to keep them in reasonable condition.
- 3.2.4 No SSE Riga 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 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.
- 3.2.6 Smoking is forbidden on the dormitory premises.
- 3.2.7 Dormitory residents must return their entrance cards and keys to the Administrator of the SSE Riga Dorms at the end of each academic year, or when they withdraw or take a leave of absence from the School. Failure to return entrance cards and keys at such time will result in a fine; see Annex 2 for a pricelist.
- 3.2.8 If dormitory residents violate these instructions, a fine will apply; see Annex 2 for a price list. 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.

### **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 School Disciplinary Committee in accordance with the Regulations and the School's internal regulatory legislation.

#### ***4.2 Obligations of the Dormitory Administration***

- 4.2.1 The Dormitory Administration provides secure and stable operation of the SSE Riga Dorms.
- 4.2.2 The Manager or Administrator of the SSE Riga Dorms shall maintain communication with the dormitory residents to follow up on indentified needs, problems, and issues.

- 4.2.3 The 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 residents and guests are following the Regulations.

## **5. General Security**

- 5.1 The School 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 of the SSE Riga Dorms about any activity, or about the presence of any person that they think might constitute a threat to security. The Manager of the SSE Riga Dorms shall be notified immediately in the event of a theft or any other crime.

## **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 Smoking is only allowed outside and in designated areas.
- 6.5 For reasons of safety, the following articles are prohibited in dormitory rooms:
- 6.5.1 Cooking appliances (microwaves, hot plates, toaster ovens, coffeepots, kettles, etc.).
- 6.5.2 Halogen lamps.
- 6.5.3 Space heaters.
- 6.5.4 Any electrical appliance with defective wiring or an improper current rating.
- 6.5.5 Candles or other open-flame devices.
- 6.6 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.