



I. K. AKHUNBAEV KYRGYZ STATE MEDICAL ACADEMY

RULES TEMPORARY ACCOMMODATION AND INTERNAL REGULATIONS IN KSMA DORMITORIES

APPROVED
by order of the rector

No. 27 of 25.01. 2022

1. GENERAL PROVISIONS

1.1. These Rules establish the procedure for providing students at the Kyrgyz State Medical Academy named after I. K. Akhunbayev (hereinafter referred to as KSMA) with a bed in KSMA dormitories, settling in, internal living regulations, release/eviction, as well as incentives and penalties applied to those living in KSMA dormitories.

1.2. KSMA dormitories and the material and technical values located in them are the property of KSMA. A KSMA student who moves into a KSMA dormitory is financially responsible for the safety and proper use of KSMA property.

1.3. KSMA dormitory is intended for accommodation and temporary accommodation of the following categories of persons studying at KSMA:

- nonresident students of KSMA, citizens of the Kyrgyz Republic;
- foreign students of KSMA, citizens of foreign countries;

1.4. If the above-mentioned categories of persons are fully provided with places, the administration of KSMA has the right to make a decision on providing beds in KSMA dormitories for the following categories of students:

- nonresident residents of KSMA, citizens of the Kyrgyz Republic;
- foreign residents of KSMA, citizens of foreign countries;
- foreign citizens-students of preparatory courses of KSMA;
- foreign applicants from non-CIS countries;
- KSMA employees who are low-income and / or single mothers and do not have real estate or a place of residence.

1.5. Accommodation in the KSMA dormitory is provided only to students studying at KSMA and only during the period of study at KSMA.

1.6. Unauthorized persons, as well as other organizations and institutions, are not allowed to stay in the KSMA student dormitory, except for the cases established by the current legislation.

1.7. Check-in to the KSMA hostel for temporary residence is made on the basis of the conclusion of an Agreement on temporary provision of a place of residence in the KSMA hostel and a warrant.

1.8.Payment for temporary accommodation in the KSMA dormitory is made according to the price list approved by the rector of KSMA for each academic year.

1.9.cost of accommodation is calculated by the Planning and Economic Department of the KSMA in accordance with the Regulation on the method of forming tariffs for paid services.

2.PROCEDURE FOR PROVIDING PLACES, SETTling INTO THE KSMA HOSTEL AND EVICTION

2.1.Priorities in the allocation of places in KSMA dormitories:

2.1.1.distribution of beds in the dormitory allocated to nonresident and foreign students is determined by a joint decision of the deans, the administration of the Campus/campus, the KSMA Rector's office and the student trade union Committee, based on the available housing stock in compliance with sanitary standards of living.

2.1.2.primary right to move into the hostel:

- nonresident / foreign students who are orphans or children left without parental care;
- nonresident / international students with disabilities of groups I and II of disability;
- nonresident / international students under the age of 18;
- nonresident / international students from large families (three or more children under the age of 18);

2.1.3.Priority in the allocation of places in dormitories is given to:

- nonresident / foreign students of the 1st and 2nd year of study;
- students who have a high rating in educational, scientific and social activities of KSMA (at the request of the dean's office);

2.1.4.Places in a student dormitory can be provided to student families if both its members are students of KSMA.

2.1.5. The list of students in need of a dormitory in accordance with clauses 2.1.3 and 2.1.4 is submitted to the director of the Campus/campus by the KSMA deans before the beginning of the academic year.

2.2.Check-in procedure

2.2.1.Accommodation of nonresident / foreign students in KSMA dormitories is carried out in the period from August 25 to October 1 of the current year. Check-in of foreign students of 1 year of study abroad is carried out until November 1 of the current year.

2.2.2. Nonresident / foreign students who need a hostel, but have not submitted the necessary documents and have not checked in within the specified time frame in accordance with clause 2.2.1. are settled on a residual basis if there are free places in the hostel.

2.2.3.Students in need of a dormitory must obtain a residence permit from the Campus/Campus Director. To do this, they must submit:

- Application form in *Appendix 1*;
- certificate from the dean's office on the form in *Appendix 2*;
- Medical certificate of health status of the approved form (with mandatory fluorography and results of laboratory testing for infection in accordance with the current legislation);
- for those who are liable for military service - a military ID card (certificate of registration for military service) with a mark of the military commissariat on admission to military service at the new place of residence.
- A medical certificate of the approved form of health status is sent to the commandant of the hostel for storage together with the resident's account card.

2.2.4. Accommodation of persons in the dormitories of the Campus / campus is carried out in accordance with the issued Warrant in the approved form (*Appendix 3*) against signature in the "Order Issuance Journal" (in the form in *Appendix 6*). The issued residence permit is valid for 7 days, after which it is canceled.

2.2.5. An expired warrant is not a reason for moving into a hostel.

2.2.6. Upon check-in at the hostel, check-in persons are required to personally present to the commandant:

- Order to move into the hostel;
- Receipt of payment for accommodation in the hostel (for 1-4 months);
- copy of your passport.
- 3 x 4 cm photo cards, 3 pcs.

2.2.7. The management of the Student Campus / campus enters into a temporary lease Agreement for a bed/living space in the KSMA dormitory in 2 copies, one copy. It remains in the management of the Campus/campus, the second one is issued to the student.

2.2.8. Payment for accommodation in the hostel is made monthly until the 5th day of the current month. It is allowed to pay several months in advance, but not more than for 1 semester of the academic year.

2.2.9. Persons who have not paid for their accommodation in a timely manner are evicted from the hostel and must vacate their place within 3 days.

2.2.10. Those who move into the hostel must promptly submit to the passport officer all the necessary documents for mandatory registration to the place of temporary residence.

2.2.11. The campus passport officer is obliged to register a temporary resident within the appropriate time limits in accordance with the procedure established by the "Regulations on the Rules for Registration and Removal of Citizens of the Kyrgyz Republic from registration at the place of Residence and Place of Stay", approved by the Government of the Kyrgyz Republic Resolution No. 886 of 04.12.2004 and the "Procedure for Registration of Foreign Citizens and

Stateless Persons in the Territory of the Kyrgyz Republic" approved by Resolution of the Government of the Kyrgyz Republic No. 689 of December 19, 2016.

2.2.12.Registration and registration costs are borne by the persons being moved in.

2.2.13.Property of individual use, as well as objects of general use, are issued to moving persons against a receipt in the resident's Registration Card in the form in *Appendix 4*.

2.2.14.When entering the hostel, the commandant issues a Pass to each person who moves in, according to the standard set out in *Appendix 5*, which is the basis for admission to the hostel.

2.2.15.Those who move into dormitories must pass a safety and fire safety briefing during the operation of household electrical appliances, radio equipment and gas equipment, as well as familiarize themselves with these Rules, with subsequent registration of the fact of instruction in the "Safety Instruction Journal" (in the form in *Appendix 7*).

2.2.16.briefing is conducted by the commandant of the hostel and / or the safety engineer.

2.2.17.A bed can be assigned to living students for the entire period of study with an exemplary accommodation and proper maintenance.

2.2.18.Bed space and living space in the dormitories of the Campus provided under the order are not subject to exchange, division, redevelopment, booking or transfer to another person.

2.2.19.It is strictly forbidden to use living rooms for other purposes, as well as to turn them into prayer rooms (namazkan).

2.2.20.Registration of residents in dormitories is conducted by the commandant according to the registration cards of residents in alphabetical order and with the presence of photos of the specified size.

2.2.21.If a resident brings bulky items into the living room, he/she must register them in the "Bulky Items Entry / Exit Log" (form of the Log in *Appendix 11*).

2.3.Eviction procedure

2.3.1.Eviction of residents from the hostel is carried out on the basis of:

- expiration of the Agreement for a bed/living space in the KSMA dormitory;
- personal application of residents;
- order of the rector of KSMA on the expulsion of students in connection with the end of their studies at KSMA;
- order of the rector/vice-rector for academic affairs on the expulsion of students from KSMA before the endterm of study (for academic failure, academic leave, etc.);
- order of the rector on temporary eviction due to farce majeure, emergency or other industrial circumstances.

- Decisions of the Disciplinary Commission of the Campus on eviction of residents due to violation of these Rules based on the report of the director of the Campus/campus and / or the commandant of the hostel;

2.3.2. Upon deduction from the KSMA (including upon its completion), residents are required to vacate their occupied premises within a five-day period from the date of issuing the relevant order.

2.3.3. Eviction from the hostel in case of violation of these Rules is carried out within 3 days, from the date of the Decision of the Disciplinary Commission of the Campus/campus.

2.3.4. In the absence of a resident living in a residential room for 5 days without notifying the Campus/campus directorate, the hostel administration has the right to open the room as part of a commission consisting of the commandant, a material accountant, a representative of the community of residents, and, if necessary, a district policeman with an inventory and subsequent storage of personal belongings in the

2.3.5. In case of eviction from the hostel, de-registration (extract) is made by the passport officer of the Campus (for nonresident students) or the Department of International Relations (for foreign students) in accordance with the procedure established by the "Regulations on the Rules for registration and de-registration of citizens of the Kyrgyz Republic at the place of residence and place of stay", approved by the decree Government of the Kyrgyz Republic dated 04.12.2004, No. 886 and the " Order registration of foreign citizens and stateless persons in the territory of the Kyrgyz Republic", approved by the Resolution Government of the Kyrgyz Republic No. 689 of December 19, 2016.

2.3.6. Upon eviction from the hostel, the resident is obliged to hand over to the commandant the property of individual use received by him, as well as objects of general use against a receipt according to the description in the resident's registration card. If there is no payment for accommodation, pay off the debt.

2.3.7. Upon eviction from the hostel, residents are required to clean the premises and hand over the living room to the commandant in good and clean condition, as when moving into the room.

3. RIGHTS

3.1. Rights of the KSMA Campus. KSMA reserves the right to:

- Terminate the contract ahead of schedule and evict residents for violating the Internal Regulations, causing damage and damage to the KSMA property;
- Demand from residents reimbursement of expenses for the restoration or elimination of damage and/or damage to property;
- Enter the premises without hindrance, in the person of authorized employees, for inspection and repair work; for disciplinary purposes, in case of suspicion of violations of Internal Regulations; in emergency situations; or for any other relevant reasons;
- Impose administrative penalties and penalties for violation of internal Regulations, prohibited or improperly used equipment, alteration of premises or equipment;

- Relocate residents to other rooms/dormitories in case of industrial necessity;
- Organize and conduct subbotniks in the hostel and clean up the adjacent territories to the hostel with the involvement of those living in the hostel, in order to educate students to respect the property of the KSMA, the environment, and the culture of cohabitation;
- Submit proposals to the rector of the Academy on the application of disciplinary penalties to violators of public order, up to expulsion;
- -Conduct competitions and encourage residents for the exemplary maintenance of rooms, blocks, floors, dormitories;
- In order to ensure safety and conduct educational work on the organization of a daily routine and a healthy lifestyle for students, the administration has the right to introduce a pass regime for residents in summer from 7 to 23 hours, in winter from 7 to 21 hours.

3.2.Responsibilities of the KSMA Campus Administration:

- if there are places in the hostel – provide students of KSMA with a place of temporary residence in the hostel that meets the established sanitary norms and rules;
- ensure the provision of documents for registration of residents at the place of stay;
- complete the dorm with furniture, equipment, bedding and other equipment allowed for use in the dorm;
- ensure routine maintenance of the hostel, inventory, and equipment;
- promptly eliminate malfunctions in the sewerage, power supply, and water supply systems of the hostel;
- when identifying patients with infectious diseases among residents, isolate their isolation ward on the recommendation of the attending physician;
- conduct regular rounds of the hostel to identify shortcomings in their operation and sanitary maintenance and take timely measures to eliminate them;
- change bed linen at least once every 10-14 days;
- provide residents with the necessary equipment, inventory, tools and materials for conducting subbotniks;
- ensure fire and public safety of residents.
- at the request of those living in the hostel, issue certificates on the place of temporary residence.

3.3.Persons residing on the campus have the right to:

- stay in the assigned living room for the period specified in the order, subject to payment for accommodation and compliance with the Rules of temporary accommodation and Internal regulations in the KSMA dormitories;

- use the premises of cultural and household purposes, equipment and inventory of dormitories;
- submit proposals to the administration of the campus / campus to improve housing and living conditions,
- submit applications for the elimination of technical breakdowns/accidents that occurred through no fault of the resident in the "Journal of applications of residents for electrical, plumbing and carpentry" (in the form *in Appendix 8*);
- submit complaints to the Disciplinary Commission of the Campus / campus about the actions of those who live together with them in the hostel that violate these Rules;
- use computer and household appliances specified in the list of permitted appliances approved by the administration of the Campus / campus, subject to compliance with the safety and fire safety rules;
- be presented to various forms of encouragement for exemplary compliance with the rules of the internal order of the hostel and active participation in cultural and educational work;
- get a certificate from the place of temporary residence in the hostel.
- **obligations of residents** specified in clause 4.2. of these Rules.

4.INTERNAL REGULATIONS

4.1.All temporary residents of KSMA dormitories are required to comply with the internal regulations.

4.1.1.For violation of the rules of accommodation and internal regulations, the following measures of public and administrative influence may be applied to persons living in dormitories:

- Note;
- Warning;
- Eviction from the hostel with disqualification for the next check-in;
- Deduction from an educational institution.

4.1.2.Unconditional eviction within 3 days without notice or warning is made in the following cases:

- a)appearance in the hostel in a state of alcoholic and / or narcotic intoxication, or use of alcoholic beverages and / or narcotic substances, smoking in the premises and building of the hostel;
- b)non-intended use of residential premises;
- c)destruction or damage to residential premises and property by residents or their visitors, for whose actions they are responsible;

- d) refusal of residents to register at the place of temporary stay;
- e) presence of arrears in payment for accommodation for more than 2 months;
- f) absences, living in the hostel without a written warning for more than **two months**;
- g) storage and distribution of alcoholic beverages, narcotic drugs, and tobacco products;
- h) storage of explosives, chemically dangerous substances, and firearms by residents of the hostel;
- i) fights, theft and other cases stipulated by the legislation of the Kyrgyz Republic.

4.1.3. **decision on the measure of disciplinary action** for violation of these rules is made at a meeting of the Disciplinary Commission of the Campus (hereinafter referred to as the Commission). The Commission consists of the director of the Campus / Campus (chairman), the commandants of dormitories, the chairman of the Student Union, the curator of the hostel. The meeting must be attended by a representative of the dean's office (dean and / or deputy dean) and the curator of the relevant faculty of the student who violated the Internal Regulations and a representative of the community of residents of the hostel where the violation of the Internal Regulations occurred (a member of the Student Council of the hostel).

4.1.4. Students who intentionally or carelessly caused damage to the KSMA property are obliged to restore the damage caused.

4.1.5. Residents of the hostel must respect and respect the rights of other residents living together in the room and the hostel.

4.2. Persons residing in student dormitories are required to::

- strictly observe the Housing Legislation of the Kyrgyz Republic, these Rules, fire safety rules, safety regulations and comply with the terms of the Agreement on temporary residence in the hostel concluded with the Academy administration;
- make timely payment in the established amounts for accommodation in the hostel and other types of additional paid services;
- provide documents for registration at the place of stay, as well as for ;
- care of the housing stock, equipment and inventory of the hostel;
- electricity, gas, and water sparingly.
- keep the rooms clean and tidy: make the bed, clean the assigned room daily, perform wet cleaning at least once a week.
- observe cleanliness and order in the common areas, which include corridors, kitchens, shower rooms and toilet rooms of the corresponding floor. In the kitchen, in the shower and toilet rooms, according to the established duty schedule – perform daily wet cleaning;

- clean up the garbage in a timely manner and regularly take it out on the street and carefully dump it in the installed garbage containers;
- in case of loss or damage of the hostel pass, immediately notify the hostel commandant, submit an application for restoration of the hostel pass, within 24 hours.
- compensate for the material damage caused and / or eliminate at its own expense damage to residential premises, furniture, as well as replace damaged sanitary equipment caused by its improper operation or intentional damage. If the specific culprit of damage or theft of the academy's property is not identified, the damage caused is compensated at the expense of all residents of this room/block / floor / hostel;
- strictly follow the instructions for using household electrical appliances;
- when entering the hostel, accept from the commandant a room and other property issued under the inventory and signature in the "Resident's Registration Card", indicating the condition of the room,
- upon eviction from the hostel, you must notify the hostel administration in writing two days in advance and hand over to the commandant the cleaned and clean living room, keys, and property according to the inventory in the resident's Registration Card within the next 2 days.
- in case of temporary departure from the hostel for more than three days, notify the commandant of the hostel in writing two days in advance, except for holidays stipulated by the Decree of the Government of the Kyrgyz Republic.
- at the entrance to the hostel, present a pass of the established pattern, as well as at the request of the hostel administration, present an identity document granting the right to stay in the hostel, during rounds of the KSMA administration and duty curators;
- observe the throughput mode according to clause 4.4.
- provide an opportunity to inspect the living room by the hostel administration in order to monitor compliance with these Rules, check the safety of property, carry out preventive and other types of work;
- observe silence and do not create obstacles to other residents using these premises, and respect the rights of other cohabiting persons;
- when the last person leaves the room, close all windows and doors, turn off all electrical appliances and lighting.
- at the request of the hostel administration, vacate the occupied residential premises during the summer holidays, repairs, treatment/disinfection/deratization of premises, quarantine and other reasons of industrial necessity.
- accommodation in the hostel during the summer holidays is allowed only with the permission of the Campus director.

4.3. Persons residing in the hostel are strictly prohibited from:

- move from one room to another without permission.
- change rooms without permission.
- move inventory from one room to another without permission.
- move inventory (**furniture**) inside the living room without permission.
- perform unauthorized alterations, repairs of electrical networks, redevelopment of residential premises, remove and replace door locks and doors, install additional locks on the door;
- use electric heating devices (heaters, electric tiles, electric kettles and other electric heating devices) in living rooms that are not listed in the list of permitted devices approved by the directorate;
- use defective electrical appliances and devices that do not have the manufacturer's marking;
- rude to the comments and demands of the hostel staff;
- keep pets (including fish and birds) in the hostel.
- turn on audio and video equipment with a volume that exceeds the audibility within the room that interferes with other residents.
- turn on audio and video equipment, talk loudly, sing and make noise, go to visit each other from room to room from **21.00 pm to 07.00 am**;
- prepare food in the occupied residential area;
- wash linen, clean clothes and shoes in living rooms;
- drive nails into walls/doors and / or paste them on the walls of living rooms and common areas, except for designated areas, ads, reproductions of paintings, etc.;
- out on the roof; arbitrarily install antennas for individual use on the windows, facades and roof of the building;
- leave unauthorized persons to spend the night;
- unauthorized access of boys to the women's room/block/dorm and girls to the men's room/block/dorm if there is no valid reason for this;
- appear under the influence of alcohol, drink, or use alcoholic beverages/drugs.
- smoking in dorm buildings and rooms.
- store, offer for sale, and sell alcoholic beverages, narcotic substances, and tobacco products.

- store, use and distribute flammable substances (including fireworks, sparklers, firecrackers, etc.), and use open fire sources in residential areas.
- enter and leave the hostel without a pass.
- transfer your pass to other people.
- illegal to bring unauthorized persons into the hostel and / or leave them overnight; to provide living space for other persons, including those living in other rooms of the hostel;
- organize gambling games and take part in them;
- throw garbage and foreign objects out of windows and balconies, clog and clutter up common areas and garbage chutes with garbage and household waste;
- keep bulky items in the room that prevent other residents from using the allocated space.

4.4. Access mode. Residents and service personnel of dormitories are required to comply with the following admission regime::

- resident students / residents are required to present a pass of the approved form at the entrance to the hostel;
- KSMA employees present their official ID card;
- visitors (persons who do not live in this hostel and persons who do not work in the KSMA, including **parents**) must call the tenant they came to by phone and present and leave the original document proving their identity (passport, military ID, driver's license, student ID). until you leave.
- hostel janitor registers), indicating the full name, passport data and time of stay of the visitor (time of arrival and time of departure).
- lives in the hostel visited by the visitor personally guides the invited visitor and is responsible for the timely departure of the visitor and their compliance with the rules of internal order in the hostel.
- visitors have the right to visit on working days - from **15.30 to 21.00**pm, on weekends and holidays - from **10 am to 22** ;
- persons who were evicted from the hostel for violating the Internal Regulations are strictly prohibited from entering the hostel.
- curators of dormitories, faculties, groups, present their official ID and register their visit and events in the "Journal of Curatorial Work" (form in *Appendix 10*);
- removal of oversized items, furniture, etc. from the hostel is allowed only if their entry is registered by residents in the "Log of entry/removal of oversized items" (form of the log in *Appendix 11*). If these items are not registered, they can only be taken out with the written permission of the Campus director or the dorm commandant. When taking out

bulky items, the janitor registers the take-out in the "Logbook for taking in / taking out bulky items";

- in some cases, the admission regime in dormitories can be changed by the Campus administration depending on the epidemic and criminal situation, or for emergency reasons with the permission of the rector.

5. STUDENT COUNCIL DORMITORIES

5.1. In KSMA dormitories, residents can organize Student Councils of the dormitory, formed from the dormitory floor prefects.

5.2. prefect is elected on each floor of the dormitories, who monitors compliance with the internal regulations.

5.3. Student councils coordinate and organize work on compliance with these Rules, cleanliness and order in dormitories;

5.4. Together with the commandants of dormitories, attract residents to perform socially useful works in dormitories and in the territories adjacent to them;

5.5. Provide assistance to the commandants of dormitories in compliance with internal regulations, sanitary and fire regulations by all residents;

5.6. Student Council of the hostel is guided in its work by the decisions of the Campus Directorate and these Rules;

5.7. Student Council of the hostel has the right to participate in the consideration of the following issues:

- encouraging residents for the exemplary maintenance of rooms and compliance with these Rules;
- participate in the meeting of the Disciplinary Commission of the Campus / campus when determining the measure of administrative penalties for residents who violated these Rules;
- make suggestions for improving your living conditions.

5.8. Student Council of the hostel is not entitled to:

- Interfere with the issues of moving into the hostel and eviction;
- Interfere in the resolution of issues that are prohibited. specified in clause 4.3 of these rules.

APPENDIX 1

Application form for temporary residence in a KSMA hostel

APPENDIX 2

Form information of the Dean's office of the faculty

APPENDIX 3

KSMA Temporary Residence Permit Form

APPENDIX 4

Resident's account card

in the KSMA dormitory no._____, **room no.**_____

Full name_____

Date of birth _____ citizenship_____

Faculty_____

course _____ group _____

Date of admission to KSMA_____ Noorders_____

Mobile phone number _____

Check-in date_____ Actual eviction date _____

Period of stay in the hostel under the Agreement _____

Parents ' address _____

Parent's phone number _____

Issued soft inventory

Item number	Inventory name	Quantity	Quantity (in words)	Painting
1	Mattress			
2	Pillow			
3	Blanket n / w			

4	Cotton blanket			
5	Cover			
6	Duvet cover			
7	A sheet			
8	Pillowcase			
9	The curtains			

Issued solid inventory

Item number	Inventory name	Quantity	Quantity (in words)	Painting
1	Wardrobe			
2	Bedside table			
3	Table			
4	Chair			
5	Bed			
6				
7				
8				

Date of filling in _____ Personal signature

Rel. for checking in _____

(signed) (Full name)

APPENDIX5

Dorm pass form

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Kyrgyz State Border Guard Service

a pass

TO HOSTEL NO. ____

photo

FCs _____

Citizenship _____

Faculty "**name of the faculty**"

Course ____ group ____

Lives in a room _ _ _ floor ____

Issue Date " ____ " ____ 20 __ city of

Valid until " ____ " ____ 20 __ city of

Director _____

(Full name) (signature)

APPENDIX 6

Order Issue Registration Log

Order number	Full name	faculty	course	group
1	2	3	4	5

APPENDIX 7

Safety briefing Log

Date	Full name of the person being instructed	Room number	Type of briefing	Full name and position of the instructing officer
1	2	3	4	5

APPENDIX 8

Log of applications of residents for electrical, plumbing and carpentry works

Application Date	Resident's application form	Room number	Mark of work completion

APPENDIX 9

User Registration Log

Date	Arrival time	User's full name	Name, No., series of the identity document	Room name you c

APPENDIX 10

Journal of curatorial work

Date	Time	Full name of the curator	Department	Work done
1	2	3	4	5

APPLICATION11

Log of entry and exit of oversized items

reg. no.	Registration date	Name of the oversized item (KGV)	Information about the KGV owner		
			Full name of the owner	Room number, floor	Eviction date

APPENDIX 12

Log of issuing certificates from the place of residence

Help number	Full name of the resident	Room number	Course, group, Faculty	Date issued