**REGULATION**

**FOR THE TERMS AND CONDITONS**

**FOR THE ACCOMMODATION IN THE DORMITORIES**

**Ruse, 2022**

**Art. 1.**These Regulations regulate the terms and conditions for accommodation of student candidates in a dormitory; the procedure for accepting and satisfying applications - declarations, ranking, complaints and alerts regarding the accommodation process.

**Art. 2.**The main normative documents, with the help of which the Regulations were drawn up, are:

1. Law on Higher Education;

2. Law on obligations and contracts;

3. Ordinance for the use of student dormitories and chairs, adopted by DCM No. 235/25.09.2008 (promulgated, SG No. 88 of 2008; amended and supplemented, No. 79 of 2009, No. 62 of 2013 and No. 68 of 2016);

4. Regulations for the terms and conditions for accommodation, use and internal rules in student dormitories and for the use of student chairs, Sofia, 2016;

5. Other legal acts and/or intergovernmental agreements, when they provide for the use of a student dormitory.

**Art. 3.**(1) The Committee on Social and Household Affairs of Students (CSHAS), which includes students from the Student Council and the assistant to the rector, is approved by order of the Rector.

(2) Students participating in the committee are proposed by the Student Council.

(3) The chairperson of the commission is the assistant - the rector.

**Art. 4.**CSHAS performs the following activity:

1. Requests, receives and stores the documents of those applying for admission to the College in accordance with Article 8 of the Regulations for accommodation in student dormitories.

2. Checks the authenticity of the documents of the applicants for the SC.

3. Accommodates students who have applied for the use of SC.

4. Prepares projects of the individual orders of the learners.

5. Gives information about available beds.

6. Examines applications - declarations and complaints of the students accommodated in the SC and makes decisions on them within a two-week period.

7. Proposes to the House Councils measures related to the specific work of maintaining public order in student dormitories.

8. Proposes to the Rector the imposition of punishments on students for violations of order in the College.

9. Takes decisions with a simple majority of those present, which must not be less than 2/3 of the composition of the commission, and the assistant rector necessarily participates in decision-making.

10. Keeps a protocol of its meetings, which is signed by all members of the CSHAS present at the meeting.

**Art. 5.**The Committee on Social and Household Affairs of Learners is responsible for the following:

1. To organize the implementation of specific tasks of the University in the student dormitories.

2. To verify the authenticity of the documents issued by the faculty offices on the student (doctoral) status of the students.

3. To monitor the accommodation of students in the dormitories.

4. To control the students' compliance with the Regulations on the terms and conditions for accommodation, use and the internal order in the student dormitories, as well as for the use of student chairs. In case of established violations, to make proposals to the Rector for imposing penalties on the violators.

5. To prepare information, reports, references at the request of the University management.

6. During the academic year, to maintain contacts with the cashier-hosts of the College and with "Student Chairs and Dormitories" ("SCD") SP - Ruse branch for reporting vacancies, for inquiries and solving problems of students.

**Art. 6.**The acceptance of application documents for the annual accommodation in accordance with the Ordinance for the use of student dormitories and chairs becomes:

1. For students from higher courses - until the end of June, and students who wish to keep the places they were accommodated in the previous academic year. In case the students have successfully passed all the exams, if they wish, they can change the room and dormitory;

2. For first-year students – after their enrollment;

3. For doctoral students – after their enrollment in regular doctoral studies.

**Art. 7.**(1) Full-time students (bachelor's and master's) and doctoral students who do not have a permanent address in the city of Ruse can apply for the SD.

(2) Foreign students (studying for a fee), Bulgarian students (admitted outside places, subsidized by the state), students who have interrupted or re-enrolled can be accommodated in a student dormitory, provided that there are still free places. Check-in is done in the order listed.

**Art. 8.**When applying for a SD, the following documents are submitted:

(1) Non-family learners:

(1).1 In order to keep the places they were accommodated in the previous academic year, non-family students submit:

1. Application - declaration in the relevant faculty office (Appendix No. 1) with a photo and filled-in data about the student and his family and a document for the paid fee for submitting documents for accommodation in the SD;

2. Identity card;

3. Certificate for enrolled semester - original /certificate is purchased from the university bookstore in 3 copies and certified in the faculty office/. An individual accommodation order is issued to the students listed in the general order for accommodation in the student dormitories only against confirmation of an enrolled semester.

(1).2 Unmarried students who have passed all exams may change their room and dormitory if they wish. They submit to CSHAS an application for relocation (Appendix No. 3), and in the case of a change of dormitory and a certificate for a semester enrolled;

Newly admitted unmarried students, if they wish to be accommodated in the student dormitories, submit the following documents:

1. Application - declaration at the relevant faculty office Appendix No. 2 – first year/

2. Identity documents;

3. Certificate of enrolled semester - original /certificate is purchased from the university bookstore in 3 copies and certified in the faculty office/.

- for freshmen and master's students, the acceptance score or the passing grade for the secondary education diploma must be entered in the certificate.

- for the above courses (after the 1st year of the bachelor's degree), the average grade from the previous academic year must be entered in the certificate, and the grade from a failed exam is considered "weak" (2);

Students from member states of the European Union, the European Economic Area and the Swiss Confederation are accommodated under the conditions and according to the order set for Bulgarian citizens.

(2) Family studying students submit:

1. Application - a declaration with a photo at the relevant faculty office (Appendix No. 2) and a document for the paid fee for submitting documents for accommodation in the College;.

2. Certificate of civil marriage /copy/;

3. Child's birth certificate (if they have) /copy/;

4. Identity documents.

(3) Unmarried, divorced or widowed students with children submit:

1. Application - a declaration with a photo in the relevant faculty office (Appendix No. 1) and a document for the paid fee for submitting accommodation documents;

2. Children's birth certificate /copy/;

3. Court decision in case of divorce /copy/;

4. Copy of the death certificate for a deceased spouse;

5. Identity documents.

(4) Doctoral students submit:

1. Application - declaration with a photo in the "Development of academic staff" department (Appendix No. 1) and a document for the paid fee for submitting documents for placement in the SO;

2. Enrollment order (copy);

3. Official note that at the time of application they have not interrupted their studies (annually);

4. All orders for interruption and extension of terms /if any/;

5. Identity documents.

Note: Family PhD students submit all the documents required for family learners and PhD students.

(5) Foreign students, after enrolling in a Preparatory Course for language and specialized training and stating their desire to be accommodated in the student dormitories, submit the following documents to the senior inspector "Foreign Students" (senior inspector FS):

1. Import note for paid semester fee;

2. Identity documents.

(6) Self-supported foreign students from the first year, who have successfully completed the regular exam session of the Preparatory Course for Language and Specialized Training at the University of Ruse and have expressed a desire to be accommodated in a student dormitory, submit the following documents to the senior inspector of the FS:

1. Application - a statement with a photo and a certificate with the average grade from the exams taken during the studies;

2. Student card;

3. Identity documents.

4. Certificate of enrolled semester - original /certificate is purchased from the university bookstore in 3 copies and certified in the faculty office/. Only upon presentation of a certificate that the foreign citizen is enrolled as a first-year student, the CSHAS issues an individual placement order to the students appearing in the general order for accommodation in the student dormitories.

The senior inspector of the emergency department submits the collected documents to the CSHAS.

Foreign students from PKESP who, due to missed exams, are not included in the ranking, after the completion of the liquidation session, can apply for accommodation in the student dormitories according to the same order and procedure.

(7) Foreign students enrolled for the first time at the University of Ruse /after a language course at another higher education institution, after passing a comprehensive exam, enrolled for training on an individual plan after completing college/, if they wish to live in the student dormitories, the students submit the following documents to the senior inspector of emergency services:

1. Application - declaration with a photo /Appendix No. 1/ and a document for the paid fee for submitting documents for accommodation in the SD;

 2. Certificate for enrolled semester in regular form of education /issued by the relevant faculty office/. The certificate shall include the average grade from the academic report or the average grade from the certificate for a completed language course;

3. Identity documents.

(8) Foreign students from II to V year inclusive, studying at the educational qualification degree "bachelor" or "master" at their own expense submit documents to CSHAS according to the procedure and conditions for submitting applications - declaration by Bulgarian students;

(9) Foreign students accepted for study under intergovernmental agreements and by decrees of the Council of Ministers when enrolling in the first course for the first time, if they wish to live in a student dormitory, submit the following documents to the inspector general "Foreign students":

1. Application - declaration / the form is provided by the senior inspector of the emergency department / with a photo and completed data about the student and his family and a document for the paid fee for submitting accommodation documents;

2. Certificate - original /certificate is purchased from the university bookstore in 3 copies and certified in the faculty office/. An individual placement order is issued by the senior inspector of the Emergency Department only upon presentation of a certificate that the foreign citizen is enrolled as a first-year student.

3. Identity documents.

4. Photocopy of a certificate issued by the Ministry of Education and Science for the admission of students according to Art. 4., paragraph 1 of Decree of the Council of Ministers No. 103/1993;

(10) Foreign students who, by virtue of intergovernmental agreements and by decrees of the Council of Ministers, are provided with the use of student dormitories (from II to V courses) submit documents according to the terms and conditions for submitting applications - declaration by Bulgarian students;

**Art. 9.**Accommodation and relocation:

(1) Placement and transfer is based on the GPA of the previous academic year for students from higher courses, with priority, after placement of students with successful exams, given to those with a smaller number of missed or failed exams. The grade point average for untaken exams is calculated by considering them as pairs. For freshmen, the candidate student score, reduced to the six-point system, is taken. For transferring students from upper courses (after the first year of a bachelor's degree), who have expressed a desire to change student dormitories, as well as for newly admitted students from upper courses, the GPA from the previous academic year is taken into account.

(2) For foreign students, accommodation is carried out according to the terms and conditions for submission of application-declarations by Bulgarian students, and for the preparatory course - at the discretion of CSHAS.

(3) The results of the accommodation and the list of the persons who are accommodated without ranking are announced on the website of the University of Ruse "Angel Kanchev".

(4) Each separate placement is approved by the Rector, based on which individual placement orders are issued for each person or family;

(5) The student is obliged to seek his individual accommodation order from CSHAS within 7 days of issuing the accommodation order. Otherwise, he loses his right to be accommodated under this order. He is entitled to participate in subsequent accommodation by reapplying.

(6) In cases where the applicants for accommodation in the student dormitory are less than the available places in it, no ranking is carried out.

(7) The remaining vacant places after the completion of the annual ranking and completed accommodation in accordance with Art. 7 are additionally distributed according to the order established by the ordinance - by ranking and current placement, under additional announced conditions.

(8) The remaining vacancies after the completion of the placement campaign are announced and additional rankings are made, in which students with failed or untaken exams, but enrolled for the next semester, also participate.

(9) Information about free and occupied places in the student dormitories is published on the official website of the Ruse University "Angel Kanchev" twice a year - by March 31 and by November 30.

            (10) Brothers or sisters, as well as brother and sister students, doctoral students and specialists in full-time study at the University of Ruse "Angel Kanchev" at their request and if possible, are accommodated in a separate room, even in cases where only one of them is eligible.

**Art**. **10** Each student applying for accommodation in the SD pays an amount equal to 1% of the minimum wage. The collected funds are spent on processing the documents (consumables, maintenance of the equipment and the office of the CSHAS and remuneration of the labor of the members of the CSHAS), for which a protocol is drawn up.

**Art. 11**.(1) Accommodation in the SD is carried out annually with the Rector's orders, issued in accordance with the Ordinance for the use of student dormitories and canteens, 2016. Based on these orders, CSHAS issues individual accommodation orders to the cashier-host of the relevant SD, in which also the period of accommodation and the room number are indicated. The individual order must be signed by the assistant rector and one of the representatives of the Student Council at KSBVU;

(2) The term for accommodation of non-family students is determined by the schedule of the university's educational process.

(3) Upon check-in, the learner presents to the cashier-host of the SD:

1. Individual accommodation order.

2. Identity card, and for foreign students - a residence permit in the country.

3. Certificate of enrolled semester.

4. Address registration made in the Municipality - Ruse.

5. Other documents (identity card, pass, 2 photos and rental agreement) required for registration in the student dormitory.

(4) Upon check-in, students sign a contract with "SSO" - SP, Ruse branch on the terms and conditions for using the dormitories.

(5) Foreign students are accommodated together with the Directorate "Foreign Students" in the quota of beds determined by the Directorate and the vice-rector.

(6) During the non-academic period, student dormitories can be used under the terms and conditions determined by the director of "SCD" - SP, Ruse branch.

**Art. 12.** Students who have submitted documents with incorrect information or who have been suspended by the SD, are not allowed to apply for the following year.

**Art. 13.** (1) The release of student dormitories becomes:

• upon expiry of the placement order;

• upon completion, termination and interruption of training;

• when imposing a penalty of "Removal from dormitory".

(2) The deadlines for release of SD are:

• for Bulgarian students - up to 10 days;

• for Bulgarian doctoral students and specialists and for foreign students, doctoral students and specialists - up to 1 month.

**Transitional and final provisions**

**§1.** These Regulations are issued on the basis of the Regulations for the terms and conditions for accommodation, use and internal order in student dormitories, as well as for the use of student chairs from 17th November, 2008.

§2. Amendments to these Regulations shall be made in the order of their adoption and approval.

**§3.** The control over the implementation of the Regulations is assigned to the Assistant Rector.

**§4**. These Regulations were adopted by the Academic Council of Ruse University on 02.12.2008, updated on 18th May, 2010, 04.2015, 25th April, 2021 and 11th July, 2022.

Appendix No. 1: /application-declaration for non-family and family students - upper courses/;

Appendix No. 2: /application-declaration for students - first year/;

Annex No. 3: /application for transfer of students/

Tel. for single night information:

082/845-938; 082/841 840 and 0882 301 178 for single nights – Petya Pashova

082/ 841 835 – Host of SD-1

082/845 938 – Host of SD-2

082/ 845 765 - Host of SD-3

082/ 841 836 – Host of SD-4

082/ 841 844 – Host of SD -6