

APPROVED by
Rector of Westminster International University in Tashkent


K.Karimov
« 06 » 08 2018.

Residential Rules 2018
WIUT Halls of Residence

These Residential Rules form a part of the Westminster International University In Tashkent Accommodation Room Offer. These rules apply to Yangi Zamon and Turk Kurgan Halls of Residence. By accepting the Offer, you agree to abide by these rules.

These rules regulate the relationship between the staff of the halls and the residents, arising from the acceptance of the offer on accommodation provision by Westminster International University in Tashkent. The main purpose of these rules is to ensure the maximum comfort and safety of the residents of the halls as well as the conscientious execution of their responsibilities of the staff of the residence hall.

1. Terms and concepts

1.1. University- Westminster International University in Tashkent (WIUT) located at: 12 Istikbol Street, Tashkent, Uzbekistan.

1.2. Residence Hall – Housing property of the University includes buildings, courtyards and the surrounding areas which are located at the addresses: (Residence Hall No. 1) Yangi-Zamon street, house 1A, Tashkent city; and (Residence Hall No. 2) St. Turkkurgon, 9 (Residence Hall No. 2).

1.3. Management - the administration of the University represented by the Rector and Deputy Rectors;

1.4. Residence Hall administration – members of residence hall staff authorized to administer responsibilities with regards to the relevant Residence Hall, including registration of residents, management attendant mentors and technical service, control over the execution of fire safety and sanitary regulations, as well as to exercise other powers in the established by the management order.

1.5. The Head of the Residence Hall – the official head of the administration of the residence hall, responsible for the proper functioning of the facility.

1.6. Attendant mentor-employee of the residence hall who is responsible for observing the compliance with the residential rules on the territory of the facility.

1.7. The residence hall doctor – a member of the residence hall staff who provides medical service to the residents and staff of the residence hall.

1.8. Registration officer — a member of the University staff who ensures timely registration of residents at the place of temporary residence.

1.9. Housekeeper-member of residence hall staff responsible for the maintenance of the facilities in clean and sanitary conditions, as well as for providing the residents and staff of the hall with necessary supplies.

1.10. Security Service - Security Service of the University ensuring the safety conditions in the residence hall;

1.11. Technical and economic services-employees of the residence hall who provide functioning of technical and communal systems of the residence hall, as well as cleaning in common areas and the residence hall.

1.12. Residence hall staff- residence hall staff includes administration, the residence hall attendant mentor, security officers and employees of the technical services.

1.13. Residents-University students, teachers, as well as other persons who are eligible to be offered accommodation at the residence hall.

1.14. Visitor — a person (including parents, friends- students of University, etc.) who is invited by the resident to the residence hall and admitted by the Security Service.

1.15. Social zone - areas of the residence hall that include the first floor of residence hall, guest room, TV room and "Ma'naviyat va Marifat" room.

1.16. 24 hours hotline telephone number for residence hall enquiries:

Residence Hall №1 (YZ Hall) (71) 291-91-61

Residence Hall №2 (TK Hall) (71) 226-58-21

2. General rules

2.1. The requirements of these rules are mandatory for all residents, administration of the residence hall, attendant mentors, employees of the Security Service, and employees of technical and economic services, persons who are involved in the repair and construction works, as well as civil servants.

2.2. Rooms are allocated by the Head of the Residence Hall based on recommendations of the Housing and Residential Support Officer of the University and the paid accommodation fee.

2.3. Accommodation is provided by the Head of the Residence Hall based on the Act of Conclusion of the contract for stay in the residence hall signed by resident.

2.4. A Public Offer for accommodation can be found on the official site of WIUT (www.wiut.uz).

2.5. When entering the residence hall, the resident is obliged to present the following to the residence hall administration:

- Passport, copy of passport with indication of place of permanent residence
- ID-card
- A copy of the payment receipt for accommodation in the residence hall of WIUT
- Receipt of familiarization with these rules;

2.6. Registration of new residents and allocation of rooms for residents produced by the Head of the Residence hall.

The relocation of residents from one room to another can only be made by the permission of the Head of the Residence hall.

2.7. Registration at the place of temporary residence is made by the registration officer of University in the manner established by the legislation of the Republic of Uzbekistan.

2.8. The property that is necessary for living is given to the residents of the residence hall for individual and for common use against receipt. Residents carry the full financial responsibility for the property received by them.

2.9. Importation and removal of material assets of the University in the residence hall are carried out with mandatory registration in the journal of the Security Service and bringing to the attention of the Head of the Residence hall.

2.10. The building of the residence hall, equipment, and other property provided in the use of residents is the property of the University. Residents, who have caused damage to the building of the residence hall or allowed damage to the property of the residence hall, are material and other liability in the manner prescribed by law Republic of Uzbekistan.

2.11. For valuable items of the residents, which not handed over to the storage room, the administration the residence hall is not responsible.

2.12. Cultural, spiritual, educational, sports, entertainment, festive and other social events in the residence hall are held according to coordination with the management.

2.13. In the event of situations that is not covered in these rules, the administration of the residence hall is guided by the principles of comfort and safety and other regulations of the University, as well as the current legislation of Uzbekistan.

3. Admission Regime of the Residence hall

3.1. The organization of the control and access mode of the residence hall carried out by the Security Service, according to appropriate personnel registration and residents through the turnstile, visitors to the visitors ' magazine. Security Service also ensures timely exit of visitors for the territory of the residence hall in the manner prescribed by these rules.

3.2. The requirements of the admission regime of the residence hall are mandatory for all residents and visitors.

3.3. The document, which gives the right to the resident to enter the residence hall, is the ID card, issued by the University.

3.4. Residents are allowed to enter the residence hall until 23: 00. In exceptional cases (return from train, concerts, and other valid reasons) to the resident may be allowed to enter later.

In such circumstances, the resident must notify the Security Service and record the arrival time in the appropriate journal no later than 20:00. At the impossibility of achieving such a record, the resident may notify Security Service by phone.

3.5. Entrance and stay of visitors in the residence hall is allowed from 09:00 to 20: 00. Admission of visitors are allowed after a call to the host resident and only in his/her the presence, and after providing to Security Service officer with the document proving the identity of the visitor. Parents and close relatives of the resident of the residence hall are allowed to enter the living room for 20 minutes to get acquainted with the life of the resident. All other guests will be allowed to stay in the residence hall building only on the first floor in the social zone. Responsibility for the behavior of the visitor lay to inviting resident. All visitors must leave the residence hall before 20: 00.

3.6. In exceptional cases, the question of extending the time of stay of the visitor in the residence hall, or a possibility to stay overnight is decided by the Head of the Residence hall, who takes responsibility for the possible the consequences of the decision on themselves.

3.7. On the day of the resident's arrival in the residence hall, the parents of the resident are allowed read the conditions of accommodation accompanied by attendant mentor or Security Service employee. The rest of the time, the resident's parents are allowed to stay in social area of the residence hall as a visitor, according to paragraph **3.5.**

3.8. Male visitors have the right to enter the resident's room only male. Accordingly, female visitors have the right to enter the resident's room is female only. In other cases, visitors are allowed to be in a social zone.

3.9. If the resident for any reason will be forced to be absent from the residence hall more than one day, he is obliged to warn about this Security Service officer and need to make notification of his absence in the appropriate journal. Otherwise, the administration of the residence hall has the right to consider the deprivation of the resident right accommodation in a residence hall.

3.10. Security Service has the right to make phone calls (no more than once every 2 days) to the resident who has notified of the temporary absence and to make sure of his securities.

3.11. The Security Service has the right to control the availability and validity of all types of passes and documents of persons, vehicles and valuable items at the entrance to the building and the courtyard of the residence hall.

4. Residents of the residence hall have the right:

4.1. Stay in your room for the entire duration of the contract subject to these Rules and other regulations of the University and legislation Republic of Uzbekistan.

4.2. Use the premises for self-study, common areas use, IT-equipment, equipment of the residence hall and household services.

4.3. Require timely change of bedding, as well as replacement equipment, furniture and other equipment of the residence hall, which have become unusable the fault of the resident.

4.4. To work out in the gym of the residence hall, play sports in a special place, as well as use other sports equipment of the residence hall. Training in the gym is conducted only under the supervision of a sports instructor and at the time set by the administration of the residence hall.

4.5. Elect and be elected to the floor leaders, and other student associations, which are not prohibited in the WIUT.

4.6. Take part in cultural and sports events as well as discussions about the organization life of the residence hall and make suggestions to the administration of the residence hall.

4.7. Participate in all types of self-service activities: maintenance of order and cleanliness in the living rooms, social area and other common areas, sports grounds facilities, as well as works for accomplishment and landscaping of the residence hall.

5. Residents of the residence hall are obliged to:

5.1. Observe the Rules of residence and stay in the complex of residence hall, the provisions of the storage, other regulations of the University and the law of the Republic of Uzbekistan.

5.2. Comply with fire safety rules, safety of technical regulation; strictly follow all instructions on measures in case of emergencies when staying in the Dorm, taken at the University and the Republic of Uzbekistan.

5.3. Ensure careful use and safety of the living space, equipment and inventory of the residence hall.

5.4. Maintain in good condition, keep clean and tidy in assigned to students' living rooms, places of sanitary and hygienic use, and common areas (corridors, kitchen areas).

Cleaning is performed by residents according to the established duty schedule approved by the Head of the Residence hall.

5.5. During the stay in the premises for self-study, public, social area, keep quiet and do not interfere others in the exercise of their right to use these premises. All games on the playgrounds end before 23: 00 hours.

5.6. At the exit of the residence hall to pass the registered residents' bedding supplies, obtained property and room key to housekeeper of the residence hall.

5.7. Provide the possibility of inspection of the living room by the attendant mentor, a housekeeper and / or doctor to monitor compliance with these Rules, graphics and quality of cleaning of living rooms, check of safety of property, carrying out preventive and other types of work. The attendant mentor and a housekeeper have a right to enter the living room without the permission of the resident only in emergencies that include activation of the fire alarm sensor, gross violation of the provisions of these Rules, a quarrel between residents. In other cases, the residence hall staff and University staff can enter the residential the room only with the permission and in the presence of the resident.

5.8. Use electricity, water, gas economically. Before leaving turn off the lights and electrical devices, close windows, vents and door in the living room, as well as give the key from the living room to Security Service officer.

5.9. In case of damage the lock due to the fault of the resident or the loss of keys restore the lock yourself and provide duplicate keys to the Head of the Residence hall.

5.10. Periodically check the refrigerator and grocery cupboards for spoiled food, which is left by the resident. In case of detection, such product properly dispose them.

5.11. Pay your accommodation fee on time, regardless of the number of actual days of stay in a month, within the terms and volume established by the agreement accommodation in a residence hall.

6. Residents of the residence hall are prohibited to:

6.1. Drink alcohol, stay in the residence hall in a state of alcohol, drug or other intoxication.

- smoking and making open fire on the territory of the residence hall (except specifically for this allocated places).

- usage of electric heating devices in the living room (boilers, electric kettles, irons, electric stoves, etc. (except specifically for this designated places);

- use of primary fire-fighting equipment for non-intended purposes;
- dismantling of sensors of security and fire systems.

6.2. To carry out on the territory of the residence hall any socio-political, religious propaganda and agitation, as well as store literature, audio and video products prohibited in the Republic of Uzbekistan.

6.3. To move from one room to another without permission.

6.4. Transfer your ID card to another person for entry and exit.

6.5. Usage of faulty electrical equipment, alterations and repair the wiring, to spoil the property of the kitchen (fridge, hot plates, tables, chairs, etc.), include additional light sources except for desktop lamps'.

6.6. Turn on the sound of your equipment to high power, which is superior audibility within your room.

7. Liabilities:

7.1. Residents who have caused damage to property and equipment are required to fully to compensate for the damage, no later than 10 days from the date of detection of damage to properties.

7.2. Violation of these Rules by residents leads to disciplinary measures provided by the Disciplinary policy and the Student Code of Conduct of the University. The time allowed for eviction of students guilty of violation of these Rules is 7 calendar days (including holidays and weekends), during which parents and students are required to find an alternative place of residence.

7.3 Residents who had repeated violations of these rules of habitation, after the meeting of the Disciplinary commissions may not allowed for living in the next academic year.