



**SERVICE OF ACADEMIC AFFAIRS AND STUDENT WELFARE
STUDENT WELFARE SECTION**

HOUSING OFFICE

**ACCOMMODATION RULES AT STUDENTS HALLS
(OBLIGATIONS OF RESIDENTS)**

1. Rules of Residence

Each tenant signs an Accommodation Agreement with the University of Cyprus, in which it is clearly mentioned that he/she must abide by the Accommodation Rules at the Students Halls, which are subject to change without any prior notification.

The Accommodation Rules are applied for all the tenants and for their quests/visitors.

2. Accommodation Agreement

The Accommodation Agreement must be signed before check-in, at the **beginning of May** for the second, third and fourth-year-students and **within the last two weeks of August** for the first year students (Greek first-year students sign the Agreement at the beginning of September). The Agreement covers the period which begins the first Monday of the Fall Semester and expires on the 31st of May every academic year. In case a student who has been chosen does not sign the Agreement within the determined deadline, and he has not informed the housing office about problems that probably occurred, then it will be assumed that he is not interested any more, thus the room will be rented to another candidate without any warning.

The University of Cyprus authorizes the Housing Office to **extend** or to **cease** before time the Accommodation Agreement when:

- 2.1.** The tenant has the right to **extend** his accommodation to his room after the expiration date of the Agreement during summer time, if he informs the Housing Office at least one month before the expiration date of the Agreement, and having his Departmental affirmation that during summer holidays he is obliged to attend some courses and/or lab exercises.
- 2.2.** The University of Cyprus has the right to **cancel or to cease** before time the Accommodation Agreement if:

- 2.2.1. The tenant has not registered to semester courses according to the affirmation of the Academic Affairs Office, which is sent to the Housing Office at the end of September after the registrations and add/drop procedure.
- 2.2.2. The tenant leaves or if he is expunged by the University of Cyprus according to the Academic Affairs Office affirmation.
- 2.2.3. If the tenant is not punctual with his financial obligations (deposit / rent/ penalty).
- 2.2.4. If the tenant does not follow the Agreement's rules and the Accommodation Rules (see paragraph 18).
- 2.2.5. If the tenant does not present within the determined deadline for room check-in according to paragraph 3.

3. Termination of the Accommodation Agreement at the Students Halls before time:

The tenants can terminate before time the housing contract if:

- 3.1. They will take part in student's exchange program, i.e. ERASMUS
- 3.2. They leave the University of Cyprus
- 3.3. Other reason. In such a case the acceptance for before – time - termination of the Housing Agreement is up to the Senior of Service of Academic Affairs and Students Welfare

In case of contract before time termination the following prerequisites apply:

- The tenant must inform the Housing office that he/she wants to leave the Students Halls, at least 15 working days before his/her departure, by providing the Housing Office with a letter of notification, in which he/she must explain the reasons he wishes to terminate the contract before time.
- Within this period the Housing Office attempts to find a new tenant from the candidates list for accommodation in the Students Halls.
- In case a candidate is found, then the amount of the guarantee and the rent is kept until the date a new tenant will enter the Students' Halls. The deposit amount which is paid by students who leave the Students Halls before the termination of the Accommodation Agreement for academic purposes (such as their participation in Erasmus programs or graduation) is totally refundable.
- In case no new tenant is found, then the tenant who leaves the Students Halls must pay the rent for the whole period up to the termination of the Accommodation Agreement date. The same happens in case a tenant does not provide the Housing Office with a letter of notification on time.
- In any case the tenant must return the room's keys to the Housing Office before his departure from the University of Cyprus.

4. Procedure of check in / check out of the room

4.1. Room check-in

The Housing Office announces in **May** the names of the second, third and fourth-year-students who are chosen after the decision of Senate Committee of Student Hall Operation to provide them with a room at the Students Halls. For the **first year students** the results are announced **at the end of August**. For the first year Greek students the results are announced at the beginning of September. The dispensation of rooms to second, third, fourth and first-year- students is made the weekend before the beginning of the Fall Semester courses (the dispensation of rooms to Greek first year students is made at the beginning of September).

Room check-in and the entrance to the Students Halls is made by the eligible students after they sign the Accommodation Agreement and they present the payment receipt of the guarantee and the 1st rent, sign the **Entrance Card** and the **Statement of Equipment** which are included in the agreement.

Before the room check-in, the eligible student must have paid to the Accounts Office of the University the amount of the deposit together with the first rent.

In case the student who has been chosen does not present within the week after the deadline for the room check-in and he has not informed the Housing Office for a possible problem he faces, then it is considered that he is not interested any longer, thus the room will be provided to another candidate without any further notification.

4.2. Room check-in

The tenants are obliged to inform the Housing Office two weeks before the termination of the Housing Agreement for the exact day and time of their departure. Otherwise, it is determined that the tenants leave at the Agreement expire date at 10:00 a.m. the latest. All rooms must be in perfect condition. Before each tenant's departure from the Students Halls, the Housing Office is responsible for inspection of the room in the presence of the tenant according to the Statement of Equipment, for the detection of any damages and/or ellipsis and/or unaccounted damages of the room and its equipment. The Housing Office is also responsible for the complement of the Departure Card and the detection of any pending cases.

In case of damages, losses and unaccounted damages an amount is kept according to paragraph 18.

5. Keys

After the room check-in, each tenant receives four keys, a key for his room, a key for the entrance door of the building in which he will stay, a key for his mailbox, and a key for his personal kitchen cupboard. The tenant is responsible for returning those keys at the expiration of the Accommodation Agreement at his departure. In case he does not return them, then the amount of €50.00 is deducted by the deposit amount.

For security reasons, each tenant is obliged to immediately inform the Housing Office in case of key loss. In such a case, the Housing Office will immediately change the room/entrance locker and the tenant will be charged accordingly.

6. Room Equipment

Every room is equipped with the following:

TYPE A	
DESCRIPTION OF THE EQUIPMENT	NUMBER
Office	1
Bookshelves	2
Office Lamp	1
Linen press	1
Private toilette, basin and shower	1
Toilette waste bin	1
Toilette brush	1
Air-condition	1
Central Heating (Unit split)	1
Single bed/matrix/bed cover/pillow	1/1/1/1
Office chair	1
Indoor / veranda chair	1
Office waste bin	1
Blind	1
TV stand	1

TYPE B	
DESCRIPTION OF THE EQUIPMENT	NUMBER
Office	1
Bookshelves	2
Office Lamp	1
Linen press	1
Cupboard with basin fixture	1
Mirror	1
Air- condition	1
Ceiling fan	1
Central Heating (Unit Split)	1
Single bed/matrix/bed cover/pillow	1/1/1/1
Office chair	1
Indoor / veranda chair	1
Office waste bin	1
Blind	1
TV stand	1
TYPE C	
DESCRIPTION OF THE EQUIPMENT	NUMBER
Office	1
Bookshelves	2
Office Lamp	1
Linen press	1
Air-condition	1
Ceiling fan	1
Central Heating (Split Unit)	1
Single bed/matrix/bed cover/pillow	1/1/1/1
Office chair	1
Indoor / veranda chair	1
Office waste bin	1
Blind	1

After the check-in, every tenant receives a Statement of Equipment. The tenant must check the room and after a period of three days he must return the Statement of Equipment signed, mentioning any equipment ellipsis and damages. The tenant must return the equipment at the same condition as he received them; in case of any unaccounted damages or losses he will be charged accordingly.

The tenants are obliged to move any personal furniture and equipment at their departure of the room or at the expiration date of their Accommodation Agreement.

7. Tenants' behaviour

Each tenant must behave courteously and in a way that will not disturb or endanger the rest tenants' health or bodily integrity, the staff's and the co-operator of the Housing Office and the Housekeepers. Additionally, he/she must not cause damages to his room or to the communal places of the Students Halls.

In case a tenant causes behaviouristic problems, then according to the seriousness of the problem caused, the University of Cyprus will take disciplinary measures on him (see paragraph 18).

7.1. Noise

Extreme noise is considered to be an annoyance for the rest tenants. The tenants of each building must know and follow the rules of common tranquillity which are from 3:00 p.m. until 5:30 p.m. and from 11:00 a.m. until 8:00 a.m.

Except those hours, the tenants of each building are expected to follow the rules of well cohabitation and to respect other people's wish for quietness throughout the (day) 24 hours. For instance the use of stereo at a full volume is strictly prohibited.

7.2. Throwing Things Away

Throwing things away through the windows is strictly prohibited.

7.3. Pets keeping

Keeping pets in the rooms or in the communal areas is strictly prohibited.

7.4. Third Party Hospitality

The rules for well cohabitation at the Students' Halls presuppose some restrictions. The tenants must respect each others rights of security, privacy, time for relaxation, time for studying and sleeping and to ensure a good accommodation environment.

The visit and/or the overnight stay of third part must be made having in mind all the above mentioned. Third party visits at the Students Halls are allowed between 8:00 p.m. and 11:00 a.m. for the week days and Sundays and 8:00 p.m. -2:00 a.m. on Fridays and Saturdays. The third party overnight stay must be made after the Housing Office information. The overnight stay must not exceed the two back-to-back nights or other

nights within the same week. The tenants are fully responsible for their guests' behaviour and they are obliged to pay the charge of any damage that may be caused by their guests.

8. Cleanliness/Sanitation Rules

Cleanliness is particularly important for the normal and effective function of the Students' Halls. Each tenant must have in mind the following:

- 8.1.** He must keep his room and the communal areas clean and he must follow the sanitation rules (they must supply themselves with cleaning liquids for their rooms).
- 8.2.** All the communal areas are cleaned on a daily basis by the housekeepers of the Housing Office. However, cleaning does not include dishes washing as this is the tenants' responsibility. The housekeepers will clean the tenants' room if they ask for such an arrangement by the Housing Office. In that case, there will be extra charge which the tenants are obliged to pay.
- 8.3.** The tenants must respect and follow the regulations of the Housing Officer, the Housing Officer Assistant and the housekeeper.
- 8.4.** The tenants that stay in rooms with en-suite WC and shower must follow carefully the sanitary rules and in case any maintenance/operation problem occurs they must immediately inform the Housing Office.

9. Tenants' Security and Health

For the security and welfare of all residents, a video surveillance system is operating at the external communal/public areas of the Student Halls. Note that video surveillance system is operating on all premises of the University.

For security and health reasons, each tenant must:

- Lock the door and the window of his room
- Take care so that the exit doors and the entrance doors of each deck must remain close.
- Immediately inform the Housing Office if he sees suspect people at the Students Halls area.
- Immediately inform the Housing Office for any robbery incidents etc.
- Immediately inform the Housing Office in case of illness or if any other tenant suffers from a contagious disease.
- Immediately inform the Housing Office in case of room key loss and/or the entrance key of the building he stays
- Follow the security and sanitary rules and to attend informative lectures of security and health issues which are organized by the Housing Office in cooperation with the Safety and Health Office.

For the safety and health of Student Halls' tenants, the occupation/use of the following materials is forbidden:

9.1. Electric apparatus

Only the following apparatus are allowed in each room: television, computer, printer, stereo.

The occupation and use of refrigerator, microwave oven, toaster, calorifier, electric blanket, satellite antenna and any other apparatus is strictly forbidden in rooms for safety reasons.

The University of Cyprus authorizes the Housing Office to ask the immediate removal of such apparatus and to take disciplinary measures on the tenant.

9.2. Use of flammable material / weapons / explosive materials / drugs

The use of materials that threatens tenants' health and security is strictly forbidden. Such materials are: flammable materials i.e. gas, weapons, explosive materials, drugs and any other forbidden materials.

Additionally, the use of candles and any apparatus that has flames is also forbidden.

9.3. Two-wheeled Vehicles

The keeping and reparation of bikes and motorbikes in the rooms, the stairs and the corridors of the Students Halls is forbidden. The bikes and motorbikes must be kept in the specific areas.

9.4. Smoking

Smoking is strictly prohibited in all enclosed areas of the Student Halls, including the tenant's bedrooms. The use of electronic cigarette is also prohibited. Each tenant has the right to ask from another tenant not to smoke in those areas.

9.5. Fire

Lighting a fire within the Students Halls is strictly forbidden. In case of events from organized student teams (see paragraph 18) which include barbecue preparation, lighting a fire is allowed only after the Housing Office approval.

9.6. Balconies and emergency exits

Lighting a fire for food preparation at the balconies of the Students Halls is forbidden. Additionally, the use of emergency exits is also forbidden except in emergency cases.

10. Rooms and communal areas use and maintenance.

10.1 Sublease / Room allowance to third party

Lease, sublease and/or room allowance to third parties is forbidden. The tenants who go through such an action are immediately and for ever barred by the Students Halls and in the future the Housing Office will not accept their application for accommodation in the Students Halls. The same consequences occur for the third party, if he/she is a student. In such a case, the room will be given to another candidate from the list.

10.2 Damage Cause

The tenants are responsible for any kind of damage and/or loss and/or unaccounted impairment that may be caused in the areas and equipment of the Students Halls. The University of Cyprus authorizes the Housing Office to investigate such incidents and to take measures. In case the damage is caused by vandalism, then the Housing Office promotes disciplinary measures in addition to the compensation proportional to the damage paid by the offender.

The compensation of the damage is done according to the procedure that is described in paragraph 18.

10.3 Fire safety equipment

The vandalism or the theft of fire safety equipment of any Students Halls building is a serious offence. Students Halls Assistant, the Responsible SCA of the building or the security guard of the Housing Office or the Security and Health Office presents a relative report to the Security and Health Office, which in turn directly charges the offender for every damaged or stolen part of the equipment and takes disciplinary measures (see paragraph 18).

If the offender is not found, then all the tenants of the specific building are obliged to pay the penalty (see paragraph 18).

The fire security equipment, for which there is an immediate and proportional charge in case of vandalism, is the following:

- Fire extinguisher
- Exit signals
- Signals in case of fire
- Fire security doors
- Heat detectors
- Fire alarms
- Smoke detectors etc

The proportional to the damage fine and the procedure of charge and disciplinary measures taking are also applicable in every intentional activation of the fire alarm if there is no danger.

10.4 Room/ communal areas conversion

Any conversion of the room including the balcony and the communal areas is forbidden. Specifically, the following activities are forbidden:

- Wall painting
- Engraving/painting on the indoor and outdoor walls.
- The holdfasts placement and photographs stick/ pictures/ posters on the walls and the furniture in a way that it will cause damage to them
- The placement of barriers
- Any conversion, action and/or equipment installation which causes security issues, functionality issues and/or intervention to the buildings' design.

11. The Use of the Internet

During the tenants' residence in the Students Halls, the tenants should use the internet for research or for communication with the academic/administrative staff and with their fellow students.

The use of the Internet must be done within the framework of the Policy of Information Security of the University of Cyprus. The tenants who are involved in prohibited actions in the internet, as these are described in the Security Policy; disciplinary measures will be taken on them.

12. Use of the shared kitchen

Every kitchen is equipped with the following equipment: refrigerator, microwave oven, television, storage cupboard for food, bench for food preparation, table, chairs and kitchen utensils.

The tenants must follow the health regulations about the use of the place and kitchen equipment and they also must inform the Housing Office for any maintenance and operation problems.

The preparation and storage of food is allowed only in the shared kitchen. The tenants are responsible for the refrigerators' cleaning and dish washing and any other utensils cleaning.

13. Washing-machine area

The Students Halls buildings have specific laundry room in which there are coin-operated washing machines and dryers available exclusively for the Students Halls tenants' use.

Entrance in the Washing-machine area is only possible with the use of the University Student Card.

The Housing Office is responsible for the supervision of the laundry area. The tenants must immediately inform the Housing Office in case of any operational problems/maintenance/damages in the specific area.

14. Parking Place

The tenants who have their own cars must park them only to the specific parking places of the Students Halls.

In case of illegal parking, then the Security and Health Office takes the measures that are enforced in all parking places of the New Campus.

In case a tenant complaints to the Security and Health Office for violation of the parking rules, then the Housing Office will take disciplinary measures according to paragraph 18.

15. Rooms Inspection

The University of Cyprus authorizes the Housing Office to examine regularly the rooms and to get into them for the following reasons:

- Maintenance and repairs
- Room's equipment and security examination
- Confirmation that the rooms are used exclusively by the eligible people.
- Emergency

Housekeepers' and maintenance groups get into the rooms only after the relevant communication and approval by the Housing Office.

As far as it is possible, the entrance in the rooms from authorized employees and/or co-operators of the Housing Office is done with the cooperation of the tenants unless there are emergency cases. (Especially, among others, top-urgent situations)

The tenants are obliged to cooperate with the Housing Office and to assist its mission.

16. Financial pending cases

The tenants must pay their rents on time and they must arrange promptly any other financial pending cases (i.e. penalty for damage cause), at the Accounting Department of the University. The tenants who are not punctual with their financial obligations are subject to possible termination of their residential agreement by the Housing Office and/or permanent exclusion from the Students Halls.

The University of Cyprus has the right not to issue the grades and transcripts of a tenant until the settlement of his financial pending cases. The graduate students have to present to the Studying Office an affirmation of the Housing Office that they have arranged their financials and any other pending cases related to the Students Halls so that they will be given their diploma.

17. Organization of Celebration events

17.1 Events approval

The organisation of celebration events at the Events Centre and the outdoor areas of the Students Halls from FEPAN, the Coordinator Club Group, the students clubs and any other organized groups must be done after the confirmation of the Housing Office which is responsible for the administration and management of the buildings in the Students Halls.

17.2 Events Centre

At the building complex there is the Events Centre, a building of multiple uses which can be used as a place of lecture/presentation/film show organisations. Additionally, it can be used as a place for relaxation and social activities for the tenants of the Students Halls. The ground floor of the building, which is the lecture/presentation etc. area, there is a small kitchen. The specific area and the right to use the kitchen are assigned after a reservation request by the Housing Office. The tenants must use the Events Centre with the proper care.

In case of damage cause, loss of equipment or unaccounted damage, then the Housing Office takes disciplinary measures according to paragraph 19.

17.2.1 Organisation of Events

There is possibility of reservation of the Events Centre for the organisation of Events for the following organised groups. Priority is given as following:

1. The Housing Office
2. Students Campus Assistants
3. Students Campus Tenants
4. Students Clubs
5. FEPAN – Students Union

The following events can be organized to the Events Centre:

1. Parties
2. Music / Poetry nights
3. Lectures / debates / labs
4. Film show nights

17.2.2 Procedure of the Events building Reservation

The following rules and prerequisites stand for the organisation of events in the Events Centre:

1. At least one week before the events' date an application must be submitted to the Resident's Information Centre.
2. The event must be done within the regulations of Students Halls Residence.
3. The organization of events is prohibited after 2:00 a.m. during weekdays and on Sundays.
4. The organization of more than two events per week is not allowed.
5. The organizer of an event is responsible to examine beforehand the place of the event and to inform the Residents' Information Centre for any damages at the place or anything else he observes. Otherwise, the organizer is responsible for any damage at the place which was not mentioned at the Centre before the event.
6. The organizer of the event is responsible for the Centre's cleaning after the event and for furniture / equipment place restoration as they were before the event.
7. The organizer is responsible for compensation of any damages that may occur during the event happening, when the identification of the damage offender is not possible. The damages involve furniture and/or equipment reparation / replacement, cleaning and maintenance of the place etc.
8. The organizer is responsible for the behaviour of the event participants.

9. The University of Cyprus and the Housing Office are not responsible for any loss and/or accident that may happen during the event.
10. The Housing Office has the right to refuse to a specific group the organization of an event at the Event's Centre.
11. The Housing Office has the right to change the present conditions and prerequisites without any prior notification.

17.3 Time of Events

The organization of events in indoors and outdoors communal areas of the Student Campus (except the Events Centre) must not take place during relaxing times. The events must end by 12:00 a.m. the latest during week days and Sunday and 2:00 a.m. on Fridays and Saturdays.

17.4 Private meetings

Private meetings in tenant's room must be made according to the Accommodation Rules and common relaxing time. In such cases the room door must be kept closed. The organisation of such events in the common kitchen/living room is done after the Student Campus Assistant consent for the specific building of the Students Halls. The tenant is responsible for cleaning and tidying the place after the meeting.

17.5 Team meetings

Team meetings of Student's Halls tenants must be restricted in the common use kitchen/living room of the building they stay and not to expand them in the corridors/stairs/bathrooms.

Team meetings at the Students Halls building must have the Student Halls Assistant consent, who is responsible for the specific building.

17.6 Outdoors events

The organisation of outdoor events must be made by organised student groups, and not by individuals, after they inform in advance the Housing Office.

17.7 Events Promotion

Events promotion at the Student Halls areas can be made by raising announcements, posters and banners at the specific areas of advertisement i.e. boards / areas of banners raising

Posters' affix and words writing and figuration drawing on internal and external walls is strictly prohibited according to paragraph 11.4

Announcements placement in tenants' mail boxes or under their room doors is allowed only if it is done by organized student groups and after they inform the Responsible Person in Housing Office.

18. Rule violation of accommodation / disciplinary measures

Violation of accommodation rules leads to disciplinary measures which are:

- Oral warning, or
- Written warning, or
- Full or partial withholding of the deposit, or
- Termination of the student's accommodation agreement

The disciplinary measures are taken according to the seriousness of one's offence. The oral notice and/or written warning and/or withholding of the deposit are done directly by the Housing Officer. The cancellation of contract or the permanent exclusion of a tenant measures, are taken by the Senate Committee of Student Halls Operation after a relevant suggestion made by the Housing Officer. It is to be noted that the contract is terminated after two written warnings.

In case a tenant causes damage, loss or unaccounted damage at the places and equipment of Student Halls, then the tenant is in charge for compensation proportional to the damage which is determined by the University of Cyprus. In case the damage is caused by vandalism, then the disciplinary measures are more likely to be taken.

In case the tenant who has caused damage is not found, then all the tenants of the building in which the damage has been caused are obliged to pay the compensation. The Accounting department is authorised by the Housing Office to withhold the proportional amount for compensation for each tenant from the deposit.

In case of indecent behaviour, cause of excessive noise, organisation of parties, by instructions of the Housing Office to the Accounts Office of the University, a part of the tenants deposit up to €100 is used as compensation. According to the severity of the offense and the tenant's failure to comply with the Accommodation Rules, by instructions of the Housing Office to the Accounts Office, the deposit of the tenant is fully withheld.

Note that in case of complaints and disputes between tenants on issues of cohabitation and inappropriate behaviour, when the tenant responsible is not found, the Housing Office has the right, after proceeding to oral and written warnings towards the tenants, to refer the involved

tenants to the Centre of Mental Health, for mediation, before proceeding with withholding the tenants deposits and / or their exclusion from the Student Halls.

18.1 Tenants' exclusion from the Student Halls

Tenants can be excluded permanently or temporarily by the Student Halls after the Housing Office suggestion to the Senate Committee of Student Halls Function and the final decision of Senate.

Tenants are excluded **permanently** by the Student Halls and they can not be accepted again for accommodation in the Student Halls in the following cases:

- If for any reason miss their student capacity
- If they do not fulfil their financial duties or if they are not included in the admission boards that are announced by the Housing Office
- If they hire or if they allow third parties to have their room
- If they are involved in actions such as thefts or vandalisms
- If they form a threat to the rest tenants' or even the staff's bodily integrity
- If they possess, transport and/or use drugs and other forbidden stuff

Tenants may be **temporarily** kept out of the Students Halls when:

- There is danger for the health and safe living of the rest tenants, i.e. if a tenant suffers from an infectious illness.

In case of **urgent serious incidents**, which form a threat to the physical and / or mental integrity of the tenants, a decision for immediate, permanent or temporary removal of residents, is made from a **three-member Committee**. The Committee consists of the Rector and the two Vice Rectors, or the Vice Rector and the Director of Administration and Finance. In case the Director is not available, the Head of Student Services and Welfare replaces.

** The Accommodation Rules have been approved at the 156th and 235th Senate session (October 2nd, 2002 and April 6, 2005). The Rules were later modified at the 26th and 27th session of the Senate Committee for Students Halls (09 June 2006 and October 25, 2006), the 13th session of the Rector's Council (April 10, 2008), the 175th Session of the Council of the University (March 15, 2010), at the 12/2012 Session Senate (May 23, 2012) and the Senate meeting 5/2014 (March 5, 2014). The Rules were also modified in the 246th Session of the Council of the University (February 9, 2015) and 20/2015 Senate Session (September 16, 2015). The Rules were recently modified, at the 7th session of the Committee for Staff and Regulations (July 27, 2016) and at the 2/2017 Session of the Committee for Staff and Economics (February 13 2017).*

**The above document was translated from Greek to English by a Postgraduate Student of the English Department of the University of Cyprus.*