

# RIVERIA DORMITORY RULES AND REGULATIONS



**The rules of the dormitory ensure the comfort and safety of all residents of the dormitory at all times of the day. These rules and regulations apply to all students living in the dormitory, their guests, and other visitors. The dormitory is part of the educational institution, and the resident must also follow the rules and regulations of the educational institution (Riveria).**

- 1.** Every dormitory resident is obligated to promote peaceful, comfortable, and safe living conditions and to practise good manners. Bullying, sexual harassment, discrimination or racist, disorderly, offensive or threatening behaviour are strictly prohibited and will be treated as a serious violation of the rules and regulations. This rule also applies to travelling to school and back and social media. We will report all cases of bullying towards minors to the parents or guardians of both, the bully and the bullied, and all suspected sexual crimes to the police and child welfare.
- 2.** In order to ensure proper study conditions and adequate rest, silence is observed both in the dormitory and the grounds between 10 p.m. and 6 a.m. On weekdays (Mon–Thu), guests must leave the dormitory by 9 p.m. Guests may not be left unsupervised at the dormitory. Residents living in the same dormitory are allowed to visit other residents' rooms between 8 a.m. and 10 p.m. If necessary, the dormitory supervisor may restrict visiting for a justified reason. Outside visitors are not allowed on Fridays after 4 p.m. and on weekends, mid-week holidays and holidays. Overnight guests are treated as a serious violation of the rules and regulations. The Act on Residential Leases is applied to students who are in a tenancy relationship.
- 3.** Noise and other unnecessary disturbance to other residents must be avoided in all areas of the dormitory. The staff has the right to remove disturbing devices.
- 4.** Residents must take care of the cleanliness and comfort of their room and the shared premises of the dormitory, as well as the recycling of waste. When leaving the room or unit, residents must ensure that the doors are locked, the windows are closed and the lights are turned off. The dormitory staff monitors cleanliness in the dormitory, for example, through scheduled cleaning shifts and inspections. When moving out of the dormitory, the room must be cleaned before leaving. If the room has not been cleaned according to the instructions, Riveria will charge the cleaning costs to the resident.
- 5.** Bringing pets inside the dormitory premises is prohibited.
- 6.** If a resident falls ill while living in the dormitory, they must contact the dormitory supervisor and their own instructor. If the resident's illness lasts for more than two days, they must leave the dormitory or agree on another arrangement with the dormitory supervisor. The dormitory supervisor decides on exceptions.
- 7.** Residents must not reside in the dormitory without a valid reason. Living in the dormitory requires that the resident's studies progress in accordance with the PCDP. The dormitory is closed on weekends and during more than two-day holidays. However, the dormitory supervisor may, on special grounds, grant the right to a weekend stay.
- 8.** Residents must handle the dormitory property with care. Residents must immediately notify the dormitory supervisor of any damage to or malfunction or relocation of the dormitory equipment or furniture. Residents are personally responsible for the key, access control tag, their room and its equipment and furniture. If the key or access control tag is lost, the resident is held liable. All residents of the unit are responsible for the common premises, equipment and furniture of the unit. Dormitory residents are also responsible for ensuring that their guests follow the rules and regulations of the dormitory.
- 9.** Residents are only allowed to use intact electrical devices with CE markings in the unit and their room. The staff has the right to remove defective, disturbing or prohibited equipment. To ensure fire safety, residents must turn off all electrical appliances (e.g. cookers, TV, lights) when leaving the room/unit. Burning candles and other use of open fire on the dormitory premises is prohibited. Residents are liable for false fire alarms caused by their actions. Tampering with or vandalising the safety technology is a serious violation of the rules and regulations.
- 10.** Smoking and the use of snuff, nicotine pouches, e-cigarettes or tobacco substitutes are prohibited in the dormitory and its grounds, as well as in situations related to studies outside the grounds of the educational institution. The possession of tobacco products in the dormitory buildings and outdoor areas is prohibited. Accessories related to smoking and the use of other nicotine products or tobacco substitutes may not be displayed in Riveria's premises.
- 11.** The possession, use, sale and being under the influence of alcohol, drugs, and other intoxicants are prohibited in the dormitory and its grounds, as well as in situations related to studies outside the grounds of the educational institution. The possession of equipment related to the use of narcotics in the dormitory area is also prohibited. The above matters will be treated as serious violations of the rules and regulations.
- 12.** For safety reasons, bringing and storing weapons, ammunition, or other potentially dangerous equipment in the dormitory and on its grounds is prohibited. The dormitory supervisor, their manager, the facility service staff, team manager, security staff, principal or a person appointed by them have the right to make inspections of the rooms with prior notice if it is suspected that these instructions have not been followed or it is necessary to carry out inspections or maintenance related to the property.
- 13.** Non-compliance with the rules and regulations will result in disciplinary proceedings in accordance with the Act on Vocational Education and Training (531/2017), which may include a written warning, temporary expulsion from the educational institution or expulsion from the dormitory.
- 14.** A student who has been expelled from the dormitory is prohibited from living and staying in the dormitory area during the expulsion. If a student has been expelled from the educational institution, they are not entitled to live in or visit the dormitory.