

## Dean of Students - Dormitory Administration

### Student Dormitory Regulations

#### Article I: Definitions

##### 1. Definitions

In these Regulations -

- 1.1. **“dormitories”** The buildings that house the student dormitories as the term is defined in the "letter of authorization" and the areas that are just adjacent to these buildings.
- 1.2. **“student”** A person who was accepted and approved as a regular student at the University who holds a valid student card throughout the authorization period, having paid tuition in the amounts and at the times stipulated by the University and having timely filed a course registration form, other than a person who is permanently or temporarily suspended from studies as well as a person who actually discontinues his/her studies.
- 1.3. **“Resident”** From the date of his/her receipt of a dormitory residency permit until his/her official departure from the dormitory, a student or any other person who received permission to use a room in the dormitories.
- 1.4. **“Invitee”** Any visitor to the dormitories and any guest of a resident whether or not invited subject to and pursuant to the provisions of these Regulations.
- 1.5. **“Dean”** The Dean of Students of the University and/or any person who is authorized by him/her.
- 1.6. **“Dormitory director”** The person who is appointed by the University to the position of Director of Student Dormitories.
- 1.7. **“Dormitory manager”** The person who is appointed by the University to the position of Dormitory Supervisor.
- 1.8. **“Officer on-call”** The person who is appointed by the dormitory director to serve as the officer on-call for purposes of responding to queries and incidents during hours when the dormitory offices are closed.
- 1.9. **“Disciplinary Regulations”** The Disciplinary Regulations for the students of the Hebrew University of Jerusalem, including all amendments that authorized University entities will make thereto and any regulations that will replace them. The Disciplinary Regulations are available on the website at: <http://sites.huji.ac.il/mazkirut/student.html>
- 1.10. **“apartment”** As set forth in the introduction to the letter of authorization (residence agreement) or as the University will determine from time to time.

## Article II: General Provisions

### 2. General

- 2.1. All other terms in these Regulations will have the meaning assigned to them in the letter of authorization.
- 2.2. The section headings in these Regulations are provided for convenience only and may not be used to interpret their contents.
- 2.3. The provisions of these Regulations are intended to add to, and not detract from, the provisions of any undertaking or agreement made by the resident.
- 2.4. The provisions of these Regulations are intended to add to, and not detract from, the provisions of any other regulations in effect at the University.

### 3. Application

- 3.1. As of the date of their publication, these Regulations apply to every student, resident, and invitee.

### 4. Procedural Compliance

- 4.1. All residents, students, and invitees are required to adhere to, obey, and comply with any instructions and procedures issued in writing from time to time by the dean or the University and any oral instructions of the dormitory staff that are given for pertinent reasons, including requests to allow entry into a room and/or an apartment and/or a dormitory, as provided in Section 6 below, and requests, as provided in Section 6.1 below, and including requests to present identification.
- 4.2. Without derogating from the aforesaid, all residents, students, and invitees are required to comply with the instructions of the University and/or its on-call officers/security officers and personnel and adhere to the special security instructions given by them or on their behalf from time to time, including by presenting identification to the security officers and the dormitory staff.

### 5. Residential Arrangements

- 5.1. Initial placement in the dormitories will be determined by the Dormitory Administration. All other residential arrangements in the dormitories will be determined by the dormitory supervisor or a person acting on his/her behalf, who may change such arrangements from time to time according to the needs of the University as well as direct a resident to vacate the room and move to another room in the same dormitory or in another dormitory.
- 5.2. The move notice, as provided in Section 5.1, will be given to the resident at least **one week prior to the date** of the required move. The resident may submit a written appeal of the decision to the dormitory director within three days of the date of receipt of the notice. Notwithstanding the foregoing, in exceptional circumstances, the dormitory supervisor may direct a resident to vacate the room/apartment immediately, and the resident must obey such an instruction. In that case, the resident may appeal the decision to the dean within three days of the date of eviction.
- 5.3. Except for removal due to breach of dormitory regulations, a resident who is required to move rooms/dormitories may immediately terminate the

residence agreement without having to fulfill any pre-condition provided that he/she vacates the dormitory on the required move date.

- 5.4. Residents may not move from one room to another, whether in the same dormitory or between dormitories, without prior written approval by the dormitory supervisor.
- 5.5. Residents placed in a double-occupancy room will only use half of the room (even if they are temporarily alone in the room) while keeping the remaining half of the room empty and ready to accommodate an additional resident at any time.
- 5.6. The Dormitory Administration will make every effort to be responsive to special placement requests (such as those related to religious affiliation); however, it does not commit to accommodate every request, and it will do so subject to its ability, available space, and other constraints.

## **6. Inspections and Renovations**

- 6.1. Where there is a reasonable concern that the provisions of the Regulations have been breached, the dormitory director and anyone acting on his/her behalf may enter any dormitory room at any reasonable time, even in the absence of the residents, in order to ascertain that the residents are fulfilling their obligations pursuant to the provisions of these Regulations and the letter of authorization.
- 6.2. The University staff and/or their agents may enter any room to perform planned renovations/repairs by arrangement with the dormitory supervisor and after giving the residents 48 hours' prior notice.
- 6.3. In case of danger or an emergency, the dormitory director and anyone acting on his/her behalf may enter a room without prior notice.
- 6.4. The University may, at any time, perform renovations and/or repairs and/or demolition and/or construction work in any room and/or apartment and/or building and/or area in the dormitories, including the replacement of a lock as set forth in Section 16.E.6, and the residents will not be entitled to compensation for any damage and/or nuisance that is caused to them as a result.
- 6.5. In cases where the resident reports the malfunction, the repair will not be coordinated with the resident unless he/she explicitly requests the same. The request will be accommodated according to malfunction type and system constraints.

## **7. Assignment**

The right to use a room or any part thereof may not be assigned to another/others. A resident who makes any such assignment of the right or authorizes another to use the room will lose eligibility for residence in a dormitory and will be charged a usage fee as determined by the University for the full authorization period in addition to any other measure that the University may take.

## **8. Cleanliness and orderliness**

- 8.1. The room and the apartment must be cleaned, and they and the shared facilities and the dormitories must be kept clean and orderly.
- 8.2. The dormitory director may direct that the shared areas (such as restrooms, showers, and the lobby) not be cleaned for a reasonable time not to exceed three days in exceptional cases where residents have left them dirty,

provided that at least two prior notices were sent to the residents advising them of the intention to do so.

## 9. **Maintaining Public Peace and Order**

- 9.1. No unrest or breach of the peace may be caused, by any action or omission whatsoever, in the dormitories, nor may any activity be caused, by any action or omission, that could disrupt normal life in the dormitories and/or offend public sensitivities.
- 9.2. No nuisance, bother, or unpleasantness may be caused to any resident and/or invitee.
- 9.3. Quiet must be maintained at all hours; it is forbidden to make unreasonable noise in the room and in the dormitories.
- 9.4. It is absolutely prohibited to incite to violence or racism on dormitory grounds, and the same may even constitute a criminal offense.
- 9.5. Residents must treat each other with respect and refrain from statements and behavior that could cause unrest or a breach of the peace.
- 9.6. The University allows extensive political activity to be conducted only in the areas designated for that purpose as set forth in the University's "Political Activity Regulations." The dormitory areas are designated for residential use only, and therefore, conducting any kind of political activity anywhere within the dormitories, including the yard, apartments, or rooms, is absolutely prohibited, and this includes gatherings, meetings, lectures, distribution of fliers or any written material, and the hanging of flags, announcements, or posters.
- 9.7. Social media networks that are managed by the Dormitory Administration will be used solely for topics that are connected to dormitory life. Notices, recordings, posts, etc. that are not connected to dormitory life will be immediately deleted.
- 9.8. Anyone who violates the provisions of Sections 9.1-9.7 will be subject to termination of the authorization agreement and expulsion from the dormitory, as directed by the University, as set forth in Sections 20 and 21.
- 9.9. Any behavior that could harm the body, safety or dignity of dormitory residents and personnel is prohibited, if related to the injured party's status as dormitory employee or resident or if it occurs on University premises.

## 10. **Building, Furniture, and Equipment**

- 10.1. Each resident must take care of his/her room, apartment, dormitory, equipment, and furniture as well as the shared facilities and must see to it that they are kept clean, intact, and in proper working order.
- 10.2. No room furniture or equipment and/or shared facilities may be removed from and/or moved around a room or transferred from one room to another or from one apartment to another or from a public area to a room or from a public area to another location or removed from the dormitories without prior, written approval by the dormitory supervisor.
- 10.3. No alterations, repairs, or additions whatsoever, either internal or external (as described below in this Section: the "**alterations**"), may be made to the walls, doors, other building parts, furniture, electricity or water systems, or equipment or shared facilities, and they may not be defaced, whether by painting, pasting, or insertion of nails and tacks or in any other way.
- 10.4. The residents will be charged for the full cost of dismantling and/or removing the alterations.
- 10.5. No personal furniture may be brought into the dormitories, including electricity-guzzling appliances and/or equipment, heaters, electric or gas cooking appliances, and/or appliances that

consume gas, water, or hot water in order to operate, without prior, written approval by the dormitory supervisor or anyone acting on his/her behalf.

10.5.1. Such approval may be revoked at any time at the sole discretion of the dormitory supervisor or anyone acting on his/her behalf.

10.5.2. The residents hereby permit the University to confiscate any appliance described in Section 10.5. above that may be in their possession in contravention of the provisions set forth above even if the appliance is in the room and not in operation and/or not connected to any systems. Confiscated equipment will only be returned to residents after they sign a commitment to refrain from repeating such conduct and to remove the confiscated equipment from dormitory grounds.

10.5.3. Residents may bring electrical appliances into public kitchens upon prior, written approval by the dormitory supervisor. Such appliances must carry a label with the owner's information. The Dormitory Administration will not be responsible for safeguarding these appliances.

10.5.4 The Dormitory Administration will not be liable for confiscated equipment.

10.6. Residents are required to provide their own bed linen, at their expense, unless otherwise set forth in the authorization agreement.

### **Routers**

10.7 Installation and use of wireless devices (such as routers, range extenders) is strictly prohibited, except for the devices installed by the university in the dormitories.

10.7.1 It is prohibited to connect any equipment (except computers) to the network wall sockets located in some of the dormitory buildings. Connecting such equipment inactivates internet access for all residents of the building.

10.7.2 It is strictly forbidden to bring in technicians, installers, or independent or internet-provider experts to dormitory premises to install private equipment.

10.7.3 Any device as mentioned in section 10.7 above found in the possession of residents, in violation of the conditions stated above, will be confiscated by the dormitory management. This applies even if the device is found turned off and/or not connected to the systems. The resident may retrieve the confiscated equipment only after signing that they undertake to remove the confiscated device from the dormitory premises and never to repeat the violation.

10.7.4 The dormitory management shall not be held responsible for any confiscated equipment.

10.7.5 Disciplinary measures may be imposed on violators of these guidelines.

## **11. Medical Insurance**

11.1. Residents must have appropriate, comprehensive medical insurance.

11.2. The University is not responsible for providing medical aid of any kind.

## **12. Reporting**

The dormitory supervisor must be immediately informed of the following:

12.1. Any change in a resident's permanent address and/or marital status (marriage/divorce).

12.2 Any change in email address, mobile or landline phone number.

12.3. The discontinuation of a resident's studies at the University.

12.4. Any absence or departure of a resident from the dormitories, whether

reported or not, will not confer on the resident any exemption or discount from payment of the usage fees.

12.5. Any change in payment method of rent.

12.6 Extended absence from the dormitory that is longer than two weeks.

**13. Guest Arrangements**

13.1. Guests may not stay overnight in the dormitories unless prior, written permission is given by the dormitory manager, under exceptional circumstances, and when such permission is granted, such stay must be conducted in compliance with the terms of the permission, and in particular, guests may not overstay the permitted duration.

13.2. Residents will be personally responsible for their guests' conduct in the dormitories whether or not the dormitory manager gave permission for the visit. Guests are required to adhere to all of the rules of these Regulations.

13.3. The Dean of Students, the dormitory director, and/or the dormitory supervisor may determine special arrangements for guest visits, and residents must comply with these arrangements.

13.4. Hospitality that includes the overnight stay of a guest from the gender opposite to the gender of the residents of the dormitory hall where the host

resides will not be approved for dormitories with showers and restrooms shared by the residents of the dormitory hall.

13.5. The key to an apartment and/or room may not be given to anyone, including a friend, guest, or family member.

**13.6. Procedure of entry of residents and guests to the dormitories:**

13.6.1. To enter, visitors are required to present a Hebrew University student ID (even if the person presenting the ID is not a resident) or coordinate their visit with the security call center, compliant with the procedure for inviting guests.

13.6.2. Guests of dormitory residents (visiting but not for an overnight stay) will be allowed only by invitation of the host resident.

13.6.3. Guests who are not residents (including regular students) will be required to deposit an identifying document at the entrance to the dormitory grounds and provide a telephone contact number.

13.6.4. The Dormitory Regulations, which address, among other things, conduct in the dormitories, obligate both the residents as well as their guests, including in the public areas, in general, and in the residential apartments, in particular.

13.6.5. Host residents will bear responsibility for the conduct of their guests. Host residents will be charged for any damage caused by their guests.

13.6.6. Guests of dormitory residents may not stay overnight in the dormitories. Any such stay by a guest in the dormitories without written permission will be deemed a violation of the Dormitory Regulations and may preclude residents from hosting guests in the future. In addition, any unauthorized stay of guests will obligate the host resident to pay additional hospitality fees for each guest at three times the dormitory's standard rate.

**14. Animals**

Animals, other than guide dogs for which prior approval from the Dormitory Administration and the Accessibility Unit has been obtained, may not be raised or kept in the dormitories, and they may not be fed on the dormitory grounds.

**15. Prohibition on Smoking, Gambling, Drugs, and Weapons**

15.1. No prohibited games, lotteries, and betting, within their meaning in Article 12 in Chapter 8 of the Penal Law, 5737-1977, may be conducted in the dormitories. Residents may not participate in them nor allow them in their rooms or in the dormitories.

15.2. No explosives or other destructive materials may be kept, handled, or carried in the dormitories. Weapons may only be carried on dormitory grounds in compliance with the Weapons Possession Appendix to the Regulations.

15.3. Any use of drugs is prohibited in the dormitories. Drunkenness or drinking to intoxication in the dormitories or allowing use of such prohibited substances is forbidden in the dormitories.

15.4. Smoking in public areas and in the rooms is prohibited. Note that, without derogating from the University's authority to terminate the hospitality

- agreement pursuant to these Regulations and/or the authorization agreement, students who violate this regulation will be subject to a fine.
- 15.5. For reasons of safety, it is prohibited to keep and use hookahs in the rooms or in the public areas of the dormitories. Note that students who violate this regulation will be subject to a fine.
- 15.6. Drunkenness in the dormitories or drinking to intoxication in the dormitories, is prohibited, and such use of the dormitories will not be permitted.

## **16. Eligibility for Student Housing**

### **16.A Minimum Scope of Studies**

Students will be eligible for residence in the dormitories provided that they are enrolled in courses with a minimum scope of 50%, as reported by the Student Administration, and provided that the courses are held during the two main semesters (fall and spring).

The above does not apply to students taking courses in special programs, such as doctoral students and/or holders of special approval from the dormitory director/Dean of Students.

### **Eligibility Age**

An undergraduate or graduate student shall be eligible for dormitory housing up to the age of 35. Students pursuing advanced degrees beyond a Master's degree (Ph.D./Post-doctorate) shall be eligible for dormitory housing up to the age of 40.

### **Place of Residence**

Students living less than 30 km from the study campus shall not be eligible for residence in the dormitories.

### **16.B Duration of Eligibility for Residence in the Dormitories by Academic Degree**

- 16.B.1. Bachelor's degree – standard number of years for the degree + one year (meaning, for degrees that take more than three years to complete, the duration of eligibility is up to four years).
- 16.B.2. Master's degree – up to three years.
- 16.B.3. Conversion courses for a master's degree – up to two years.
- 16.B.4. Doctorate – up to five years.
- 16.B.5. Post-doctorate - up to five years.
- 16.B.6. Conversion courses for a doctorate – up to two years.
- 16.B.7. Maximum cumulative period of eligibility – up to ten years. All of the periods of residence in the dormitories, including periods in which the resident did not have student status, count toward this period.
- 16.B.8. Students in academic institutions outside Hebrew University - up to four years.
- 16.B.9. Residents who are not students - up to one year or according to the approval received from the dormitory administration.
- 16.B.10. In family/couple housing, the couple's maximum period of eligibility is calculated based the couple's residence periods including periods of residence in singles housing. The period of residence of the member of the couple who accumulated the greater number of years of residence will also be considered in this calculation.
- 16.B.11. In the Ein Kerem, Kiryat Yovel, and Lieberman dormitories,

residents are **entitled to a maximum residence period of three** years.

After this period, residence may be continued in the Mount Scopus dormitories unless there is available space in the abovementioned dormitories. The above does not apply to residents who are enrolled in special programs that are subject to a binding University agreement.

## **16.C Extensions**

- 16.C.1. The Dormitory Administration may, at its discretion, extend the period of eligibility beyond the periods set forth above, by decision of the Exceptions Committee.
- 16.C.2. In any event, students are required to present a certificate of enrollment, or alternatively, present a confirmation from the department/faculty in which they are enrolled that they have been accepted to coursework for purposes of the completion of academic obligations.
- 16.C.3. The period of eligibility for dormitory residence for each degree may not be extended by more than one year except in special circumstances as set forth by the Exceptions Committee.
- 16.C.4. The Dormitory Administration will take into account, among its other considerations, the general suitability of the students who are applying for extensions as well as their ability to adapt, payment history, academic standing, and disciplinary record.

## **16.D Exceptions Committee**

Applications that diverge from what is set forth above and/or appeals of University decisions will be considered by the Exceptions Committee, which will comprise the Dean of Students and/or the deputy dean, the dormitory director and/or the deputy dormitory director, the dormitory supervisor, and as necessary, a representative of the legal department, and officials in the various units of the office of the Dean of Students.

## **16.E Vacating the dormitory**

- 16.E.1. The room/apartment, equipment, furniture, and shared facilities must be vacated immediately at the end of the authorization period or upon the cancellation or lapse of the authorization under the letter of authorization, whichever is earlier, and returned to the sole possession of the University, being vacant and empty of any person and all personal belongings, in reasonable condition, clean and fit for immediate use, subject to reasonable wear and tear (according to the decision of the University's competent authorities).
- 16.E.2. If a resident fails to remove his/her belongings as stated, the belongings will be stored in the University's storerooms or at any other location as provided in Section 10.1.2. of the letter of authorization. The resident will be charged a storage fee of ILS 150 a week from the date of vacating the room until the date that the resident removes his/her belongings. Notice of the same will be sent to the resident.
- 16.E.3. The University and/or any of its employees and/or designees will not be liable for any damage and/or loss that will be caused to the belongings.
- 16.E.4. If the resident fails to remove his/her belongings within 30 days from when they were so stored, the resident will be deemed to have waived ownership thereof, and they will become the property of the University, which may dispose of them as it sees fit without being required to notify or warn the resident of the same.
- 16.E.5. If a resident fails to return possession of the room/apartment or the equipment and the furniture or the shared facilities as provided in Section

- 16.E.1 above, the resident will be charged necessary expenses as determined by the University.
- 16.E.6. Without derogating from the provisions of Section 10.1.2 to the letter of authorization, if the room is not vacated as provided in Section 16.E.5, the University may:
- 16.E.6.1. Lock the door to the room, so as to prevent access to it, and replace the room's lock/cylinder;
  - 16.E.6.2. Stop the supply of electricity and water and any other service to the room and disconnect it from all such services.

### **Article III: Liability and Damage**

#### **17. Residents' Responsibilities**

- 17.1 Residents are responsible for all of their personal belongings, including valuables, and are also responsible for any damage and/or loss and/or theft and/or malfunction and/or breakdown and/or breakage that is caused in or to the room, the apartment, the furniture, the equipment, and the shared facilities (hereinafter: "**damage**").
- 17.2 The University, its employees, and anyone acting in its name and/or on its behalf will not be liable for any damage.
- 17.3 Nothing stated in this section will impose on any resident responsibility for damage arising from ordinary and reasonable use.
- 17.4 Residents are required to immediately notify the dormitory supervisor of any damage. Such notice will be given either via the dormitory website or in writing to the dormitory manager.
- 17.5 Damage due to wear following reasonable use will be repaired, where necessary, by the University.
- 17.6. Without derogating from the University's rights under these Regulations or the letter of authorization or the Disciplinary Regulations or any law, residents are obligated to reimburse to the University, on demand, any amount that it paid for repair and/or replacement with respect to any damage arising from use that is not ordinary or reasonable.
- 17.7. Residents may not add protective materials or equipment beyond the existing protection for any reason whatsoever.

#### **18. Charging Residents for Damage or Related Services**

- 18.1 In any event of damage, the Dormitory Administration will ascertain the value of the damage and, after investigation, decide whether they are obligated to pay for the damage or any part thereof and set the amount of the payment and its terms. If the damage can be attributed to one resident, only that resident will be charged; otherwise, the residents will be charged in equal parts between them.
- 18.2 The University reserves the right to repair the damage within the timeframe that it deems suitable, even if the resident who pays for the cost of repairing the damage will not directly benefit from the repair.
- 18.3 In the event of material changes in the extent and type of services that are provided to residents (except for price increases deriving from the consumer price index or higher costs of water, electricity, or gas, or municipal tax rates) and that the University requires the residents to use and for which it

- charges them, residents will be entitled to cancel their contract without a month's advance payment.
- 18.4 Any resident who places a call for the services of the on-call maintenance worker after regular working hours (8:00 a.m. to 3:00 p.m.) due to a resident's fault, including for purposes of opening the door to his/her room/apartment, will be charged a service fee according to the maintenance rates posted at the Dormitory Administration office.
- 18.5 Residents may appeal the decisions of the dormitory supervisor to the Dean within seven days of the date of decision.
- 18.6 The Dean will hear the arguments of the appellant and the dormitory supervisor and will adjudicate the appeal. In the event of damage, the Dean will be entitled, but not obligated, to consult with an appraiser before making his/her ruling. The University may publish a damages "pricelist," and in such case, the pricelist will be binding for the determination of the value of the damage.
- 18.7 The Dean's decision is final.

#### **Article IV: Termination of Eligibility to Dormitory Residence**

##### **19. Incompatibility**

The University will be entitled at any time to terminate or not renew a resident's eligibility to use the dormitories due to such resident's inability to fit in socially or otherwise, disturbance or disruption of normal life in the apartment and/or the dormitories, infringement of other residents' use of their apartment and/or the dormitories, or inappropriate behavior as determined by the University. Such a decision will be made by the Exceptions Committee (as defined in Section 16.D) at the request of the dormitory supervisor and/or his/her supervisor and after the resident has been allowed an opportunity to present his/her case.

19.1 Appeals against the committee's decision will be heard by the Rector of the University, whose decision will be final.

##### **20. Violations and Apparent Violations**

20.1 The University may direct that the letter of authorization be cancelled for any resident involved in a criminal act or indicted in a court of law on suspicion of having committed a criminal offense or convicted in disciplinary proceedings for an act involving moral turpitude or an act involving a breach of the peace in the dormitories and/or the University, including a conviction under one or more of the sections of the University Disciplinary Regulations and/or Student Housing Disciplinary Regulations.

20.2 Without derogating from any other sanction imposed on them by the University, residents whose residence agreement was terminated by the Dormitory Administration, as provided above, will make a one-time payment of one half of the monthly rent according to the rates for the room in which they resided at the time that the agreement was terminated, in addition to rent for the actual residence period.

**21. Breach or Termination of the Agreement Regarding Key Provisions or Disciplinary Committee**

- 21.1 Without derogating from any other rights of the University under these Regulations or the letter of authorization or the Disciplinary Regulations or any law, where a resident violates and/or fails to comply with any of the provisions of these Regulations, the University may direct that the letter of authorization be terminated forthwith provided that the resident is given seven days' prior notice and the opportunity to be heard.
- 21.2 **Where a resident is involved in physical violence, including brawls on the University or dormitory grounds, the Dean may direct that the authorization agreement be terminated immediately.**
- 21.3 If circumstances make it impossible to afford the resident an opportunity to present his/her arguments before the decision is made, the resident will be allowed to do so up to three days after the eviction date.
- 21.4. In addition to the foregoing, the University may—in cases where the dean believes that the continued stay of a resident in the dormitories could result in breach of the public peace or damage to other residents or to the University—direct that the authorization agreement be terminated forthwith and demand immediate eviction from the room/apartment in addition to a one-week's advance charge in rent.

**Article V: Miscellaneous**

**22. Discharge of Monetary Debts**

- 22.1 Any amount that a resident owes to the University under these Regulations must be paid within 14 days of the date of the written request for payment; otherwise, the dormitory director may direct the suspension of any services to the resident in the dormitories and at the University until the debt is paid.
- 22.2 Any debt of a student to the University, including tuition fees, may preclude registration for residence in the dormitories.  
Monetary debts to the dormitories may result in a hold placed on the student's access to University systems and prevent him/her from receiving certificates, grades, a degree, and any other document or service provided by the University or the entity to which the student belongs.
- 22.3 The Dormitory Administration may take all legal steps, may act in the spirit of the letter of authorization and/or these Regulations in order to collect the debts of dormitory residents even if they are not students of the Hebrew University.

**23. Unauthorized Use of a Room**

Anyone using a room without being entitled to do so, as determined by the University's competent authorities, is obligated to pay for the entire period of their use of the room/apartment at a rate three times the rental fee that they regularly paid.

**24. Jurisdiction**

It is hereby agreed that the courts in Jerusalem are vested with exclusive local jurisdiction to consider any claim between the resident and the University arising from these Regulations.

**25. Waiver**

In case of cancellation of the authorization and/or eviction of a resident pursuant to the provisions of these Regulations and/or letter of authorization, including during the authorization period, the resident will be deemed to have waived any complaint and/or claim and/or demand against the University, and the University will be free from any obligation and/or liability in connection with the cancellation of the authorization and/or eviction and/or any damage caused to the resident or any third party as a result thereof.

Any absence or departure of a resident from the dormitories, whether or not reported, will not confer on the resident any exemption from payment of or discount on the usage fees.

## **Article VI: Appendices**

### **Safety Appendix**

Residents are required to carefully read and strictly follow the Safety Regulations set forth in the Safety Appendix.

#### **1. Safety**

- 1.1. Any burning object must be removed from the fire source.
- 1.2. Do not dry clothing or place clothing or near heaters of any kind.
- 1.3. Residents must make sure to turn off gas valves when not in use.
- 1.4. If a gas leak is suspected, turn off the main safety valve on the device, post a sign prohibiting use, and report the incident immediately to the dormitory supervisor or to the maintenance call center or to the security call center.
- 1.5. The valve may only be reopened after it has been inspected by the maintenance call center.
- 1.6. Open-fire appliances may only be operated if a suitable opening is maintained to allow oxygen to enter the room or kitchen.
- 1.7. In addition, it is especially emphasized that residents may not make any alterations and/or additions to the gas network even if they hold a relevant government license.

#### **2. Fire Extinguishing**

- 2.1. Residents must familiarize themselves with the location of the fire extinguishers and operate them only in case of fire.
- 2.2. The use of water to extinguish a fire is permitted only after the electricity to the floor has been cut off and in the presence of persons authorized by the University.

#### **3. Danger of Electrocutation**

- 3.1. Do not use the electricity system may if there are exposed wires, broken or faulty outlets or switches, faulty electrical equipment, etc. Residents must immediately report all such cases to the maintenance call center or the security call center.
- 3.2. In addition, it is especially emphasized that no resident may alter and/or introduce any electrical installation or place an order for the same through an outside party even if the outside party holds a relevant government license.

#### **4. Danger of Falling**

- 4.1. It is absolutely prohibited to go on the roof of the buildings for any reason or to climb onto or sit on windowsills or high places.
- 4.2. It is prohibited to dismantle windows, screens, or any part thereof.
- 4.3. It is prohibited to place window boxes, flowerpots, or any other object on the outside of windowsills or on outer walls.

#### **5. Emergency Escape Routes**

Residents should familiarize themselves with the dormitory building and possible escape routes as well as the fire extinguishing equipment in the dormitory. Guidance can be obtained from the dormitory supervisor.

6. Residents must notify the security officer or the dormitory supervisor of any suspicious object or person found/observed in the dormitories.

### **Additional Instructions**

#### **1. Locking of Room/Apartment**

- 1.1 Lock the room/apartment when leaving it. Leaving a room unsupervised is an invitation to unwelcome visitors. Remember, the University is not responsible for lost or stolen property.
- 1.2 Do not give the keys to your room/apartment to friends or family members. If you have lost your key, report the loss immediately to the dormitory supervisor or to the afternoon officer on-call. You may not duplicate keys on your own but only with the authorization of and through the dormitory office. There is a fee for duplication.
- 1.3 Locks to the room and/or the apartment may not be changed or added to. Do not mount or install a security lock or lock within a lock and do not secure the room and the apartment by any means other than the key provided by the University.
- 1.4 The University may dismantle and remove any lock and/or closing device that is mounted, installed, or fixed in contravention of this provision and charge the resident for the related expenses and damage.

#### **2. Conserving Energy**

Our country's energy resources are limited and costly. Please avoid wasting water, both cold and hot, and minimize unnecessary use of gas and excessive consumption of electricity.

#### **3. Cleaning**

To maintain personal and public hygiene and general health, make sure to clean the room, apartment, and kitchen. Please also keep the shared facilities and areas clean and orderly.

## Code of Conduct

### (a) Disciplinary violation

A disciplinary violation is any of the following:

1. conduct contrary to the Student Housing Code of Conduct
2. conduct contrary to the Residence Contract
3. conduct contrary to the directives and guidelines published by the Student Housing administration
4. conduct that disrupts public welfare or public order
5. failure to comply with any directives of the Student Housing staff or of persons authorized by the University (including University security staff).

### (b) Authority

The Student Housing administration has the discretionary authority to process a case of disciplinary violation under this disciplinary code or submit the case to be processed in a disciplinary procedure under the Student Disciplinary Code of Conduct.

The above does not derogate from the Student Housing administration's right to cancel a resident's residence contract for reasons of incompatibility or participation in a criminal act, as set forth in the Student Housing Code of Conduct and in the Residence Contract, in addition to any disciplinary action taken under the Student Disciplinary Code of Conduct.

### (c) General

1. All student housing residents must comply with all directives given by student housing staff and by members of the University's emergency and security department.
2. Disciplinary interview
  - a. The dormitory coordinator is entitled to invite any resident to a disciplinary interview for suspected disciplinary violation.
  - b. In severe cases, the resident will be invited to a disciplinary interview by the Director of Student Housing.
  - c. A disciplinary interview must be scheduled to a date within 10 days of the incident, and the resident is required to attend.
  - d. If the resident fails to attend the disciplinary interview, the dormitory coordinator/Director of Student Housing is authorized to reach a decision without holding a disciplinary interview.
  - e. The resident is entitled to attend the disciplinary interview accompanied by a representative of the Hebrew University Student Association.
  - f. The resident is entitled to request an interview with the dormitory coordinator/Director of Student Housing (subject to the discretion of the Student Housing administration) following a penalty imposed without either prior interview or notice. If the resident fails to attend the requested interview, the interview will be considered to have taken place and the resident shall have no claim in this matter.

3. If the disciplinary violation occurred outside the office hours of the Student Housing administration, the dormitory duty officer will provide a written report of the incident which will be processed in due course by the dormitory coordinators and Student Housing administration.

**(d) Disciplinary actions**

I The dormitory staff is authorized to impose the following penalties in case of a disciplinary violation:

1. Warning
2. Fine:

2.1. monetary fine, as specified in the following table, to be paid according to the schedule listed in the notice of penalty:

<b>Breach of regulations</b>	<b>Fine</b>
<b>Any kind of smoking in the dormitory compound</b>	200 ILS
<b>Possession of a heater</b>	200 ILS
<b>Overnight guest in the room</b>	150 ILS per night
<b>Serious disruption of order</b>	200 ILS
<b>Falsely alerting the duty officer</b>	100 ILS
<b>Unauthorized electrical appliance</b>	150 ILS
<b>Covering a smoke detector</b>	300 ILS
<b>Room cleaning</b>	100 ILS
<b>Kitchen/shower cleaning</b>	150 ILS
<b>Lost key</b>	60 ILS
<b>Clearing out room after moving out</b>	150 ILS
<b>Clearing out equipment after moving out including porter services</b>	350 ILS
<b>Porter service</b>	100 ILS
<b>Using a private router</b>	300 ILS
<b>Preventing second resident from taking up residence in a dual-occupancy room</b>	100 ILS per day
<b>Refusing to identify to University personnel</b>	100 ILS
<b>Disobeying instructions of University personnel</b>	100 ILS

\*Such as: safety violations; refusing to present identification to staff/University security officers; using physical or verbal violence.

\*\*Clarification: Penalty for room cleanliness violation applies to room resident(s) only. Penalty for cleanliness violation in the shared areas (toilet, kitchen, dining area, etc.) is shared by all residents of the apartment.

2.2. Conditional fine: a fine imposed according to the table above that is conditional on a repeated violation by the resident within a period stated in the notice of penalty.

- 2.3. Suspended fine: a fine imposed according to the table above that is canceled and paid back to the resident in the absence of repeated violation within a period stated in the notice of penalty.
- 2.4. Increased fine: In case of a repeated violation within a period of 3 months, the fine is increased by 50%.
- 2.5. In addition to the fine, where there is damage to property (exclusive of reasonable wear such as burnt-out lamps, door lock malfunction, water or sewage malfunction under conditions of reasonable use by the resident), the resident will be charged

also for the cost of repairing the damage according to the price list available on the Student Housing website or the cost of making the repair by an external supplier. The resident will also be charged the hourly rate of the repair person(s).

3. Transfer to another room/apartment within the dormitory.
4. Transfer to another dormitory.
5. Eligibility for student housing in the following year will be revoked
6. Benefit previously granted will be withdrawn (such as extended eligibility for student housing, relocating to a different dormitory)
7. Removal from student housing

**II Disciplinary actions, parties authorized to impose them, and appeals officer:**

<b>Disciplinary action</b>	<b>Party authorized to impose it</b>	<b>First appeal (submit within 7 days of decision)</b>	<b>Second appeal (submit within 7 days of decision)</b>
<b>Warning</b>	Dormitory coordinator	Director of Student Housing	Dean of Students
<b>Fine up to NIS 200</b>	Dormitory coordinator	Director of Student Housing	Dean of Students
<b>Fine up to NIS 400</b>	Director of Student Housing	Dean of Students	
<b>Transfer to another room/apartment within the dormitory.</b>	Dormitory coordinator	Director of Student Housing	Dean of Students
<b>Transfer to another dormitory</b>	Director of Student Housing	Dean of Students	
<b>Revoke eligibility for student housing in the following year</b>	Director of Student Housing	Dean of Students	
<b>Withdrawal of a previously granted benefit (such as extended eligibility for student housing, switching to a different dormitory)</b>	Dormitory coordinator	Director of Student Housing	Dean of Students
<b>Expulsion from student housing</b>	Dean of Students/Vice Dean	Hebrew University ombudsman	

**Note: Higher officials are also authorized to impose a disciplinary action that lower officials are authorized to impose.**

## Weapons Possession

1. Residents in possession of a firearm must have a duly authorized firearms license.
2. The weapon will be kept in a safe that will be purchased by the resident at his/her expense.
3. Dormitory maintenance staff will install the safe at the commencement of the resident's residence in the dormitory and will dismantle it at the conclusion thereof.
4. Authorization to keep a weapon in the dormitories and install a safe will only be issued to residents who reside in a single-occupancy room or in family housing.
5. The safe will be installed within five business days of the resident's commencement of residence in the dormitory.
6. Should the resident transfer to a different room for any reason, the safe will be dismantled and reinstalled but only by the dormitory staff.
7. The cost of each installation or dismantling of the safe is NIS 100.
8. The resident will keep the key to the safe on his/her person at all times including when in the shower, kitchen, or restrooms, or when visiting a neighboring resident, etc.
9. Whenever leaving the room for any length of time (even to the shower, kitchen, restrooms, neighboring resident, etc.), the resident must ensure that the room is kept locked and the keys to the room and safe remain on his/her person.
10. In the event that the weapon and/or the keys to the room and/or safe are lost or stolen, the resident will immediately notify the:
  - a. Israel Police
  - b. University Security Division
  - c. Dormitory Administration