

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE**

National University “Yuri Kondratyuk Poltava Polytechnic”

**REGULATIONS  
on the Students’ Campus**

Poltava 2008

CONFIRMED by:

Rector

\_\_\_\_\_ V.O. Onyshchenko

April 25, 2008

**REGULATIONS**  
**on the Students' campus of the National University "Yuri Kondratyuk of**  
**Poltava Polytechnic"**

**1. General provisions**

1.1. This regulation determines the main tasks, functions, rights and responsibilities of the campus administration and structures subordinate to it, and also relations with other units of the university.

1.2. The students' campus is an independent structural unit, which is created and eliminated by solution of the Rector.

1.3. The students' campus is directly subordinated to the rector of the university and the vice-rector of administrative and economic work.

1.4. The structure, staff, this regulation, job instructions of campus employees are approved by the rector in accordance with the established procedure.

1.5. The activity of the students' campus is regulated by the current legislation of Ukraine, the Statute, the rules of internal labor regulations, the rules and standards of documentary support of management, other normative documents, orders of the rector and this regulation.

1.6. The campus is headed by the director of the campus. During the absence of the director of the campus (vacation, business trip, illness, etc.), his duties are performed by the deputy director of the campus.

1.7. All employees of the students' campus are appointed to the position and dismissed from the position by the rector of the university in the manner prescribed by the rules of the internal labor procedure and the current labor legislation.

1.8. The administration of the students' campus organizes work based on the personal responsibility of job axes in accordance with the job instructions, and their performance of certain tasks and functions. The personal responsibility is combined with collegial discussion of issues within the competence of the department.

1.9. The campus may have its own seals and stamps which are necessary for work.

1.10. Changes and additions to this regulation are developed by the director of the campus, agreed with the vice-rector for corporate governance and heads of departments with which the administration of the campus interacts, and are introduced on the basis of the order of the rector of the university.

## **2. Tasks**

The main tasks of the campus administration are:

2.1. The implementation of measures to provide students with housing, household, cultural, sports and other needs, providing them with medical and recreational, cultural and household, trade and other services.

2.2. The creation of appropriate conditions for living, resting and preparing for educational activities for residents of the students' campus. And development of proposals to improve the structure of distribution of places in dormitories.

2.3. Organization of work with employees, students to prevent violations of internal labor regulations and internal regulations in dormitories. Implementation of prevention and eradication of bad habits, raising the level of work culture and creating a normal mental climate in the team.

2.4. Ensuring the staffing of dormitories with appropriate inventory and equipment, furniture and other equipment in accordance with established norms and timely repairs. Provision of constant lighting, water supply, drainage, heating of campus premises.

2.5. Analysis of the condition and maintenance of buildings and structures in proper technical condition, as well as compliance with measures of fire protection, labor protection and storage of material values.

2.6. Control over the preparation of the main documentation related to the activities of the students' campus and control over the maintenance of all documentation in accordance with the nomenclature of cases of the students' campus.

2.7. Management and control over the settlement of campus residents.

2.8. Assistance to student dormitory councils in the development of student self-government on work, life and leisure.

## **3. Functions**

In order to perform the tasks assigned to it, the administration of the campus:

3.1. Participates in the work of providing the residents of the dormitories with the necessary communal and household services, premises for conducting educational work, independent study and holding cultural and sports events.

3.2. Draws up, with the participation of other divisions, plans for repairing work on the campus, and plans for the purchasing of materials and equipment.

3.3. Takes part in issues of settlement, resettlement and eviction of students in dormitories of the campus.

3.4. Ensures the management of the work of the students' campus within the limits of his official duties in accordance with the current legislation.

3.5. Analyzes the provision of furniture, equipment, linen and other equipment to the residents of the students' campus according to the current Standard norms for equipping dormitories with furniture and other equipment and makes proposals to the university management.

3.6. Systematically studies the living conditions of the residents of the students' campus and takes measures to improve living and cultural conditions in

the dormitories. And takes timely measures to implement residents' proposals and informs them about the decisions that were made.

3.7. Draws up annual plans for the work of the students' campus on economic, administrative and educational issues.

3.8. Ensures the conclusion of an agreement on residence in the campus between the student and the administration of the campus and monitors its implementation.

3.9. Cooperates with other students' campuses of the city and the country.

3.10. Within the limits of its competence, resolves the issue of prosecuting campus employees and students who violate labour discipline and residence rules.

3.11. Participates in the development of measures to support dormitories and campus territory in proper sanitary condition, beautification and landscaping of the campus.

3.12. Examines materials from officials of the students' campus on economic, administrative and educational work.

3.13. Prepares and, in the prescribed manner, submits to the management proposals for the improvement of all spheres of activity of the campus.

3.14. Ensures the implementation of orders and regulations of the university concerning the campus.

3.15. Systematically holds meetings with campus officials and student councils of dormitories to discuss current issues.

3.16. Together with the deans of the relevant faculties, conducts educational work with the residents of the campus.

#### **4. Rights**

The campus administration has the right:

4.1. To check and control all objects placed on the territory of the campus at any time.

4.2. To receive, in the established order, from university officials and heads of structural subdivisions the necessary documents on issues that belong to its competence.

4.3. To participate in public self-government in accordance with the University Charter.

4.4. To make proposals to the university management on the issues of encouraging the employees of the students' campus for success in their work.

4.5. To give solutions, recommendations, instructions that are within the competence of the campus administration.

#### **5. Responsibilities**

The personal responsibility of the director and employees of the campus is established by the relevant job instructions.

They are responsible for:

5.1. Untimely and improper performance of tasks and functions assigned to the campus administration.

5.2. Non-compliance with the requirements of current legislation and internal organizational and normative documents when performing the functions assigned to the students' campus.

5.3. Unreliability of information, statistical reporting and information on issues that belong to the competence of the campus administration.

## **6. Relations with other units**

The campus interacts with:

6.1. The deans of the faculties on issues:

6.1.1. Receiving:

- copies of orders on settling and eviction of students from dormitories;
- lists of applicants;
- teacher duty schedules;
- lists of foreign students;

6.1.2. Granting:

- proposals for resettlement and eviction of students from the dormitory;
- information about violators of the rules of residence in the dormitory;

6.2. The administrative and economic part of issues:

6.2.1. Receiving:

- furniture and equipment according to the plan;
- acts of inspection on buildings and structures of the campus;
- plans and schedules for carrying out repairing works and shifts of AGR employees;
- limits on the use of electricity, water supply, heating;
- materials and low-value materials for maintaining proper sanitary conditions on the territory of the campus;
- materials on labour protection and fire protection measures;

6.2.2. Granting:

- application for materials, repair;
- information about the actual number of campus residents;
- information about violators of labor discipline;
- proposals for plans for capital and current repairing works;
- proposals for plans to provide inventory and equipment;

6.3. The department of accounting and reporting on issues:

6.3.1 Receiving:

- information about non-payers for the dormitory;
- the cost of paying for the accommodation of the residents of the campus;

6.3.2 Granting:

- information about the actual condition and storage of material values;
- acts on the write-off of material values;
- the actual list of dormitory residents;

6.4. The department of personnel and record keeping on issues:

6.4.1. Receiving:

- copies of university orders and regulations.

6.4.2. Granting:

- information about the need for necessary workers;
- vacation schedule.

Director of the campus \_\_\_\_\_ N.I. Pron

APPROVED by:

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