



Tehran University of Medical Sciences,
International Campus
Office of Vice Dean for Student and Cultural Affairs

Dormitory's Regulations

A) Respect Others' Rights

1. The manners, traditions, and beliefs of all individuals from different cultures and nationalities are respectable, and students are encouraged to show politeness and acceptance toward others. Moreover, students are required to behave according to common regulations of academic environments and observe the customs of Iran as well as global human morality and Islamic conventions.
2. Unreasonable noise at any time of the day and night and commotion during late hours causes unrest and discomfort for occupants of student apartments and dormitories. Therefore, all students are greatly encouraged to maintain peace and quiet in these environments.
3. On a similar note, creating disturbance or discomfort through quarrelling, making loud noises, playing audio and video devices with high volume, and the like for other students in dormitories should be avoided all the time.
4. Students should notice that insulting dormitory managers and employees is not allowed, and the ones who do these acts will be referred to the disciplinary committee.

B) Building, Furniture, and Equipment Maintenance

1. When students arrive at their dormitories, they are expected to take care of the room, its equipment, and the common areas of the dormitories. Therefore, residents are responsible for caring and maintaining the upkeep and cleanliness of their room, the apartment, the dormitory shared areas, the equipment, and the furniture. In case of any necessary repairs regarding the dormitory building or equipment, students are required to notify authorities in charge as soon as possible.
2. Students should bear in mind that no alteration, repairs, or additions, whether internal or external, may be made to the walls, doors, other building parts, furniture, electricity, water systems, equipment, or shared facilities. Similarly, students should

take care that the above-mentioned facilities are not to be defaced by painting, pasting, inserting nails and tacks, and any other forms.

3. All student belongings, including valuable items are under the responsibility of their respective owners. Students are also responsible for any damage, loss, theft, malfunction, breakdown, or breakage caused in or to the room, the apartment, the furniture, the equipment, and the shared facilities.
4. In case of damage, the university and/or the superintendent will ascertain the amount of damage and summon the resident(s) for clarification. After this, the university will decide whether it should pay for the damage or any part thereof. If the damage is attributed to one resident, only the resident in question will be charged; otherwise, the residents will be charged equally.
5. Students should notice that they cannot use or keep public dormitory items in their rooms.
6. Access to balconies or dormitory roofs is restricted for students.

C) Cleanliness

1. Cleanliness and hygiene, either personal or with regard to one's belongings, are indisputable virtues of members of an academic society. Therefore, students are highly encouraged to observe hygiene as well as to keep their rooms, apartment, and dormitory public areas clean.
2. In an urgent situation, students' apartments will be cleaned by the dormitories' housekeepers. Students are kindly asked to observe any necessary cooperation with the housekeepers at any reasonable time.
3. Please notice that the trash should be taken out by the residents of each apartment by 9 p.m.
4. Students should notice that smelly and unhygienic shoes will be taken out by housekeepers, and all students should put their shoes (up to four pairs) in the shoe cabinet.

D) Accommodation Arrangements

1. The initial placement in the dormitory has been determined by the university. All other accommodation arrangements in the dormitory will be determined by the superintendent who may change such arrangements from time to time at his/her discretion and direct a resident to vacate the room and move to another room in this dormitory or another. Notice that whenever dormitory managers determine that students should change their place to other rooms, students should accept this decision.
2. Students cannot change apartments or switch rooms at their own discretion. If the need arises, they should apply for the permit of the superintendent.

3. Students cannot change dormitories at their own discretion. If the need arises, they should apply for the permit of the Vice Dean of students and cultural affairs at the International Campus.
4. Students should notice that the manager will be in charge of determining rooms for students in their apartment. If there is enough room in the dormitory, the dormitory manager can give students the right to choose a room based on the conditions.
5. Students must give their parents' and relatives' contact information to the dormitory manager upon their arrival as well as when the numbers change.
6. Dormitory problems should be first reported to the dormitory manager. If the problem is not solved, the office of Vice Dean of students and cultural affairs at the International Campus will be informed by the dormitory manager, or the students can go to the office and talk to the authorities in person.
7. Students should not call dormitory managers out of the office hours unless there is an emergency.

E) Locking Room/Apartment Doors

1. Please make sure that you lock the apartment when leaving. Bear in mind that the dormitory is not responsible for your lost or stolen property. Students are responsible for protecting their personal belongings both in the apartments and in public spaces of the dormitory (including the study hall, computer lab, etc.), and, in case of missing items, they are required to report the incident to the dormitory superintendent as soon as possible.
2. Do not give the keys of the apartment to friends or guests. If you lose your key, report the loss immediately to the manager of the dormitory. Students are not allowed to duplicate keys on their own, and such an undertaking can only take place with the clear and reasonable authorization of the dormitory and through its office. If students lose the key of the room, apartment, or safety box, they have to pay the fine.
3. Students should notice that locking the apartment room door if it is not opened from the front door because of the security and safety reasons is not allowed.
4. Whenever students have a day off or are out of the dormitory while they are in Iran, they themselves have to keep their keys of their apartment and take care of them. However, if students have a day off in a country other than Iran (whether temporary leave or permanent leave), they are required to hand in their keys to the manager and at the time of their arrival to the dormitory, the key will be given back to them again.

F) Guests at Dormitory

Definition of dormitories' guests: Guests in dormitories include four groups.

1. Tehran University of Medical Sciences (TUMS) residents of other dormitories
2. TUMS non-resident students
3. Relatives of dormitory residents (mother and sisters for female students and father and brother for male students)
4. Tutor
 - A) All types of guests can just stay in the lobby of the dormitory, and their stay is limited to three hours.
 - B) Allowed time periods for guests in the lobby of the dormitory are from 8:00 a.m. until 8:00 p.m.
 - C) Guests are not allowed to go into students' apartments and rooms.
 - D) Students at dormitory may have a tutor for education regarding their courses.
 - E) Male students should not enter females' dormitory and vice versa.
 - F) Residents will be personally responsible for their guests and their stuff.
 - G) Students should inform the dormitory manager about their guests and the time of their entrance to the dormitory.
 - H) If the mother or sister of male students, and the father or brother of female students want to enter the students' dormitory, they need to refer to the office of students and cultural affairs and receive permission.
 - I) Students should notice that sleeping in other apartments even by the roommates' consent letter is forbidden.

G) Dormitory Entrance and Leaving Hours

1. Students should bear in mind that entrance and leaving hours at dormitories are according to the below table.

Group	All Seasons
Boys	<ul style="list-style-type: none"> ✓ Last Time of Entrance: 11:00 p.m. ✓ First time of Exit: 6:00 a.m.
Girls	<ul style="list-style-type: none"> ✓ Last Time of Entrance: 10:00 p.m. ✓ First time of Exit: 6:00 a.m.

2. Students who want to stay out of their dormitory or come back later than the normal dormitory hours should receive the permission form from the dormitory manager, fill the form, and submit it to the dormitory authority.

3. Students who want to leave the dormitory (Permanent leave or Temporary leave: less than three months) have to fill out a leave form and submit it to the dormitory manager.
4. In case students residing in a dormitory are absent for more than three months, the university has the right to concede that place to another student and transfer the things which are left in the apartment to the storage and after one month the university has the right to eliminate the things.
5. Students should notice that their presence at dormitory should be on a regular basis, not some days and hours a week.
6. Regarding the delay in entering the dormitory, students who have a night shift in the hospital should receive a letter from the office of Vice Dean of students and cultural affairs at the International Campus., elaborating permission to leave and come to the dormitory at other hours.
7. Graduate students should notice that after the date of their defense, they have to leave their dormitory in **Twenty Days**. Otherwise, the below pattern will be run.
 - ✓ The ones who have scholarship: After the date of students' defense, the scholarship will be deleted and if students do not leave the dormitory within the permissible time, for each extra day they should pay a fine of three times more than the approved price for each single day at the dormitory.
 - ✓ The ones who do not have scholarship: If students do not leave the dormitory until the permissible time, for each extra day they should pay a fine of three times more than the approved price for each single day at the dormitory.
8. Expelled and withdrawn students should notice that after the date of their expulsion or withdrawal from the office of Educational Affairs, they have to leave the dormitory in **Two Weeks**. Otherwise, the below pattern will be run.
 - ✓ The ones who have scholarship: After the date of expulsion or withdrawal, the scholarship will be deleted and if students do not leave the dormitory within the permissible time, for each extra day they should pay a fine of three times more than the approved price for each single day at the dormitory.
 - ✓ The ones who do not have scholarship: If students do not leave the dormitory within the permissible time, for each extra day they should pay a fine of three times more than the approved price for each single day at the dormitory.
9. Long-course students should notice that the minimum time for being in a dormitory is three months (ninety days), so those who do not have dormitory scholarship have to pay for at least three months.
10. The ones who have not finished their courses in the appropriate time should notice that the below pattern will be run for them:
 - ✓ The ones who have scholarship: Dormitory scholarship will be deleted and they have to pay the price of the dormitory.

- ✓ The ones who do not have scholarship: They should pay the price of dormitory for each night for three times more than the approved price for each single night at the dormitory.

11. All kinds of students (with or without dormitory scholarship) who want to come back to Iran and collect their certification of education should notice that they can just have dormitory for seven days by paying the approved price for each single day at the dormitory.

H) Restrictions on Gambling, Drugs, Weapons, Pets, and Smoking

1. Smoking any substance, gambling of any kind, and keeping/bearing weapons of any kind are strictly prohibited in all spaces of the dormitory, and students are absolutely forbidden from holding, distributing, and consuming any kinds of drugs and alcoholic drinks. Such a behavior is not tolerated, and wrongdoers will be prosecuted according to the Disciplinary Committee regulations.
2. Students are not allowed to keep or enter their pets to the dormitory (Lobby, Rooms, Yard and etc.)

I) Security Inspections by Managers, Security Personnel and University Officers

1. The university officers, managers of the dormitory, and guards may enter any dormitory room at any time, even in the absence of the residents, to verify that the residents are fulfilling their obligations under these regulations.
2. Students should always cooperate with security guards for bringing in and taking out personal belongings. Security guards have the right to inspect incoming and outgoing luggage, boxes, and all packets if necessary.

J) Clothing at Dormitories

Students should wear suitable clothes in consistence with social and religious conventions of the country. In this regard, it is mandatory for female students to wear a headscarf in the dormitory yard. They should take extra care not to appear in public spaces of the dormitory with inappropriate clothing, which is contrary to Islamic and Iranian social values.

K) Participating at Student Committees or NGOs

Each student should notice that for participating in any cultural, sport, religious, student group at the dormitory, they need the permission from the dormitory manager.

In case of non-compliance with the above rules, the office of Vice Dean for Student and Cultural Affairs will decide whether a letter should be sent to the disciplinary committee. Upon the decision of the office of Vice Dean for Student and Cultural Affairs and/or disciplinary committee, there will be a direct impact on scholarships, and students who do not have a scholarship will be fined.