



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** | **DEMOCRITUS
UNIVERSITY
OF THRACE**

Annex 21

Student Halls Rules and Regulations

- 1. Student Halls Rules and Regulations**
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1. Student Halls Rules and Regulations

Article 1

Purpose - General Principles

1. The purpose of the Student Halls of the Democritus University of Thrace (DUTH) is to cover the housing needs of eligible active under- and post-graduate students and doctoral candidates who face economic and other difficulties, as an expression of solidarity and meaningful social responsibility, providing equal opportunities to students, visiting professors and invitee researchers or students attending the DUTH as part of exchange programs in collaboration with other Greek or foreign Universities.

2. The overall operation as well as all decisions pertaining to the Student Halls shall be in accordance with this Regulation. The regulation encompasses the following principles: a) the effective support for the academic work conducted at the DUTH; b) the fair distribution of accommodation privileges among students; c) the provision of a quiet, organised environment for residents; d) the protection of hall of residence property to enable their longevity and use by students going forward.

3. Accommodation privileges shall be granted for the purposes of strengthening the academic, i.e. teaching and research, purposes of the University, offering under- and post-graduate students and doctoral candidates the opportunity to dedicate themselves to their duties and mitigate any economic difficulties they may face.

4. Furthermore, the provision of accommodation to students enrolled at other Universities and visiting the DUTH as part of Exchange Programs aims to ensure equal opportunities for DUTH students at other Universities, contributing to student mobility as an integral aspect of the promotion of the University's academic purposes.

5. By accepting accommodation at the Student Halls, students and guests unreservedly accept the terms and clauses of the Internal Rules and Regulations of the Democritus University of Thrace and especially of this Student Halls Rules and Regulations as well as the terms of the lease agreements concluded with hotels or counterparties operating comparable accommodation installations, after their (students') enrolment at the University and upon signing an Agreement for Tenancy.

6. Tenants shall cooperate with the competent Administrative Services of the University to ensure observance and proper implementation of the above.

7. The sensitive personal data (financial data, family and social status, medical records) of students applying for accommodation and their family members which are included in the documentation submitted as part of the application shall be stored at the competent Student Welfare Department and used exclusively to evaluate students' applications. The members of the competent Committees, as well as the personnel of the Student Halls and the Student Welfare Department in each city who may access the corresponding data shall process said

data with discretion and ensure their protection. Any disclosure of the data to third parties is expressly prohibited. The evaluation lists of student applicants and the minutes of meetings to evaluate applications and appeals which refer to sensitive personal data shall be published in the interests of transparency. Said lists shall be drafted in observance of the provisions of Laws 4624/2019 (Government Gazette, Series I, No 137) and 2472/1997 (Government Gazette, Series I, No 50), as in force from time to time, to protect the identities of the interested parties.

Article 2

Description of Structures and Infrastructure

1. This Regulation lays down the operating framework of the Student Halls privately owned by the Democritus University of Thrace. Regarding the EKTENEPOL building complex in Xanthi, also owned by the DUTH, the special rules and regulations: a) for doctoral candidates; b) for guests shall apply.

2. Structures

The Student Halls are privately owned by the Democritus University of Thrace. More specifically, they are the following per city:

a) Xanthi

- The Xanthi Student Halls, located within the University Campus of Xanthi (3rd km of the Xanthi-Kimmeria national road). They comprise eight (8) building complexes with an overall capacity of 561 beds. The student halls are managed by the Youth and Lifelong Learning Foundation.
- A food court is planned for the Xanthi Student Halls, which will be owned by the DUTH and operated by a private concessionaire.
- The Xanthi Student Halls also possess a restaurant for student residents, owned by the DUTH and operated by the Youth and Lifelong Learning Foundation.
- The area of the EKTENEPOL west of Xanthi is home to a building complex-student guest house comprising twelve (12) apartments, of which the eight (8) on the ground and first floors (23 rooms/beds) are meant to accommodate Doctoral Candidates studying at the Departments of the DUTH School of Engineering in Xanthi.

b) Komotini

- The Komotini Student Halls are located in the University Campus of Komotini (4th km of the Komotini-Asomaton national road). They comprise five (5) building complexes with an overall capacity of 700 beds. The student halls are managed by the Youth and Lifelong Learning Foundation.
- There is a food court in the Komotini Student Halls, owned by the DUTH and operated by a private concessionaire.
- The Komotini Student Halls also possess a restaurant for student residents, owned by the DUTH and operated by the Youth and Lifelong Learning Foundation.

c) Alexandroupoli

○ The University rents beds in local hotels of Alexandroupoli to cover the accommodation needs of students enrolled in the Departments based in the city.

d) Orestiada

○ The Orestiada Student Halls are located within the city of Orestiada. They are owned by the DUTH and have a capacity of 85 beds, covering the accommodation needs of students enrolled in the Departments based in the city. These Student Halls are managed by the DUTH.

e) Didymoteicho

○ The University rents beds in local hotels of Didymoteicho to cover the accommodation needs of students enrolled in the Departments based in the city.

f) Kavala

○ The Kavala Student Halls are located within the University Campus of Kavala and cover the accommodation needs of the students enrolled in the Departments based in Kavala and Drama. They comprise three (3) building complexes, Φ1, Φ2 and Φ3. The first complex (Φ1) has a capacity of 180 beds, the second (Φ2) 168 beds and the third (Φ3) 112 beds. In other words, the complexes have an overall capacity of 460 beds. These student halls are managed by the DUTH.

○ There is also a restaurant for student residents on the ground floor of building complex Φ2 of the Kavala Student Halls which services students in Kavala and is operated by a private concessionaire.

3. Infrastructure

a) Single- and/or double bedrooms as well as rooms for persons with disabilities are available at the Student Halls.

b) indicatively, the DUTH Student Halls have the following amenities:

- internet connection;
- central heating system;
- communal kitchens;
- laundries;
- daily cleaning of the communal areas and surrounding environment;
- security;
- post office;
- parking spaces;

c) individual rooms have the following indicative amenities: bed, mattress, bedside table, chair, wardrobe, desk, shelf, lamp, outlets, phone outlet, switches, internet socket, keys, curtains, fully equipped bathroom.

Article 3

Requirements for accommodation of students

1. Active under- and post-graduate students as well as doctoral candidates who have had their application and the relevant documentation approved shall qualify for free accommodation at the Student Halls in cities with a DUTH campus. The Student Halls may also be used by Visiting students or professors participating in student exchange programs in which the DUTH participates (e.g. Erasmus+) or other academic initiatives.
2. In case of suspension/termination of studies, the duration of the suspension/termination shall not count towards the maximum limit. In any event, suspension/termination of studies shall be certified by the Secretariat of the relevant Department.
3. The right to accommodation at the student halls shall be subject to consent to this Regulation in its entirety.
4. Before receiving accommodation, students or Visiting Professors must receive notification of the terms herein and shall sign:
 - a) An Agreement for Tenancy for the Student Halls or the contracting hotels, which shall expressly stipulate observance of the Student Halls Rules and Regulations of the Democritus University of Thrace (Annexes 1, 2, 3).
 - b) Solemn Declaration – Room equipment receipt report (Annex 5).
5. A further condition for accommodation is the submission of a Security Deposit worth EUR two hundred (200) for proper use of the room granted at the Student Hall or hotel. The above amount may change by Senate decision.
6. The Student Hall Regulation of the DUTH shall apply to all qualifying students enrolled at the DUTH as well as to visiting professors, invitee researchers and students of other Universities attending the DUTH as part of exchange programs or other academic initiatives in the course of which they are accommodated at the DUTH Student Halls.
7. Qualifying Doctoral Candidates at the EKTENEPOL complex in Xanthi shall pay their due monthly utility charges for the building complex in which they are accommodated to the DUTH Property Development and Management Company. The amount of the above charges shall be determined by decision of the BoD of the Company.

Article 4

Duration of accommodation at the DUTH Student Halls

1. Accommodation at the student halls shall have a duration of one academic year (from September to June). The duration may be extended in case the academic year is likewise extended, while it is suspended during the Christmas, New Year's, Easter and Summer Holidays. Specifically:
 - i. The annual academic duration for students qualifying for accommodation at the Student Halls shall be defined on the signing of the Agreement for Tenancy and shall expire after the end of the June examination period as defined each year in the academic calendar. Accommodation at the EKTENEPOL building complex in Xanthi shall be governed by the Special Rules and Regulations.
 - ii. The duration shall start no more than one week before the start of the September examination period depending on the capacity of the hall of residence and the city, and shall

expire upon conclusion of said period as defined each year in the academic calendar. Accommodation at the EKTENEPOL building complex in Xanthi shall be governed by the Special Rules and Regulations.

iii. As such, it is noted that students staying at the Student Halls (except for the EKTENEPOL in Xanthi) over the summer holidays shall vacate their rooms no later than one week after the end of the June examination period and shall return before the start of the September examination period.

iv. Students who wish to remain at their accommodations in the following academic year must submit a new application, which shall be examined independently from the previous application, after the announcement of the deadline for submission of applications.

v. At the end of the June examination period the Student Halls (except for the EKTENEPOL in Xanthi) shall be closed for a period defined in the academic calendar. During this period, tenants staying at the halls may leave their belongings in their rooms, accepting the following conditions:

a) access to the belongings shall not be possible while the Student Hall remains closed

b) the Student Halls and the University shall bear no liability for any potential thefts or damages to students' belongings.

vi. In extraordinary cases, tenants staying at the Student Halls may remain there throughout the holidays. Tenants making such a request shall submit a substantiated request-solemn declaration to the Student Halls Department (Annex 6) and sign a Solemn Declaration absolving the University of any liability for any potential incidents at the Student Halls over the holidays. A copy of the solemn declaration shall be forwarded by the Student Halls Department to the entrance and the competent Department of the Academic Affairs Directorate. Accommodation at the EKTENEPOL building complex in Xanthi shall be governed by the Special Rules and Regulations.

vii. For the leased rooms, the duration and expiry of the accommodation shall be defined by the agreements in force.

viii. Students who are expected to be absent from their accommodations for periods exceeding one (1) month shall deliver their room to the competent employee of the Student Halls or to the Kavala-Drama Department of Student Welfare, to enable temporary accommodation of another beneficiary upon a decision of the competent Housing Committee of each city. Accommodation at the EKTENEPOL building complex in Xanthi shall be governed by the Special Rules and Regulations.

2. The total duration of accommodation at the Student Halls may in no case exceed active (under- and post-graduate, doctoral candidate) students' years of study as further specified in the applicable legislation.

Article 5 Competent Bodies

1. **The Senate**, which shall address all significant issues pertaining to accommodation as well as issues connected with the institutional role of student services in general (including student halls). Relevant proposals shall be submitted to the Senate by the Student Welfare Council or the competent Vice-Rector for Student Affairs.

2. **The Student Welfare Council**, which is established as per Annex 22 of the DUTH Internal Rules and Regulations. The Student Welfare Council shall possess the following powers:

- implementing the present Student Halls Rules and Regulations (through the Department of Undergraduate Studies and Student Welfare and the other corresponding Departments and the Student Halls Departments in each city);
- identifying issues related to the accommodations and proposing solutions;
- making recommendations to upgrade the quality of the services provided by the Student Halls;
- making recommendations regarding the proper implementation of the relevant collective body decisions;
- imposing penalties on tenants staying at the student halls as per articles 17, 24, 30 herein who violate the provisions herein, upon a proposal by the Department of Undergraduate Studies and Student Welfare or of the competent Department in each city. In cases of severe violations of the terms of this Regulation, the DUTH Senate shall be a second-instance disciplinary body upon a proposal of the Student Welfare Council,
- recommending amendments, updates or supplementations of the DUTH Student Halls Rules and Regulations to the DUTH Senate.

3. A) **The Housing Committee** in each city with a DUTH campus shall possess the competence to address issues concerning student accommodations. The Committee is composed of:

- a) The Vice Rector for Academic, Student and Lifelong Learning Affairs (or the Vice-Rector responsible for Student Support regardless of title);
- b) The Head of the Academic Affairs Directorate (or the Directorate responsible for student services under the DUTH Regulation, regardless of title);
- c) The Head of the Department of Undergraduate Studies and Student Welfare or the corresponding Departments in each city;
- d) One student representative per each cycle of study -first, second and third- in each city. Representatives and their alternates shall be proposed by the Student Council.

B) The Head of the Department of Undergraduate Studies and Student Welfare or the corresponding Department in each city shall serve as the Secretary for the above committee.

C) The committee shall meet when called by the Chairperson or if called by at least two members. The committee shall be quorate when the number of attending members exceeds the number of absent members. The Secretaries shall propose the items of the agenda and record minutes. Decisions shall be recorded and certified at the subsequent meeting of the committee. Each committee member shall possess a personal vote. The Housing Committee shall decide by absolute majority of members attending. The Housing Committee in each city shall seek final approval from the Student Welfare Council.

D) The Housing Committee shall possess the following powers to propose and decide:

1. Evaluating and selection of students qualifying for accommodation.
2. Recommending improvements to the operation of the Student Halls to the Rector.
3. Committee members shall be entitled to access and inspect the rooms of students and others staying at the student halls after a relevant notification as well as throughout the Christmas, Easter and Summer holidays.

4. The competent Vice-Rector for Academic and Student Welfare Services may, upon timely notification (at least one month in advance), issue a decision making accommodations at the Student Halls available within the summer holiday period for participants in University (Summer School, accommodation of faculty members, etc.) and other initiatives if available. The above Vice-Rector may also issue a decision rejecting a relevant application for accommodation.

Article 6

Administrative Support for accommodation

1. Administrative support and services for issues of student accommodation at the DUTH shall be provided by the Academic Affairs Directorate, and more specifically by the Student Welfare Department of each city, which shall be entrusted with addressing any issues of student accommodation.
2. Concurrently, to more effectively organise accommodation and coordinate the necessary actions to address any issues that arise, the DUTH Senate shall appoint a Student Welfare Council and Housing Committee for each city.

Article 7

Administrative Support for the DUTH Student Halls

1. Regarding student halls belonging to and managed by the DUTH, each Department or Office or responsible employee of the Academic Affairs Directorate or the competent Directorate in each city regardless of title, shall be entrusted with the oversight of the keys to individual rooms and communal areas; preparing and making rooms available; distributing rooms among students; managing arrivals and departures; managing the financial obligations relating to the student halls of persons qualifying for accommodation (i.e. security deposits); operating the student post office; serving persons who qualify for accommodation; inspecting rooms; addressing any issues which may arise at the halls and generally managing and communicating with the technical service to maintain the Student Halls; maintaining a file documenting the above actions and works; and signing Agreements for Tenancy. Furthermore, the DUTH-PDMC shall be responsible for collecting any claims for damages.
2. Regarding student halls belonging to the DUTH and managed by the Youth and Lifelong Learning Foundation, the responsible supervisor of the Foundation shall be entrusted with the oversight of the keys to individual rooms and communal areas; preparing and making rooms available; distributing rooms among students; managing arrivals and departures; managing the financial obligations relating to the student halls of persons qualifying for accommodation (i.e. security deposits); operating the student post office; serving persons who qualify for accommodation; inspecting rooms; addressing any issues which may arise at the halls and generally managing and maintaining the Student Halls; maintaining a file documenting the above actions and works; and signing Agreements for Tenancy. Furthermore, the DUTH-PDMC shall be responsible for collecting any claims for damages after relevant communication with the Youth and Lifelong Learning Foundation.
3. The DUTH Property Development and Management Company shall have the financial management of the Student Halls meant to accommodate Doctoral Candidates at the

Departments of the School of Engineering (specifically at the EKTENEPOL in Xanthi). Utility charges and any damages shall be paid directly to the Company.

Article 8

Criteria for participation in the selection process

1. Students wishing to participate in the selection process and qualify for accommodation must meet the following criteria:

a) They must be active first-, second- or third-cycle students as further specified in the applicable legislation and, depending on room availability, must not be attending courses for a second degree in a cycle of study they have already completed and for which they have already received the corresponding degree.

b) Neither the student applying for accommodation nor his/her family must own or lease property or possess right of usufruct over property in the city in which the student's Department is based.

c) The parents of any student applying for accommodation must have their permanent residence outside the prefecture in which the student is currently enrolled.

Only by way of exception, if there is availability after the applications of all qualifying students have been addressed, accommodations may be provided:

i) To students enrolled and living in the same prefecture, under the condition that their parents do not have their permanent residence in the following Municipalities:

Xanthi: Municipality of Xanthi

Komotini: Municipality of Komotini and Municipality of Iasmos
Alexandroupoli: Municipality of Alexandroupoli

Orestiada: Municipality of Orestiada

Kavala: Municipality of Kavala

ii) By way of exception, students with a permanent residence in the Municipality in which they are enrolled may also be provided accommodation if it is demonstrated that there is no regular public transportation to said residence (e.g. isolated settlement not serviced or only serviced by occasional daily routes).

d) An audit must be performed on the income of both the student applying for accommodation and his/her family.

e) Applicants must possess certified social grounds for accommodation.

f) Students must submit their applications for accommodation together with all the necessary documentation strictly within the deadlines for each student category as defined by the competent Academic Affairs Directorate. Late applications shall not be processed. Applications with inadequate documentation -if the missing information is not submitted by the evaluation date at the latest- shall be considered late and shall not be processed. Furthermore, any information submitted after the conclusion of the evaluation process and the notification of results shall not be taken into consideration.

g) Applicants must not have been previously expelled from the Student Halls by relevant decision.

h) Applicants must not possess a degree from another tertiary education institute regardless of how they earned it (students enrolled in the University after qualifying examinations shall not be entitled to any benefits).

i) Applicants' annual family income as shown in the corresponding tax returns for the previous fiscal year issued by the competent Tax Office **must not exceed EUR forty-five thousand (45,000), subject to the reductions herein.** This financial limit for the submission of documentation shall be determined by the DUTH Senate and may be amended after a proposal by the Student Welfare Council.

Annual family income means the total taxable actual or notional annual income plus any income exempt from taxes or subject to special taxation from any source of the applicant, his/her parents and any minor siblings. In cases of married students, annual family income means the total taxable actual or notional annual income plus any income exempt from taxes or subject to special taxation from any source of the applicant, his/her spouse and any minor children.

Article 9

Accommodation quotas per student category

1. 5% of overall accommodation shall be allocated to Postgraduate Students enrolled in instituted Postgraduate Programs of the Departments of the Democritus University of Thrace, only if there is sufficient capacity and after approval by the Housing Committee.
2. 5% of overall accommodation in all cities except for Xanthi shall be allocated to Doctoral Candidates, only if there is sufficient capacity and after approval by the Housing Committee. A total of 23 doctoral candidates may be accommodated at the EKTENEPOL complex in Xanthi per academic year.
3. Accommodations shall be allocated to Erasmus students upon timely organisation for the subsequent academic year from mid-summer. Erasmus students in Xanthi shall be accommodated at the EKTENEPOL complex.
4. 2% of overall accommodation, which may increase depending on available capacity, shall be allocated to Students belonging to the Greek diaspora.
5. 2% of overall accommodation, which may increase depending on available capacity, shall be allocated to Foreign Students.
6. 2% of overall accommodation, which may increase depending on available capacity, shall be allocated to Foreign Scholars on grants from the Ministry of Education or other Ministries.

Article 10 Required documentation

A. Undergraduate Students shall submit the following through the special application.

1. A solemn declaration of accommodation to the special application, declaring that:
 - they and their minor siblings do not file tax statements
 - the address declared is both their and their parents' place of permanent residence

- they have been notified of the consequences of submitting untrue declarations or inaccurate, false or forged documentation
- the content of the submitted documentation is accurate
- they have been informed and consent to the Student Halls Rules and Regulations of the Democritus University of Thrace
- they have been informed regarding the Personal Data Protection Policy.

2. A tax return a) of the parents and b) of the student.

(Students who do not submit tax statements shall make a relevant declaration in the digital application as in par. 2 above).

3. A family status certificate issued (no more than six months previously) by the competent municipal or community authority.

4. Applicants who cite health reasons shall submit a decision of the Disability Certification Centre (KEPA) or the competent disability certification system specifying the disability percentage and valid on the date of submission of the application.

5. Applicants who have siblings enrolled in tertiary education in a different city to that in which their parents have their permanent residence must submit a certificate from the Educational Institution in which said sibling is enrolled as an active student in a first-cycle course of study at an H.E.I., Upper Ecclesiastical Academy, School of Pedagogical and Technological Education (ASPAITE) or Advanced School of Tourism Education of the Ministry of Culture and Tourism as defined in the applicable legislation, if the sibling does not already hold an undergraduate, post-graduate or doctorate degree.

6. Applicants with siblings who are currently fulfilling their mandatory military service shall submit a relevant certificate.

7. Applicants belonging to multi-child families shall submit a certificate of the Supreme Confederation of Multi-Child Parents of Greece certifying this status, which must be valid on the date of submission of the application.

8. Applicants belonging to divorced families shall submit a relevant certificate or court decision certifying this status. Tax returns submitted by applicants must be of the parent who demonstrably possesses custody.

9. Applicants with unemployed parents shall submit a parent unemployment benefit certificate or a certificate of unemployment issued by the Public Employment Service (DYPA), which must be valid on the date of submission of the application.

10. All other social grounds shall be proven with the submission of a corresponding certificate issued by the competent public authority (e.g. single-parent household etc.).

B. Post-graduate Students and Doctoral Candidates shall submit the same documentation as undergraduate students as provided in this Regulation.

Doctoral Candidates at the Departments of the DUTH School of Engineering in Xanthi shall submit the following additional documentation:

- A certificate of their supervising Professor showing constant and continued attendance and drafting of their doctoral dissertation and

- An approval decision issued by the Assembly of their Department.

C. a). Similarly to the other categories of tenant at the student halls (academic and administrative staff, researchers, summer school participants etc.), Erasmus students shall pay

the amount for accommodation specified by decision of the DUTH Senate after a recommendation of the International Relations Department/Erasmus Office.

b). Erasmus Students shall submit the following documentation to the International Relations Department/Erasmus Office:

1. Application for accommodation; and
2. Application with the student's information.

The International Relations Department/Erasmus+ Office shall forward a document including the full information of the student, precise arrival dates and duration of stay to the competent Department of the Academic Affairs Directorate in each city, which shall perform the necessary actions to accommodate the student at the student halls.

c). Erasmus students in various cities (except Xanthi) shall pay €130 for a single room or €100 for a double room. The above amounts shall be determined by decision of the Senate. The amount shall be deposited into account number ALPHA BANK IBAN GR 0201408540854002001000047 or the one to be indicated by the DUTH-PDMC.

D. Individuals staying at the EKTENEPOL complex in Xanthi (Erasmus+ etc.) shall be governed by the provisions regarding tenants of the Special Rules and Regulations for the complex.

E. Students belonging to the Greek Diaspora shall submit the same documentation provided herein as domestic students, as well as a certificate showing their status issued by the local consular authority (Embassy or Consulate).

F. Foreign Students shall submit the following documentation:

1. A printed application.
2. A solemn declaration that they have been informed and consented to the Student Halls Rules and Regulations.
3. A (certified translation of a) copy of the tax return showing the family income or a certificate of the consular authority from the place of residence showing the overall family income.
4. A family status certificate or a document from the embassy or consulate showing the applicant's family status.
5. A certificate from the Secretariat of the Department at which the applicant is enrolled showing date and means of enrolment, Special Registration Number, and current academic year.
6. Photocopies of passport and residence permit.

Z. Foreign Scholars on grants from the Ministry of Education, Religious Affairs and Sports shall submit the following documentation:

1. A printed application.
2. A solemn declaration that they have been informed and consented to the Student Halls Rules and Regulations.
3. A Tax return showing the family income or a certificate issued by the competent fiscal authority of the place of origin.
4. A family status certificate or a document from the embassy or consulate showing the applicant's family status.
5. A certificate from the Secretariat of the Department at which the applicant is enrolled showing date and means of enrolment, Special Registration Number, and current academic year.

6. A scholarship certificate issued by the Ministry confirming the applicant as a scholar at the DUTH.
7. Photocopies of passport and residence permit.
- H. In case of uncertainty, the housing committee may request additional information when evaluating the applications of all categories of students.

Article 11

Documentation submission deadline and procedure

1. Applicants may submit the required documentation to qualify for accommodation within the deadline announced by the University each academic year for as many years as they are active students in accordance with the law.

APPLICATIONS shall be submitted electronically, through the DUTH's accommodation application submission information system. By way of exception and on extraordinary grounds, printed applications shall be accepted per city at the following Departments:

XANTHI: At the Department of Academic Affairs of Xanthi.

KOMOTINI: At the Department of Undergraduate Studies and Student Welfare.

ALEXANDROUPOLI: At the Department of Academic Affairs of Alexandroupoli.

ORESTIADA: At the office or to the competent officer of the Academic Affairs Directorate.

KAVALA: At the Student Welfare Department of Kavala-Drama

2. Applications may be submitted annually:

Applications may be submitted annually:

- a) By active students, from mid-March to mid-April of each year, following a relevant announcement with instructions posted on the official University website or in a special University announcement.
- b) By first-year students, on dates specified each year by the Ministry of Education, Religious Affairs and Sports for enrolment of students and in accordance with the relevant announcement with instructions posted on the official University website.
- c) Special categories (foreign students, members of the Greek diaspora, transfer students, athletes etc.) who enrol at later dates shall submit documentation for accommodation at their enrolment dates, as these are determined by the Ministry of Education, Religious Affairs and Sports. Said categories shall submit their applications following a relevant announcement with instructions posted on the official University website.
- d) Erasmus students shall submit an application for acceptance together with the appropriate documentation to the International Relations Department/Erasmus+ Office.
- e) Postgraduate students and doctoral candidates shall submit documentation following a relevant announcement with instructions posted on the official University website.
- f) The scientific coordinator or the International Relations Department/Erasmus+ Office shall submit applications for approval of accommodation for tenants in the guest rooms to the competent Departments of the Academic Affairs Directorate in each city.
- g) Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and tenants of the Special Rules and Regulations for the complex.

Article 12

Admission priority

The following categories shall be prioritised in the assignment of accommodations at the student halls without financial criteria restrictions:

- I. Orphaned students (aged 25 and below) who have lost both parents.
- II. Students with disabilities and students enrolled in the University as part of the special 5% category for those suffering severe health problems.

Article 13

Selection Process and Announcement of Results

1. The Housing Committee of each city shall evaluate applications in accordance with the socio-economic criteria. More specifically, it shall take into account:

1.1 The annual family income of each applicant. Annual family income means the total taxable actual or notional -where greater than the actual- annual income plus any income exempt from taxes or subject to special taxation from any source of the taxpayer, his/her spouse and any children considered family members. Family income does not include extraordinary one-off payments (lump-sum retirement benefit, severance pay, income from sale of real property). Unwed students over 25 years of age shall submit tax returns issued by the competent Tax Office showing only their own annual personal income and only this annual income shall be taken into account. Overall family income shall be taken into account only if said students do not have any annual income.

1.2 Subsequently, the number of family members of each applicant shall be taken into account. Family members include parents and children whom the parents are legally required to include in their tax statements.

1.3 The income per capita of each applicant is calculated based on the information above (family income and members), by dividing the overall family income by the number of family members.

1.4 This per capita income may be reduced on serious grounds by the following percentages in the following cases:

- a) By 10% for each family in which at least one member has certified disability of 67% or above.
- b) By 10% in the case of divorced or single-parent families.
- c) By 10% in the case of students who are parents.
- d) By 20% for orphaned applicants (25 years of age and below) who have lost one (1) parent.
- e) By 15% for each sibling who is an active student at another H.E.I. in Greece in a different region than their parents' permanent place of residence. Students enrolled after qualifying examination or to obtain an additional degree as well as students enrolled at military Academies or other Schools which provide accommodation do not fall under this category.
- f) By 10% for each brother fulfilling his mandatory unpaid military service.
- g) By up to 20%, according to an estimate by the Tax Authority, for victims of earthquakes or other natural disasters or for families suffering emergencies which severely impact family income. This shall also be the case when the primary source of income of the family (business,

livestock or crop capital) is impacted, on the condition that said impact is adequately demonstrated.

h) By 10% for parents experiencing unemployment within the year of application and up to the date of submission of the application. If both (2) parents are unemployed, their percentages shall be cumulative. In any event, unemployment shall be certified by a parent unemployment benefit certificate or certificate of unemployment issued by the Public Employment Service (formerly OAED), which must be valid on the date of submission of the application.

i) By 25% if the source of family income is salaried work. j) By 10% in cases of demonstrated multi-child families.

The respective percentages shall be cumulative if more than one of the above grounds for reduction of per capita income apply. In any event, the relevant reduction may not exceed 75% of actual income.

2. Certified social reasons include the following:

- Orphans with the loss of at least one parent.
- Divorced parents.
- Siblings enrolled in other HEIs.
- Brothers fulfilling their military service.
- Disability above 67%.
- Multi-child families.
- Unemployment.
- Serious health reasons (cancer, heart disease, leukaemia, kidney failure, deafness, blindness, disability, tetraplegia, mobility difficulties, etc.).
- Children of a single mother.

3. The Housing Committee shall evaluate the above information and draft a table depicting family income, calculated as per the above, in ascending order. In its final form, this table shall determine the priority for assignment of accommodations at the student halls.

4. The Housing Committee shall draft a separate table for categories of students enrolled in the University through means other than the nationwide examinations (members of the diaspora, foreigners etc.).

5. Foreigners or members of the diaspora who have enrolled in the university through the nationwide examinations shall be included in the first table and not in the separate table.

6. Applicants included in these tables shall be assigned accommodations corresponding to the number of rooms for each category. Applicants who are not assigned accommodations shall be runners-up in the order in which they are included in the table.

7. The Housing Committee shall announce the applicants qualifying for accommodation together with instructions for receiving their accommodations, taking into consideration the principles of personal data protection, before the end of each June.

8. The results and qualifying applicants belonging to the group of first-year students as well as of all other categories shall be announced immediately after the evaluation of the applications.

9. All results shall be posted on the main website of the Democritus University of Thrace www.duth.gr with relevant instructions for receiving the accommodations.

10. Appeals may be submitted within five (5) days of posting of the results on the central website of the University. Appeals shall be submitted together with the specific information

justifying them to the Housing Committee at the competent Department of the Academic Affairs Directorate for each city.

11. Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and tenants of the Special Rules and Regulations for the complex.

CHAPTER A

STUDENT HALLS MANAGED DIRECTLY BY THE DUTH

Article 14

Student Halls managed directly by the DUTH

The DUTH owns and directly manages the following Student Halls:

a) In Orestiada

The student halls are located within the town of Orestiada. They are owned by the DUTH and have a capacity of 85 beds, covering the accommodation needs of students enrolled in the Departments based in the city.

b) In Xanthi

The area of the EKTENEPOL west of Xanthi is home to a building complex-student hostel comprising twelve (12) apartments, of which the eight (23 rooms/beds) are meant to accommodate doctoral candidates studying at the Departments of the DUTH School of Engineering in Xanthi. The remaining rooms are for guests (Erasmus students, Visiting professors etc.).

c) In Kavala

The student halls are located within the Kavala University Campus. They are owned by the DUTH and comprise 3 building complexes of an overall capacity of 460 beds. Ten (10) of the total available rooms are allocated for accommodation of Erasmus students, visitors etc.

Article 15

Room delivery and reception

1. The competent Department of the Academic Affairs Directorate or the competent department as specified in the DUTH Regulation shall post the results of the evaluations for accommodation to the DUTH website and undertake to assign the rooms to applicants who qualify for accommodation.

2. Applicants who qualify or their duly authorised representatives shall receive the keys to their rooms on entry to the Student Hall by showing their academic identity card.

3. Qualifying students who do not receive their rooms within the specified deadlines without informing the competent officer of the Academic Affairs Directorate in Orestiada, or the Student Service Department of Kavala-Drama in Kavala or the corresponding Department of Academic Affairs in Xanthi regarding their reasons for not receiving the room shall be

deemed to not intend to receive their room, which shall be assigned to the next student on the list.

4. Upon being registered as graduates in the system (regardless of graduation ceremony date), tenants shall lose the right of accommodation and are required to deliver their room to the Student Hall forthwith. By way of exception and depending on available capacity, students living far away may submit a written application to remain at their accommodations until the graduation ceremony, to be approved by the Housing Committee of their city.

5. Concurrently, students shall request the issuance of a certificate from the Office or the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Service Department in Kavala or, correspondingly, the Department of Academic Affairs in Xanthi, showing that the room was delivered in pristine condition and any financial obligations have been fulfilled. The room must be inspected by the service of the competent Department as described above, based on the list of delivered items, before any certificate may be issued and the student is permitted to deliver it. Any undue wear or loss shall be deducted from the amount of the Security Deposit; if the wear or loss exceeds the amount of the Deposit, the student shall be liable for the amount in excess.

6. Students transferring to other HEIs shall have the same requirement.

7. Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and tenants of the Special Rules and Regulations for the complex.

Article 16

Rights and Obligations of Tenants at the Student Halls

1. All tenants staying in Student Halls shall observe the present Rules and Regulations and the DUTH Internal Rules and Regulations

2. Tenants must fulfil all their financial obligations.

3. Each tenant who receives a room for the first time shall sign an Agreement for Tenancy with the University -see Annex 1- for a duration of one year, which shall stipulate the observance of this Regulation, list the items included with the room and describe the obligations the tenant undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room as well as to any communal areas of the rooms which are furnished with more than one (1) beds for the duration of his/her accommodation. Tenants accommodated at rooms with more than one (1) beds shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.

4. Upon signing the Agreement, the tenant shall submit a Security Deposit as a guarantee of observance of the terms of accommodation. The Deposit shall be worth EUR two hundred (200), specified by the DUTH Senate, and shall be security against any damages caused by improper use of the facilities or loss of moveable items.

The Security Deposits shall be kept by the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi. The Security Deposits for observance of the terms of accommodation shall be returned to tenants within a reasonable

period after departure, if the room has been delivered in good condition. Rooms shall be inspected by the competent officer of the Academic Affairs Directorate per city. Otherwise, any damages or losses of items, found by decision of the competent body of the University, shall result in the reasoned forfeiture of the Security Deposit, with compensation costs for said damages or losses withheld from the amount of the Deposit as per the above. The damages or losses shall be calculated by a three-member Committee established for this purpose by the competent University body; the Committee shall consist of the competent officer of the Academic Affairs Directorate and two officers of the Technical Services Directorate. If the cost of the damages exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess.

5. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiary third parties is prohibited.

Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.

6. Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of third parties shall be notified in writing (by submission of the relevant document as laid out in Annex 8) to the employees of the Student Halls Department and/or the competent Department of the Academic Affairs Directorate and must receive approval from the Housing Committee. Violators shall receive a citation. Tenants shall be responsible for the conduct of their guests; any damages caused by the latter shall be withheld from the Security Deposit or paid as additional compensation, if necessary.

7. Tenants may not exchange rooms. Rooms may be changed exclusively through the competent Department or, in the absence thereof, through the office or the competent officer of the Academic Affairs Directorate in Orestiada the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi or, in general, the competent Department regardless of title.

8. Tenants shall observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.

9. Tenants shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the competent Office and, in the absence thereof, to the competent officer of the Academic Affairs Directorate in Orestiada the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi; in case of absence from the room for periods exceeding twenty (20) days, tenants shall deliver their room keys to the Office and, in the absence thereof, to the competent officer of the Academic Affairs Directorate in Orestiada the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi or, in general, the competent Department regardless of title.

10. Tenants shall deliver their rooms immediately whenever necessary, as stipulated in a special clause of the Agreement for Tenancy. Students staying at the Student Halls without permission are in serious breach of this Regulation. Such an action constitutes a breach of the property rights of the DUTH as well as the rights of their fellow students. All appropriate steps shall be taken to remove said student and bring disciplinary proceedings for immediate

eviction. The tenant harbouring the above student without permission is also in serious breach of this Regulation.

11. Students planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.

12. Tenants shall be responsible for the cleanliness and orderliness of their rooms and the communal spaces. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, lifts, terraces).

13. Tenants shall be responsible for procuring cleaning supplies.

14. It is strictly prohibited to keep pets in the rooms and communal areas.

15. Changes to accommodations are prohibited; changes include removal or replacement of furniture, graffiti of any kind on the walls, hanging of photographs, posters or other printed media on the walls, hanging of frames, paintings or clothes hangers by hammering nails or screws into the walls, fouling and pollution of the rooms, furniture or communal spaces of the Student Halls etc.

16. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.

17. The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.

18. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.

19. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

20. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.

21. In case of loss of keys, tenants shall notify the Office forthwith and, in the absence thereof, the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or, correspondingly, the Department of Academic Affairs of Xanthi. The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction.

22. Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.

23. Tenants shall observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).

24. Tenants shall not endanger their own or others' physical integrity within the spaces of the Student Halls.

25. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.

26. Tenants shall inform the competent Department or Office of Academic Affairs or the competent officer of the Academic Affairs Directorate or the competent Department regardless of title in the following cases:

a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;

- b) in the event that suspicious individuals are seen within the spaces of the student halls;
- c) in the event of theft, harassment or other misconduct.

27. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:

- respect the diversity and uniqueness of their fellow tenants
- care for their daily personal hygiene and cleanliness
- ensure the cleanliness of their room and the communal areas
- not discard toilet paper or other rubbish in the toilet
- not smoke within the Student Halls and not discard cigarette butts anywhere inside or outside the buildings
- wash utensils and cookware and clean the kitchen after each use
- clean the dryer filters after each use
- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution
- not bring visitors into the student halls after 10 in the evening.

28. Before departure, tenants shall:

- Inform the competent Department, Office or employee to arrange an inspection of his/her room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Regulation.
- Ensure that the keys and/or magnetic entry keycards are returned to the Student Halls Department. The cost of any non-returned keys shall be charged to the tenant.

29. The competent Department, Office or employee of the Academic Affairs Directorate shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the tenant staying in the room to be inspected and as per the relevant provisions of articles 7, 15 and 16 of the Student Halls Rules and Regulations.

30. Tenants may leave specific items, such as suitcases or hand luggage, in the storage spaces of the Student Halls over the summer holidays, after delivering the keys to their rooms. On departure, tenants shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for destruction or recycling.

31. Tenants shall assist the competent Office or the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi during room inspections for specific purposes:

- o Confirmation that the rooms are occupied by eligible students;
- o documentation of issues which require maintenance or repair;
- o confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
- o in emergencies.

32. Facilitating the inspection by officers of the Technical Services Directorate and the Office or the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi by

inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.

33. Tenants shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.

34. Tenants may use the local internet connection for educational purposes, research and communication with the DUTH services

35. Tenants at the student halls may communicate with the competent officer of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi to request information and report issues associated with their stay as well as any other issues that may arise. The competent employee of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.

36. Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and guests of the Special Rules and Regulations for the complex.

Article 17

Disciplinary Proceedings - Penalties

1. In case of breach of the above rules, disciplinary measures shall be implemented depending on the severity of the breach in accordance with the DUTH Internal Rules and Regulations.

2. Tenants shall be removed from their accommodations at the Student Halls by decision of the Student Welfare Council, implemented by the competent employee of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi, in the following cases:

a) upon losing their capacity as full-time students for any reason; b) if they are found to be sub-letting or granting their accommodations to third parties;

c) if they are found to be accommodating third parties without Housing Committee approval;

d) if they keep pets in their rooms;

e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the Student Halls;

f) if their actions repeatedly disturb the other tenants; g) if they have submitted false information during the selection process;

h) if they have not submitted documentation for their accommodation;

i) if they are assigned a room but do not use it; j) if they do not fulfil their financial obligations

Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in cases a), b), c), e), g), h), i) and j) may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the Student Halls when they pose a health and safety risk to the other tenants.

4. Tenants who are permanently evicted from the Student Halls on any of the above grounds shall be barred from submitting new applications for accommodation at the Student Halls.

5. Duplicates of keys shall be maintained by the competent personnel, which shall be entitled to perform unscheduled inspections.
6. In case serious issues arise between tenants or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the Student Halls and an investigation does not identify the offending party, the competent employee of the Academic Affairs Directorate in Orestiada, the Kavala-Drama Student Welfare Department in Kavala or the Department of Academic Affairs of Xanthi may refer the issue to the Center for Psychological and Counseling Support of the DUTH in each city to investigate possible solutions to the issue before the permanent removal of the tenant from the Student Halls.
7. Doctoral candidates and others staying at the EKTENEPOL complex in Xanthi shall be governed by the provisions regarding doctoral candidates and guests of the Special Rules and Regulations for the complex.

Article 18

Granting of Student Halls spaces for use

Educational, cultural, entertainment and other events may be held within the spaces of the Student Halls after a relevant application of the Tenant Association to the competent Department of the Academic Affairs Directorate in each city; the oral decision granting or rejecting the application shall be issued by the Head of the competent Student Welfare Department in each city, after notification to the Academic Affairs Directorate and the competent Vice-Rector of Academic Affairs and Student Welfare. The DUTH shall have no liability; the Association shall be exclusively responsible for the safety of approved events. At the conclusion of the above events, tenants shall ensure that the spaces and items therein are in the same condition in which they were made available. The Association shall be liable for any damages.

Article 19

Damage-complaint procedure

1. If an issue arises at Student Halls managed by DUTH concerning tenant accommodations (e.g. leaks, wear etc.), tenants shall send a relevant application to the DUTH help desk addressed to the Technical Service, requesting that the issue be solved
2. Furthermore, tenants who identify any specific issues or dysfunctions regarding accommodation at the student halls may submit their observations or complaints to the competent Department or Office or employee of the Academic Affairs Directorate or to the competent body regardless of title.

CHAPTER B

DUTH STUDENT HALLS MANAGED BY THE YOUTH AND LIFELONG LEARNING FOUNDATION (INEDIVIM)

Article 20

Student Halls managed by the DUTH Youth and Lifelong Learning Foundation (INEDIVIM)

Student Halls owned by the DUTH but managed by the Youth and Lifelong Learning Foundation are the following:

a) Xanthi

- The Xanthi Student Halls, located within the University Campus of Xanthi (3rd km of the Xanthi-Kimmeria national road). They comprise eight (8) building complexes with an overall capacity of 561 beds.
- A food court is planned for the Xanthi Student Halls, which will be owned by the DUTH and operated by a private concessionaire.
- The Xanthi Student Halls also possess a restaurant for student residents, owned by the DUTH and operated by the Youth and Lifelong Learning Foundation.

b) Komotini

- The Komotini Student Halls are located in the University Campus of Komotini (4th km of the Komotini– Asomaton national road). They comprise five (5) building complexes with an overall capacity of 700 beds.
- There is a food court in the Komotini Student Halls, owned by the DUTH and operated by a private concessionaire.
- The Komotini Student Halls also possess a restaurant for student residents, owned by the DUTH and operated by the Youth and Lifelong Learning Foundation.

Article 21

Management of DUTH Student Halls by the Youth and Lifelong Learning Foundation

The Youth and Lifelong Learning Foundation is exclusively responsible for the management, operation and coverage of the operational expenses of the DUTH Student Halls in Komotini and Xanthi. The DUTH and the Youth and Lifelong Learning Foundation cooperate to establish committees tasked with monitoring the performance of the catering, cleaning and security agreements concluded by the Youth and Lifelong Learning Foundation concerning the operation of the Student Halls and restaurants in the Komotini and Xanthi University Campuses. The Youth and Lifelong Learning Foundation shall be exclusively responsible for providing catering, maintenance and cleaning services, bolstering restaurant staff, and procuring foodstuffs, heating fuel, materials needed for maintenance and other items. All the above shall burden the budget of the Youth and Lifelong Learning Foundation. This is confirmed by the agreement concluded and signed between the DUTH and the Youth and Lifelong Learning Foundation.

Article 22

Room delivery and reception

1. The competent Department of the Academic Affairs Directorate or the competent department as specified in the DUTH Regulation shall post the results of the evaluations for accommodation to the DUTH website, notifying them to the competent employee of the

Student Halls-Youth and Lifelong Learning Foundation supervisor in each city, and undertake to assign the rooms to applicants who qualify for accommodation.

2. Applicants who qualify or their duly authorised representatives shall receive the keys to their rooms on entry to the Student Hall by showing their academic identity card. Rooms shall be assigned at random from those available.
3. Qualifying students who do not receive their rooms within the specified deadlines without informing the competent Department of the Academic Affairs Directorate or Office or competent employee regarding their reasons for not receiving the room shall be deemed to not intend to receive their room, which shall be assigned to the next student on the list.
4. Upon being registered as graduates in the system (regardless of graduation ceremony date), tenants shall lose the right of accommodation and are required to deliver their room to the Student Hall forthwith. By way of exception and depending on available capacity, students living far away may submit a written application to remain at their accommodations until the graduation ceremony, to be approved by the Housing Committee of their city.
5. As with the procedure before the graduation ceremony, a certificate of completion may only be granted after Departments have sent lists of students who have been declared graduates to the hall of residence overseer and received confirmation that said students have no outstanding obligations regarding the student halls. Certificates of completion shall not be granted to students with outstanding obligations until said obligations are fulfilled and the competent employee of the student halls has been notified. The room must be inspected by the service of the competent office as described above, based on the list of delivered items, before any certificate may be issued and the student is permitted to deliver it. Any undue wear or loss shall be deducted from the amount of the Security Deposit; if the wear or loss exceeds said amount, the student shall be liable for the amount in excess.
6. Students transferring to other HEIs shall have the same requirement.

Article 23

Rights and Obligations of tenants at the Student Halls

1. All tenants staying in Student Halls shall observe the present Rules and Regulations and the DUTH Internal Rules and Regulations
2. Tenants must fulfil all their financial obligations.
3. Each tenant shall sign an Agreement for Tenancy with the University -see Annex 2- for a duration of one year, which shall stipulate the observance of this Regulation, list the items included with the room and describe the obligations the tenant undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room as well as to any communal areas of the rooms which are furnished with more than one (1) beds for the duration of his/her accommodation. Tenants accommodated at rooms with more than one (1) beds shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.
4. Upon signing the Agreement, the tenant shall submit a Security Deposit as a guarantee of observance of the terms of accommodation. The Deposit shall be worth EUR two

hundred (200), specified by the DUTH Senate, and shall be security against any damages caused by improper use of the facilities or loss of moveable items.

The security deposits shall be managed by the designated employee-supervisor of the Youth and Lifelong Learning Foundation at the student halls in each city. The Security Deposits for observance of the terms of accommodation shall be returned to tenants within a reasonable period after departure, if the room has been delivered in good condition. The rooms shall be inspected by the designated employee-supervisor of the Youth and Lifelong Learning Foundation at the student halls in each city. Otherwise, any damages or losses of items, found by decision of the competent body of the DUTH, shall result in the reasoned forfeiture of the Security Deposit, with compensation costs for said damages or losses withheld from the amount of the Deposit as per the above. The damages or losses shall be calculated by a three-member Committee established for this purpose by the competent DUTH body; the Committee shall consist of the competent officer of the Student Halls Department, the Head of the competent Department of the Academic Affairs Directorate and one officer of the Technical Services Directorate. If the cost of the damages exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess.

5. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiary third parties is prohibited.

Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.

6. Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of third parties shall be notified in writing (by submission of the relevant document as laid out in Annex 8) to the competent Department of the Academic Affairs Directorate and must receive approval from the Housing Committee. Violators shall receive a citation. Tenants shall be responsible for the conduct of accommodated third parties; any damages caused by the latter shall be withheld from the Security Deposit.

7. Tenants may not exchange rooms. Room changes may only be made through the designated employee-supervisor of the Youth and Lifelong Learning Foundation at the student halls in each city.

8. Tenants shall observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.

9. Tenants shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the competent student halls officer-supervisor of the Youth and Lifelong Learning Foundation in each city. In case of absence from the room for periods exceeding twenty (20) days, tenants shall deliver their room keys to the above officer.

10. Tenants shall deliver their rooms immediately whenever necessary, as stipulated in a special clause of the Agreement for Tenancy. Students staying at the Student Halls without permission are in serious breach of this Regulation. Such an action constitutes a breach of the property rights of the DUTH as well as the rights of their fellow students. All appropriate steps shall be taken to remove said student and bring disciplinary proceedings for immediate eviction. The tenant harbouring the above student without permission is also in serious breach of this Regulation.

11. Students planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.
12. Tenants shall be responsible for the cleanliness and orderliness of their rooms and the communal spaces. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, lifts, terraces).
13. Tenants shall be responsible for procuring cleaning supplies.
14. It is strictly prohibited to keep pets in the rooms and communal areas.
15. Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.
16. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.
17. Smoking in Public areas is strictly prohibited.
18. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.
19. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.
20. In case of loss of keys, tenants shall inform the competent student hall's officer-supervisor of the Youth and Lifelong Learning Foundation in each city forthwith. The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction by the Student Welfare Council. Tenants shall bear the cost of duplicating replacement keys.
21. Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.
22. Tenants shall observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
23. Tenants shall not endanger their own or others' physical integrity within the spaces of the Student Halls.
24. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.
25. Tenants shall inform the competent student halls officer-supervisor of the Youth and Lifelong Learning Foundation in each city and the Academic Affairs Directorate or the competent Department regardless of title in the following cases:
 - a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;
 - b) in the event that suspicious individuals are seen within the spaces of the student halls;
 - c) in the event of theft, harassment or other misconduct.
26. Tenants shall assist the competent student halls officer-supervisor of the Youth and Lifelong Learning Foundation in each city or the competent Department or Office or officer of the Academic Affairs Directorate during room inspections for specific purposes:
 - Confirmation that the rooms are occupied by eligible students.
 - Documentation of issues which require maintenance or repair.

- Confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms.
 - In emergencies.
27. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:
- Respect the diversity and uniqueness of their fellow tenants.
 - Care for their daily personal hygiene and cleanliness.
 - Ensure the cleanliness of their room and the communal areas.
 - Not discard toilet paper or other rubbish in the toilet.
 - Not smoke within the Student Halls and not discard cigarette butts anywhere inside or outside the buildings.
 - Wash utensils and cookware and clean the kitchen after each use.
 - Clean the dryer filters after each use.
 - Regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
 - Not bring visitors into the student halls after 10:00 in the evening.
23. Before departure, tenants shall:
- Inform the competent Department of the Academic Affairs Directorate to arrange an inspection of their room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Regulation.
 - Tenants shall ensure that the keys and/or magnetic entry keycards are returned to the competent student halls officer-supervisor of the Youth and Lifelong Learning Foundation in each city. The cost of any non-returned keys shall be charged to the tenant.
24. The Department, Office or Employee of the Academic Affairs Directorate shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the tenant staying in the room to be inspected and as per the relevant provisions of articles 7, 22 and 23 of the Student Halls Rules and Regulations.
25. Tenants may leave one suitcase and one item of hand luggage in the storage spaces of the Student Halls over the summer holidays, after delivering the keys to their rooms. On departure, tenants shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.
26. Tenants shall also facilitate the inspection by employees of the Technical Services Directorate and the Department or Office or Employee of the Academic Affairs Directorate in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.
27. Tenants shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
28. Tenants may use the local internet connection for educational purposes, research and communication with the DUTH services

29. Tenants at the student halls may communicate with the competent hall of residence officer-supervisor of the Youth and Lifelong Learning Foundation in each city and/or with the competent Department or Office or officer of the Academic Affairs Directorate to request information and report issues associated with their stay as well as any other issues that may arise. The Department shall be responsible for addressing issues forthwith or forwarding them to the competent services.

Article 24

Disciplinary Proceedings - Penalties

1. In case of breach of the above rules, disciplinary measures shall be implemented depending on the severity of the breach in accordance with the DUTH Internal Rules and Regulations.

2. Tenants shall be evicted from their accommodations at the Student Halls by decision of the Student Welfare Council, implemented by the Student Halls Department, in the following cases:

- a) upon losing their capacity as full-time students for any reason;
 - b) if they are found to be sub-letting or granting their accommodations to third parties;
 - c) if they are found to be accommodating third parties without Housing Committee approval;
 - d) if they keep pets in their rooms;
 - e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the Student Halls;
 - f) if their actions repeatedly disturb the other tenants; g) if they have submitted false information during the selection process;
 - h) if they have not submitted documentation for their accommodation;
 - i) if they are assigned a room but do not use it; j) if they do not fulfil their financial obligations
- Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in cases a), b), c), e), g), h), i) and j) may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the Student Halls when they pose a health and safety risk to the other tenants.

4. Tenants who are permanently evicted from the Student Halls on any of the above grounds shall be barred from submitting new applications for accommodation at the Student Halls.

5. Duplicates of keys shall be maintained by the personnel of the Student Halls, which shall be entitled to perform unscheduled inspections.

6. In case serious issues arise between tenants or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the Student Halls and an investigation does not identify the offending party, the Student Halls Department may refer the issue to the Centre for Psychological and Counseling Support of the DUTH to investigate possible solutions to the issue before the permanent removal of the tenant from the Student Halls.

Article 25

Granting of Student Halls spaces for use

Educational, cultural, entertainment and other events may be held within the spaces of the Student Halls after a relevant application of the Tenant Association to the competent Department of the Academic Affairs Directorate in each city; the oral decision granting or rejecting the application shall be issued by the Head of the competent Student Welfare Department in each city, after notification to the Academic Affairs Directorate and the competent Vice-Rector of Academic Affairs and Student Welfare. The DUTH shall have no liability; the Association shall be exclusively responsible for the safety of approved events. At the conclusion of the above events, tenants shall ensure that the spaces and items therein are in the same condition in which they were made available. The Association shall be liable for any damages.

Article 26

Damage-complaint procedure

1. If an issue arises at Student Halls concerning tenant catering or accommodations (e.g. leaks, wear etc.), tenants shall go through a specific process to inform the competent employees and technicians and request that the issues be addressed. If necessary, the Youth and Lifelong Learning Foundation may be informed at a second stage in accordance with the relevant announcements.
2. If the issue is not addressed within a reasonable period or for reasons of force majeure (e.g. heater failure, extensive leaks etc.), tenants should not inform the University; instead, they contact the Supervisor appointed by the Youth and Lifelong Learning Foundation, who will inform the body of the issue.
3. The telephone numbers of all competent employees and technicians are posted at all entrances to the student halls in Komotini and Kimmeria, Xanthi to facilitate tenant communication.
4. Furthermore, tenants who identify any specific issues or dysfunctions regarding catering at the student restaurants located within the student halls or accommodation in general may submit their observations or complaints via electronic message to the competent Supervisor appointed by the Youth and Lifelong Learning Foundation, who will inform the body of the issue.

CHAPTER III LEASED ROOMS

Article 27

Leased Rooms

The University leases rooms in the following cities: a) Alexandroupoli

The University rents beds in local hotels of Alexandroupoli to cover the accommodation needs of students enrolled in the Departments based in the city.

b) Didymoteicho

The University rents beds in local hotels of Didymoteicho to cover the accommodation needs of students enrolled in the Departments based in the city.

c) In any other city, as necessary and depending on capacity.

The provisions of Chapter A of this Regulation shall apply to the Student Halls of Alexandroupoli upon their construction and entry into operation.

Article 28

Receiving and Delivery of rooms

1. The competent Department of the Academic Affairs Directorate or the competent department as specified in the DUTH Regulation shall post the results of the evaluations for accommodation to the DUTH website, and the competent Department or Office or employee of the Academic Affairs Directorate in each city or the competent Student Welfare Department as specified in the DUTH Regulation respectively shall undertake the assignment of rooms to applicants who qualify for accommodation.
2. Applicants who qualify or their duly authorised representatives shall receive the keys to their leased hotel rooms by showing their academic identity card, following a public lottery.
3. Qualifying students who do not receive their rooms within the specified deadlines without informing the competent Department of Academic Affairs of Alexandroupoli or the competent Office in Orestiada-Didymoteicho regarding their reasons for not receiving the room shall be deemed to not intend to receive their room, which shall be assignment to the next student on the list.
4. Upon being registered as graduates in the system (regardless of graduation ceremony date), students shall lose the right of accommodation and are required to deliver their room to the hotel forthwith. By way of exception and depending on available capacity, students living far away may submit a written application to remain at their accommodations until the graduation ceremony, to be approved by the Housing Committee of their city.
5. Concurrently, students should contact the Department of Academic Affairs of Alexandroupoli or the competent Office in Orestiada-Didymoteicho or other cities to receive a certificate showing proper delivery of the room in good condition and fulfilment of any financial obligations. The room must be inspected by the service of the above office as described above, based on the list of delivered items, before any certificate may be issued and the student is permitted to deliver it. Any undue damage, wear or loss shall be deducted from the amount of the Security Deposit. If the amount of the damage, wear or loss exceeds the amount of the security deposit, the student shall be liable for the amount in excess.
6. Students transferring to other HEIs shall have the same requirement.

Article 29

Rights and Obligations of tenants at the Student Halls

1. All tenants staying in Student Halls shall observe the present Rules and Regulations and the DUTH Internal Rules and Regulations

2. Tenants must fulfil all their financial obligations.
3. Each tenant shall sign an Agreement for Tenancy with the University -see Annex 3- for a duration of one year, which shall stipulate the observance of this Regulation, list the items included with the room and describe the obligations the tenant undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room as well as to any communal areas of the rooms which are furnished with more than one (1) beds for the duration of his/her accommodation. Tenants accommodated at rooms with more than one (1) beds shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenants(s) assume said obligation by written declaration.
4. Upon signing the Agreement, the tenant shall submit a Security Deposit as a guarantee of observance of the terms of accommodation. The Deposit shall be worth EUR two hundred (200), specified by the DUTH Senate, and shall be security against any damages caused by improper use of the facilities or loss of moveable items.

The Security Deposits shall be kept by the competent Departments of the Academic Affairs Directorate. The Security Deposits for observance of the terms of accommodation shall be returned to tenants within a reasonable period after departure, if the room has been delivered in good condition. The rooms shall be inspected by the competent Departments of the Academic Affairs Directorate. Otherwise, any damages or losses of items, found by decision of the Rector's Council, shall result in the reasoned forfeiture of the Security Deposit, with compensation costs for said damages or losses withheld from the amount of the Deposit as per the above. The damages or losses shall be calculated by a three-member Committee established for this purpose by the competent body; the Committee shall consist of two employees from the competent Academic Affairs Directorate and one employee of the Technical Services Directorate. If the cost of the damages exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess.
5. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiary third parties is prohibited.

Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.
6. Hosting any third parties is prohibited.
7. Tenants may not exchange rooms. Rooms may be changed exclusively through the competent Departments of the Academic Affairs Directorate.
8. Tenants shall observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.
9. Tenants shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the competent Department of the Academic Affairs Directorate in each city. In case of absence from the room for periods exceeding twenty (20) days, tenants shall deliver their room keys to the competent Department of the Academic Affairs Directorate.
10. Tenants shall deliver their rooms immediately whenever necessary, as stipulated in a special clause of the Agreement for Tenancy. Students staying at the hotel rooms without permission are in serious breach of this Regulation. Such an action constitutes a breach of the property rights of the DUTH as well as the rights of their fellow students. All appropriate steps

shall be taken to remove said student and bring disciplinary proceedings for immediate eviction. The tenant harbouring the above student without permission is also in serious breach of this Regulation.

11. Students planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.

12. Tenants shall be responsible for the cleanliness and orderliness of their rooms and the communal spaces. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, lifts, terraces, as applicable).

13. Doctoral candidates shall be personally responsible for procuring cleaning supplies.

14. It is strictly prohibited to keep pets in the rooms and communal areas.

15. Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.

16. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.

17. In case of loss of keys, tenants shall inform the competent Department of the Academic Affairs Directorate forthwith. The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction by the Student Welfare Council.

18. Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.

19. Smoking in Public areas is strictly prohibited.

20. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.

21. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

22. Tenants shall observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).

23. Tenants shall not endanger their own or others' physical integrity within the spaces of the Student Halls.

24. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited. Tenants shall inform the competent Department of the Academic Affairs Directorate or the competent Department regardless of title in the following cases:

a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;

b) in the event that suspicious individuals are seen within the spaces of the student halls;

c) in the event of theft, harassment or other misconduct.

25. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:

- respect the diversity and uniqueness of their fellow tenants
- care for their daily personal hygiene and cleanliness

- ensure the cleanliness of their room and the communal areas
- not discard toilet paper or other rubbish in the toilet
- not smoke within the Student Halls and not discard cigarette butts anywhere inside or outside the buildings
- wash utensils and cookware and clean the kitchen after each use
- clean the dryer filters after each use
- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution
- not bring visitors into the student halls after 10 in the evening.

26. Before departure, tenants shall:

- Inform the competent Department of the Academic Affairs Directorate to arrange an inspection of their room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Regulation.
- Ensure that the keys and/or magnetic entry keycards are returned to the competent Department, Office or employee. The cost of any non-returned keys shall be charged to the tenant.

27. The competent Department of the Academic Affairs Directorate shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the tenant staying in the room to be inspected and as per the relevant provisions of articles 7, 28 and 29 of the Student Halls Rules and Regulations.

28. Tenants may leave one suitcase and one item of hand luggage in the storage spaces of the Student Halls over the summer holidays, after delivering the keys to their rooms. On departure, tenants shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.

29. Tenants shall facilitate the competent Departments during room inspections for specific purposes:

- a) Confirmation that the rooms are occupied by eligible tenants; b) documentation of issues which require maintenance or repair;
- c) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
- d) in emergencies.

30. Tenants shall also facilitate the inspection by employees of the Technical Services Directorate and the competent Department in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.

31. Tenants-counterparties shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.

32. Tenants may use the local internet connection for educational purposes, research and communication with the DUTH services.

33. Tenants at the student halls may contact the Student Halls Department for information, to report issues with their accommodations as well as regarding any other problems that may

arise. The Department shall be responsible for addressing issues forthwith or forwarding them to the competent services.

Article 30

Disciplinary Proceedings - Penalties

1. In case of breach of the above rules, disciplinary measures shall be implemented depending on the severity of the breach in accordance with the DUTH Internal Rules and Regulations.

2. Tenants shall be removed from their accommodations by decision of the Student Welfare Council, implemented by the competent Department of the Academic Affairs Directorate in each city, in the following cases:

- a) upon losing their capacity as full-time students for any reason;
- b) if they are found to be sub-letting or granting their accommodations to third parties;
- c) if they are found to be accommodating third parties without Housing Committee approval;
- d) if they keep pets in their rooms;
- e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the hotels;
- f) if their actions repeatedly disturb the other tenants;
- g) if they have submitted false information during the selection process; h) if they have not submitted documentation for their accommodation;
- i) if they are assigned a room but do not use it; j) if they do not fulfil their financial obligations.

Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in cases a), b), c), e), g), h), i) and j) may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the hotel rooms when they pose a health and safety risk to the other tenants.

4. Tenants who are permanently evicted from the hotel rooms on any of the above grounds shall be barred from submitting new applications for accommodation.

5. The competent employees shall perform an inspection of the room together with the hotel owner, attended by the tenant (or if he/she is unable to attend, without his/her attendance) to record any wear or damage caused during the tenant's stay before delivery of the room. The rooms may also be inspected at another time by decision of the Housing Committee. Those responsible for the student halls shall draft a document for each room documenting and accounting for any damages and connecting said damages to reasonable use or attributing them to the tenant. If there are any damages falling under the latter case, the document shall be notified to the tenant, who is obligated to pay the corresponding compensation. Failure to fulfil this obligation shall constitute grounds for removal from the Student Halls and inability to submit new applications for accommodation.

6. Duplicates of keys shall be maintained by the hotel personnel, which shall be entitled to perform unscheduled inspections.

7. In case serious issues arise between tenants or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the hotel rooms and an investigation does not identify the offending party, the competent Department of the Academic Affairs Directorate in each city may refer the issue to the Centre for Psychological and Counseling

Support of the DUTH in each city to investigate possible solutions to the issue before the permanent removal of the tenant from the room.

Article 31

Damage-complaint procedure

1. If an issue arises at the leased hotel rooms concerning tenant accommodations (e.g. leaks, wear etc.), tenants can contact the concessionaire as a first stage in the procedure.
2. Furthermore, tenants who identify any specific issues or dysfunctions regarding accommodation at the leased hotel rooms may submit their observations or complaints to the competent Department or Office or employee of the Academic Affairs Directorate or to the competent body regardless of title.

CHAPTER D

General Provisions

Article 32 Special provisions

This Regulation for the Operation of the Student Halls of DUTH shall be amended by the Senate after a proposal by the Student Welfare Council.

Article 33 Transitional provisions

Persons qualifying for accommodation at the Student Halls before the entry into force of this Regulation shall be entitled to remain at their accommodations through academic year 2023-2024 to the extent that such right is based on the previous Regulation; however, their stay at their accommodations shall be subject to the provisions hereof. All rights of accommodations based on previous Regulations shall cease to be valid upon the end of the September 2024 examination period.

Article 34

Entry into force of the Regulation

The provisions of this Regulation shall enter into force from the publication thereof in the Official Government Gazette.

ANNEXES

ANNEX 1. AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL

ANNEX 2. AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL MANAGED BY THE YOUTH AND LIFELONG LEARNING FOUNDATION

ANNEX 3. AGREEMENT FOR TENANCY AT A STUDENT HALL LEASED ROOM

ANNEX 4: AGREEMENT FOR TENANCY (IN ENGLISH)

ANNEX 5: SOLEMN DECLARATION – ROOM EQUIPMENT RECEIPT (accompanying Annexes 1 and 2)

ANNEX 6: DECLARATION OF STAY IN RESIDENCES DURING HOLIDAYS

ANNEX 7: REQUEST FOR A ROOM ASSIGNMENT ANNEX 8: REQUEST FOR GUEST ACCOMMODATION

ANNEX 1. AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL



AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL

The Department, representing the Rector of the Democritus University of Thrace and.....

undergraduate/post-graduate student/doctoral candidate of the Department of

with Registration No. of the Democritus University of Thrace, Tax Identification No.of the Tax Office of, agree and mutually accept the following:

The Democritus University of Thrace owns the building complex of the Student Halls (hereinafter the “SH”)in, which include student room under no., a single-bed/double-bed/triple-bed room comprising a main room and a WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations.

The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today and submitted a Security Deposit of EUR two hundred (200) as per Senate decision under meeting no....., for the proper use of the room (date of deposit/.....

/.....).....which shall be returned upon departure of the party, upon a signed certificated of the Department confirming good condition of the room. The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These charges will be applied in accordance with the Student Halls Rules and Regulations and the respective amount shall be withheld from the Security Deposit. If the cost of replacement exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess for any damages caused to the room during his/her stay.

2. The tenancy agreement takes effect, starting on/...../.....and ending at the conclusion of the examination period of academic year-.....

3. The second contracting party shall:
- Observe the Student Halls Rules and Regulations.
 - Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
 - Exercise the same due care in the use of the communal areas.
 - Changes to accommodations are prohibited; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls in a way that may cause damages, fouling and pollution of the rooms, furniture or communal spaces of the SH.

- More specifically, the second contracting party shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.

- Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.

ensure peaceful cohabitation in all spaces of the SH. More specifically, tenants shall:

- respect the diversity and uniqueness of their fellow tenants

- care for their daily personal hygiene and cleanliness

- ensure the cleanliness of their room and the communal areas

- not discard toilet paper or other rubbish in the toilet

- not smoke within the SH and not discard cigarette butts anywhere inside or outside the buildings

- wash utensils and cookware and clean the kitchen after each use

- clean the dryer filters after each use

- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.

- not bring visitors into the student halls after 10 in the evening.

- Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.

- Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).

- Notify the Student Halls Department in the event of personal illness or in the event that he/she receives information that another tenant is suffering from a contagious illness.

- The second contracting party shall not endanger his/her own or others' physical integrity within the spaces of the SH.

- Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.

- Use the local internet connection for educational purposes, research and communication with the DUTH services.

- Leasing or sub-letting of the rooms to third parties is prohibited. The relevant inspection shall be carried out by the competent Departments of the Academic Affairs Directorate. Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.

- Tenants may not exchange rooms.

- It is strictly prohibited to throw items from the windows.

- The use of electrical appliances (heating units etc.) in the rooms is strictly prohibited.

- The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

- Any Tenant accommodated in a room with more than one (1) bed shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.

- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.

- The tenant shall use his/her room for private accommodation. The granting of use or overnight hospitality exceeding three (3) days to any third party is prohibited.
- The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Student Halls Department as well as to the competent Department of the Academic Affairs Directorate in each city. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.
- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.
- Tenants planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.
- In case of loss of keys, the tenant shall inform the competent Student Halls Department forthwith to change the locks; the second contracting party shall be liable for the associated costs.
- The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction.
- The tenant shall facilitate the Student Halls Department during room inspections for specific purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) documentation of issues which require maintenance or repair;
 - c) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - d) in emergencies.
- The tenant shall also facilitate the inspection by employees of the Technical Services Directorate and the Student Halls Department in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.
- Before departure, the second contracting party shall:
 - Inform the SH Department to arrange an inspection of his/her room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Internal Rules and Regulations.
 - Ensure that the keys and/or magnetic entry keycards are returned to the Student Halls Department. The cost of any non-returned keys shall be charged to the tenant.
- The Student Halls Department shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the

tenant staying in the room to be inspected and as per the relevant provisions of articles 7 and 15 of the Student Halls Rules and Regulations.

- The second contracting party may leave one suitcase and one item of hand luggage in the storage spaces of the SH over the summer holidays, after delivering the keys to his/her room. On departure, the second contracting party shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.

- Tenants may only be issued their degrees upon issuance of a certificate showing fulfilment of all their obligations of any kind.

- The second contracting party has been fully informed regarding the Student Halls Rules and Regulations of the Democritus University of Thrace and has consented in full to its terms and provisions. The party shall fully and unerringly observe the provisions thereof. In case of breach of any of the clauses hereof, the provisions of article 16 of the Student Halls Rules and Regulations shall apply.

- A Solemn Declaration-Room equipment receipt is attached as an annex hereto.

- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.

THE CONTRACTING PARTIES

(signatures)

THE EMPLOYEE OF THE ACADEMIC AFFAIRS DIRECTORATE

THE TENANT STUDENT...

**ANNEX 2. AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL
MANAGED BY THE YOUTH AND LIFELONG LEARNING FOUNDATION**



**AGREEMENT FOR TENANCY AT A ROOM IN A DUTH-OWNED STUDENT HALL MANAGED BY
THE YOUTH AND LIFELONG LEARNING FOUNDATION**

The employee representing the Rector of the Democritus University of Thrace and in the framework of the program agreement with the “Youth and Lifelong Learning Foundation under which the latter has assumed the management of the student halls, and undergraduate/post-graduate student/doctoral candidate of the Department with Registration Numberof the Democritus University of Thrace, with Tax Identification No.....of the Tax Office....., agree and mutually accept the following:

The Democritus University of Thrace owns the building complex housing the Student Halls (hereinafter the “SH”) in, **which are managed and operated by the Youth and Lifelong Learning Foundation**. These include student room under no., a single-bed/double-bed/triple-bed room comprising a main room and a WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations. The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today, on and submitted a Security Deposit of EUR two hundred (200) as per Senate decision under meeting no....., for the proper use of the room (date of deposit/...../.....) to the Deposits and Loans Fund, which shall be returned upon departure of the party, upon a signed certificated of the Student Halls Department confirming good condition of the room. The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These charges will be applied in accordance with the Student Halls Rules and Regulations and the respective amount shall be withheld from the Security Deposit. If the cost of replacement exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess for any damages caused to the room during his/her stay.
2. The tenancy agreement takes effect, starting/...../..... ending at the conclusion of the examination period of academic year 30/06/.....
3. The second contracting party shall:
 - Observe the Student Halls Rules and Regulations.
 - Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
 - Exercise the same due care in the use of the communal areas.
 - Changes to accommodations are prohibited; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls in a way that may cause damages, fouling and pollution of the rooms, furniture or communal spaces of the SH.

- More specifically, the second contracting party shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.
- Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.
- The second contracting party shall observe basic personal hygiene rules regarding himself/herself, his/her room and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:
 - respect the diversity and uniqueness of their fellow tenants
 - care for their daily personal hygiene and cleanliness
 - ensure the cleanliness of their room and the communal areas
 - not discard toilet paper or other rubbish in the toilet
 - not smoke within the SH and not discard cigarette butts anywhere inside or outside the buildings
 - wash utensils and cookware and clean the kitchen after each use
 - clean the dryer filters after each use
 - regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
- not bring visitors into the student halls after 10 in the evening.
- Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.
- Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
- Notify the Student Halls Department in the event of personal illness or in the event that he/she receives information that another tenant is suffering from a contagious illness.
- The second contracting party shall not endanger his/her own or others' physical integrity within the spaces of the SH.
- Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.
- Use the local internet connection for educational purposes, research and communication with the DUTH services.
- Leasing or sub-letting of the rooms to third parties is prohibited. The relevant inspection shall be carried out by the competent Departments of the Academic Affairs Directorate. Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.
- Tenants may not exchange rooms.
- It is strictly prohibited to throw items from the windows.
- The use of electrical appliances (heating units etc.) in the rooms is strictly prohibited.
- The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.
- Any Tenant accommodated in a room with more than one (1) bed shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.

- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.
- The tenant shall use his/her room for private accommodation. The granting of use or overnight hospitality exceeding three (3) days to any third party is prohibited.
- The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Student Halls Department as well as to the competent Department of the Academic Affairs Directorate in each city. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.

- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.
- Tenants planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.
- In case of loss of keys, the tenant shall inform the competent Student Halls Department forthwith to change the locks; the second contracting party shall be liable for the associated costs.
- administrative eviction.
- The tenant shall facilitate the Student Halls Department during room inspections for specific purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) documentation of issues which require maintenance or repair;
 - c) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - d) in emergencies.
- The tenant shall also facilitate the inspection by employees of the Technical Services Directorate and the Student Halls Department in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.
- Before departure, the second contracting party shall:
 - Inform the SH Department to arrange an inspection of his/her room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the internal Rules and Regulations.
 - Ensure that the keys and/or magnetic entry keycards are returned to the Student Halls Department. The cost of any non-returned keys shall be charged to the tenant.
- The Student Halls Department shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the

tenant staying in the room to be inspected and as per the relevant provisions of articles 7 and 15 of the Student Halls Rules and Regulations.

- The second contracting party may leave one suitcase and one item of hand luggage in the storage spaces of the SH over the summer holidays, after delivering the keys to his/her room. On departure, the second contracting party shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.

- Tenants may only be issued their degrees upon issuance of a certificate showing fulfilment of all their obligations of any kind.

- The second contracting party has been fully informed regarding the Student Halls Rules and Regulations of the Democritus University of Thrace and has consented in full to its terms and provisions. The party shall fully and unerringly observe the provisions thereof. In case of breach of any of the clauses hereof, the provisions of article 23 of the Student Halls Rules and Regulations shall apply.

- A Solemn Declaration-Room equipment receipt is attached as an annex hereto.

- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.

THE CONTRACTING PARTIES

(signatures)

The Employee

THE TENANT STUDENT

ANNEX 3. AGREEMENT FOR TENANCY AT A STUDENT HALL LEASED ROOM
AGREEMENT FOR TENANCY AT A STUDENT HALL LEASED ROOM



The Department of Academic Affairs of, representing the Rector of the Democritus University of Thrace, and an undergraduate/postgraduate student/doctoral candidate of the Department

with Registration No..... of the Democritus University of Thrace, Tax Identification No.of the Tax Office of, agree and mutually accept the following:

Following a public tender, the Democritus University of Thrace has leased rooms at the hotel under the name....., which include student room under no., a single-bed/double-bed/triple-bed room comprising a main room and a WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations.

The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today and submitted a Security Deposit of EUR two hundred (200) as per Senate decision under meeting no., for the proper use of the room (date of deposit/...../.....) to the Deposits and Loans Fund, which shall be returned upon departure of the party, upon a signed certificated of the Student Halls Department confirming good condition of the room. The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These charges will be applied in accordance with the Student Halls Rules and Regulations and the respective amount shall be withheld from the Security Deposit. If the cost of replacement exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess for any damages caused to the room during his/her stay. The tenancy agreement takes effect, starting/...../..... and ending at the conclusion of the examination period of academic year 30/06/.....

2. The second contracting party shall:

- Observe the Student Halls Rules and Regulations.
- Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
- Exercise the same due care in the use of the communal areas.
- Changes to accommodations are prohibited; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls in a way that may cause damages, fouling and pollution of the rooms, furniture or communal spaces of the SH.
- More specifically, the second contracting party shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.

- Any changes to the rooms (e.g. removal or change of furniture etc.) are expressly prohibited.
- The second contracting party shall observe basic personal hygiene rules regarding himself/herself, his/her room and the communal spaces, to ensure smooth cohabitation within the spaces of the Student Halls. More specifically, tenants shall:
 - respect the diversity and uniqueness of their fellow tenants
 - care for their daily personal hygiene and cleanliness
 - ensure the cleanliness of their room and the communal areas
 - not discard toilet paper or other rubbish in the toilet
 - not smoke within the SH and not discard cigarette butts anywhere inside or outside the buildings
 - wash utensils and cookware and clean the kitchen after each use
 - clean the dryer filters after each use
 - regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
- not bring visitors into the student halls after 10 in the evening.
- Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.
- Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
- Notify the Student Halls Department in the event of personal illness or in the event that he/she receives information that another tenant is suffering from a contagious illness.
- The second contracting party shall not endanger his/her own or others' physical integrity within the spaces of the SH.
- Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the Student Halls is strictly prohibited.
- Use the local internet connection for educational purposes, research and communication with the DUTH services.
- Leasing or sub-letting of the rooms to third parties is prohibited. The relevant inspection shall be carried out by the competent Departments of the Academic Affairs Directorate. Tenants who violate this clause shall be expelled forthwith from the Student Halls. In such a case, the Housing Committee shall assign the room to another qualifying tenant based on the table drafted during the initial selection stage.
- Tenants may not exchange rooms.
- It is strictly prohibited to throw items from the windows.
- The use of electrical appliances (heating units etc.) in the rooms is strictly prohibited.
- The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.
- Any Tenant accommodated in a room with more than one (1) bed shall be jointly liable for compensation of any damages to the communal areas of said rooms, unless one or more tenant(s) assume said obligation by written declaration.
- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.

- The tenant shall use his/her room for private accommodation. The granting of use or overnight hospitality exceeding three (3) days to any third party is prohibited.
- The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Student Halls Department as well as to the competent Department of the Academic Affairs Directorate in each city. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.
- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.
- Tenants planning to participate in exchange programs of a duration exceeding 2 months shall deliver their rooms to enable service of the emergency accommodation needs of other students.
- In case of loss of keys, the tenant shall inform the competent Student Halls Department forthwith to change the locks; the second contracting party shall be liable for the associated costs.
- The duplication and delivery of keys to third parties is expressly prohibited; any breach shall result in an administrative eviction.
- The tenant shall facilitate the Student Halls Department during room inspections for specific purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) documentation of issues which require maintenance or repair;
 - c) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - d) in emergencies.
- The tenant shall also facilitate the inspection by employees of the Technical Services Directorate and the Student Halls Department in inspecting rooms and documenting issues which require maintenance and repair within the period from 1-15 February annually, as well as in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Bicycles, automobiles, and motorcycles may only be parked in the specially designated areas in such a way as to not impede pedestrian traffic.
- Before departure, the second contracting party shall:
 - Inform the SH Department to arrange an inspection of his/her room and bathroom and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Internal Rules and Regulations.
 - Ensure that the keys and/or magnetic entry keycards are returned to the Student Halls Department. The cost of any non-returned keys shall be charged to the tenant.
- The Student Halls Department shall monitor observance of the terms of this agreement, perform repairs and make any other necessary interventions in the spaces and facilities of the accommodations. Inspections shall be conducted after consultation with the tenant staying in the room to be inspected and as per the relevant provisions of articles 7 and 15 of the Student Halls Rules and Regulations.

- The second contracting party may leave one suitcase and one item of hand luggage in the storage spaces of the SH over the summer holidays, after delivering the keys to his/her room. On departure, the second contracting party shall take all personal effects from the storage space within the following academic year. Any personal effects remaining in the storage spaces after graduation or permanent termination of free accommodation shall be donated to a charity or delivered for recycling.

- Tenants may only be issued their degrees upon issuance of a certificate showing fulfilment of all their obligations of any kind.

- The second contracting party has been fully informed regarding the Student Halls Rules and Regulations of the Democritus University of Thrace and has consented in full to its terms and provisions. The party shall fully and unerringly observe the provisions thereof. In case of breach of any of the clauses hereof, the provisions of article 29 of the Student Halls Rules and Regulations shall apply.

- A Solemn Declaration-Room equipment receipt is attached as an annex hereto.

- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.

THE CONTRACTING PARTIES

(signatures)

THE EMPLOYEE OF THE ACADEMIC AFFAIRS DIRECTORATE

THE TENANT STUDENT

ANNEX 4: AGREEMENT FOR TENANCY (IN ENGLISH)



DEMOCRITUS UNIVERSITY OF THRACE

STUDENT HALLS

.....(Name)employee of the Department of Academic Affairs of *Xanthi, Komotini, etc.* representing the Rector of the Democritus University of Thrace (DUTH), thereafter **the lessor**

and(Name & Passport No)..... student/Professor of the Department of..... University, thereafter **the**

tenant enter into the following agreement:

The lessor lets the property described below (hereinafter referred to as '**the student accommodation**') to the tenant, who accepts it, under the conditions set out below:

1. The lessor lets the student accommodation with the number. hereinafter situated in the *Xanthi, Komotini, etc.* Student Halls.
2. The student accommodation comprises a bedroom, a shared kitchen, bathroom, and WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations.
3. The tenant has submitted a deposit of (...) euros (date of deposit ... / ... / ...), which is the specified amount set by the Senate of DUTH.
4. The tenancy agreement takes effect on/...../.....and ends on .../.../ of the academic yearThis tenancy is for the named tenant only. The tenant will not sublet the Accommodation or allow anyone else to use it for residential purposes.
5. The student accommodation, currently in good condition with all facilities functioning, is being let by the lessor to the tenant under the following terms and conditions. The tenant agrees to:
 - abide by the DUTH Student Halls Rules and Regulations.
 - abide by the DUTH Internal Rules and Regulations.
 - exercise due care in the use of facilities, accommodation, and/or common parts to keep them clean and tidy, maintaining the decorations, fittings, and furnishings of the accommodation, including doors and shared facilities. Costs arising from any wilful or negligent damage or defacement of DUTH property will be charged in full to the responsible tenant.
 - keep the accommodation clean and tidy and contribute to the housekeeping of the shared/common areas.
 - take care for shared areas and facilities (kitchens, laundries, refrigerators, lifts, terraces, and surrounding areas). The cost to repair damages in the common areas is shared between the tenants, unless one of them takes written responsibility and pays for the repair/restoration.
 - not to remove furniture or equipment from the accommodation, shared facilities or communal areas.
 - not to cause any damage to the walls (e.g., by hanging posters, hangers, etc.).

- to promptly report to the Student Hall Supervisor any damage to the accommodation, shared facilities or communal areas, including damage to furniture and equipment.
- not to allow any animal(s) (cats, dogs, rabbits, etc.)
- not to cause or permit any blockage to drains and pipes, gutters and channels in or about the accommodation. Common causes of blockages for which the tenant would be responsible would include putting fat down the sink, failure to remove hair from plugholes and flushing inappropriate material (wipes, sanitary towels) down the toilet.
- to follow the non-smoking rules of the student Hall. The tenant is also responsible for ensuring that visitors uphold this rule. The non-smoking rule applies to all areas. Smoking by windowsills or on the balconies is not permitted. Using e-cigarettes is not permitted indoors. A violation to this rule will be seen as a breach of contract.
- not to keep or use illegal drugs on the accommodation or inside the student hall. A violation to this rule leads to immediate eviction.
- abide by the basic rules of personal hygiene.
- to dispose of all garbage in the municipal waste bins daily.
- to supply cleaning products required for the housekeeping, in case of staying for more than ten (10) days.
- to ensure that shared areas should be cleaned at least once a week.
- to ensure that the refrigerator as well as shared cupboards are kept clean and tidy.
- that shower, toilets, main entrances and shared kitchens must be cleaned at least once a week.
- respect other tenants right to work and sleep undisturbed and maintain peace and order after 10.00 pm Sunday until Thursday, and after 12.00 midnight Friday and Saturday up until 08.00 am in the morning. This applies for the accommodation and the Student Hall as a whole. The tenant is also responsible for the conduct of his/her visitors.
- to not bring visitors to the student hall after 10:00 pm.
- to use the internet for educational purposes, research and communication.
- to not throw anything from the windows of the accommodation (water, food, etc.).
- to place sleds, bicycles etc. in the assigned space and not inside the residential common area.
- have overnight visitors for up to 3 nights. The tenant must be present during the visit. The name of the visitor must be reported to the Housing Committee. The tenant is also responsible for the conduct of his/her visitor who has to abide by the Rules and Regulations of the Student Hall.
- to notify in writing the ... (Xanthi, Komotini, etc.) Academic Affairs Directorate in the case of absence from the Student Hall for a period longer than fifteen (15) days. In the case of absence for a period longer than twenty (20) days, the tenant will return the keys to the Academic Affairs Directorate.
- to notify promptly the Academic Affairs Directorate of ... (Xanthi, Komotini, etc.) in the case of loss of the keys. The tenant will be charged with the cost of replacement.
- to not copy or hand over keys to other persons.
- to notify promptly the Academic Affairs Directorate of ... (Xanthi, etc.) in case of illness especially of contagious.
- to report to the Supervisor the presence of suspicious person(s) in the Student Hall.
- to implement the safety instructions relating the building facilities in case of natural disasters (earthquake, flood, fire, etc.). The use of any electrical devices not included in the room (heaters, microwave ovens, etc.) or other equipment that can cause a fire (candles, gas lighters, etc.) is strictly prohibited. The DUTH will treat any action that endangers tenants (such as possession of fireworks, lighting a fire, climbing to the top, etc.) with the utmost severity. All cases of misconduct that endanger safety will result in action under the Disciplinary Procedures of the DUTH Internal Rules and Regulations.

-to give access to the Housing Committee (one member of staff of the Academic Affairs Directorate and one of the Technical Projects Directorate) at least four times (4) per year at reasonable times of the day on reasonable prior notice for the following purposes:

- Inspect the student accommodation
- Confirm that the student accommodation is occupied by the eligible tenant
- Check for damages or maintenance and repair needs,
- Confirm that objects or illegal substances threatening the safety and health of the tenants are not used in the student accommodation,
- Address any other matters deemed necessary by the Supervisor of the Student Hall or the Department of Academic Affairs.
- In case of an emergency, access is granted at any time without prior notice.
- To give access to authorised cleaning and technical crews for repairs.
- Tenants are expected to respect each other and to promote the well-being of the community. The following behaviours are expressly forbidden:
 - Violent, indecent, threatening, intimidating or other offensive behaviour or language whether expressed orally or in writing (including emails).
 - Theft including minor pilfering of e.g. food items.
 - Sexual, racial or any other form of harassment, including bullying of any student or member of staff of DUTH, or any visitor of the University.
 - Lewd or sexually inappropriate behaviour.
 - Other behaviour that may cause danger or distress.

6. The tenant undertakes to return the student accommodation upon termination of the tenancy agreement in the same condition as it was at the start of the tenancy agreement. In the event of any damage or loss occurring within the student accommodation or shared areas, exceeding normal wear and tear resulting from appropriate use, the tenant shall be responsible for covering the costs associated with repair, compensation, or replacement. These charges will be applied in accordance with the Rules and Regulations of the DUTH Student Halls.

7. Failure to comply will result in the issuance of an administrative eviction. Having a tenant's guest stay in the Student Hall without proper authorisation constitutes a serious breach of the Internal Rules and Regulations of the Student Residences. This action infringes upon the proprietary rights of the DUTH and the rights of fellow tenants. The expulsion of the tenant's guest will be carried out using appropriate measures, with the tenant sharing equal responsibility for this violation.

8. At the end of the tenancy:

- The tenant is required to return keys and/or cards to the Supervisor of the Student Hall. Failure to do so will result in incurring the corresponding cost.
- The staff of the Academic Affairs Department and/or the Supervisor of the Student Hall will inspect the accommodation. If there is wear, loss, or damage beyond normal use, the tenant will be charged accordingly.
- The tenant must retrieve all personal belongings. If the belongings are not claimed after notification, they will be donated to charity or recycled.

9. For any information, accommodation problems, and other issues, individuals may contact in the Academic Affairs Directorate of ... (Xanthi, Komotini, etc.)..... is responsible for resolving problems directly or by referring to the relevant services.

10. The tenant has acquired comprehensive knowledge and is required to fully adhere to the Rules and Regulations of the Student Hall in ... (Xanthi, Komotini, etc.) of the Democritus University of Thrace, as well as the conditions outlined herein.

11. Any breach of the terms stipulated in this agreement is subject to the sanctions outlined in Article 14 of the Rules and Regulations of the Student Halls of DUTH.

12. These terms have been mutually agreed upon, acknowledged, and co-accepted by both contracting parties. In confirmation of this agreement, it has been drafted, signed, and two

(2) identical originals have been produced, with each party receiving one.

(Signatures)

The Lessor

The Tenant

ANNEX 5: Solemn Declaration - Room Equipment Receipt



SOLEMN DECLARATION

(article 8 L. 1599/1986)

The accuracy of the information submitted with this application can be verified based on the records of other authorities (article 8 par. 4, Law 1599/1986)

To ⁽¹⁾ :					
Name:		Last Name:			
Father's First and Last Name:					
Mother's First and Last Name:					
Date of birth ⁽²⁾ :					
Place of Birth:					
ID Number:		Place of Residence:			
Street:		No:	ZIP:		
Mobile phone		Email Address:			

On my personal responsibility and knowing the sanctions⁽³⁾ set in the provisions of paragraph 6 of Article 22 of Law 1599/1986, I declare that:

.....

.....

.....

.....

(4)

Date:20.....

Signer
(Signature)

(1) Filled in by the applicant of the Authority or Organisation of the public sector that this application is sent to. .

(2) Written in full.

(3) Whoever knowingly states false facts or denies or conceals the true facts with a written solemn declaration of Article 8 shall be punished with imprisonment of at least three months. If the person responsible for these acts intended to obtain pecuniary advantage harming others or intended to harm others, is punishable by imprisonment of up to 10 years.

(4) In case of insufficient space, the declaration may continue at the back side and is signed by the applicant.

Text of the Solemn Declaration -Room equipment receipt for use either in a printed solemn declaration or in an electronic declaration issued through gov.gr

I have received today, in good condition, room number in apartment of the Student Hall of the Democritus University of Thrace. I further declare that I have received the following items and that I will be responsible for the cost of repair, compensation, or replacement for any damage, loss, or theft of these items, the room, or the common areas during my stay or upon delivery of the room at the end of the academic year [Academic Year].....

1. ONE (1) BED
2. ONE (1) MATTRESS
3. ONE (1) BEDSIDE TABLE
4. ONE (1) DESK
5. ONE (1) DESK DRAWER UNIT
6. ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7. ONE (1) POLYPROPYLENE CHAIR FOR DESK
8. ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9. ONE (1) FOUR-LEAF WARDROBE
10. OUTLETS
11. ONE (1) TELEVISION OUTLET
12. SWITCHES
13. ONE (1) TELEPHONE-INTERNET SOCKET
14. KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15. STORAGE UNIT

Text for the Declaration - Room Equipment Receipt Protocol to be used

hereby declare that I have received today, in good condition, room number [Room Number] in apartment [Apartment Number] of the Student Residence [Residence Name] of Democritus University of Thrace.

I further declare that I have received the following items and that I will be responsible for the cost of repair, compensation, or replacement for any damage, loss, or theft of these items, the room, or the common areas during my stay or upon delivery of the room at the end of the academic year [Academic Year]:

1. ONE (1) BED
2. ONE (1) MATTRESS
3. ONE (1) BEDSIDE TABLE
4. ONE (1) DESK
5. ONE (1) DESK DRAWER UNIT
6. ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7. ONE (1) POLYPROPYLENE CHAIR FOR DESK
8. ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9. ONE (1) FOUR-LEAF WARDROBE
10. OUTLETS
11. ONE (1) TELEVISION OUTLET
12. SWITCHES
13. ONE (1) TELEPHONE-INTERNET SOCKET
14. KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15. STORAGE UNIT

ANNEX 6: Declaration of Stay in Residences During Holidays



SOLEMN DECLARATION

(article 8 L. 1599/1986)

The accuracy of the information submitted with this application can be verified based on the records of other authorities (article 8 par. 4, Law 1599/1986)

To ⁽¹⁾ :							
Name:				Last Name:			
Father's First and Last Name:							
Mother's First and Last Name:							
Date of birth ⁽²⁾ :							
Place of Birth:							
ID Number:			Place of Residence:				
Street:			No:		ZIP:		
Mobile phone			Email Address:				

On my personal responsibility and knowing the sanctions⁽³⁾ set in the provisions of paragraph 6 of Article 22 of Law 1599/ I declare that:

.....

.....

.....

.....

(4)

Date:20.....

Signer
(Signature)

(1) Filled in by the applicant of the Authority or Organisation of the public sector that this application is sent to.

(2) Written in full.

(3) Whoever knowingly states false facts or denies or conceals the true facts with a written solemn declaration of Article 8 shall be punished with imprisonment of at least three months. If the person responsible for these acts intended to obtain pecuniary advantage harming others or intended to harm others, is punishable by imprisonment of up to 10 years.

(4) In case of insufficient space, the declaration may continue at the back side and is signed by the applicant.

Text of the declaration of stay at the student halls over the holidays for use either in a printed solemn declaration or in an electronic declaration issued through gov.gr

I hereby declare that I am an eligible tenant of room number in building of the Student Halls I wish to remain in the same room during the period (summer, Christmas, Easter holidays) being solely responsible for my living conditions, hygiene, and safety during this time. The University will not be liable for anything that happens in the student halls during the holidays. The reasons why I am staying in the student halls during the summer holidays at my own responsibility are as follows:.....

Text for the Declaration

..hereby declare that I am an eligible resident of room number [Room Number] in building [Building Number] of the Student Residence [Residence Name].

I wish to remain in the same room during the period [Start Date] to [End Date] (summer vacation, Christmas break, or Easter break).

I understand that I will be solely responsible for my living conditions, hygiene, and safety during this time.

The University will not be liable for anything that happens in the student residences during the holidays.

The reasons why I am staying in the student residences during the holidays at my own expense are as follows:

[Provide a brief explanation of your reasons for staying in the residences during the holidays]

I have read and understood this Declaration of Stay and agree to its terms.

ANNEX 7: REQUEST FOR ROOM ASSIGNMENT (in Greek and English)

REQUEST	
Room Assignment	To
Last Name _____	The Department
First Name: _____	of the Democritus University of Thrace
Father's Name: _____	I am writing to request your approval for my accommodation in room number of building in the student halls or in rented rooms in the city of for the academic year I understand that I have been deemed eligible for accommodation following the evaluation of my application.
Mother's Name: _____	
Student of the Department: _____	
Student Registry Number: _____	
Place/Year of Birth: _____	
Address: _____	
Postal Code: _____	THE APPLICANT
ID Number: _____(Signature)
Tax Identification Number: _____/...../20....
Tel: _____	
Tel (mobile): _____	
Tel (parent's mobile): _____	
email: _____	

REQUEST

Room assignment

Surname:

First Name:

Father's Name:

Mother's Name:

Student of the Department:

Place/Year of Birth:

Address:

Postal Code:

ID Number:

Tax Identification Number:

Tel:

Tel (mobile)

email:

Date:

To

the Department of _____

I am writing to request your approval for my accommodation in room number of building in the student residences or in rented rooms in the city of for the academic year 20...-20.....

I understand that I have been deemed eligible for accommodation following the evaluation of my application.

I kindly request your approval to confirm my accommodation arrangements for the upcoming academic year.

Thank you for your time and consideration.

[Student's Full Name].

[Signature]

ANNEX 8: REQUEST FOR GUEST ACCOMMODATION (in Greek and English)

REQUEST

For Guest Accommodation

Last Name

First Name:

Father's Name:

Mother's Name:

Student of the Department:

Student Registry Number:

Place/Year of Birth:

Address:

Postal Code:

ID Number:

Tax Identification Number:

Tel:

Tel (mobile):

Tel (parent's mobile):

email:

Date:

To

the housing committee

of the Democritus University of Thrace

I hereby request authorisation to host a guest in my assigned room, number in building in the student halls or rented rooms in the city of I am an authorised tenant of this room. My guest's name is

I understand that I am solely responsible for my guest's behaviour and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit and I will be liable for any costs in excess.

THE APPLICANT

.....(Signature)

...../...../20....

REQUEST

For guest accommodation

Surname:

First Name:

Father's Name:

Mother's Name:

Student of the Department:

Place/Year of Birth:

Address:

Postal Code:

ID Number:

Tax Identification Number:

Tel:

Tel (mobile)

email:

Date:

To

The student halls committee

Xanthi

I hereby request authorisation to host a guest in my assigned room, [Room Number], in the [Apartment Number] apartment at the EKTENEPOL Student Dormitories in Xanthi. I am an authorised resident of this room.

My guest's name is [Guest's Full Name]. He/She will be staying for [Number] days, from [Start Date] to [End Date].

I understand that I am solely responsible for my guest's behavior and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit.

I have read and understood the dormitory's guest policy and agree to abide by all its rules and regulations.

Thank you for considering my request.

[Guest's Full Name].

[Signature]

2. Special Rules and Regulations for the EKTENEPOL Xanthi guest houses for Doctoral Candidates.

Article 1

Purpose - General Principles

1. The Regulation determines the special framework of operation for the privately owned guest house of the EKTENEPOL building complex of Xanthi. The complex is owned by the Democritus University of Thrace and is meant to accommodate doctoral candidates. It is a specialisation of the DUTH Student Halls Rules and Regulations in issues concerning the organisation and operation of the above guest house.

2. Pursuant to Democritus University of Thrace Rector's Council decisions no. 9/152/16-12-2022 and 23/133/806-2022, the EKTENEPOL building complex in Xanthi shall accommodate qualifying students in the third cycle of studies, i.e. doctoral candidates, depending on economic and social criteria. This is meant to support the efforts of students dealing with various issues to complete their studies and produce scientific work.

3. The overall operation as well as all decisions pertaining to the EKTENEPOL Xanthi guest house for doctoral candidates shall be in accordance with this Regulation. The regulation encompasses the following principles: a) the effective support for the academic work conducted at the DUTH; b) the fair distribution of accommodation privileges among students; c) the provision of a quiet, organised environment for tenants; d) the protection of guest house property to enable longevity and use by students going forward.

4. Accommodation privileges shall be granted for the purposes of strengthening the academic, i.e. teaching and research, purposes of the University, offering doctoral candidates the opportunity to dedicate themselves to their duties and mitigate any economic difficulties they may face.

5. By accepting accommodation at the guest house, doctoral candidates unreservedly accept the terms and clauses of the Internal Rules and Regulations of the Democritus University of Thrace, the Student Halls Rules and Regulations and especially these Special Rules and Regulations for the EKTENEPOL Xanthi guest house for doctoral candidates after their enrolment at the University and upon signing an Agreement for Tenancy.

6. The sensitive personal data (financial data, family and social status, medical records) of students applying for accommodation and their family members which are included in the documentation submitted as part of the application shall be stored at the competent Department of Academic Affairs of Xanthi or at the competent department regardless of title and used exclusively to evaluate students' applications. The members of the competent Committees as well as the personnel of the above Department in Xanthi who may access the corresponding data shall process said data with discretion and ensure their protection. Any disclosure of the data to third parties is expressly prohibited. The evaluation lists of doctoral applicants and the minutes of meetings to evaluate applications and appeals which refer to sensitive personal data shall be

published in the interests of transparency. Said lists shall be drafted in observance of the provisions of Laws 4624/2019 (Government Gazette, Series I, No) and 2472/1997 (Government Gazette, Series I, No 50), as in force from time to time, to protect the identities of the interested parties.

Article 2

Description of Structures and Infrastructure of the EKTENEPOL Xanthi guest house

1. Structures

The EKTENEPOL guest house in Xanthi is privately owned by the Democritus University of Thrace. In particular, the area of the EKTENEPOL west of the city is home to a building complex-student hostel with apartments meant to accommodate Doctoral Candidates studying at the Departments of the DUTH School of Engineering in Xanthi.

MORE SPECIFICALLY:

A total of twenty-three (23) doctoral candidates may be accommodated on the ground and 1st floors of the building complex. Specifically: The ground floor comprises four (4) apartments, three (3) of which have three (3) rooms each and one (1) of which has two (2) rooms, i.e. eleven rooms in total. The first floor comprises four (4) apartments which have three (3) rooms each, i.e. twelve rooms in total.

2. Infrastructure

a) The EKTENEPOL Xanthi doctoral candidate guest house of the DUTH possesses the following amenities:

- internet connection;
- central (oil) heating system;
- communal electric stoves (one per apartment);
- communal washing machines (one per apartment);
- communal refrigerators/freezers (one per apartment);
- cleaning service for the communal areas and surrounding environment;
- entryphone;
- security;
- mailboxes;
- parking spaces.

b) rooms are furnished with the following:

1.	ONE (1) BED
2.	ONE (1) MATTRESS
3.	ONE (1) BEDSIDE TABLE
4.	ONE (1) DESK
5.	ONE (1) DESK DRAWER UNIT
6.	ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS

7.	ONE (1) POLYPROPYLENE CHAIR FOR DESK
8.	ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9.	ONE (1) FOUR-LEAF WARDROBE
10.	OUTLETS
11.	ONE (1) TELEVISION OUTLET
12.	SWITCHES
13.	ONE (1) TELEPHONE-INTERNET SOCKET
14.	KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15.	STORAGE UNIT

c) apartments are furnished with the following communal items to be shared by all tenants:

1.	ONE (1) DINING ROOM TABLE
2.	THREE (3) POLYPROPYLENE CHAIRS FOR THE DINING ROOM
3.	ONE (1) BALCONY TABLE
4.	THREE (3) BALCONY CHAIRS
5.	ONE (1) BATH CURTAIN WITH RAIL
6.	TWO (2) TOILET BRUSHES WITH RUBBISH BINS- GROUND-FLOOR APARTMENT 103, WHICH HAS TWO (2) ROOMS, HAS ONE (1) TOILET BRUSH AND RUBBISH BIN
7.	ONE (1) WASHING MACHINE
8.	ONE (1) REFRIGERATOR/FREEZER
9.	ONE (1) ELECTRIC STOVE AND OVEN
10.	THREE LIGHTING FIXTURES (TWO IN THE HALL, ONE IN THE COMMUNAL KITCHEN)

Article 3

Requirements for accommodation of doctoral candidates

1. Active doctoral candidates who have had their application and the relevant documentation approved shall qualify for accommodation at the EKTENEPOL guest house in Xanthi.
2. In case of suspension/termination of the doctoral candidate's studies, the duration of the suspension/termination shall not count towards the maximum limit. In any event, suspension/termination of studies shall be certified by the Secretariat of the relevant Department.
3. The right to accommodation at the Student Halls shall be subject to consent to the present Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University in their entirety.
4. Before receiving accommodation, students must receive notification of the terms of these Rules and Regulations, the Student Halls Rules and Regulations and the Internal Rules and Regulations of the University and shall sign:
 - An Agreement for Tenancy (Annex 1), which shall expressly stipulate observance of these Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University.
 - Solemn Declaration – Room equipment receipt report (Annex 2).
5. A further condition for accommodation is the submission of a Deposit worth EUR two hundred (200) for proper use of the room granted at the EKTENEPOL Xanthi guest house. The above amount may change by Senate decision.
6. Doctoral candidates shall not be obligated to pay rent for their accommodations; however, they shall pay their monthly utility charges to the DUTH Property Development and Management Company. The amount of the above charges shall be determined by decision of the BoD of the Company. The above charges may concern the cleaning of communal and other spaces, maintenance or security costs etc.
7. It is noted that in case of late payment of the above charges, the DUTH Property Development and Management Company shall notify the doctoral candidate and request payment within one (1) month. After the expiry of this period without payment of the charges, the DUTH-PDMC shall transfer the relevant debt to the IAPR (Tax Authority). The DUTH-PDMC shall also notify the Department of Academic Affairs of Xanthi, which shall carry out the actions stipulated in article 14 hereof.
8. The University shall bear no liability for any potential thefts or damages to the rooms of the EKTENEPOL building complex.

Article 4

Duration of accommodation at the DUTH doctoral candidate guest house

Doctoral candidates may remain in their assigned rooms for a duration not exceeding three (3) academic years to complete their doctoral dissertation. Doctoral candidates may stay for the entire academic year (from 1 September through the 31st of August), without pauses for the Christmas, New Year's, Easter and summer holidays. More specifically, eligible doctoral candidates may remain at the guest houses for the following annual duration:

- i. Starting **1 September** or upon the signing of the Agreement for Tenancy and expiring on 31 August of that academic year.

ii. Any doctoral candidates who wish to remain at their accommodations in the following in the following academic year must submit a new application, which shall be examined independently from the previous application.

Article 5

Competent Bodies

1. The competent bodies are:

a) The Senate, which shall address all significant issues pertaining to accommodation as well as issues connected with the institutional role of student services in general (including accommodation). Relevant proposals shall be submitted to the Senate by the Student Welfare Council or the competent Vice-Rector for Student Affairs.

b) The Student Welfare Council.

i. The Student Welfare Council, appointed as per the relevant Regulation:

ii. The Student Welfare Council shall possess the following powers:

- implementing this Regulation and the Student Halls/Guest house Regulation of the DUTH (via the Student Welfare Department of Xanthi);
- identifying issues related to the accommodations and proposing solutions;
- making recommendations to upgrade the quality of the services provided by the guest house;
- making recommendations regarding the proper implementation of the relevant collective body decisions;
- imposing penalties on tenants as per article 14 herein who violate the provisions of these Rules and Regulations and the Student Halls Rules and Regulations of the DUTH, upon a proposal by the Department of Academic Affairs of Xanthi. In notable cases of severe violations of the terms of this Regulation, the DUTH Senate shall be a second-instance disciplinary body upon a proposal of the Student Welfare Council;
- recommending amendments, updates or supplementations of these Rules and Regulations and the DUTH Student Halls Rules and Regulations to the DUTH Senate

c) The Xanthi Housing Committee, which shall possess the competence to address issues concerning student accommodations. The Committee is composed of:

i) The Vice-Rector of Academic Affairs, Student Welfare and Lifelong Learning, as Chairperson;

ii) The Head of the Academic Affairs Directorate (or the Directorate responsible for student services under the DUTH Regulation, regardless of title);

iii) The Head of the Department of Academic Affairs of Xanthi or of the competent Department regardless of title;

iv). One representative of the doctoral candidates, selected from among the doctoral candidates of the DUTH Departments in Xanthi. If no such representative is proposed,

each association in Xanthi shall put forward its own representative together with his/her alternate. The representative on the Housing Committee shall be selected from among these representatives via lottery attended by the Vice-Rector of Academic Affairs, Student Welfare and Lifelong Learning.

2. The Head of the Department of Academic Affairs of Xanthi or of the competent Department regardless of title shall serve as the Secretary for the above committee.

3. The committee shall meet when called by the Chairperson or if called by at least two members. The committee shall be quorate when the number of attending members exceeds the number of absent members. The Secretary shall propose the items of the agenda and record minutes. Decisions shall be recorded and certified at the subsequent meeting of the committee. Each committee member shall possess a personal vote. The Housing Committee shall decide by absolute majority of members attending. The Housing Committee shall seek final approval from the Student Welfare Council.

4. The Housing Committee shall possess the following powers to propose and decide:

- a) evaluating and selection of students qualifying for accommodation
- b) recommending improvements to the operation of the EKTENEPOL guest house to the Rector
- c) Committee members shall be entitled to access and inspect the rooms after a relevant notification throughout the academic year (including during the Christmas, Easter and summer holidays)

Article 6

Administrative, Technical and Financial Support of the EKTENEPOL Xanthi Guest House

1. Administrative support, management of the EKTENEPOL Xanthi guest house and services regarding issues of DUTH student accommodation shall be provided by the Academic Affairs Directorate and more specifically by Department of Academic Affairs of Xanthi or by the competent Department regardless of title, which shall be entrusted with addressing any issues of accommodation at the EKTENEPOL guest house.

2. Concurrently, to more effectively organise accommodation and coordinate the necessary actions to address any issues that arise, the DUTH Senate has appointed a Student Welfare Council (Government Gazette, Series II, No 98/24-1-2019) and a Housing Committee.

3. The Department of Academic Affairs of Xanthi, or the competent Department regardless of title, shall possess the following powers:

- managing room and communal space keys;
- preparing and delivering-receiving rooms,
- signing and storing of agreements and delivery-receipt reports;
- receiving and storing security deposits;
- assigning rooms to students;
- managing arrivals-departures;
- serving students eligible for accommodation;

- addressing any issues which may arise in the guest houses; and
 - general management and maintenance; as well as
 - keeping records of the above actions and tasks.
4. The DUTH Technical Services Directorate or the competent department regardless of title shall provide technical support for the EKTENEPOL Xanthi guest house.
 5. A joint unit comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi shall inspect the doctoral candidates' rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise.

In addition, the above unit shall perform inspections in emergencies.

6. The DUTH Property Development and Management Company (DUTH-PDMC) shall be responsible for overall financial management. More specifically, the DUTH-PDMC shall manage the financial obligations of beneficiaries for accommodation concerning the guest house (by way of indication, payment of utility charges, providing notification to doctoral candidates in case of non-payment, transfer of the relevant debt to the IAPR wherever necessary, withholding amounts from security deposits, payment of costs associated with any damages or destruction or loss of items by responsible parties etc.). Furthermore, it shall possess the competence regarding any financial issues concerning the organisation and operation of the EKTENEPOL Xanthi guest house, after a relevant decision by the competent bodies of the DUTH-PDMC (by way of indication, cleaning fees).

Article 7

Criteria for participation in the selection process

Doctoral candidates wishing to participate in the selection process and qualify for accommodation must meet the following criteria:

- a) They must be active third-cycle students as further specified in the legislation in force from time to time and, depending on room availability, must not be attending courses for a second degree in a cycle of study they have already completed and for which they have already received the corresponding degree. Beneficiaries may stay in the guest house for a period not exceeding three (3) years.
- b) Neither the student applying for accommodation nor his/her family must own or lease property or possess right of usufruct over property in Xanthi.
- c) The parents of any doctoral candidate applying for accommodation must have their

permanent residence outside the prefecture in which the doctoral candidate is currently enrolled.

d) An audit must be performed on the income of both the student applying for accommodation and of his/her family if he/she is aged 25 and below. Doctoral candidates above 25 years old shall submit income statements for their own income.

e) Applicants must possess certified social grounds for accommodation.

f) Students must submit their applications for accommodation together with all the necessary documentation strictly within the deadlines as defined by the competent Academic Affairs Directorate. Late applications shall not be processed. Applications with inadequate documentation -if the missing information is not submitted by the evaluation date at the latest- shall be considered late and shall not be processed. Furthermore, any information submitted after the conclusion of the evaluation process and the notification of results shall not be taken into consideration.

g) Applicants must not have been previously expelled from the Student Halls/guest house by relevant decision.

h) Doctoral candidates whose family income is above EUR 45,000 (for doctoral candidates aged 25 or younger) and personal income is above EUR 25,000 (for those above 25 years old) may not submit applications for accommodation. The above amounts may be amended by DUTH Senate decision following a recommendation of the Student Welfare Council. Any scholarships received shall count towards the above amounts.

Article 8

Required documentation

A. Doctoral Candidates shall submit:

1. A solemn declaration stating a) that they have been informed of and consented to these Rules and Regulations and the Student Halls Rules and Regulations; and b) their and their family's permanent residence.
2. A photocopy of their ID card or their passport.
3. A certificate of their supervising Professor showing constant and continued attendance and drafting of their doctoral dissertation and
4. A decision approving their candidacy for accommodation by the Assembly of their Department.
5. A tax return from the previous fiscal year a) of their parents and b) for the income of the doctoral candidate clearly showing their Tax Identification Number and Tax Office, for candidates aged 25 or younger. Doctoral candidates above 25 years old shall submit tax returns clearly showing Tax Identification Number and Tax Office only for their own income. (Candidates who do not submit a tax return shall

instead submit a solemn declaration in the corresponding information system as well as a document of attribution of Tax Identification Number).

6. A family status certificate issued (no more than six months previously) by the competent municipal or community authority.
7. A certificate from the Secretariat of the Department at which the applicant is enrolled showing date of enrolment, Special Registration Number, and current academic year and certifying no suspension of studies.
(The information will be cross-referenced by the competent employees of the Departments of the Academic Affairs Directorate with the list of enrolled students kept at the Secretariats of DUTH Departments).
8. Applicants who cite health reasons shall submit a decision of the Disability Certification Centre (KEPA) or the competent disability certification system specifying the disability percentage and valid on the date of submission of the application.
9. A solemn declaration that they have not received a scholarship.
10. Doctoral candidate applicants aged 25 or younger who have siblings enrolled in tertiary education in a different city to that in which their parents have their permanent residence must submit a certificate from the Educational Institution in which said sibling is enrolled as an active student in a first-cycle course of study at an H.E.I., Upper Ecclesiastical Academy, School of Pedagogical and Technological Education (ASPAITE) or Advanced School of Tourism Education of the Ministry of Culture and Tourism as specified in article 2 of Law 4009/2011 (Government Gazette, Series I, No195), if the sibling does not already hold an undergraduate, post-graduate or doctorate degree.
11. Doctoral candidate applicants aged 25 or younger with siblings who are currently fulfilling their mandatory military service shall submit a relevant certificate.
12. Applicants aged 25 or younger and belonging to multi-child families shall submit a certificate of the Supreme Confederation of Multi-Child Parents of Greece certifying this status, which must be valid on the date of submission of the application.
13. Applicants aged 25 or younger belonging to divorced families shall submit a relevant certificate or court decision certifying this status. Tax returns submitted by doctoral candidates must be of the parent who demonstrably possesses custody (If are no relevant divorce papers or court decisions or private agreements, the student shall submit the economic data –tax return and E1 document– of both their parents). Declarations of separation to the tax authorities shall also be accepted. If the divorcee who was awarded custody has re-married, this new family will be considered the applicant's family.
14. Parental death certificate for applicants aged 25 or younger. This document is required only if the status does not appear in the family status certificate. If the surviving parent has re-married, this new family will be considered the applicant's family.

15. Applicants aged 25 or younger with unemployed parents shall submit a parent unemployment benefit certificate or a certificate of unemployment issued by the Public Employment Service (DYPA), which must be valid on the date of submission of the application.
 16. All other social grounds for applicants aged 25 or younger shall be proven with the submission of a corresponding certificate issued by the competent public authority (e.g. single-parent household etc.).
- B.** In case of uncertainty, the housing committee may request additional information when evaluating the applications of doctoral candidates.

Article 9

Documentation submission deadline and procedure

- 1. Doctoral candidate applicants may submit the required documentation to qualify for accommodation within the deadline announced by the University each academic year for up to three years of study.**
2. Doctoral candidates shall submit documentation following a relevant announcement of the University. The period for submission of applications for accommodation at the EKTENEPOL Xanthi guest house shall be May of each year, if no deviations are required for educational or other reasons.
3. Documentation for accommodation at the EKTENEPOL Xanthi guest house of the University shall be submitted through the defined digital application. Applications shall be evaluated by the Department of Academic Affairs of Xanthi.

Article 10

Admission priority

The following categories of doctoral candidate shall be prioritised in the assignment of accommodations at the EKTENEPOL Xanthi guest house:

1. Candidates with families and children.
2. Orphaned students (aged 25 and below) who have lost both parents.
3. Students with disabilities (students enrolled in the University as part of the special 5% category for those suffering severe health problems) or members of vulnerable groups.

Article 11

Selection Process and Announcement of Results

1. The Housing Committee shall evaluate the applications of doctoral candidates in accordance with the socio-economic criteria.
2. Calculation for applicants aged 25 or younger:
 - 2.1 The annual family income of each applicant. Annual family income means the total taxable actual or notional -where greater than the actual- annual income plus any income exempt from taxes or subject to special taxation from any source of the taxpayer, his/her spouse and any children considered family members. Family

income does not include extraordinary one-off payments (lump-sum retirement benefit, severance pay, income from sale of real property).

2.2 Subsequently, the number of family members of each applicant shall be taken into account. Family members include parents and children whom the parents are legally required to include in their tax statements.

2.3 The income per capita of each applicant is calculated based on the information above (family income and members), by dividing the overall family income by the number of family members.

2.4 This per capita income may be reduced on serious grounds by the following percentages in the following cases:

- a) By 10% for each family member who has certified disability of 67% or above.
- b) By 10% in the case of divorced or single-parent families.
- c) By 20% for orphaned applicants who have lost one (1) parent.
- d) By 10% in cases of demonstrated multi-child families
- e) By 15% for each sibling who is an active student at another H.E.I. in Greece in a different region than their parents' permanent place of residence. Students enrolled after qualifying examination or to obtain an additional degree as well as students enrolled at military Academies or other Schools which provide accommodation do not fall under this category.
- f) By 10% for each brother fulfilling his mandatory unpaid military service.
- g) By up to 20%, according to an estimate by the Tax Authority, for victims of earthquakes or other natural disasters or for families suffering emergencies which severely impact family income. This shall also be the case when the primary source of income of the family (business, livestock or crop capital) is impacted, on the condition that said impact is adequately demonstrated.
- h) By 10% for parents experiencing unemployment within the year of application and up to the date of submission of the application. In any event, unemployment shall be certified by a parent unemployment benefit certificate or certificate of unemployment issued by the Public Employment Service (DYPA, formerly OAED), which must be valid on the date of submission of the application.
- i) By 35% if the source of family income is salaried work.
- j) The respective percentages shall be cumulative if more than one of the above grounds for reduction of per capita income apply. In any event, the relevant reduction may not exceed 75% of actual income.

3. Certified social reasons for applicants aged 25 or younger include the following:

- α. **Orphans with the loss of at least one parent.**
- β. **Divorced parents.**
- γ. **Siblings enrolled in other HEIs.**
- δ. **Brothers fulfilling their military service.**
- ε. **Disability over 67% (cancer, heart disease, leukaemia, kidney failure, deafness, blindness, disability, tetraplegia, mobility difficulties, etc.).**
- στ. **Multi-child families.**

- ζ. **Unemployment.**
 - η. Children of a single mother.
4. Certified social reasons for applicants above 25 years old include the following:
- i. **Multi-child families.**
 - ii. **Unemployment.**
 - iii. **Disability over 67% (cancer, heart disease, leukaemia, kidney failure, deafness, blindness, disability, tetraplegia, mobility difficulties, etc.).**
 - iv. **Children who are enrolled in tertiary education.**
 - v. **Children fulfilling their military service.**
5. The Evaluation Committee shall evaluate the above information and draft a table depicting family income, calculated as per the above, in ascending order. In its final form, this table shall determine the priority for assignment of accommodations at the guest house.
6. Applicants included in this table shall be assigned accommodations corresponding to the number of rooms for each category. Applicants who are not assigned accommodations shall be runners-up in the order in which they are included in the table.
7. The Housing Committee shall announce the doctoral candidates qualifying for accommodation on the central website of the Democritus University of Thrace www.duth.gr together with instructions for receiving their accommodations, taking into consideration the principles of personal data protection.
8. Appeals may be submitted within five (5) days of posting of the results on the central website of the University. **Appeals shall be submitted together with the necessary documentation to the Housing Committee through the Department of Academic Affairs of Xanthi.**
- 9. The Department of Academic Affairs of Xanthi shall forward the final list of doctoral candidates who qualify for accommodation -including their ID number, Tax Identification Number and Tax Office- to the DUTH-PDMC for financial management (monitoring payment of utility charges or any compensation etc.).**

Article 12

Room delivery and reception

1. The competent Department of the Academic Affairs Directorate of Xanthi or the competent department as specified in the DUTH Regulation shall post the results of the evaluations for accommodation to the DUTH website and undertake to assign the rooms to doctoral candidates who qualify for accommodation.
2. Applicants who qualify or their duly authorised representatives shall receive the keys to their rooms on entry to the EKTENEPOL Xanthi guest house by showing their academic identity card.
3. Qualifying doctoral candidates who do not receive their rooms within the specified deadlines without informing the competent employee of the Department of Academic Affairs of Xanthi regarding their reasons for not receiving the room shall be deemed to

not intend to receive their room, which shall be assigned to the next doctoral candidate on the list.

4. Tenants shall not be entitled to remain at the guest house for a period exceeding three academic terms and must return their accommodations forthwith upon expiry of said period.

5. Concurrently, qualifying doctoral candidates should contact the competent officer of the Department of Academic Affairs of Xanthi or the competent Department regardless of title to receive a certificate (Annex 4) showing proper delivery of the room in good condition and fulfilment of any financial obligations. The room must be inspected by the service of the competent Department as described above, based on the list of delivered items, before any certificate may be issued and the doctoral candidate is permitted to deliver it. Rooms shall be delivered in the same condition in which they were assigned. Any undue wear or loss shall be deducted from the amount of the Security Deposit; in case the damages exceed the amount of the Deposit, the doctoral candidate shall be liable for the entire amount of compensation for the damages. If the amount of compensation is not paid in full, the DUTH-PDMC shall notify the doctoral candidate and request payment thereof within one (1) month; if the amount has not been paid by the expiry of this period, the DUTH-PDMC shall transfer the relevant debt to the IAPR (Tax Authority).

Article 13

Rights and Obligations of Doctoral Candidate Tenants

Doctoral candidate tenants shall have the following obligations:

1. Observing in full these Rules and Regulations, the DUTH Student Halls Rules and Regulations and the DUTH Internal Rules and Regulations.

2. Paying their corresponding monthly utility charges for the building complex; the amount of said charges shall be determined by resolution of the BoD of the DUTH-PDMC.

3. Each doctoral candidate tenant shall sign an Agreement for Tenancy with the University -see Annex 1- for a duration of one year, which shall stipulate the observance of these Rules and Regulations and the DUTH Student Halls Rules and Regulations, list in detail the items included with the room and describe the obligations the tenant undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room or losses of items therein as well as damages to any communal areas of the rooms if the compensation exceed the amount of the tenant's security deposit. Tenants shall be jointly liable for compensation for any damages to the communal areas of their accommodations, unless a specific tenant of the accommodation assumes responsibility for the damages and the corresponding obligation by written declaration. In case the compensation is not paid in full, the DUTH-PDMC shall transfer the relevant debt to the IAPR (Tax Authority).

4. Upon signing the Agreement, the doctoral candidate shall submit a Security Deposit as a guarantee of observance of the terms of accommodation. The Deposit shall be worth EUR two hundred (200), specified by the DUTH Senate, and shall be security against any damages caused by improper use of the facilities or loss of moveable items.

The Security Deposits shall be kept by the competent officer of the Academic Affairs Directorate of Xanthi or of the competent Department regardless of title. The Security Deposits for observance of the terms of accommodation shall be returned to doctoral candidates within a reasonable period after departure, if the room has been delivered in good condition. Rooms shall be inspected by the competent officer of the Academic Affairs Directorate of Xanthi. Otherwise, if any damages or losses are identified, a Special damage assessment Committee shall assess the cost of said damages or losses. The Special Damage Assessment Committee is a three-member body, established for this purpose by the competent body and consisting of the competent employee of the Academic Affairs Directorate and two employees of the Technical Services Directorate. After assessing the amount of compensation, the Committee shall propose the forfeiture of the Security Deposit for the identified reasons to the DUTH-PDMC. The cost for compensation of any assessed damages shall be withheld as per the above. If the above costs exceed the amount of the Security Deposit, the provisions of par. 3 herein shall apply.

5. Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear. The tenant shall keep his/her apartment clean and tidy and contribute to the housekeeping of the communal areas.

6. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, refrigerators/freezers, lifts, terraces, surrounding area).

7. Changes to accommodations are prohibited; changes include removal or replacement of furniture, graffiti of any kind on the walls, hanging of photographs, posters or other printed media on the walls, hanging of frames, paintings or clothes hangers by hammering nails or screws into the walls, fouling and pollution of the rooms, furniture or communal spaces of the guest house etc.

8. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the guest house. More specifically, tenants shall:

- care for their daily personal hygiene and cleanliness
- ensure the cleanliness of their room and the communal areas
- not discard toilet paper or other rubbish in the toilet
- not smoke within *the guest house* and not discard cigarette butts anywhere inside or outside the buildings
- wash utensils and cookware and clean the kitchen after each use
- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.

9. Not bring visitors into the student halls after 10 in the evening.

10. Doctoral candidates shall be personally responsible for procuring cleaning supplies.

11. Respect the diversity and uniqueness of their fellow tenants.

12. Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.

13. Observe the building installation safety instructions in case of natural disasters

(earthquakes, floods, fires etc.).

14. Inform the Department of Academic Affairs of Xanthi in the following cases:

- a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;
- b) in the event that suspicious individuals are seen within the spaces of the student halls;
- c) in the event of theft, harassment or other misconduct.

15. The doctoral candidate shall not endanger his/her own or others' physical integrity within the spaces of the SH.

16. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the guest house is strictly prohibited.

17. Doctoral candidates shall use the local internet connection for educational purposes, research and communication with the DUTH services.

18. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiary third parties is prohibited. Tenants who violate this clause shall be evicted from the guest house forthwith. In such a case, the Housing Committee shall assign the room to another qualifying doctoral candidate based on the table drafted during the initial selection stage.

19. Tenants may not exchange rooms. Rooms may be changed exclusively through the Department of Academic Affairs of Xanthi.

20. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.

21. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.

22. The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.

23. The parking of bicycles and motorbikes within the rooms and communal spaces of the guest house is prohibited. Automobiles and bicycles (powered or otherwise) may only be parked in the specifically designated areas.

24. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

25. Tenants shall be jointly liable for compensation of any damages to the communal areas of their accommodations, unless a specific tenant assumes said obligation by written declaration.

26. Tenants shall observe the rules of proper cohabitation, showing respect and not disturbing the other tenants. Statutory quiet hours especially must be strictly observed.

27. Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of third parties shall be notified in writing (by submission of the relevant document as laid out in Annex 3) to the Housing Committee of Xanthi. Violators shall receive a citation. Doctoral candidate tenants or others staying at the accommodations shall be responsible for the conduct of their guests; any damages caused

by the latter shall be withheld by the DUTH-PDMC from the security deposit or paid as additional compensation, if the amount exceeds that of the deposit.

28. The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Department of Academic Affairs of Xanthi. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.

29. The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.

30. In case of loss of keys, the tenant shall inform the Department of Academic Affairs of Xanthi forthwith to change the locks; the doctoral candidate shall be liable for the associated costs.

31. The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction (Annex 5).

32. The tenant shall facilitate the joint unit, comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi, in inspecting the rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:

- a) Confirmation that the rooms are occupied by eligible students;
- b) inspecting the condition of the rooms;
- c) documentation of issues which require maintenance or repair;
- d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
- e) for any other reason that may arise or in emergencies.

33. The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.

34. Before departure, tenants shall:

- a) Inform the Department of Academic Affairs of Xanthi to arrange an inspection of his/her assigned room and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Internal Rules and Regulations.
- b) Ensure that the keys and/or magnetic entry keycards are returned to the Department of Academic Affairs of Xanthi. The cost of any non-returned keys shall be charged to the tenant.

35. On leaving, the tenant shall also take all his/her personal effects. Any personal effects not received after notification shall be donated to a charity or delivered for recycling.

36. Tenants shall deliver their rooms immediately whenever necessary, as stipulated in a special clause of the Agreement for Tenancy. Doctoral candidates staying in the guest house without authorisation are committing a serious breach of these Rules and Regulations and the DUTH Student Halls Rules and Regulations. This action infringes upon the property rights of DUTH and the rights of fellow tenants. All appropriate steps shall

be taken to remove said doctoral candidate and bring disciplinary proceedings for immediate eviction. The tenant harbouring the above doctoral candidate without permission is also in serious breach of this Regulation.

37. Tenants may communicate with the competent officer of the Department of Academic Affairs of Xanthi to request information and report issues associated with their stay as well as any other issues that may arise. The competent employee of the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.

Article 14

Disciplinary Proceedings - Penalties

1. In case of breach of the above rules, disciplinary measures shall be implemented depending on the severity of the breach, in accordance with the DUTH Internal Rules and Regulations.

2. Tenants shall be removed from the guest house by decision of the Student Welfare Council, implemented by the competent Department of the Department of Academic Affairs of Xanthi, in the following cases:

- a) upon losing their capacity as doctoral candidates for any reason;
- b) if they are found to be sub-letting or granting their accommodations to third parties;
- c) if they are found to be accommodating third parties without Housing Committee approval;
- d) if they keep pets in their rooms;
- e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the Student Halls;
- f) if their actions repeatedly disturb the other guests;

- g) if they have submitted false information during the selection process;
- h) if they have not submitted documentation for their accommodation;
- i) if they are assigned a room but do not use it.**
- j) if they do not fulfil their financial obligations**

Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in cases a), b), c), e), g), h), i) and j) may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the guest house when they pose a health and safety risk to the other tenants.

4. Tenants who are permanently evicted from the guest house on any of the above grounds shall be barred from submitting new applications for accommodation.

5. Duplicates of keys shall be maintained by the competent personnel, which shall be entitled to perform unscheduled inspections.

6. In case serious issues arise between guests or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the Student Halls and an investigation

does not identify the offending party, the competent employee of the Department of Academic Affairs of Xanthi may refer the issue to the Centre for Psychological and Counseling Support of the DUTH or the competent service regardless of title to investigate possible solutions to the issue before the permanent removal of the doctoral candidate from the EKTENEPOL Xanthi guest house.

Article 15

Special provisions

1. This Regulation of the DUTH EKTENEPOL Doctoral Candidate guest house in Xanthi shall be amended by the Senate after a proposal by the Student Welfare Council.
2. Students who are currently in the third year of drafting their doctoral dissertation in academic year 2023–24 shall be entitled to submit an application for accommodation.

Article 16

Entry into force of the Regulation - amendment procedure

This Regulation of the DUTH EKTENEPOL Doctoral Candidate guest house in Xanthi shall enter into force as of academic year 2023-2024.

ANNEXES OF THE SPECIAL REGULATION

FOR THE EKTENEPOL XANTHI GUEST HOUSE
OF THE DEMOCRITUS UNIVERSITY OF THRACE
FOR DOCTORAL CANDIDATES

1. Agreement for tenancy
2. Solemn Declaration-Room equipment receipt report
3. Application for accommodation
4. Room delivery certificate

ANNEX 1. Agreement for tenancy



AGREEMENT FOR TENANCY AT THE EKTENEPOL XANTHI GUEST HOUSE OF THE DEMOCRITUS UNIVERSITY OF THRACE

The Department of Academic Affairs of Xanthi, representing the Rector of the Democritus University of Thrace, and

Doctoral Candidate of the Department of

.....
... with Registration Number of the Democritus University of Thrace,
agree and mutually accept the following:

The Democritus University of Thrace owns the building complex of the EKTENEPOL guest house in Xanthi, which include student room under no., a private room in an apartment consisting of three rooms, a communal kitchen, bathroom and WC, equipped with sanitary facilities along with essential furniture and electrical and plumbing installations.

The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today and submitted a Security Deposit of EUR two hundred (200) as per Senate decision under meeting no., for the proper use of the room (date of deposit/...../.....), **which** shall be returned upon departure of the party, upon a signed certificated of the Department of Academic Affairs of Xanthi confirming good condition of the room.

The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages or loss of items identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These charges will be applied in accordance with the relevant clause of the Special Rules and Regulations of the DUTH EKTENEPOL Xanthi guest house for doctoral candidates and the respective amount shall be withheld from the Security Deposit. If the cost of compensation or replacement exceeds the amount of the Security Deposit, the tenant shall pay the amount in excess for any damages or losses caused to the room during his/her stay.

2. The tenancy agreement takes effect, starting/...../..... and ending on 31 August of academic year-.....-.....

3. The second contracting party shall:

- Observe the Special Rules and Regulations for the EKTENEPOL Xanthi guest house for Doctoral Candidates of the DUTH.
- Observe the Student Halls Rules and Regulations of the Democritus University of

Thrace.

- Observe the University's Internal Rules and Regulations.
- Paying their corresponding monthly utility charges for the building complex; the amount of said charges shall be determined by resolution of the BoD of the DUTH-PDMC, otherwise the corresponding provisions of articles 3, 13 and 14 of the Special Rules and Regulations shall apply.
- Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
- Exercise the same due care in the use of the communal areas.
- More specifically, the tenant shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.
- Exercise due care when using the communal areas and facilities (kitchens, laundries, refrigerators/freezers, lifts, terraces, surrounding area).
- Not make any changes to accommodations; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls, hanging of frames or clothes hangers by hammering nails or screws into the walls, fouling and pollution of the rooms, furniture or communal spaces of the EKTENEPOL guest house etc.
- Not make any changes to the rooms (e.g. removal or change of furniture etc.).
- The tenant shall observe the basic personal hygiene rules regarding him/herself, his/her room and the communal spaces, to ensure smooth cohabitation within the spaces of the EKTENEPOL guest house. More specifically, tenants shall:
 - care for their daily personal hygiene and cleanliness
 - ensure the cleanliness of their room and the communal areas
 - not discard toilet paper or other rubbish in the toilet
 - not smoke within the EKTENEPOL guest house and not discard cigarette butts anywhere inside or outside the building
 - wash utensils and cookware and clean the kitchen after each use
 - regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
- Doctoral candidates shall be personally responsible for procuring cleaning supplies at their own expense.
- Respect the diversity and uniqueness of their fellow tenants at the EKTENEPOL guest house.
- Not bring visitors into the student halls after 10 in the evening.
- Not keep pets in the spaces of the EKTENEPOL guest house, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.
- Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
- Inform the Department of Academic Affairs of Xanthi in the following cases:
 - a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;
 - b) in the event that suspicious individuals are seen within the spaces of the guest house;
 - c) in the event of theft, harassment or other misconduct.
- Not to endanger his/her own or others' physical integrity within the spaces of the

guest house.

- Access to the roof of the building and the lighting of fires inside or outside the building of the guest house is strictly prohibited.
- Use the local internet connection for educational purposes, research and communication with the DUTH services
- Not lease, sub-let or grant his/her accommodations to third parties.
- Not exchange rooms with other tenants; rooms may only be exchanged through the Department of Academic Affairs of Xanthi.
- Not to throw items, foodstuffs, water or other liquids from the windows.
- The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.
- The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.
- The parking of bicycles and motorbikes within the rooms and communal spaces of the guest house is prohibited. Automobiles and bicycles (powered or otherwise) may only be parked in the specifically designated areas.
- The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.
- Tenants shall be jointly liable for compensation of any damages to the communal areas of their accommodations, unless said obligation is assumed by written declaration of a specific tenant or tenants.
- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.
- Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of any guests shall be notified in writing to the Housing Committee of Xanthi. Violators shall receive a citation. Doctoral candidate tenants or others staying at the accommodations shall be responsible for the conduct of their guests; any damages caused by the latter shall be withheld by the DUTH-PDMC from the Security Deposit or paid as additional compensation, if the amount exceeds that of the deposit.
- The tenant shall provide written notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Department of Academic Affairs of Xanthi. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Department of Academic Affairs of Xanthi.
- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued. Doctoral candidates staying in the guest house without authorisation are committing a serious breach of the Special Rules and Regulations of the EKTENEPOL Xanthi guest house and the DUTH Student Halls Rules and Regulations. This action infringes upon the property rights of DUTH and the rights of fellow tenants. All appropriate steps shall be taken to remove said doctoral candidate and bring disciplinary proceedings for immediate eviction. The tenant harbouring the above doctoral candidate without permission is also in serious breach of this Regulation.
- In case of loss of keys, the tenant shall inform the Department of Academic Affairs of Xanthi forthwith to change the locks; the second contracting party shall be liable for the associated costs.

- The duplication and delivery of keys to third parties is expressly prohibited. Any violations of the above shall constitute grounds for permanent eviction of the student and removal from the Student Halls, with the issuance of an administrative eviction.
- The tenant shall facilitate the joint unit, comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi, in inspecting the rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise or in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Before departure, the second contracting party shall:
 - o Inform the Department of Academic Affairs of Xanthi to arrange an inspection of their room and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the guest shall be liable for the corresponding amount as per the Special Rules and Regulations of the guest house.
 - o Ensure that the keys and/or magnetic entry keycards are returned to the Department of Academic Affairs of Xanthi. The cost of any non-returned keys shall be charged to the tenant.
- On leaving, the tenant shall also take all his/her personal effects. Any personal effects not received after notification shall be donated to a charity or delivered for recycling.
- Tenants may communicate with the competent officer of the Department of Academic Affairs of Xanthi to request information and report issues associated with their stay as well as any other issues that may arise. The competent employee of the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.
- The second contracting party has been fully informed of and is obligated to observe the Special Rules and Regulations of the EKTENEPOL Xanthi guest house of the Democritus University of Thrace and the terms hereof.
- Any breach of the terms stipulated in this agreement shall be subject to the sanctions outlined in Article 14 of the Special Rules and Regulations of the EKTENEPOL Xanthi guest house for doctoral candidates of the DUTH.
- A Solemn Declaration-Room equipment receipt of the doctoral candidate is attached as an annex hereto.
- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.

THE CONTRACTING PARTIES
(signatures)

THE DEPARTMENT OF ACADEMIC AFFAIRS OF XANTHI

THE DOCTORAL CANDIDATE

ANNEX 2. Solemn Declaration-Room equipment receipt report

SOLEMN DECLARATION

(article 8 L. 1599/1986)

The accuracy of the information submitted with this application can be verified based on the records of other authorities (article 8 par. 4, Law 1599/1986)

To ⁽¹⁾ :							
Name:				Last Name:			
Father's First and Last Name:							
Mother's First and Last Name:							
Date of birth ⁽²⁾ :							
Place of Birth:							
ID Number:				Place of Residence:			
Street:				No:		ZIP:	
Mobile phone				Email Address:			

[EL] On my personal responsibility and knowing the sanctions⁽³⁾ set in the provisions of paragraph 6 of Article 22 of Law

.....

.....

.....

.....

Date:20.....

Signer

(Signature)

(1) Filled in by the applicant of the Authority or Organisation of the public sector that this application is sent to. .

(2) Written in full.

(3) Whoever knowingly states false facts or denies or conceals the true facts with a written solemn declaration of Article 8 shall be punished with imprisonment of at least three months. If the person responsible for these acts intended to obtain pecuniary advantage harming others or intended to harm others, is punishable by imprisonment of up to 10 years.

(4) In case of insufficient space, the declaration may continue at the back side and is signed by the applicant.

SOLEMN DECLARATION

(Article 8 of Law 1599/1986)

Text for the solemn declaration

I have received today, in good condition, room number in apartment of the EKTENEPOL Xanthi Student Halls of the Democritus University of Thrace. I further declare that I have received the following items and that I will be responsible for the cost of repair, compensation, or replacement for any damage, loss, or theft of these items, the room, or the common areas during my stay or upon delivery of the room at the end of the academic year

1.	ONE (1) BED
2.	ONE (1) MATTRESS
3.	ONE (1) BEDSIDE TABLE
4.	ONE (1) DESK
5.	ONE (1) DESK DRAWER UNIT
6.	ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7.	ONE (1) POLYPROPYLENE CHAIR FOR DESK
8.	ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9.	ONE (1) FOUR-LEAF WARDROBE
10.	OUTLETS
11.	ONE (1) TELEVISION OUTLET
12.	SWITCHES
13.	ONE (1) TELEPHONE-INTERNET SOCKET
14.	KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15.	STORAGE UNIT

Furthermore, apartments are furnished with the following communal items to be shared by all tenants:

1.	ONE (1) DINING ROOM TABLE
2.	THREE (3) POLYPROPYLENE CHAIRS FOR THE DINING ROOM
3.	ONE (1) BALCONY TABLE
4.	THREE (3) BALCONY CHAIRS
5.	ONE (1) BATH CURTAIN WITH RAIL
6.	TWO (2) TOILET BRUSHES WITH RUBBISH BINS-

	GROUND-FLOOR APARTMENT 103, WHICH HAS TWO (2) ROOMS, HAS ONE (1) TOILET BRUSH AND RUBBISH BIN
7.	ONE (1) WASHING MACHINE
8.	ONE (1) REFRIGERATOR/FREEZER
9.	ONE (1) ELECTRIC STOVE AND OVEN
10.	THREE LIGHTING FIXTURES (TWO IN THE HALL, ONE IN THE COMMUNAL KITCHEN)

ANNEX 3. Application for accommodation

REQUEST

Last Name:
First Name:
Father's Name:
Mother's Name:
Student of the Department:
Place of birth:
Year of birth:
Place of residence:
Postal Code:
ID Number:
Date of Issue:
Issuing Authority:
Tax Identification No.:

SUBJECT: Request for guest accommodation

...../...../202

**TO
The Housing Committee of Xanthi**

I hereby request authorisation to host a guest in my assigned room, in the apartment at the EKTENEPOL guest house in Xanthi. I am an authorised resident of this room. My guest's name is

.....
He/She will be staying for.....days. I understand that I am solely responsible for my guest's behaviour and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit.

The Applicant

ANNEX 4. Room delivery certificate

HELLENIC REPUBLIC
**DEMOCRITUS
UNIVERSITY
OF THRACE** CAMPUS
691 00 KOMOTINI
TEL. 25310 39000
ADMINISTRATION
*Directorate
of Academic Affairs
Department of Academic
Affairs of Xanthi*



**ΔΗΜΟΚΡΙΤΕΙΟ
ΠΑΝΕΠΙΣΤΗΜΙΟ
ΘΡΑΚΗΣ** **DEMOCRITUS
UNIVERSITY
OF THRACE**

HELLENIC
REPUBLIC
**DEMOCRITUS
UNIVERSITY
OF THRACE**
UNIVERSITY CAMPUS
GR-691 00 KOMOTINI
TEL. +30 25310 39000
ADMINISTRATION
*Academic Affairs
Directorate
Department of Academic
Affairs of Xanthi*

ROOM DELIVERY CERTIFICATE

It is hereby certified that the Doctoral Candidate of the Department of of the Democritus University of Thrace, after having informed the DUTH Property Development and Management Company and having his/her room, under no. in apartment of the EKTENEPOL Xanthi guest house for doctoral candidates of the DUTH, inspected by the competent officer of the Department of Academic Affairs of Xanthi, delivers the room and all the equipment therein in good condition and that he/she has no financial obligations towards the DUTH Property Development and Management Company.

The Head of the Department of Academic Affairs
of Xanthi

.....

3. Special Rules and Regulations for the EKTENEPOL Xanthi guest houses for Guests

Article 1

Purpose - General Principles

3. This Regulation lays down the operating framework of the EKTENEPOL Xanthi guest house by the Democritus University of Thrace. It is a specialisation of the DUTH Student Halls Rules and Regulations in issues concerning the organisation and operation of the guest house in the EKTENEPOL building complex in Xanthi for guests.

4. Pursuant to Democritus University of Thrace Rector's Council decisions no. 9/152/16-12-2022 and 23/133/806-2022, the EKTENEPOL building complex in Xanthi shall accommodate guests, namely visiting professors and invitee researchers or students participating in exchange programs with other Greek or foreign Universities.

3. The overall operation as well as all decisions pertaining to the EKTENEPOL Xanthi guest house for guests shall be in accordance with this Regulation. The regulation encompasses the following principles: a) the effective support for the academic work conducted at the DUTH; b) the provision of a quiet, organised environment for guests; c) the protection of guest house property.

4. Accommodation privileges shall be granted for the purposes of strengthening the academic, i.e. teaching and research, purposes of the University, facilitating exchanges of staff and students and expanding the outreach and international networking of the DUTH. The provision of accommodation to students enrolled at other Universities and visiting the DUTH as part of Exchange Programs aims to ensure equal opportunities for DUTH students at other Universities, contributing to student mobility as an integral aspect of the outreach and presence of the DUTH.

5. By accepting accommodation at the EKTENEPOL guest house, guests unreservedly accept the terms and clauses of the Internal Rules and Regulations of the Democritus University of Thrace, the Student Halls Rules and Regulations and especially this Special Rules and Regulations for the EKTENEPOL Xanthi guest house. Student guests participating in Erasmus or other exchange programs shall sign an Agreement for Tenancy as further stipulated in article 3 par. 3 herein after their approval by the University.

6. The sensitive personal data (financial data, family and social status, medical records) of guests which may occur from the documentation submitted as part of their application shall be stored at the competent Department or at the International Relations/Erasmus+ Department and at the Department of Academic Affairs of Xanthi or at the competent department regardless of title and used exclusively to ensure students' accommodation. The members of the competent Committees as well as the personnel of the above Departments in who may access the corresponding data shall process said data with discretion and ensure their protection. Any disclosure of the data to third parties is expressly prohibited. The guest lists and the minutes of

meetings to evaluate issues which may potentially entail sensitive personal data shall be published in the interests of transparency. Said lists shall be drafted in observance of the provisions of Laws 4624/2019 (Government Gazette, Series I, No 137) and 2472/1997 (Government Gazette, Series I, No' 50), as in force from time to time, to protect the identities of the interested parties.

Article 2

Description of Structures and Infrastructure of the EKTENEPOL Xanthi Student Halls

2. Structures

The EKTENEPOL guest house in the EKTENEPOL complex of Xanthi is privately owned by the Democritus University of Thrace. In particular, the area of the EKTENEPOL west of the city is home to a building complex comprising twelve (12) apartments meant to cover the accommodation needs of guests.

MORE SPECIFICALLY:

The four second-floor apartments, each of which includes three (3) rooms i.e. twelve rooms in total, are available to cover various accommodation needs as follows:

- Three (3) apartments as guest houses for Erasmus+ program needs, more specifically two (2) apartments i.e. six (6) rooms in total for Erasmus+ students and one (1) apartment i.e. three (3) rooms for teaching and administrative staff (visiting professors, researchers etc.)
- One (1) apartment i.e. three (3) rooms as a guest house for any other need, e.g. participants in summer schools or international partnerships etc.

2. Infrastructure

a) The EKTENEPOL Xanthi guest house of the DUTH possesses the following amenities:

- internet connection;
- central (oil) heating system;
- communal electric stoves (one per apartment);
- communal washing machines (one per apartment);
- communal refrigerators/freezers (one per apartment);
- cleaning service for the communal areas and surrounding environment;
- entryphone;
- security;
- mailboxes;
- parking spaces.

b) rooms are furnished with the following:

1.	ONE (1) BED
2.	ONE (1) MATTRESS
3.	ONE (1) BEDSIDE TABLE
4.	ONE (1) DESK

5.	ONE (1) DESK DRAWER UNIT
6.	ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7.	ONE (1) POLYPROPYLENE CHAIR FOR DESK
8.	ONE (1) LIGHTING FIXTURE (CEILING LIGHT)
9.	ONE (1) FOUR-LEAF WARDROBE
10.	OUTLETS
11.	ONE (1) TELEVISION OUTLET
12.	SWITCHES
13.	ONE (1) TELEPHONE-INTERNET SOCKET
14.	KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15.	STORAGE UNIT

c) apartments are furnished with the following communal items to be shared by all tenants:

1.	ONE (1) DINING ROOM TABLE
2.	THREE (3) POLYPROPYLENE CHAIRS FOR THE DINING ROOM
3.	ONE (1) BALCONY TABLE
4.	THREE (3) BALCONY CHAIRS
5.	ONE (1) BATH CURTAIN WITH RAIL
6.	TWO (2) TOILET BRUSHES WITH RUBBISH BINS- GROUND-FLOOR APARTMENT 103, WHICH HAS TWO (2) ROOMS, HAS ONE (1) TOILET BRUSH AND RUBBISH BIN
7.	ONE (1) WASHING MACHINE
8.	ONE (1) REFRIGERATOR/FREEZER
9.	ONE (1) ELECTRIC STOVE AND OVEN
10.	THREE LIGHTING FIXTURES (TWO IN THE HALL, ONE IN THE COMMUNAL KITCHEN)

Article 3
Requirements for accommodation of guests

9. Visiting students or Professors participating in student and staff exchange programs in which the DUTH is a partner (e.g. Erasmus+) or teaching and administrative staff (visiting professors, researchers etc.) or participants in summer schools or international partnerships etc. shall qualify for accommodation at the EKTENEPOL guest house in Xanthi.

10. The right to accommodation at the student halls shall be subject to consent of the guest to these Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University in their entirety.

11. Before receiving accommodation visiting Professors, invitee researchers and students of other Universities participating in exchange programs or other academic activities must receive notification of the terms of these Rules and Regulations, the Student Halls Rules and Regulations and the Internal Rules and Regulations of the University. Students in particular shall sign:

- An Agreement for Tenancy at the EKTENEPOL Xanthi guest house of the DUTH in Greek (Annex 1) in case of exchange programs with other Greek institutions, which shall expressly stipulate observance of these Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University, or

- An Agreement for Tenancy at the EKTENEPOL Xanthi guest house of the DUTH in English (Annex 2) in case of students from foreign institutions, which shall expressly stipulate observance of these Rules and Regulations, the Student Halls Rules and Regulations of the Democritus University of Thrace and the Internal Rules and Regulations of the University.

12. Guests accommodated on the second floor (Erasmus+ students, teaching and research staff etc.) shall pay the applicable amount for accommodation specified by decision of the DUTH Governing Council after a recommendation of the International Relations/ Erasmus+ Office.

13. The University shall bear no liability for any potential thefts or damages to the rooms of the EKTENEPOL guest house building complex.

Article 4

Competent Bodies

2. The competent bodies are:

- i. The Senate, which shall address all significant issues pertaining to accommodation as well as issues connected with the institutional role of student services in general (including student halls/guest houses). Relevant proposals shall be submitted to the Senate by the Student Welfare Council or the competent Vice-Rector for student affairs.
- ii. The Student Welfare Council.

a) The Student Welfare Council in accordance with the provisions of the relevant Regulation.

b) The Student Welfare Council shall possess the following powers:

- implementing these Rules and Regulations and the Student Halls Rules and Regulations of the DUTH (via the Student Welfare Department of Xanthi);

- identifying issues related to the accommodations and proposing solutions;
 - making recommendations to upgrade the quality of the services provided by the guest house;
 - making recommendations regarding the proper implementation of the relevant collective body decisions;
 - imposing penalties on tenants as per article 14 herein who violate the provisions of these Rules and Regulations and the Student Halls Rules and Regulations of the DUTH, upon a proposal by the Department of Academic Affairs of Xanthi. In notable cases of severe violations of the terms of this Regulation, the DUTH Senate shall be a second-instance disciplinary body upon a proposal of the Student Welfare Council;
 - recommending amendments, updates or supplementations of these Rules and Regulations and the DUTH Student Halls Rules and Regulations to the DUTH Senate
- iii. The Xanthi Housing Committee, which shall possess the competence to address issues concerning student and guest accommodations. The Committee is composed of:
- a) The Vice-Rector of Academic Affairs, Student Welfare and Lifelong Learning, as Chairperson;
 - b) The Head of the Academic Affairs Directorate (or the Directorate responsible for student services under the DUTH Regulation, regardless of title);
 - c) The Head of the Department of Academic Affairs of Xanthi or of the competent Department regardless of title;
 - d) One representative of the doctoral candidates, selected from among the doctoral candidates of the DUTH Departments in Xanthi. If no such representative is proposed, each association in Xanthi shall put forward its own representative together with his/her alternate. The representative on the Housing Committee shall be selected from among these representatives via lottery attended by the Vice-Rector of Academic Affairs, Student Welfare and Lifelong Learning.
2. The Head of the Department of Academic Affairs of Xanthi or of the competent Department regardless of title shall serve as the Secretary for the Xanthi Housing Committee.
3. The committee shall meet when called by the Chairperson or if called by at least two members. The committee shall be quorate when the number of attending members exceeds the number of absent members. The Secretary shall propose the items of the agenda and record minutes. Decisions shall be recorded and certified at the subsequent meeting of the committee. Each committee member shall possess a personal vote. The Housing Committee shall decide by absolute majority of members attending. The Housing Committee shall seek final approval from the Student Welfare Council.
4. The Housing Committee shall possess the following powers to propose and decide regarding guests in particular:
- a) accepting requests for accommodation of guests

- b) recommending improvements to the operation of the guest house to the Rector
- c) In emergencies and depending on availability, the Vice-Rector of student affairs may issue a decision providing accommodations at the EKTENEPOL Xanthi guest house to cover University needs (e.g. accommodation of summer school participants, faculty members or members of other bodies). The Vice-Rector may also issue a decision rejecting a relevant application

Article 5

Administrative, Technical and Financial Support of the EKTENEPOL Xanthi Guest House

- 1.** Administrative support, management of the EKTENEPOL Xanthi guest house and services regarding issues of DUTH guests accommodation shall be provided by the Academic Affairs Directorate and more specifically by Department of Academic Affairs of Xanthi or by the competent Department regardless of title, which shall be entrusted with addressing any issues of accommodation at the EKTENEPOL guest house.
- 2.** Concurrently, to more effectively organise accommodation and coordinate the necessary actions to address any issues that arise, the DUTH Senate has appointed a Student Welfare Council (Government Gazette, Series II, No 98/24-1-2019) and a Housing Committee.
- 3.** The Department of Academic Affairs of Xanthi, or the competent Department regardless of title, shall possess the following powers:
 - managing room and communal space keys;
 - preparing and delivering-receiving rooms,
 - signing and storing of agreements and delivery-receipt reports;
 - assigning rooms to guests;
 - managing arrivals-departures;
 - serving guests,
 - addressing any issues which may arise in the guest houses; and
 - general management and maintenance of the Student Halls, as well as
 - keeping records of the above actions and tasks.
- 4.** The DUTH Technical Services Directorate or the competent department regardless of title shall provide technical support for the EKTENEPOL Xanthi guest house.
- 5.** A joint unit comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi shall inspect the guests' rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible parties;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise or in emergencies.

Article 6

Criteria for participation in the selection process

1. Students participating in Erasmus and other exchange programs should contact the DUTH International Relations/Erasmus+ Office for information regarding the procedure for submission of applications and supporting documentation as further described in the following article. Said documentation shall be forwarded via protocol to the Department of Academic Affairs of Xanthi.
2. Other guests, i.e. teaching and administrative staff (Visiting Professors, researchers etc.), participants in summer schools or international partnerships etc. shall receive information regarding the submission of applications and supporting documentation either from the competent scientific coordinator or the academic Department or the International Relations/Erasmus+ Office, which shall be forwarded via protocol to the Department of Academic Affairs of Xanthi.

Article 7

Required documentation

A. Erasmus+ Students or participants in summer schools or international partnerships etc. **shall submit the following documentation to the International Relations/Erasmus+ Office:**

1. Application for accommodation.
2. Application with the student's information.

B. The other guests, i.e. teaching and administrative staff (Visiting Professors, researchers etc.) **shall submit** their application to the scientific coordinator or to the competent academic Department.

C. Erasmus+ students and other guests, i.e. teaching and administrative staff (Visiting Professors, researchers etc.) or participants in summer schools or international partnerships etc. shall pay the indicative amount of EUR 15 for up to 10 nights and EUR 200 for each month of accommodation in the room. The above amounts shall be determined by decision of the Senate. The above amounts shall be deposited to account number ALPHA BANK IBAN GR 0201408540854002001000047.

Δ. Erasmus+ students and other guests shall be liable to pay compensation for wear, damage or loss of any items.

Article 8

Documentation submission deadline and procedure

1. Erasmus+ shall submit an application for accommodation together with supporting documentation at least one (1) month in advance to the International Relations/Erasmus+ Office, which shall be timely forwarded to the Department of Academic Affairs of Xanthi.
2. Regarding accommodations for guests, the scientific coordinator or the academic Department shall submit an application for approval to the competent Department of Academic Affairs of Xanthi at least one (1) month in advance.
3. The Department of Academic Affairs of Xanthi shall process applications and assign accommodations to guests.

Article 9

Room delivery and reception

1. The competent Department of the Directorate of Academic Affairs of Xanthi or the competent department as specified in the DUTH Regulation shall assign the rooms to applicants who qualify for accommodation.
2. Guests who qualify or their duly authorised representatives shall receive the keys to their rooms on entry to the Student Halls by showing their academic identity card or passport.
3. Guests who do not receive their rooms within the specified deadlines without informing the competent employee of the Department of Academic Affairs of Xanthi regarding their reasons for not receiving the room shall be deemed to not intend to receive their room, which shall be assigned to the next applicant on the list.
4. Guests shall not be entitled to remain at the guest house for a period exceeding the period for which they had applied and must return their accommodations forthwith on the specific date of expiry, after communication with the Department of Academic Affairs of Xanthi.
5. Concurrently, Erasmus+ guests etc. should contact the competent officer of the Department of Academic Affairs of Xanthi or the competent Department regardless of title to deliver the room in good condition and fulfil of any financial obligations. The room must be inspected by the service of the competent Department as described above, based on the list of delivered items, before the guest is permitted to deliver it. Rooms shall be delivered in the same condition in which they were assigned. Guests shall pay compensation for any undue damage, wear or loss of items in the room or communal areas to the DUTH-PDMC.
- 6. In case an obligation for compensation arises, the Department of Academic Affairs of Xanthi shall forward the guest's information to the DUTH-PDMC.**

Article 10

Rights and Obligations of guests

- A. Guests shall have the following obligations:
1. Observing in full these Rules and Regulations, the DUTH Student Halls Rules and Regulations and the DUTH Internal Rules and Regulations.
 2. Paying the specified amounts for accommodation at the building complex.
 3. Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear. The tenant shall keep his/her apartment clean and tidy and contribute to the housekeeping of the communal areas.
 4. It is stressed that special care should be taken with all communal spaces and facilities (kitchens, laundries, refrigerators/freezers, lifts, terraces, surrounding area).
 5. Changes to accommodations are prohibited; changes include removal or replacement of furniture, graffiti of any kind on the walls, hanging of photographs, posters or other printed media on the walls, hanging of frames, paintings or clothes hangers by

hammering nails or screws into the walls, fouling and pollution of the rooms, furniture or communal spaces of the guest house etc.

6. Tenants shall observe the basic personal hygiene rules regarding themselves, their rooms and the communal spaces, to ensure smooth cohabitation within the spaces of the guest house.

More specifically, tenants shall:

- care for their daily personal hygiene and cleanliness
- ensure the cleanliness of their room and the communal areas
- not discard toilet paper or other rubbish in the toilet
- not smoke within the guest house and not discard cigarette butts anywhere inside or outside the buildings
- wash utensils and cookware and clean the kitchen after each use
- regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.

7. Respect the diversity and uniqueness of their fellow tenants.

8. Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.

9. Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).

10. Inform the Department of Academic Affairs of Xanthi in the following cases:

a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;

b) in the event that suspicious individuals are seen within the spaces of the student halls;

c) in the event of theft, harassment or other misconduct.

11. Not endanger their own or others' physical integrity within the spaces of the guest house.

12. Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the guest house is strictly prohibited.

13. Doctoral candidates shall use the local internet connection for educational purposes, research and communication with the DUTH services.

14. Tenants shall use their rooms for private accommodation. Leasing, granting or sub-letting of the rooms to non-beneficiaries or third parties is prohibited. Guests who violate this clause shall be evicted from the guest house forthwith and, if necessary, the Housing Committee shall assign the room to another applicant.

15. Guests may not exchange rooms. Rooms may be changed exclusively through the Department of Academic Affairs of Xanthi.

16. It is expressly prohibited to throw items, foodstuffs, water or other liquids from the windows.

17. The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.

18. The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.

19. The parking of bicycles and motorbikes within the rooms and communal spaces of the guest house is prohibited. Automobiles and bicycles (powered or otherwise) may only be parked in the specifically designated areas.

20. The use of items or substances which may pose a risk to the health and safety of tenants is strictly prohibited.

21. Tenants shall observe the rules of proper cohabitation, showing respect and not disturbing the other tenants. Statutory quiet hours especially must be strictly observed.
22. The tenant shall provide notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Department of Academic Affairs of Xanthi. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Student Halls Department.
23. The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued.
24. In case of loss of keys, the tenant shall inform the Department of Academic Affairs of Xanthi forthwith to change the locks; the guest shall be liable for the associated costs.
25. The duplication and delivery of keys to third parties is expressly prohibited.
26. The tenant shall facilitate the joint unit, comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi, in inspecting the rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible parties;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise or in emergencies.
27. The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any cleaning or internal and external repairs.
28. Before departure, tenants shall:
 - a) Inform the Department of Academic Affairs of Xanthi to arrange an inspection of his/her assigned room and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear or damages are identified, the tenant shall be liable for the corresponding amount as per the Internal Rules and Regulations.
 - b) Ensure that the keys and/or magnetic entry keycards are returned to the Department of Academic Affairs of Xanthi. The cost of any non-returned keys shall be charged to the tenant.
29. On leaving, the tenant shall also take all his/her personal effects. Any personal effects not received after notification shall be donated to a charity or delivered for recycling.
30. Tenants may communicate with the competent officer of the Department of Academic Affairs of Xanthi to request information and report issues associated with their stay as well as any other issues that may arise. The competent employee of the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.

B. Specifically, student guests shall also:

1. Each student guest shall sign an Agreement for Tenancy with the University -see Annex 1 or Annex 2 respectively- which shall stipulate the observance of these Rules and Regulations, the DUTH Student Halls Rules and Regulations and the DUTH Internal Rules and Regulations, list in detail the items included with the room and the communal areas and describe the obligations the student undertakes towards the University, including the obligation to compensate the University in full for any damages caused to the room or

losses of items therein as well as damages to any communal areas of the rooms. In case the compensation is not paid in full, the DUTH-PDMC shall transfer the relevant debt to the IAPR (Tax Authority).

2. Not bring visitors into the student halls after 10 in the evening.
3. Student guests shall be personally responsible for procuring the cleaning products required for housekeeping, if staying for more than ten (10) days.
4. Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of third parties shall be notified in writing (by submission of the relevant document as laid out in Annex 3) to the Housing Committee of Xanthi. Violators shall receive a citation. Guests qualifying for the accommodations shall be responsible for the conduct of their guests; any damages caused by the latter shall be withheld by the DUTH-PDMC from the Security Deposit or paid as additional compensation, if the amount exceeds that of the deposit.

Article 11 **Penalties**

1. Breaches of the above rules shall be subject to the following penalties, depending on the severity of the breach:

- a) oral or
- b) written citation – warning or
- c) immediate removal from the guest house.

Penalties (a) and (b) shall be imposed by the competent employee of the Department of Academic Affairs of Xanthi. Penalty (c) shall require a decision of the Student Welfare Council.

2. Guests shall be removed from the guest house by decision of the Student Welfare Council, implemented by the competent employee of the Department of Academic Affairs of Xanthi, in the following cases:

- b) if they are found to be sub-letting or granting their accommodations to third parties;
- c) if they are found to be accommodating third parties without Housing Committee approval;
- d) if they keep pets in their rooms;
- e) if they commit theft or any act of misconduct or cause any undue wear to their room, the other rooms or the communal areas of the Student Halls;
- f) if their actions repeatedly disturb the other guests;

g) if they are assigned a room but do not use it.

h) if they do not fulfil their financial obligations

Removal from accommodations in cases d) and f) shall be preceded by a written citation, while removal in all other cases may be effected immediately without prior warning.

3. Tenants shall be temporarily removed from the guest house when they pose a health and safety risk to the other tenants.

4. Duplicates of keys shall be maintained by the competent personnel, which shall be entitled to perform unscheduled inspections.

5. In case serious issues arise between guests or if there are complaints of improper conduct, aggressiveness etc. within the spaces of the Student Halls and an investigation does not identify the offending party, the competent employee of the Department of Academic Affairs of Xanthi may refer the issue to the Centre for Psychological and Counseling Support of the DUTH or the competent service regardless of title to investigate possible solutions to the issue before the permanent removal of the guest from the EKTENEPOL Xanthi guest house.

Article 12

Special provisions

This Regulation of the DUTH EKTENEPOL guest house for Guests in Xanthi shall be amended by the Senate after a proposal by the Student Welfare Council.

Article 13

Entry into force of the Regulation

This Regulation of the DUTH EKTENEPOL guest house for Guests in Xanthi shall enter into force as of academic year 2023-2024.

ANNEXES
TO THE SPECIAL REGULATION OF THE EKTENEPOL STUDENT HALLS FOR
GUESTS OF THE DEMOCRITUS UNIVERSITY OF THRACE

5. Tenancy agreement (in Greek)
6. Tenancy agreement (in English)
7. Application for accommodation

ANNEX 1. Tenancy agreement (in Greek)



AGREEMENT FOR TENANCY AT THE EKTENEPOL XANTHI STUDENT HALLS OF THE DEMOCRITUS UNIVERSITY OF THRACE

The Department of Academic Affairs of Xanthi, representing the Rector of the Democritus University of Thrace, and

Student or Professor etc. of the Department of with Registration Numberof the university, agree and mutually accept the following:

The Democritus University of Thrace owns the building complex of the EKTENEPOL Student Halls (SH) in Xanthi, which include student room under no., a private room in an apartment consisting of three rooms, a communal kitchen, bathroom and WC, equipped with sanitary facilities along with essential furniture and electrical and plumbing installations.

The student accommodation, currently in good condition with all facilities functioning, is being let by the first contracting party as a representative of the University to the second contracting party under the following terms and conditions:

1. The second contracting party received the room today, and paid the corresponding amount, as per DUTH Senate decision under meeting no., of EUR two hundred (200) for proper use of the room (date of deposit/..... /.....). The tenant shall be responsible for covering the costs associated with repair, compensation, or replacement of any damages or loss of items identified on the return of the room exceeding normal wear and tear resulting from appropriate use. These costs will be applied in accordance with the relevant clause of the Special Rules and Regulations of the DUTH EKTENEPOL Xanthi Student Halls for Guests.....

2. I received the following ITEMS:

1.	ONE (1) BED
2.	ONE (1) MATTRESS
3.	ONE (1) BEDSIDE TABLE
4.	ONE (1) DESK
5.	ONE (1) DESK DRAWER UNIT
6.	ONE (1) SEMI-CLOSED BOOKCASE WITH DOORS
7.	ONE (1) POLYPROPYLENE CHAIR FOR DESK
8.	ONE (1) LIGHTING FIXTURE (CEILING LIGHT)

9.	ONE (1) FOUR-LEAF WARDROBE
10.	OUTLETS
11.	ONE (1) TELEVISION OUTLET
12.	SWITCHES
13.	ONE (1) TELEPHONE-INTERNET SOCKET
14.	KEYS - ONE (1) EXTERIOR DOOR, ONE (1) APARTMENT, ONE (1) ROOM, TWO (2) FOR KITCHEN CABINETS AND ONE (1) HALL CLOSET
15.	STORAGE UNIT

Furthermore, apartments are furnished with the following communal items to be shared by all tenants:

1.	ONE (1) DINING ROOM TABLE
2.	THREE (3) POLYPROPYLENE CHAIRS FOR THE DINING ROOM
3.	ONE (1) BALCONY TABLE
4.	THREE (3) BALCONY CHAIRS
5.	ONE (1) BATH CURTAIN WITH RAIL
6.	TWO (2) TOILET BRUSHES WITH RUBBISH BINS- GROUND-FLOOR APARTMENT 103, WHICH HAS TWO (2) ROOMS, HAS ONE (1) TOILET BRUSH AND RUBBISH BIN
7.	ONE (1) WASHING MACHINE
8.	ONE (1) REFRIGERATOR/FREEZER
9.	ONE (1) ELECTRIC STOVE AND OVEN
10.	THREE LIGHTING FIXTURES (TWO IN THE HALL, ONE IN THE COMMUNAL KITCHEN)

3. The tenancy agreement takes effect, starting/...../..... and ending on .../.../..... of academic year-.....-.....

4. The second contracting party shall:

- Observe the Special Rules and Regulations for the EKTENEPOL Xanthi guest house of the DUTH.
- Observe the Student Halls Rules and Regulations of the Democritus University of Thrace.
- Observe the University's Internal Rules and Regulations.
- Exercise due care in the use of the accommodation, the facilities and items therein, to prevent damage and wear.
- Exercise the same due care in the use of the communal areas.
- More specifically, the tenant shall keep the accommodation clean and tidy and contribute to the housekeeping of the communal areas.
- Exercise due care when using the communal areas and facilities (kitchens, laundries, refrigerators/freezers, lifts, terraces, surrounding area).
- Not make any changes to accommodations; changes include graffiti of any kind on the walls, hanging of photographs or other printed media on the walls, hanging of frames or clothes hangers by hammering nails or screws into the walls, fouling and pollution of the

- rooms, furniture or communal spaces of the SH etc
- Not make any changes to the rooms (e.g. removal or change of furniture etc.).
 - The tenant shall observe the basic personal hygiene rules regarding him/herself, his/her room and the communal spaces, to ensure smooth cohabitation within the spaces of the SH. More specifically, the tenant shall have the following responsibilities:
 - care for their daily personal hygiene and cleanliness
 - ensure the cleanliness of their room and the communal areas
 - not discard toilet paper or other rubbish in the toilet
 - not smoke within the SH and not discard cigarette butts anywhere inside or outside the buildings
 - wash utensils and cookware and clean the kitchen after each use
 - regularly dispose of rubbish in the Municipal rubbish bins to prevent sources of contamination and pollution.
 - Supply cleaning products required for the housekeeping at his/her own expense, if staying for more than ten (10) days.
 - Respect the diversity and individuality of their fellow tenants.
 - Not bring visitors into the student halls after 10 in the evening.
 - Not keep pets in the spaces of the SH, as the presence of animals (e.g. dogs, cats, rabbits etc.) is strictly prohibited.
 - Observe the building installation safety instructions in case of natural disasters (earthquakes, floods, fires etc.).
 - Inform the Department of Academic Affairs of Xanthi in the following cases:
 - a) in the event of personal illness or in the event that a tenant receives information that another tenant is suffering from a contagious illness;
 - b) in the event that suspicious individuals are seen within the spaces of the student halls;
 - c) in the event of theft, harassment or other misconduct.
 - Not to endanger his/her own or others' physical integrity within the spaces of the SH.
 - Access to the roofs of the buildings and the lighting of fires inside or outside the buildings of the SH is strictly prohibited
 - Use the local internet connection for educational purposes, research and communication with the DUTH services
 - Not lease, sub-let or grant his/her accommodations to third parties.
 - Not exchange rooms with other tenants; rooms may only be exchanged through the Department of Academic Affairs of Xanthi.
 - Not to throw items, foodstuffs, water or other liquids from the windows.
 - The use of electrical appliances beyond those provided in the rooms (heating units, microwave ovens etc.) or of other items which pose a fire hazard (e.g. candles, gas stoves etc.) is strictly prohibited.
 - The lighting of fires in the communal spaces and the areas surrounding the student halls for any reason is prohibited.
 - The parking of bicycles and motorbikes within the rooms and communal spaces of the guest house is prohibited. Automobiles and bicycles (powered or otherwise) may only be parked in the specifically designated areas.
 - The use of items or substances which may pose a risk to the health and safety of

tenants is strictly prohibited.

- Tenants shall be jointly liable for compensation of any damages to the communal areas of their accommodations, unless said obligation is assumed by written declaration of a specific tenant or tenants.
- Observe the rules of proper cohabitation, avoiding any actions which may disturb the other tenants throughout the day and especially during quiet hours.
- Long-term hospitality (exceeding three days) of third parties is prohibited. In any case, accommodation of any guests shall be notified in writing to the Housing Committee of Xanthi. Violators shall receive a citation. Tenants or others staying at the accommodations shall be responsible for the conduct of their guests; any damages caused by the latter shall be withheld by the DUTH-PDMC from the security deposit or paid as additional compensation, if the amount exceeds that of the deposit.
- The tenant shall provide written notice in case of absence from the room for periods exceeding fifteen (15) days. Notice must be provided to the Department of Academic Affairs of Xanthi. In case of absence from the room for periods exceeding twenty (20) days, the tenant shall deliver his/her room keys to the Department of Academic Affairs of Xanthi.
- The tenant shall deliver his/her room immediately whenever necessary, otherwise an administrative eviction shall be issued. Tenants having guests stay in the SH without proper authorisation constitutes a serious breach of the Special Rules and Regulations of the EKTENEPOL Xanthi guest house and the DUTH Student Halls Rules and Regulations. This action infringes upon the property rights of DUTH and the rights of fellow tenants. The tenant's guest shall be expelled through the appropriate measures. The tenant harbouring the above guest without permission is also in serious breach of this Regulation.
- In case of loss of keys, the tenant shall inform the Department of Academic Affairs of Xanthi forthwith to change the locks; the second contracting party shall be liable for the associated costs.
- The reproduction and delivery of keys to third parties is expressly prohibited.
- The tenant shall facilitate the joint unit, comprising one employee of the Academic Affairs Directorate of Xanthi and one employee of the Technical Services Directorate of Xanthi, in inspecting the rooms, communal spaces and surrounding areas at least twice (2) per semester, for the following purposes:
 - a) Confirmation that the rooms are occupied by eligible students;
 - b) inspecting the condition of the rooms;
 - c) documentation of issues which require maintenance or repair;
 - d) confirmation that no items or substances which may pose a risk to the health and safety of tenants are being used in the rooms;
 - e) for any other reason that may arise or in emergencies.
- The tenant shall facilitate the cleaning crews and the technical crews sent to carry out any internal and external repairs.
- Before departure, the second contracting party shall:
 - o Inform the Department of Academic Affairs of Xanthi to arrange an inspection of their room and the items therein for wear or damages beyond those caused in the course of normal use; in case any such wear, damages or losses are identified, the guest shall be liable for the corresponding amount as per the Special Rules and Regulations of the EKTENEPOL guest house.

- Ensure that the keys and/or magnetic entry keycards are returned to the Department of Academic Affairs of Xanthi. The cost of any non-returned keys shall be charged to the tenant.
- Return the room, communal spaces and equipment in good condition.
- On leaving, the tenant shall also take all his/her personal effects. Any personal effects not received after notification shall be donated to a charity or delivered for recycling.
- The tenant may communicate with the competent officer of the Department of Academic Affairs of Xanthi to request information and report issues associated with his/her stay as well as any other issues that may arise. The employee of the Department of Academic Affairs of Xanthi shall be responsible for addressing issues forthwith or forwarding them to the competent services.
- The second contracting party has been fully informed of and is obligated to observe the Special Rules and Regulations of the EKTENEPOL Xanthi guest house of the Democritus University of Thrace and the terms hereof.
- Any breach of the terms stipulated in this agreement shall be subject to the sanctions outlined in Article 14 of the Special Rules and Regulations of the EKTENEPOL Xanthi guest house for doctoral candidates of the DUTH.
- The above were agreed, acknowledged and mutually accepted by the parties. In confirmation of this agreement, this document was drafted and signed in two (2) identical counterparts, and each party received one.
-
- THE CONTRACTING PARTIES

(signatures)

THE DEPARTMENT OF ACADEMIC AFFAIRS OF XANTHI

THE DOCTORAL CANDIDATE

ANNEX 2: Tenancy agreement (in English)



**DEMOCRITUS UNIVERSITY OF THRACE
STUDENT HALLS OF EKTENEPOL - XANTHI**

.....(*Name*).....employee of the Department of Academic Affairs of *Xanthi* representing the Rector of the Democritus University of Thrace (DUTH), thereafter **the lessor**

and(*Name & Passport No*)..... *student/Professor* of the Department of University, thereafter **the tenant enters into the following agreement:**

The lessor lets the property described below (hereinafter referred to as '**the student accommodation**') to the tenant, who accepts it, under the conditions set out below:

1. The lessor lets the student accommodation with the number..... hereinafter situated in the *Xanthi* Student Halls.
2. The student accommodation comprises a single bedroom within an apartment consisting of three student accommodations, a shared kitchen, bathroom, and WC equipped with sanitary facilities, along with essential furniture and electrical and plumbing installations.
3. The tenant has submitted a deposit of two hundred (200) euros (date of deposit ... / ... / ...), which is the specified amount set by the Senate of DUTH.

1. ONE (1) DINING TABLE
2. THREE (3) POLYPROPYLENE DINING SEATS
3. ONE (1) BALCONY TABLE
4. THREE (3) BALCONY CHAIRS
5. ONE (1) SET OF SHOWER CURTAIN WITH RAIL
6. TWO (2) SETS OF TOILET BRUSHES WITH BASKET-
IN THE TWO (2)-ROOM APARTMENT WITH THE NUMBER 103 ON THE GROUND FLOOR THERE IS ONE (1) TOILET BRUSH SET WITH BASKET
7. ONE (1) LAUNDRY
8. ONE (1) FRIDGE FREEZER
9. ONE (1) ELECTRIC KITCHEN WITH OVEN

10. THREE LIGHTS (TWO IN THE HALL AND ONE IN THE SHARED KITCHEN).

4. The tenancy agreement takes effect on/...../.....and ends on .../.../..... of the academic year-.....-..... This tenancy is for the named tenant only. The tenant will not sublet the Accommodation or allow anyone else to use it for residential purposes.

5. The tenant has received the following (inventory):

1. ONE (1) BED
2. ONE (1) MATTRESS
3. ONE (1) BEDSIDE
4. ONE (1) OFFICE
5. ONE (1) DESK DRAWER
6. ONE (1) SEMI-CLOSED LIBRARY WITH DOORS
7. ONE (1) POLYPROPYLENE SEAT FOR OFFICE
8. ONE (1) LIGHTING (CEILING LAMP)
9. ONE (1) FOUR-LEAF CLOSET
10. OUTLETS
11. ONE (1) TV OUTLET
12. SWITCHES
13. ONE (1) PHONE-INTERNET BOX
14. KEYS - FRONT DOOR: ONE (1), APARTMENT: ONE (1), BEDROOM ONE (1), KITCHEN CABINETS: TWO (2) AND HALL CLOSET: ONE (1)
15. WINDOW SHADE

6. In addition, each apartment includes the following items in common use for all tenants of the apartment:

7. The student accommodation, currently in good condition with all facilities functioning, is being let by the lessor to the tenant under the following terms and conditions. The tenant agrees to:

- abide by the DUTH Student Halls Rules and Regulations.
- abide by the DUTH Internal Rules and Regulations.
- exercise due care in the use of facilities, accommodation, and/or common parts to keep them clean and tidy, maintaining the decorations, fittings, and furnishings of the accommodation, including doors and shared facilities. Costs arising from any wilful or negligent damage or defacement of DUTH property will be charged in full to the responsible tenant.

- keep the accommodation clean and tidy and contribute to the housekeeping of the shared/common areas.
- take care for shared areas and facilities (kitchens, laundries, refrigerators, lifts, terraces, and surrounding areas). The cost to repair damages in the common areas is shared between the tenants, unless one of them takes written responsibility and pays for the repair/restoration.
- not to remove furniture or equipment from the accommodation, shared facilities or communal areas.
- not to cause any damage to the walls (e.g., by hanging posters, hangers, etc.).
- to promptly report to the Student Hall Supervisor any damage to the accommodation, shared facilities or communal areas, including damage to furniture and equipment.
- not to allow any animal(s) (cats, dogs, rabbits, etc.)
- not to cause or permit any blockage to drains and pipes, gutters and channels in or about the accommodation. Common causes of blockages for which the tenant would be responsible would include putting fat down the sink, failure to remove hair from plugholes and flushing inappropriate material (wipes, sanitary towels) down the toilet.
- to follow the non-smoking rules of the student Hall. The tenant is also responsible for ensuring that visitors uphold this rule. The non-smoking rule applies to all areas. Smoking by windowsills or on the balconies is not permitted. Using e-cigarettes is not permitted indoors. A violation to this rule will be seen as a breach of contract.
- not to keep or use illegal drugs on the accommodation or inside the student hall. A violation to this rule leads to immediate eviction.
- abide by the basic rules of personal hygiene.
- to dispose of all garbage in the municipal waste bins daily.
- to supply cleaning products required for the housekeeping, in case of staying for more than ten (10) days.
- to ensure that shared areas should be cleaned at least once a week.
- to ensure that the refrigerator as well as shared cupboards are kept clean and tidy.
- that shower, toilets, main entrances and shared kitchens must be cleaned at least once a week.
- respect other tenants' right to work and sleep undisturbed and maintain peace and order after 10:00 pm Sunday until Thursday, and after 12:00 midnight Friday and Saturday up until 08:00 am in the morning. This applies for the accommodation and the Student Hall as a whole. The tenant is also responsible for the conduct of his/her visitors.
- to not bring visitors to the student hall after 10:00 pm.
- to use the internet for educational purposes, research and communication.
- to not throw anything from the windows of the accommodation (water, food, etc.).
- to place sleds, bicycles etc. in the assigned space and not inside the residential common area.

-have overnight visitors for up to 3 nights. The tenant must be present during the visit. The name of the visitor must be reported to the Housing Committee. The tenant is also responsible for the conduct of his/her visitor who has to abide by the Rules and Regulations of the Student Hall.

-to notify in writing the Xanthi Academic Affairs Department in the case of absence from the Student Hall for a period longer than fifteen (15) days. In the case of absence for a period longer than twenty (20) days, the tenant will return the keys to the Academic Affairs Directorate.

-to notify promptly the Department of Academic Affairs of Xanthi in the case of loss of the keys. The tenant will be charged with the cost of replacement.

-to not copy or hand over keys to other persons.

-to notify promptly the Academic Affairs Department of Xanthi in case of illness especially of contagious.

-to report to the Supervisor the presence of suspicious person(s) in the Student Hall.

-to implement the safety instructions relating the building facilities in case of natural disasters (earthquake, flood, fire, etc.). The use of any electrical devices not included in the room (heaters, microwave ovens, etc.) or other equipment that can cause a fire (candles, gas lighters, etc.) is strictly prohibited. The DUTH will treat any action that endangers tenants (such as possession of fireworks, lighting a fire, climbing to the top, etc.) with the utmost severity. All cases of misconduct that endanger safety will result in action under the Disciplinary Procedures of the DUTH Internal Rules and Regulations.

-to give access to the Housing Committee (one member of staff of the Academic Affairs Directorate and one of the Technical Projects Directorate) at least four times (4) per year at reasonable times of the day on reasonable prior notice for the following purposes:

- Inspect the student accommodation
- Confirm that the student accommodation is occupied by the eligible tenant
- Check for damages or maintenance and repair needs,
- Confirm that objects or illegal substances threatening the safety and health of the tenants are not used in the student accommodation,
- Address any other matters deemed necessary by the Supervisor of the Student Hall or the Department of Academic Affairs.
- In case of an emergency, access is granted at any time without prior notice.
- To give access to authorised cleaning and technical crews for repairs.

8. Tenants are expected to respect each other and to promote the well-being of the community. The following behaviours are expressly forbidden:

- Violent, indecent, threatening, intimidating or other offensive behaviour or language whether expressed orally or in writing (including emails).
- Theft including minor pilfering of e.g. food items.

- Sexual, racial or any other form of harassment, including bullying of any student or member of staff of DUTH, or any visitor of the University.
- Lewd or sexually inappropriate behaviour.
- Other behaviour that may cause danger or distress.

9. The tenant undertakes to return the student accommodation upon termination of the tenancy agreement in the same condition as it was at the start of the tenancy agreement. In the event of any damage or loss occurring within the student accommodation or shared areas, exceeding normal wear and tear resulting from appropriate use, the tenant shall be responsible for covering the costs associated with repair, compensation, or replacement. These charges will be applied in accordance with the Rules and Regulations of the DUTH Student Halls.

10. Failure to comply will result in the issuance of an administrative eviction. Having a tenant's guest stay in the Student Hall without proper authorisation constitutes a serious breach of the Internal Rules and Regulations of the Student Residences. This action infringes upon the proprietary rights of the DUTH and the rights of fellow tenants. The expulsion of the tenant's guest will be carried out using appropriate measures, with the tenant sharing equal responsibility for this violation.

11. At the end of the tenancy:

- The tenant is required to return keys and/or cards to the Supervisor of the Student Hall. Failure to do so will result in incurring the corresponding cost.
- The staff of the Academic Affairs Department and/or the Supervisor of the Student Hall will inspect the accommodation. If there is wear, loss, or damage beyond normal use, the tenant will be charged accordingly.
- The tenant must retrieve all personal belongings. If the belongings are not claimed after notification, they will be donated to charity or recycled.

12. For any information, accommodation problems, and other issues, individuals may contact in the Academic Affairs Department of Xanthi. is responsible for resolving problems directly or by referring to the relevant services.

13. The tenant has acquired comprehensive knowledge and is required to fully adhere to the Rules and Regulations of the Student Hall in Xanthi of the Democritus University of Thrace, as well as the conditions outlined herein.

14. Any breach of the terms stipulated in this agreement is subject to the sanctions outlined in Article 14 of the Rules and Regulations of the Student Halls of DUTH.

15. These terms have been mutually agreed upon, acknowledged, and co-accepted by both contracting parties. In confirmation of this agreement, it has been drafted, signed, and two (2) identical originals have been produced, with each party receiving one.

(Signatures)

The Lessor

The Tenant

ANNEX 3. Application for accommodation

REQUEST

Last Name:
First Name:
Father's Name:
Mother's Name:
Student of the Department:
Place of birth:
Year of birth:
Place of residence:
Postal Code:
ID Number:
Date of Issue:
Issuing Authority:
Tax Identification Number:

SUBJECT: Request for guest accommodation

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...../...../202

Xanthi

I hereby request authorisation to host a guest in my assigned room, in the apartment at the EKTENEPOL Student Halls in Xanthi. I am an authorised resident of this room. My guest's name is

.....
He/She will be staying for.....days. I understand that I am solely responsible for my guest's behaviour and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit.

The Applicant
(Signature)

TO
The Housing Committee of Xanthi

ANNEX 3b. Request for Guest Accommodation (in English)

REQUEST

Surname:
First Name:
Father's Name:
Mother's Name:
Student of the Department:
Place of Birth:
Year of Birth:
Place of Residence:
Postal Code:
ID Number:
Date of Issue:
Issuing Authority:
Tax Identification Number:

Request for Guest Accommodation in Student Dormitory Room

.....
.....
.....
...../...../202

To
The student halls committee

Xanthi

I hereby request authorisation to host a guest in my assigned room, [Room Number], in the [Apartment Number] apartment at the EKTENEPOL Student Dormitories in Xanthi. I am an authorised resident of this room.

My guest's name is [Guest's Full Name]. He/She will be staying for [Number] days, from [Start Date] to [End Date].

I understand that I am solely responsible for my guest's behaviour and conduct during their stay. I will be held liable for any damage, loss, or destruction of property caused by my guest. The cost of any such damages will be deducted from my security deposit.

I have read and understood the dormitory's guest policy and agree to abide by all its rules and regulations.

Thank you for considering my request.

[Guest's Full Name].

[Signature]

