

Rules of the Student Dormitory “Dziekanka”

Chapter 1

General rules

§ 1.

1. The Student Dormitory, hereinafter referred to as “Dziekanka”, is a place of temporary accommodation of entitled students.
2. The person managing and administering “Dziekanka” shall be its Manager who shall also be responsible for managing its finances.
3. The tasks of the Manager of the Student Dormitory include in particular:
 - a) implementation of the tasks connected with securing the housing needs of students sent to the Student Dormitory,
 - b) taking care of proper technical condition of the facility,
 - c) managing its finances as part of the duties entrusted to him by Rector,
 - d) assistance provided to students and the Board of Residents,
 - e) overseeing the observance of these Rules.
4. The body representing all residents is the Board of Residents /BR/ elected from among residents of the “Dziekanka”. The mode of election and detailed competencies of the Board of Residents not included in these Rules shall be determined by the Rules of the Student Government with the Election Rules and the Rules of Boards of Residents.

Chapter 2

Accommodation

§ 2.

1. Accommodation takes place based on a referral from the University and an ID. Checking in shall be made by a “Dziekanka” administration employee.
2. A person who has been allocated a place at the “Dziekanka” may resign from their assigned right to stay at the “Dziekanka” before 30 September, in writing – by fax or email sent to the address of the “Dziekanka”.
3. Upon getting checked in, the person who was granted a place becomes a resident of the “Dziekanka”, hereinafter referred to as the Resident.
4. The Manager indicates the room for a student to be placed in (with equipment in a working condition and clean). The reception of the room shall be made via signing an acceptance protocol.
5. Fees for a given month connected with staying at the “Dziekanka” should be paid by a resident by bank transfer before the 10th day of each month. Payments can also be made in cash or by credit/debit card before the 10th day of each month. In justified cases, the Manager may postpone the deadline for payment.
6. A deposit resulting from the rental agreement concluded separately shall be charged to obtain coverage of possible damages and other obligations towards the FCUM. The deposit shall be returned after the end of a student’s stay and after having ascertained no damages resulting from improper usage.
7. No contradictions against the cleanness of the room and its equipment on the day of being checked in shall be regarded as a confirmation that the room is properly prepared for staying in.
8. A resident may change his/her place of accommodation only after obtaining a consent from the Manager of the “Dziekanka”.
9. In justified random cases, the Manager may move a resident of the “Dziekanka” to another room of the same standard during an academic year.

Chapter 3

Rights and responsibilities of residents

§ 3.

I. Residents have the right to:

1. Use the rooms and equipment of the "Dziekanka" meant for general use.
2. Have their bedsheets changed on days set by the administration of the "Dziekanka".
3. File complaints against the conduct of employees to the Manager of the "Dziekanka", and against the Manager of the "Dziekanka" to the FCUM Chancellor.
4. Enter the "Dziekanka" at any time.
5. Have guests in compliance with the rules.

II. Residents shall be obliged to:

1. Follow the provisions included in these rules
2. Follow the provisions of the Act of 26 October 1982 on upbringing in sobriety and counteracting alcoholism /Journal of Laws of 1982 no. 35 item 230./.
3. Adhere to the ban on smoking in compliance with the provisions of the Act of 9 November 1995 on the protection of health against the effects of use of tobacco and tobacco products (Journal of Laws of 1996 no. 10, item 55 with further amendments and of 1999 no. 96, item 1107).
4. Maintain their room and rooms and places for general use clean and tidy, take care of the proper use of the equipment and the general condition of the rooms of general use.
5. Adhere to the principles of co-existence of residents, not expose other people to troublesome results of one's behaviour, habits or addictions, and respect the right to uninterrupted silence while studying and resting.
6. Notify the Manager or the reception of any fatal accident at the "Dziekanka" or an illness of a fellow resident.
7. Notify the Manager and the BR about instances of the property being destroyed by a fellow resident.
8. Notify the BR and the Manages about each serious situation of conflict at the "Dziekanka"
9. Show a student ID or an ID-card at the request of the Manager of the "Dziekanka" or a receptionist.
10. Adhere to the deadlines for payments of the rent.
11. Submit to the decisions of the Manager of the "Dziekanka" and a person authorised by him regarding the safety in terms of all points.
12. Follow the regulations and fire security principles set for the Student Dormitory "Dziekanka"

Chapter 4

Order regulations

§ 4.

I. At the "Dziekanka" it is not allowed to:

1. Carry out any repairs of electrical or water installations on one's own.
2. Use any heating devices (heaters, radiators, etc.) or leave electrical consumers switched on.
3. Store flammable or harmful substances, or substances with an unpleasant smell in rooms.
4. Place pictures, posters, etc., on the walls or draw on the walls.
5. Displace the equipment of one's room outside of it or displace the equipment of other rooms.
6. Install or use other devices which might pose a threat to life or health.
7. Abide by curfew lasting from 10 p.m. to 7 a.m.
8. Guests may only visit residents of the "Dziekanka" between 7 a.m. and 11 p.m. In exceptional circumstances the administration of the Student Dormitory may allow guests to stay at the Student Dormitory "Dziekanka" for a longer period (abiding by curfew).
9. Keep any animals in rooms at the "Dziekanka".
10. Bring, consume or sell alcoholic beverages, drugs or abusive substances at the territory of the "Dziekanka".
11. Hand over the key to third parties, make extra keys to rooms or change the lock arbitrarily.
12. Create fire threat in kitchenettes or other rooms of the Student Dormitory "Dziekanka" (individual financial responsibility for unjustified interventions of the State Fire Department).

II. Inspections

1. Manager of the "Dziekanka" may only carry out inspections of a room during the absence of its resident in the presence of a committee and only for important reasons. A committee shall consist of three people

including at least one student and shall be appointed by the Manager of the "Dziekanka". Such actions require a report being drawn up.

2. An inspection not requiring residents to be notified can occur in situations when it is suspected that:

- a) there is a failure requiring fixing
- b) a serious infringement of the rules is taking place

3. During an academic year, no more than once a month, the Manager of the "Dziekanka" with the committee appointed by Vice-Rector for Student Affairs and representatives of the BR shall carry out room checks and draw up a written record from them.

Chapter 5

Occasional meetings / visits of guests

§ 5

I. Occasional meetings:

1. Occasional meetings (birthdays, namedays, etc.) at the "Dziekanka" may only be organised with the consent obtained from the Manager of the "Dziekanka" and in consultation with the BR based on a written declaration submitted by the organiser.

2. Organisers of meetings shall be obliged to:

- a) draw up a list of invited people based on which the reception shall let in guests,
- b) adhere to the order and time frames each time agreed on with the Manager and the BR

3. An organiser of an event along with perpetrators shall be held responsible for damages (costs covered by the organiser) and disturbance of order caused by participants of the meeting.

II. Visits of guests

1. A resident of the "Dziekanka" hosting guests shall be responsible for the proper behaviour of his/her guests.

2. Persons visiting a Resident of the "Dziekanka" shall be obliged to:

- a) leave their proof of ID at the reception,
- b) indicate the number of the room and the person they visit and the receptionist shall be obliged to check this fact and make an entry in the book of visits,
- c) leave the "Dziekanka" at 23.00 hrs at the latest

Chapter 6

Overnight stay of guests /family

§ 6

I. Overnight stay of a resident's guests

1. Prior to checking in a guest in one's room, a resident should complete the following formalities:

- a) obtain a written consent from fellow residents
- b) obtain a written consent from the Manager of the "Dziekanka"
- c) pay the fee for an overnight stay according to the price list in force – at the reception

2. Invited persons should stay overnight in guest rooms at the Student Dormitory. In case of no places available, a resident of the "Dziekanka" may invite a guest to his/her room for an overnight stay on a free bed, or, if a bed is occupied, on his/her sleeping pad – in **exceptional circumstances** (the number of overnight stays cannot exceed two nights and must not occur more often than twice in an academic year).

II. Overnight stay of family

1. The number of overnight stays for closest relatives (mother, father, brother, sister) cannot exceed two nights and must not occur more often than twice in an academic year.

2. The fee for an overnight stay, under conditions from Point 1, shall be in accordance with the price list.

3. Exceeding the time and number of visits shall result in having to pay the full price for overnight stays.

Chapter 7

Exclusion from the right to accommodation

§ 7

I. Students shall lose the right for their stay as a result of:

1. Failing to confirm their readiness to live at the "Dziekanka" by 30 September
2. Failing to check in by 7 October
3. Being in arrears with the payment of rent for over a month
4. Having the rights of a student suspended
5. Being crossed off the list of students
6. Failing to obey the Rules of the Student Dormitory "Dziekanka"
7. Being on a Dean's leave

Chapter 8

Checking out

§ 8

1. A resident who intends to give up a place at the "Dziekanka" during an academic year should report this fact in person to the "Dziekanka" office 14 days before the date of checkout.
2. Before the checkout, he/she shall be obliged to:
 - a) settle all due payments,
 - b) carefully tidy up the room and bathroom
 - c) fill out the form to collect the deposit
3. On the day of the checkout, a resident shall be obliged to return the keys to his/her room and kitchen cabinet as well as the bedding to the reception of the "Dziekanka".
4. The person accepting the room and settling matters with the resident shall be the Manager of the "Dziekanka" or a person authorised by him.
5. In case of damages of equipment, loss of keys or untidy room left, a sum amounting to the incurred material damage shall be deducted from a resident's deposit.

The rules shall come into force on the day of being approved by Vice-Rector for Student Affairs

I hereby approve the rules above
Warsaw, 1 October 20..... .

Vice-Rector for Student Affairs