



THE DORMITORY REGULATIONS OF UNIVERSITY OF SZCZECIN

GENERAL PROVISIONS

§ 1

1. The Dormitory Regulations of University of Szczecin, hereinafter - the Regulations, define the general rules for operations of Dormitories as well as rights and obligations of residents. The Regulations are binding for all residents and other persons staying at the premises of Dormitories.
2. A Dormitory is a place where eligible students and other eligible persons can reside, learn and rest.
3. Residents of a Dormitory are represented by the Council of the Student Campus of University of Szczecin, hereinafter – Students' Campus Council (the SCC), which is a body of University of Szczecin Students' Union.
4. The manner in which the SCC is elected and operates is defined by appropriate regulations.
5. Prospective residents can submit applications regarding granting the right to accommodation in a Dormitory to the SCC, the manager of a given Dormitory or to the Dormitory Housing Complex Manager, hereinafter - the DHC Manager.

ACCOMMODATION

§ 2

1. Granting and distribution of rooms in Dormitories of University of Szczecin is defined by the "Regulations for granting rooms in Dormitories of University of Szczecin for students of University of Szczecin", hereinafter - the "Room Granting Regulations".
2. A student is being accommodated by the administration of a given Dormitory on the basis of the decision issued in compliance with the Room Granting Regulations.
3. A resident of a dormitory is subject to obligation of registration of temporary residence. The obligation of registering and deregistering residence lies with the manager of a given Dormitory.



4. Upon a written application of the interested parties mixed-gender accommodation is possible:
 - a) in a double room,
 - b) in a shared room after securing permission of roommates.
5. Upon being granted accommodation in the Dormitory a resident receives:
 - a) Resident's Card which is a document entitling a holder to enter Dormitory's premises,
 - b) information regarding the assigned room and its furnishings,
 - c) a set of keys for which a resident bears material responsibility,
 - d) dependent on student's demand and needs - a set of bed linen and window curtains.
6. A room designed for accommodation should be prepared for lodging, cleaned and furnished with utensils and pieces of furniture in proper working order. A resident should immediately report to the reception of a given Dormitory all deficits in furnishings and defects.
7. Prior to accommodation a person who has been granted a room in the Dormitory signs a declaration concerning becoming familiarized with contents of these Regulations and obliges to adhere to provisions of these Regulations.
8. Resident's Card includes a name, a surname, a picture, a room number, a number and address of the Dormitory and the expiry date. A resident is obliged to sign Resident's Card under pain of the card becoming null and void.
9. A student moves into the room which was assigned to him. In order to optimize allocation of space a resident (particularly a resident of a partially unoccupied room) may be relocated to a different room on the grounds of a decision of the manager of a given Dormitory which includes justification for the relocation. The manager of a given Dormitory notifies the SCC of this fact in writing. A resident is obliged to move to the indicated room within three days from receiving the decision.
10. A resident has a right to apply for changing the assigned room/spot within a room. A permission to move to a different room within a given Dormitory is granted by Dormitory's manager. In case of relocating to a different Dormitory the decision is being made by the DHC Manager after consulting with managers of both Dormitories.
11. Upon the application submitted by the President of Students' Union and the SCC managers of Dormitories made the information regarding vacant rooms and vacant spots in particular rooms available.

FEES

§ 3

1. The rate of fees for **accommodation and overnight stay of a person visiting a Dormitory resident** are determined by the Pro-Rector for Students' Affairs in consultation with Students' Union body.
2. Dormitory residents are obliged to pay Dormitory accommodation fees **by the 20th of each month.**

3. In case of not paying the fee for a period of one month the Dormitory manager calls the resident to pay the outstanding fees immediately. If the fees remain unpaid a procedure aimed at dispossessing the resident of a room in the Dormitory is initiated.
4. In case of moving out before the contracted date a resident can apply for reducing the fee for accommodation in a Dormitory. This information must be communicated to the manager of a given Dormitory **within a month prior to moving out.**

RIGHTS AND OBLIGATIONS OF RESIDENTS

§ 4

1. A resident of a Dormitory has a right to:

- a) actively and passively participate in the SCC elections on the grounds of the provisions stipulated in the "Electoral Regulations for bodies of Students' Union of University of Szczecin",
- b) to use all equipment, furnishings and rooms in a Dormitory designed for common use, in accordance with the intended use of rooms and on the basis of regulations determined by the SCC in consultation with the manager of a given Dormitory,
- c) to enter and leave a Dormitory at any time,
- d) to leave personal effects in deposit rooms provided that such rooms are arranged in a given Dormitory,
- e) to receive guests in resident's room in accordance with provisions of these Regulations.

2. A Dormitory resident is obliged to:

- a) pay the fees for accommodation in the Dormitory in a timely fashion,
- b) to respect residents and employees of the Dormitory,
- c) to respect property of the Dormitory,
- d) to leave keys at the reception when leaving premises of the Dormitory,
- e) to maintain the occupied room and common rooms in proper order and cleanliness,
- f) to immediately report any discovered faults and defects to the reception,
- g) to respect quiet hours - 22:00 - 6:00,
- h) to observe fire regulations as well as health and safety regulations effective on the premises of the Dormitory,
- i) to leave the room and bathroom, in particular: walls, floor, door and furniture, in a condition no worse than the original state prior to moving in,
- j) to notify the Dormitory manager of the instances of other residents destroying Dormitory's property,
- k) to present Resident's Card to reception and security staff as well as to Dormitory administration staff and members of the SCC upon request,
- i) to secure a room when absent by closing door and windows.

3. On the premises of a Dormitory it is prohibited to:

- a) to bring in, sell, serve, consume or produce alcohol and other narcotic drugs,
- b) to smoke manufactured tobacco and electronic cigarettes,

- c) to independently install, modify or repair electrical, water, phone, aerial or network installations,
- d) to modernize a room without the consent of the Dormitory manager,
- e) to keep animals,
- f) to cover sensors of the fire protection system,
- g) to use rooms, furnishing and equipment of the Dormitory contrary to the intended use,
- h) to use gas stoves in rooms,
- i) to gamble,
- j) to possess firearms and air-soft guns,
- k) to organize social events disturbing peace of other residents in rooms,
- l) to engage in business activity,
- m) to change locks in door and to copy keys without consent of the Dormitory manager,
- n) to make keys available to unauthorized persons,
- o) to throw items or substances which may result in defective operation into sanitary facilities and sewage disposal system,
- p) to leave garbage, waste, items and personal effects in corridors or common rooms,
- q) to receive guests in periods not projected for receiving guests or letting guests stay overnight in violation of §5 of these Regulations.

4. Each infraction against these Regulations committed under influence of alcohol or other narcotic drugs shall be punished with extreme prejudice, up to and including immediate eviction from the Dormitory and notifying the disciplinary board of University of Szczecin.

5. A resident can compensate for the offences against the Regulations stipulated in §4, section 4 by performing work for the benefit of the Dormitory. The decision on this issue is being made by the Dormitory manager in consultation with the SCC.

6. A resident bears material responsibility for any detected deficiencies in or damage to property of a Dormitory. The costs of mending damages are determined by the Dormitory administration on the basis of the prices effective on the day of discovering the damage. The responsibility for deficiencies in and damage to furnishings of a room is borne jointly by all residents accommodated in a given room and all disputes are being settled by the Dormitory administration in consultation with the SCC.

VISITATIONS

§ 5

1. **Visiting residents of the Dormitory is permitted between 7:00 and 24:00.**
2. Under pain of being charged with the overnight stay fee **a resident of the Dormitory is obliged to come down to reception to receive his guest and leave at the reception his Resident's Card which shall be returned upon the visitor leaving premises of the Dormitory.**
3. **A resident receiving visitors bears full material and disciplinary responsibility** for visitor's behaviour during stay at the premises of the Dormitory and is in particular obliged to counteract

visitor's behaviour aimed at causing damage or disturbing order at the premises of the Dormitory. In the instance of gross negligence of the responsibilities indicated above a resident may be subjected to disciplinary action.

4. **Persons displaying behaviour indicating being under influence of alcohol or other narcotic drugs or behaving in vulgar or offensive manner are barred from entering premises of the Dormitory.**
5. In the instance of repeated infractions against provisions of these Regulations the administration of a given Dormitory **is entitled to:**
 - a) limit visitations,
 - b) prohibit outside persons from entering premises of the Dormitory,
 - c) order a visiting person to leave premises of the Dormitory.
6. **Irregardless of visitor's gender staying in the Dormitory outside of visiting hours requires a written consent of room occupants, the Dormitory manager or, in case of manager's absence, a receptionist of a given Dormitory.**
7. In case of any occupant of a room expressing an objection the consent for visitor's overnight stay is withdrawn.
8. A visitor may stay in a Dormitory outside of visiting hours for two consecutive days at the most, regardless of which resident a visitor is visiting. In justified cases the Dormitory manager may grant consent for prolonged stay. The fee for staying in a Dormitory is defined in the Dormitory price list.
9. The fees for staying in the Dormitory outside of visiting hours are defined in the effective price list. The fee is paid in advance, at the reception.
10. The fee for staying in a Dormitory outside of visiting hours is not collected in case of the visitor being a resident of a different Dormitory of University of Szczecin, provided that the visiting person holds a valid Resident's Card of a different Dormitory.
11. If it is established that a visitor is staying in the Dormitory in violation of provisions of these Regulations a pecuniary penalty in the amount of double the rate of fee for the overnight stay of a person who is not a student shall be imposed on the resident receiving the visiting person.
12. In the instance of determining that a visitor is violating provisions of these Regulations such person can be removed from the premises of the Dormitory without the overnight stay fee being refunded.

LOOSING THE RIGHT TO ACCOMMODATION IN A DORMITORY

§ 6

1. **A resident may be deprived of the right to accommodation in the Dormitory in case of:**
 - a) not making the advance payment stipulated in the Room Allocation Regulations,

- b) lapse of the period for which the right to accommodation in the Dormitory has been granted,
 - c) gross or repeated infractions against provisions of these Regulations,
 - d) failing to pay the Dormitory accommodation fee for a period longer than a month,
 - e) not moving into the Dormitory within 7 days counting from beginning of the academic year due to student's fault,
 - f) not exercising the right to accommodation and simultaneously making lodging in the Dormitory available to unauthorized persons,
 - g) preventing the Dormitory administration from fulfilling obligations regarding registration of a resident for temporary residence,
 - h) determining that accommodation in the Dormitory has been granted on the basis of false information submitted during the room allocation procedure,
 - i) violating principles of social interaction.
2. The decision regarding depriving a resident of the right to accommodation in the Dormitory is being made by the DHC Manager in consultation with the SCC and upon request of the manager of a given Dormitory.
 3. The decision of the DHC Manager can be appealed against **within 7 days** from the date of delivering the decision to the Pro-Rector for Students' Affairs of University of Szczecin. This results in withholding execution of the decision until it is reviewed by the Pro-Rector for Students' Affairs.
 4. **If a resident is deprived of the right to accommodation in the Dormitory he is obliged to move out from the Dormitory within 7 days counting from the day of the decision regarding deprivation of the right to accommodation becoming final.**

MOVING OUT

§ 7

1. **In order to move out from the Dormitory a resident is obliged to:**
 - a) fully settle all outstanding financial obligations towards the Dormitory,
 - b) return to the Dormitory manager or the Dormitory administration the occupied room in proper order,
 - c) to return bed linen as well as withdrawn or borrowed items to the storeroom,
 - d) to return Resident's Card,
 - e) to return keys to the room.
2. An employee of the Dormitory performs inspection of the returned property and condition of the room. In specially justifiable cases the inspection is performed by the SCC of University of Szczecin in consultation with administration of the Dormitory.
3. **All actions related to a resident of a Dormitory moving out are performed by the Dormitory administration during normal office hours following determining the date for vacating the room.**

4. If the obligation to move out from the Dormitory is not met within the stipulated deadline the provisions of §8 of these Regulations apply.
5. In specific and justified instances student's outstanding fees towards the Dormitory may be waived upon student's application by the DHC Manager after consulting with the SCC.

THE JOINT COMMISSION AND THE COMMITTEE EVICTION REGULATIONS

§ 8

1. The Joint Commission, hereinafter - the Commission, consist of at least two persons: a representative of the administration of a given Dormitory and a representative of the SCC.
2. The administration representative for the Joint Commission is appointed by the manager of a given Dormitory whereas the representative of the SCC is appointed by President of the SCC.
3. The Joint Commission conducts the eviction procedure on the grounds of the provisions stipulated herein.
4. The Committee Eviction applies to persons who were deprived of the right to accommodation in the Dormitory and are not willing to vacate premises of the Dormitory within the established deadline or are unlawfully staying in the Dormitory.
5. The Committee Eviction procedure is initiated no sooner than after lapse of 7 days from the day in which the decision regarding loss of the right to accommodation in the Dormitory has become final.
6. The Commission calls the given person by customary means to voluntarily vacate premises of the Dormitory.

In case of refusal the Commission proceeds to take further actions:

- a) the Commission draws up a protocol which should include:
 - a. name and surname of the person against whom the procedure has been initiated,
 - b. the date of drawing up the protocols,
 - c. number of the room from which a person is being evicted,
 - d. composition of the Commission,
 - e. a list of the items/objects seized/secured by the Commission;
 - f. a list of items/objects missing according to the list of room furnishings remaining in possession of administration of the Dormitory,
 - g. signatures of Commission's members.
- b) Items valuable according to the Commission should be included in the list under separate, consecutively numbered entries.
- c) The remaining objects are put into containers which are entered into the list after being marked.
- d) The containers are locked and sealed under Commission's supervision.
- e) Provisions of §9 of these Regulations apply accordingly to the items entered into the list.
- f) Privately owned pieces of furniture are not being seized by the Commission.

- g) The Commission acts with full diligence during eviction and storing of the seized items in order to minimize any possible damage.
 - h) The secured/seized items are released by administration of the Dormitory.
7. All costs related to the eviction procedure are covered by the evicted person.
 8. In justified cases the Commission may inspect selected rooms of the Dormitory; rooms may be inspected in absence of residents.
 9. The Joint Commission inspects rooms of the Dormitory in justified cases, in particular:
 - a) when a suspicion arises that residents are severely violating provisions of these Regulations,
 - b) to perform periodical cleanliness inspection,
 - c) when a suspicion arises that health and life of residents are threatened.
 10. A protocol regarding the performed inspection is drawn up and signed by all members of the Commission.
 11. The actions aimed at immediate removal of faults/defects and the actions related to disinfection or pest control may be performed without consent of residents.

THE ITEM DEPOSIT

§ 9

1. The Item Deposit is organized for the duration of summer holidays by members of the SCC in consultation with the manager of a given Dormitory. Outside of the summer holiday period the Item Deposit is organized by the administration of a given Dormitory or the Joint Commission.
2. The Item Deposit is understood as a storeroom used for storing items left by residents of a Dormitory in a manner compliant with provisions of these Regulations.
3. The SCC announces by way of notice the dates for accepting, storing and releasing items from deposit storerooms.
4. The items not retrieved from the deposit after lapse of 14 days from beginning of the academic year shall be destroyed at owner's expense after notifying the owner in a customary manner.
5. Only residents of the Dormitory where the Item Deposit is being organized are entitled to use it. A resident placing an item into deposit is obliged to fill in a Deposit Card the form for which is adopted by the SCC.
6. Putting an item into deposit is tantamount to accepting provisions of these Regulations.
7. Items can be put into the deposit free of charge with the exception of the Committee Eviction discussed in §8. The fee rates are determined by the DHC Manager in consultation with a

body of Students' Union of University of Szczecin. In justified cases the fee for putting items into deposit under conditions of the Committee Eviction can be waived.

8. There is a quantity limit regarding items put into the deposit.
9. The items are accepted into the deposit only until deposit storerooms are completely full.
10. Each deposited item must be marked with the ID number, a name and a surname of a student putting the item into deposit as well as the number of the room allocated to the student for the following academic year.
11. The person making a deposit is responsible for delivering the deposited items into the deposit storeroom and securing these items against damage and destruction.
12. The condition of the deposited items must be adequate for the purpose of storing the items for a period longer than three months.
13. A deposited refrigerator must meet the following criteria or otherwise it will not be accepted into the deposit:
 - a) the refrigerator must be emptied, defrosted, cleaned and dried,
 - b) door of the refrigerator must be secured against locking up completely.
14. Storing foodstuffs, dangerous objects and objects which may cause damage to other objects stored in the deposit is prohibited.
15. The SCC does not bear material responsibility for the items left in the deposit.
12. The deposited items are released only to the person making the deposit or after presenting a written authorization drawn up by the person putting the item into deposit.

TRANSITIONAL AND FINAL PROVISIONS

§ 10

1. The Regulations come into effect on the day of being approved.
2. The Regulations for Occupancy of Dormitories of University of Szczecin of 1st of June 2011 are null and void.