

Regulations of Student Housing Complex of Siedlce University of Natural Sciences and Humanities

I. General Provisions

§1

1. The Regulations of the Student Complex of Siedlce University of Natural Sciences and Humanities, hereinafter referred to as the Regulations, set out the general principles for the functioning of the complex, the rights and obligations of the residents, Residents Council and Student Housing Complex Manager.
2. The terms used in the Regulations mean:
 - 1) SD – Student Dormitory;
 - 2) UPH – Siedlce University of Natural Sciences and Humanities;
 - 3) student - UPH student and Ph.D student;
 - 4) resident - a person accommodated in a dormitory ;
 - 5) SHC – Student Housing Complex ;
 - 6) ASHC - Administration of Student Housing Complex (all SHC employees, including those employed under civil law contracts);
 - 7) SHC Manager - an UPH employee managing the overall activity of the SHC (organizational and economic);
 - 8) RCSD - Residents Council of a Student Dormitory, which represents all SD residents and is a co-host of the SD.

§2

1. The provisions of the Regulations apply to all SD residents and other persons staying in SD or renting rooms in SD.
2. Student Dormitories are administered by UPH authorized employees in cooperation with RCSD.
3. Each person, before being accommodated in SD, is obliged to read the Regulations and sign a relevant statement on compliance with it.
4. UPH shall not be liable for the personal belongings of the residents left in the rooms.
5. The SD may have guest rooms for short-term accommodation of part-time students, guests of the residents and other persons.
6. The UPH Chancellor supervises the SD functioning.

II. Residents' Council in SD

§3

1. RCSD is chosen for one academic year by UPH students, accommodated in each SD, not later than on November 15 of a given year. A protocol from the elections is drawn up and forwarded immediately to ASHC.
2. RCSD consists of a maximum of five persons, including the chairman and the deputy.
3. In case RCSD has not been selected, all decisions regarding residence in SD are made by the SHC Manager.

4. RCSD represents SD residents before the SHC Manager and UPH authorities in all matters concerning SD residents.
5. RCSD in particular:
 - 1) examines the proposals and complaints of SD residents;
 - 2) cooperates with the SHC Manager in matters of accommodation;
 - 3) supervises compliance by residents with the provisions of these Regulations;
 - 4) defines in consultation with the SHC Manager the rules for the use of devices, equipment and rooms intended for general use by the residents;
 - 5) cooperates with the UPH authorities and the SHC Manager in the field of implementation of educational tasks and solving social and living problems of SD residents;
 - 6) organizes the work of residents for SD and its surroundings;
 - 7) ensures respect for property, maintaining order and cleanliness within the SD.

III. The award of accommodation in SD

§ 4

1. Place in SD is awarded by the SHC Manager at the student's request, submitted in writing or electronically through the UsosWeb system (www.usosweb.uph.edu.pl). The application form is set out in Appendix 1 to the Regulations.
2. Every UPH student has the right to apply for a place in SD.
3. The applications referred to in point 1 § 4 shall be made starting from May 1 of the year preceding the given academic year.
4. Information about being awarded a place in SD students of the first year receive in writing, and students of subsequent years in the form of a message posted on the website: www.domystudenckie.uph.edu.pl.
5. In the event of resignation from the assigned place in the SD before the beginning of the academic year, the student is obliged to notify ASHC thereof not later than by 15 September.
6. A place in SD is awarded to students for a maximum of 9 months.

IV. Accommodation in SD

§ 5

1. A person entitled to accommodation in SD:
 - 1) has been awarded a place in SD;
 - 2) has signed a lease agreement referred to in point 3
2. In SD there are two types of accommodation:
 - 1) short-term - up to and including 30 days;
 - 2) long-term - for a period of over 30 days.
3. Accommodation takes place on the basis of a lease agreement signed by the resident and an authorized person from UPH. The lease agreement form is set out in Appendix 2 to the Regulations.
4. The room is issued and returned based on the handover protocol. The handover protocol form is set out in Appendix 3 to the Regulations.

5. The room intended for accommodation is prepared for living and equipped with technically efficient equipment and furniture.
6. When lodging, the resident receives a resident card, bed linen and necessary room equipment. The resident card entitles to enter the SD area, collect keys and equipment from the reception.
7. The SD resident is financially responsible for damages to the property made available to him, including bed linen, equipment and other room facilities received.
8. If it is not possible to determine the person responsible for the damage, the residents of the room are jointly and severally liable for the damage caused, on the terms specified in the lease agreements.
9. The SHC Manager or a person authorized by him, in the presence of a RCSD representative, has the right to periodically review the state of the room.
10. In justified cases, ASHC (as well as employees of the Inventory Section, if an inventory is required) have the right to inspect and check the condition of segments and rooms, also in the absence of residents, after informing them.
11. ASHC may enter the room in the absence of residents in case of events related to:
 - 1) threat to the life or health of SD residents;
 - 2) the danger of damage to property;
 - 3) water supply and electricity network failure;
 - 4) fire hazard;
 - 5) removal of current technical faults reported by residents of the room.
12. ASHC shall immediately inform the SHC Manager about the occurrence of one of the events referred to in point 11 § 5 and the entry into the room during the absence of its residents.
13. Residents have the right to change their room, with the consent of the SHC Manager. When changing the room, the rules for checking out and checking in again shall apply accordingly.
14. If it is necessary to optimize the use of places, a resident (especially from a partly unused room) may be moved to another room, based on the decision of the SHC Manager. The resident is obliged to move to the indicated room within 3 days of receiving a transfer notification.

V. Rights and obligations of DS residents

§ 6

1. A SD resident has the right to:
 - 1) room / segment selection - applies to second and subsequent year students who have priority of choice within the available premises;
 - 2) selection of roommates in the room, within the limits of the housing possibilities;
 - 3) the use of rooms and equipment intended for general use;
 - 4) entering and leaving SD at any time, complying with quiet hours;
 - 5) participate in events organized for the residents;
 - 6) receiving guests (only when being present in the room), on the principles set out in the Regulations;
 - 7) choosing and being chosen for RCSD;
 - 8) demand from ADS and RCSD intervention in case of violation of the resident's rights.
2. A SD resident is obliged to:

- 1) comply with generally accepted principles of social coexistence;
 - 2) observe these Regulations as well as health and safety regulations and fire protection regulations;
 - 3) behave properly in the area of SD, enabling study and rest for other residents;
 - 4) take care of SD's property and prevent its misuse;
 - 5) show their ID at the call of the reception and ASHC employee;
 - 6) leave the room key at the reception every time outside the SD area;
 - 7) maintain cleanliness and order in rooms, sanitary facilities and public spaces;
 - 8) respect quiet hours;
 - 9) comply with the decisions of the SHC manager and RCSD;
 - 10) bring the room, before checking out, to the condition existing at the time of checking-in;
 - 11) use water and electricity reasonably;
 - 12) immediately notify ASHC of an accident in the area of SD;
 - 13) report to ASHC about noticed defects and damages.
3. In the SD area it is prohibited to:
- 1) use gas and electric cookers, heaters, washing machines and other household appliances that do not constitute permanent equipment of the room;
 - 2) throw objects out of the windows;
 - 3) share a room with another person, other than the authorized roommate;
 - 4) distribute cigarettes, alcohol and intoxicants;
 - 5) bring and consume alcohol or intoxicants;
 - 6) arbitrarily install, modify or repair electrical, water, telephone, antenna, computer installations, etc .;
 - 7) hinder the co-residents from using the installations referred to in point 6);
 - 8) practice gambling;
 - 9) possess a firearm or pneumatic weapon;
 - 10) bring and keep animals;
 - 11) 11 place advertisements outside the places designated for this purpose;
 - 12) 12 arbitrarily place commercial ads without obtaining the consent of the SHC Manager;
 - 13) smoke tobacco products outside designated areas;
 - 14) bring and store items that may pose a threat to life, health and property or cause inconvenience to other residents;
 - 15) conduct business, commercial, manufacturing, entertainment or catering activities;
 - 16) replace locks on the room doors and make extra keys without the consent of ASHC;
 - 17) damage the walls, in particular by sticking pictures, photos, posters on them or hammering nails;
 - 18) establish any internal and external computer networks using the IT infrastructure existing in SD;
 - 19) disturb peace in SD, e.g. by slamming doors or loud use of radio equipment;
 - 20) seal or damage the fire-fighting system devices.
4. The SD resident is fully responsible for the property made available to him and is obliged to return it in a non-deteriorated condition.
5. A resident / residents of a room or the entire floor cover the costs of an unjustified arrival of the Fire Brigade resulting from their fault.

§ 7

1. A SD resident is obliged to make timely payments for a rented room / segment. In case of short-term accommodation, payments are made on the day of accommodation, and in case of long-term accommodation - by the 15th of each month.
2. A resident of SD has the right to resign from his accommodation in SD during the academic year, subject to a 14-day notice period and notification to ASHC of the day of his departure.
3. The accommodation settlement period lasts one month, it is possible to settle payments in half-month periods. If the period of residence is shorter than one month and does not start or end at the beginning or in the middle of the month, the number of days of residence is taken into account: for accommodation up to 15 days, the fee is half the applicable rate, over 15 days – full rate.

VI. Eviction

§ 8

1. A resident may lose the right to a place in SD and is subject to eviction in the event of:
 - 1) failure to comply with applicable formalities related to accommodation, within 14 days from the agreed date of accommodation;
 - 2) the end of the period for which accommodation has been granted;
 - 3) validation of the decision to remove a student from the list of UPH students;
 - 4) arrears in payment of rent for at least two periods of payment.
2. Eviction takes place on the basis of the decision of the SHC Manager, within the period specified in the lease agreement.
3. A resident may be evicted immediately in the event of:
 - 1) not checking out within the period referred to in point 2;
 - 2) gross violation of the principles of social coexistence in SD;
 - 3) serious infringement of the provisions of these Regulations, in particular those made under the influence of alcohol or intoxicants, including drugs;
 - 4) confirmation that an unauthorized person has resided in his place.
4. A resident may also be evicted immediately if UPH needs to provide services for defense purposes under the Act on Universal Duty to Defend the Republic of Poland.
5. Immediate eviction means the obligation to move out of SD within 24 hours of receiving the decision.
6. Eviction does not release the resident from the obligation to pay any outstanding liabilities and account for the entrusted property.
7. In the event that the resident does not comply with the obligation to leave SD, ASHC, in consultation with RCSD, has the right to call the appropriate law enforcement services to remove an unlawful person from the building.
8. ASHC checks the condition of the room, including its facilities and cleanliness, and prepares a hand-over protocol before checking out a resident.
9. Before checking out of SD, a resident is obliged to:
 - 1) return given or rented equipment;
 - 2) hand over the room / segment and its equipment in good condition based on the hand-over protocol;
 - 3) leave the room clean and tidy;
 - 4) settle any arrears in fees;
 - 5) take all items owned by him;

- 6) give back the resident card.
10. In the event that a resident leaves a room without settlement, ASHC takes over the room / segment collectively in the presence of a RCSD representative. In the event that room facilities are missing or are damaged, a resident is charged with the costs of buying, repairing, cleaning or renovating. A protocol from the administrative check-out is drawn up and personal belongings of the resident, if left behind, are collectively secured by ASHC and stored for a period of time specified in the lease agreement concluded with the resident. After the ineffective expiration of this period, they are destroyed by a commission and transferred to public benefit institutions.

VII. Visiting rules in SD

§ 9

1. Visits in SD can take place from 8.00 to 22.00.
2. Visitors to residents are required to leave a document confirming their identity at the reception and provide the name of the resident visited. Information about the visiting and visited person is recorded in the SD visit book.
3. People who are in a state indicating the consumption of alcohol or other intoxicating substances are not allowed to enter the SD.
4. An ASHC employee has the right to check the identity of all persons residing in SD at any time.
5. Visitors to residents are obliged to comply with SD Regulations.
6. A SD resident is responsible for the behavior of their guests within SD and for any damage caused by them.
7. An ASHC employee or reception employee has the right, in justified cases, to prohibit unauthorized access to the premises of SD, as well as to order unauthorized persons to immediately leave SD in the event of disturbing the peace of residents.
8. If necessary, the SHC Manager or persons authorized by him shall call the appropriate law enforcement services - pursuant to the power of attorney granted by the Rector, and shall immediately inform the Rector or Chancellor thereof.
9. The SHC Manager may suspend visits to SD for a specified period.

VIII. Other regulations

§ 10

1. Quiet hours in SD are between 22.00 and 6.00.
2. Social gatherings in the rooms can only take place during the visiting hours.
3. ASHC may grant permission to extend the duration of the social meeting at the written request of residents, submitted at the reception desk of SD.
4. ASHC has the right to enter the residents' room to check compliance with visiting hours regulations.
5. The controls referred to in point 4 may be carried out from 8.00 to 22.00 in the presence of residents of the room, subject to point 6.
6. In the event of a justified suspicion of a breach of the regulations, ASHC has the right to enter the room also after 22.00 and in the absence of its residents, also if there is a failure requiring immediate repair or there is a threat to life, health or property.

IX. Maintenance of cleanliness

§ 11

7. Residents are required to keep the room and the adjacent bathroom and kitchen clean and tidy, as well as to put garbage into waste containers outside the building.
8. After using the general use rooms (study room, laundry room, TV room and others), residents are required to leave order.
9. ASHC has the right to check the cleanliness of the residents' rooms.
10. In the event of failure to comply with maintaining order and cleanliness in the room and public spaces, ASHC, in consultation with RCSD, has the right to give instructions to the resident. In case of another breach of the obligation to maintain order and cleanliness, the SHC Manager may take action to remove the resident from the SD.

X. Final Provisions

§ 12

1. Student disputes arising from living in SD are considered by the SHC Manager in consultation with RCSD.
2. In matters not covered in these Regulations, and regarding residence in the SD, decisions are made by the SHC Manager.

§ 13

The following forms are set:

- 1) application for a place / room in the Student Dormitory – Appendix n° 1 (docx);
- 2) lease agreements with the student - Appendix n° 2;
- 3) hand-over protocol on checking-in and checking-out – Appendix n° 3.