

THE PRESIDENT
STANISŁAW WOJCIECHOWSKI
STATE UNIVERSITY OF APPLIED
SCIENCES IN KALISZ

STUDENT DORMITORY
“BULIONIK”
RULES AND REGULATIONS

CHAPTER I

INTRODUCTION

1. Terms used in the President Stanisław Wojciechowski State University of Applied Sciences in Kalisz Student Dormitory “Bulionik” Rules and Regulations mean:
 - a) University, PWSZ – the President Stanisław Wojciechowski State University of Applied Sciences in Kalisz;
 - b) studies – first-cycle studies, second-cycle studies conducted by PWSZ;
 - c) student – a person enrolled in studies at PWSZ;
 - d) resident – a person accommodated in the President Stanisław Wojciechowski State University of Applied Sciences in Kalisz Student Dormitory “Bulionik”;
 - e) Council of Residents – a representative body of the residents of the President Stanisław Wojciechowski State University of Applied Sciences in Kalisz Student Dormitory “Bulionik”;
 - f) Rules and Regulations – the President Stanisław Wojciechowski State University of Applied Sciences in Kalisz Student Dormitory “Bulionik” Rules and Regulations;
 - g) Student Dormitory, Student Dormitory “Bulionik” - the President Stanisław Wojciechowski State University of Applied Sciences in Kalisz Student Dormitory “Bulionik”.

CHAPTER II

GENERAL PROVISIONS

1. The President Stanisław Wojciechowski State University of Applied Sciences in Kalisz Student Dormitory “Bulionik” Rules and Regulations, called Rules and Regulations henceforth, sets out general principles for the functioning of the Student Dormitory, rights and obligations of its residents, Council of Residents and administration.
2. The President Stanisław Wojciechowski State University of Applied Sciences in Kalisz Student Dormitory “Bulionik”, called SD henceforth, is an integral part of the University. It is designed for accommodation, learning and leisure of entitled persons.
3. SD is property of the University and it should be a matter of special protection and care from the residents, who are all involved in the maintenance of its good condition and order.
4. SD administration, managed by the Head of SD, is responsible for all organisational and administrative arrangements of SD.
5. SD administration cooperates with the Council of Residents on all important matters related to the functioning of SD

CHAPTER III

THE RIGHT TO ACCOMMODATE IN SD

1. A student applying for a place in SD submits „Wniosek o przyznanie pomocy materialnej/miejsca w Domu Studenta” to University Bursary, the department of Material Aid for Students, by 15 Semester (Ist year students) and by the end of August (other students).
2. A student has the right to apply for accommodation for her/his spouse and children.
3. A student is granted the right to accommodate in SD on the basis of a decision issued by the Chairman of the Scholarship Committee.
4. The decision on accommodation in SD during the academic year is taken by the Scholarship Committee.
5. The decision referred to in point 3 and 4 may be appealed against within 14 days to the Appeal Board of the Scholarship Committee.
6. Check-in of the students begins on the day indicated in the Decision referred to in point 3 and 4, except in the case referred to in point 1.
7. University International Relations Office collects and transfers information concerning the demand for places in SD for Erasmus+ students and foreigners from short-term student exchanges and bilateral agreements.

CHAPTER IV

CHECK-IN

1. SD administration checks in students on the basis of a decision issued by the Scholarship Committee.
2. Students are obliged to pay for the deposit and for the first month upfront before check-in. Erasmus+ students are obliged to make the abovementioned payments within 7 days from the check-in in SD.
3. On check-in the resident is obliged to show his/her valid identity card or passport.
4. Each room prepared for accommodation has to be cleaned and equipped with working equipment, furniture, bedding and bedclothes (covers and sheets).
5. On check-in the resident is given her/his Resident Card and the key to her/his room.
6. On check-in the resident signs an agreement specifying the conditions of accommodation in SD in Polish (Appendix 1) or in English (Appendix 2) and “Equipment and technical conditions room card” in Polish (Appendix 3) or in English (Appendix 4).
7. On check-in a resident of SD signs a statement declaring having familiarised herself/himself with SD Rules and Regulations and commits herself/himself to observe its provisions

in Polish (Appendix 5) or in English (Appendix 6).

8. Both moving in and check-out are recorded with a formal protocol.

CHAPTER V

COUNCIL OF RESIDENTS

1. The Council of Residents shall represent all residents and organises social life on the premises of SD.
2. The Council of Residents shall represent all residents before University bodies and administration.
3. Members of the Council of Residents are chosen by means of equal, direct and secret election by SD residents for one academic year.
4. The Council of Residents consists of the Chairperson of the Council of Residents, the Vice Chairperson of the Council of Residents and the Secretary-General of the Council of Residents.
5. The work of the Council of Residents is directed by the Chairperson of the Council of Residents, elected on the first meeting of a given term.
6. The Chairman of the Council of Residents represents the Council of Residents and SD residents in all cases related to SD.
7. The Council of Residents:
 - a) cooperates with University administration on any issues concerning SD;
 - b) applies to University bodies for co-financing projects organised in SD;
 - c) requests University bodies to grant awards and distinctions to students with outstanding attitude and dedication to social work in SD;
 - d) opinions SD administration requests to University authorities to penalise students who violate the provisions of the present Rules and Regulations, as well as rules of social conduct;
 - e) takes care of favourable conditions for learning and leisure for SD residents;
 - f) undertakes measures necessary to maintain law, order and cleanliness in SD as well as observe the rules of social conduct, law and provisions of the present Rules and Regulations.
8. Detailed rules of the functioning of the SD Council of Residents are regulated by the President Stanisław Wojciechowski State University of Applied Sciences in Kalisz Student Dormitory "Bulionik" Council of Residents Rules and Regulations.
9. The Head of SD has the right to request University authorities to reduce fees for the place in SD for the members of the Council of Residents with outstanding dedication and

commitment to social work for SD.

CHAPTER VI

RIGHTS OF SD RESIDENTS

1. SD residents shall have the right to:
 - a) use the rooms and equipment of SD intended for common use;
 - b) participate in all cultural and recreational events organised by the Council of Residents of SD;
 - c) request the Head of SD, in justified cases, to change the room assigned;
 - d) change bedclothes every 14 days;
 - e) receive guests according to the principles established in Chapter VIII of the present Rules and Regulations;
 - f) vote and stand in elections to the Council of Residents;
 - g) report any comments, requests and opinions to the Head of SD and to the Council of Residents on issues related to the functioning of SD;
 - h) post written comments, requests and opinions on issues related to the functioning of SD directly to University authorities by putting them to the mailbox located next to the Reception;
 - i) change the interior design of the room assigned, with the consent of the Head of SD; without damaging it and so that it is possible to return to its original state;
 - j) use University wireless Internet in due compliance with the Rules and Regulations of using the IT area for students and teachers;
 - k) leave and return to SD any time, when they want;
 - l) organise social meetings in SD in SD public area with the consent of the Head of SD, observing the provisions of the present Rules and Regulations and in the Rules and Regulations of social meetings in SD as well as taking material liability for the potential damage;
 - m) submit complaints, requests and grievances concerning the functioning of SD through the Council of Residents to University authorities;
 - n) use SD car park for free between 6 PM and 6 AM.

CHAPTER VII

OBLIGATIONS OF SD RESIDENTS

1. SD residents shall have the obligation to:
 - a) familiarise themselves with the present Dormitory Rules and Regulations and observe its

- provisions, which is certified at check-in;
- b) observe decisions and directives issued by University authorities and the Council of Residents as well as rules of social conduct;
 - c) take care of SD property, maintain order and cleanliness in the room assigned and places intended for common use;
 - d) prepare the room assigned before checking out from SD, in particular the walls, the floor, furniture and other equipment, taking into account the normal wear and tear;
 - e) pay accommodation fees on time;
 - f) present the Resident Card upon the request of SD receptionists, SD administration, the Council of Residents and other authorised persons, especially when returning to SD after 10 PM;
 - g) lock the door of the room on leaving the room or during hours of sleep;
 - h) leave the key to the room at the reception every time when leaving SD;
 - i) report immediately at the SD reception by writing notes in "Książka służby dyżurnej" any noticed damage, problem and malfunctioning in SD and its equipment. Otherwise residents may have to pay for the repair;
 - j) observe the night silence between 10 PM and 6 AM;
 - k) observe work and safety regulations and fire safety regulations, in particular the ban on electric heating appliances in SD rooms not being their equipment;
 - l) notify SD workers without any delay about illnesses and accidents likely to pose a serious risk for the residents' health and life;
 - m) park their cars in places selected for these purposes;
 - n) observe article 14(1) of the Upbringing in Sobriety and Alcoholism Prevention Act of 26 October 1982 (Dziennik Ustaw, No.35, item 230): "Zabrania się sprzedaży, podawania i spożywania napojów alkoholowych na terenie szkół oraz innych zakładów i placówek oświatowo-wychowawczych, opiekuńczych i domów studenckich";
 - o) take the rubbish out to adequate designated containers for waste segregation.
2. SD residents are prohibited to:
- a) smoke outside the designated smoking location;
 - b) transfer or change the room assigned;
 - c) install, change or fix electric wiring, water, telephone, antenna, computer and monitoring fitting and systems;
 - d) alter the door locks or copy keys;
 - e) use SD rooms and equipment in an unintended way;
 - f) throw or pour into sanitation facilities substances which can cause damage;

- g) store and produce in rooms and placed intended for common use any flammable, toxic and dangerous substances;
- h) throw any objects and pour any substances out of the window;
- i) use sounding equipment in a way that impedes other residents' study or rest;
- j) carry out of the SD building objects constituting SD rooms equipment;
- k) organise gambling games;
- l) keep animals in rooms;
- m) keep any weapon;
- n) produce, deal, give and consume alcoholic beverages, narcotic drugs and any other psychoactive substances;
- o) paste any coverings on SD walls, doors and equipment;
- p) place adverts, inscriptions, notes, posters etc. outside places designated for this purpose in SD without the permission of the Head of SD
- q) conduct business activity without a permission of the Head of SD and bodies authorised to grant such permissions;
- r) store in rooms and places intended for common use any goods with commercial intention indicated by their dedication and number;
- s) dispose of rubbish outside the designated area;
- t) put out rubbish bags on SD corridors, stairways or placing them in SD commonly accessible places.

CHAPTER VIII

VISITING RULES

1. SD residents are entitled to receive visitors on the premises of SD according to the principles of the present Rules and Regulations.
2. SD residents' visitors have access to SD during visiting hours, from 7 AM to 11 PM.
3. In justified cases, gaining a written consent of co-resident(s), SD administration has to right to prolong the visit. The fact has to be reported and the decision has to be taken by 10 PM on the day of the visit.
4. The visitors have the obligation to show their photo identity document at the SD Reception and write notes in "Księga Gości" indicating the resident they are visiting and the room they are going to.
5. The visitors are prohibited to stay overnight in the room of the resident they are visiting unless, in justified cases, SD receptionist decides otherwise. Any breach of this clause shall be interpreted as a serious infringement of SD Rules and Regulations by the resident.

6. The visitors can use commercial guest rooms.
7. Terms and conditions for the payment for the guest rooms are described in the Rector's directive.
8. Non-residents of SD who are under the influence of alcohol or psychoactive substances are prohibited from entering SD.
9. The Head of SD has the right, in justified cases, to request University authorities, in consultation with the Council of Residents of SD, to issue permanent or periodic ban on access to SD for people notoriously violating the present Rules and Regulations.
10. The resident who receives visitors shall take full responsibility for their stay on the premises of SD.
11. The visitors are obliged to observe the provisions of the present Rules and Regulations.

CHAPTER IX

LIABILITY

1. The Head of SD and members of the Council of Residents are obliged to intervene wherever the provisions of the present Rules and Regulations as well as rules of social conduct are violated.
2. If the resident violates the provisions of the present Rules and Regulations, she/he shall bear disciplinary and material liability.
3. In case the resident violates the provisions of the present Rules and Regulations as well as rules of social conduct, the Head of SD in consultation with the Council of Residents is entitled to restrict her/his rights of SD residents. In case of serious infringements, the Head of SD in consultation with the Council of Residents requests Vice-rector for education and students affairs to take adequate decisions on the case.
4. Means of material liability
 - a) material liability of the resident for the property of the room entrusted to her/him and for any damage to it;
 - b) material liability of the resident for the damage to SD;
 - c) liability of the organiser of a social event in SD for potential damage and public order disturbance.
5. Material liability is cleared from the deposit.
6. In case the persons causing the damage cannot be determined, the residents of the room will be burdened with responsibility.
7. Estimation of the damage is made on the basis of the actual cost of repair by the Head of

SD.

8. SD residents can compensate for the infringements of the present Rules and Regulations by work for the University. Such decisions are taken by University authorities upon a request of the Head of SD in consultation with the Council of Residents after prior investigation with the resident.

CHAPTER X

ADMINISTRATION AND THE HEAD OF SD

1. SD administration is responsible for ensuring adequate living, social and existential conditions as well as safety to SD residents.
2. The Head of SD is the direct supervisor of all SD administration workers and manages their work.
3. The Head of SD is a worker of University administration.
4. The Head of SD reports directly to the Chancellor of the University and bears material liability according to his agreement.
5. The Head of SD takes advantage of all means of communication at work.
6. The Head of SD cooperates with the Council of Residents in all matters related to the functioning of SD.
7. The Head of SD shall have the obligation to:
 - a) check in and check out residents of SD according to the decisions issued by the Scholarship Committee;
 - b) provide SD commonly accessible places with regulations of using them and manuals for appliances located there;
 - c) assure maintenance of cleanliness of SD commonly accessible places, with the exception of room entrusted to residents;
 - d) request to conduct sanitary treatments, e.g.: disinfection, rodent control, with accordance to their own legislation;
 - e) carry out periodic inspection of SD rooms to check the completeness of their equipment and their technical condition.
8. The Head of SD is obliged to display the present Rules and Regulation and directives of University authorities in a commonly accessible place.
9. Detailed tasks of SD administration and the Head of SD are laid down in separate University legislation.

CHAPTER XI
PRINCIPLES OF PAYMENT

1. Fees for accommodation in SD are specified in the Rector's directive.
2. When a student is accommodated for less than 14 days, the fee is 25 zł per day.
3. Payments for dormitory accommodation shall be made by the 25th day of each month for the month to come to an individual bank account or in the University Financial Office. Statutory interest due to late payment will be charged.
4. Payment shall be deemed effective as per date the amount is entered into University bank account.
5. SD resident is obliged to pay a refundable deposit to secure against damages and the final statement.
6. The deposit is not interest-bearing and refundable after deducting the cost of damage. If damages exceed the deposit, residents may have to pay the additional amount that the deposit does not cover.
7. Refund of the deposit is based on a written request in Polish (Appendix 7) or in English (Appendix 8) after check-out. The request, opinioned by the Head of SD, shall be executed by University Bursary
8. The deposit shall be returned after completing all formal aspects of check-out from SD.

CHAPTER XII
LOSS OF THE RIGHT TO RESIDE IN SD

1. The resident loses the right to reside in SD when:
 - a) she/he does not check in in SD within 7 days from the date of acquiring the right to reside in SD without due cause;
 - b) she/he is in arrears with payments for SD accommodation for a period of two months;
 - c) the decision granting accommodation in SD expires;
 - d) she/he is relegated from studies;
 - e) she/he graduates.
2. At check-out the resident has the obligation to return the room with the equipment, according to "Equipment and technical condition room card " without deterioration, taking no responsibility for the normal wear and tear. The resident is also obliged to clean the room before check-out. The final visual inspection of the room is conducted jointly by both SD administration worker and the resident. The procedure is recorded with a formal protocol.
3. In case the student stays at SD after losing her/his right to reside in SD, SD administration

- has to right to move out her/him.
4. The resident can be moved out with immediate effect by the Head of SD in consultation with the Council of Residents in case:
 - a) she/he seriously violates the present Rules and Regulations;
 - b) unauthorised person resides in SD instead of the resident.
 5. The situation referred to in point 4 means the obligation to move out of SD within 48 hours from the moment of receiving the decision.
 6. The situation referred to in point 4 and 5 shall not remove the obligation to pay fees and return the room and the equipment.
 7. In case the Student checks out after losing the right to reside, the Student is obliged to bear the cost of her/his residence as in the case of resident in SD for less than 24 days, 25 zł per day, commencing from the first day after the initial date of check-out until her/his check-out.

ROZDZIAŁ XIII

INSPECTION

1. Due to formal and legal and material liability of SD administration workers, periodical inspections of rooms for their equipment completeness and technical conditions are carried out at least once a semester.
2. A commission consisting of the Head of SD and a member of the Council of Residents of SD is entitled to carry out periodical inspections. In case of inventory it is inventory team appointed by the University Chancellor.
3. The date of inspection is set by the Head of SD, who is obliged to exhibit adequate information in SD in a commonly accessible place.
4. SD residents are obliged to allow the periodical inspection at the date indicated in the information referred to in point 3.
5. In justified cases the resident can arrange a different date of the inspection with the Head of SD.
6. The inspection is recorded by the Head of SD with a protocol which is further processed by University the Chancellor.
7. In exceptional cases, in the event of imminent threat to health, life and safety of people staying in SD or if there is a justified suspicion that law is violated in a given room, SD administration has the right to conduct extraordinary inspection of this room or an inspection with immediate effect, notifying University authorities about that situation.
8. The decision to conduct the inspections referred to in point 7 is issued by University authorities on the basis of a request submitted by the Head of SD, the Council of Residents

of SD or SD residents.

CHAPTER XIV

ADDITIONAL INFORMATION

1. There are rooms in SD intended for short-term accommodation for part-time students and other people.
2. During holidays, SD can be used as accommodation base. The number of rooms intended for this purpose is arranged by the Head of SD on the basis of the number of applications submitted by residents who want to stay in SD during holidays and planned renovations. Accommodation fees during holidays are established by the Chancellor in consultation with the Head of SD.
3. SD premises and neighbourhood, corridors and staircases as well as rooms intended for common use are monitored, and visual monitoring records recorded and saved. Monitoring is used to ensure safety of SD residents and its records may be used as evidences in investigations.
4. All SD rooms have access to the University wireless Internet and SD residents are entitled to use it. Both access to and using the Internet is free.

CHAPTER XV

FINAL PROVISIONS

1. The provisions of the present Rules and Regulations shall apply to all SD residents.
2. Each SD resident is obliged to get acquainted with the provisions of the present Rules and Regulations and certify that with her/his signature
3. For matters not covered in this agreement those shall be applicable: University regulations, in particular Higher Education Law, Rules and Regulations for Studies, Rules and Regulations for Material Support for Students of the University and the Civil Code.
4. The President Stanisław Wojciechowski State University of Applied Sciences in Kalisz Student Dormitory “Bulionik” Rules and Regulations shall enter into effect on the date of signature.

APPENDICES:

- Appendix 1. Agreement specifying the conditions of accommodation in the Student Dormitory in Polish
- Appendix 2. Agreement specifying the conditions of accommodation in the Student Dormitory in English
- Appendix 3. Equipment and technical condition room card in Polish
- Appendix 4. Equipment and technical condition room card in English
- Appendix 5. Statement in Polish
- Appendix 6. Statement in English
- Appendix 7. Request for refund of deposit/dormitory payment in Polish
- Appendix 8. Request for refund of deposit/dormitory payment in English