

**Regulations for residents of student dormitories
and the procedure and terms of allocation of accommodation in student
dormitories
of Wrocław University of Environmental and Life Sciences**

I. General regulations

§1

1. The Student Dormitory is a place of temporary residence for the students of Wrocław University of Environmental and Life Sciences as well as for people entitled to it. It is also a place for studying, working, and recreation. It constitutes an integral part of the University.
2. The student or another referred person (hereinafter referred to as the “Dormitory resident”) gains the right to residence in the student dormitory on the basis of the decision of the Head of the Student Affairs Centre or another authorised employee of the Student Affairs Centre. The document confirming the right to residence in a student dormitory before the academic year is the list of allocated places drawn up by the Student Affairs Centre. During the academic year, the right to residence is confirmed by a referral.

II. Structure of a student dormitory

§2

1. The Manager of a student dormitory is responsible for ensuring that a student dormitory operates in accordance with the law and organisational regulations.
2. The Manager of the student dormitory or a person appointed by the Manager may take part in the sessions of the Residents' Council to which he/she has been invited.

§3

The Regulations for residents of student dormitories and the procedure and terms of allocation of accommodation in student dormitories of Wrocław University of Environmental and Life Sciences (hereinafter referred to as Regulations) are available on the University's website.

§4

1. All residents of a student dormitory are represented to the University authorities and the Manager of the student dormitory by the Residents' Council, which is a Student Government body and which cooperates with the University authorities.
2. The rights and obligations of the Council of Residents are specified in the Regulations of the Student Government of Wrocław University of Environmental and Life Sciences.
3. In the absence of a Residents' Council, the Student Government Board may represent all residents of a given student dormitory.

III. Rules for moving in and out of a student dormitory

§5

1. Application for accommodation in a student dormitory of Wrocław University of Environmental and Life Sciences for the academic year is made on the basis of an application form (hereinafter referred to as application). The application form and information about how to submit the application form are available on the University website (www.upwr.edu.pl) in the studying/student support/student dormitories tab.
2. Places in student dormitories are allocated annually for the period beginning on the first day of the academic year until the last day of the first term of the summer examination session for full-time and part-time students of the Veterinary Medicine course.
3. A student (or another referred person), who obtains permission from the Student Affairs Centre, may be accommodated in a student dormitory during the summer holidays on a guest accommodation basis, subject to availability.
4. Priority for accommodation in a student dormitory during the summer holidays is granted to:
 - 1) students of Wrocław University of Environmental and Life Sciences who participate in work placements required by their study programme, in Wrocław or in the vicinity of Wrocław,
 - 2) PhD students of Wrocław University of Environmental and Life Sciences,
 - 3) students who work in Wrocław or in the vicinity of Wrocław during the summer.

§6

1. A resident of a student dormitory is checked in by the administrators of a student dormitory, following the payment of a deposit by the student or another referred person (in accordance with the "Procedure and terms of allocation of accommodation in student dormitories of Wrocław University of Environmental and Life Sciences") and the completion of all necessary paperwork related to accommodation. The allocation of rooms is based on the allocation of places by the administrators of a student dormitory. The student (or another referred person) receives the Resident's Card.
2. Residents are allowed to change their places in rooms only if they obtain permission from the Manager of the student dormitory.
3. A resident of a student dormitory has priority to continue living in the same room in the next academic year, provided that in the previous academic year, the resident fulfilled all obligations arising from the Regulations and submitted an application for accommodation in a student dormitory of Wrocław University of Environmental and Life Sciences for the next academic year by 15 May.
4. Residents of the student dormitory may apply for accommodation in a single room by submitting a request in writing to the Manager of the student dormitory. The requests are considered in the order of their submission and at the discretion of the Manager of the student dormitory in consultation with the Residents' Council. Priority for accommodation in a single room is granted to persons with special needs, including disabilities.
5. The Manager of the student dormitory may refuse to accommodate a person in the same room/module in case there is a defect in the module; the room/module is undergoing renovation, the room/module is not fully occupied according to the principle of rational allocation of places in the student dormitory, or the resident was found guilty of misconduct or violation of the Regulations in the previous academic year.

§7

1. Check-out from a student dormitory takes place after:
 - 1) the resident has settled all fees until the last day of accommodation.

If a resident of a student dormitory decides to check out of the student dormitory at an earlier date, the resident shall report to the administrators of the student dormitory to be charged the due fee, which the resident shall document by sending a bank transfer confirmation to the email address of the student dormitory;

- 2) the resident has returned all items to the stockroom, including the bed linen and other items lent to the resident of the student dormitory for the period of accommodation;
 - 3) the resident has left the room in a tidy condition and removed all his/her personal belongings. Residents of a module are jointly and severally responsible for cleanliness in common areas (kitchen, bathroom);
 - 4) authorised employees of the student dormitory have checked the condition of the furnishings and equipment; the last person to check out of a room/module shall hand over the key to the room to an authorised employee of the student dormitory;
 - 5) the resident has handed over the Resident's Card and the Resident's Equipment Card at the office of the student dormitory.
2. The resident must comply with the check-out rules on pain of having his/her deposit refund withheld and being denied accommodation at student dormitories of Wrocław University of Environmental and Life Sciences in the future.

IV. Rights and obligations of a resident of the student dormitory

§8

An resident of a student dormitory has the right to:

- 1) participate in the decisions of the Council of Residents about life in the dormitory;
- 2) choose members of the Council of Residents, run for the position of a member of the Council of Residents, take an active part in implementing the Council of Residents' programme;
- 3) file a complaint to the Council of Residents and, subsequently, to the Board of the Student Government about matters involving the breach of the Regulations and the violation of the principles of community life by residents of the student dormitory;
- 4) use communal items at the student dormitory;
- 5) receive guests in accordance with the rules set out in the Regulations;
- 6) apply for a room change;
- 7) collect and change bed linen once a month;
- 8) collect cleaning products for standard use;
- 9) apply for a temporary reduction in the number of residents of the student dormitory accommodated in the room.

§9

1. A resident of a student dormitory is obliged to:
 - 1) show the Resident's Card each time he/she enters the student dormitory, collects the keys for the room/module, and whenever he/she is asked to do so by the dormitory receptionist, administrators of the Dormitory, a member of the Council of Residents or university authorities;
 - 2) leave the keys for the room/module in the reception area when going out;
 - 3) report the loss of the Resident's Card to the office of the student dormitory, where he/she will receive a replacement card. The fee for the issue of the replacement card shall be deducted from the deposit paid by the resident of the student dormitory;
 - 4) in the event of the loss of the key to the room/module, the resident of the student dormitory shall immediately report it to the office of the student dormitory. The cost of making a new key or replacing a lock shall be deducted from the deposit paid by the resident of the student dormitory;
 - 5) observe safety and fire regulations, provisions of the Dormitory Regulations, decisions of the University authorities, decisions of the Manager of the Dormitory, resolutions of the Residents' Council, as well as the principles of community life;
 - 6) observe the night silence between 11:00 pm and 6:00 am. During this time, the use of a radio, television, computers, central light, etc. cannot violate other residents' right to peace and quiet.
 - 7) comply with the university's pro-environmental principles obliging the resident to care for the natural environment and protect its resources by saving water, electricity, and heat;
 - 8) comply with waste segregation rules;
 - 9) use communal items in accordance with their purpose; keep rooms/modules and communal spaces clean and in hygienic condition;
 - 10) keep the dormitory's surroundings clean;
 - 11) take care of the condition of the room's/module's furnishings and equipment; inform the Manager of the student dormitory about every instance of their incorrect use and about any damage done to the accommodation by other residents;
 - 12) pay fees for accommodation in the student dormitory at the agreed time;
 - 13) implement the plan of action adopted by the Residents' Council.

2. A student of another university shall, until the 10th day of each new term to submit a document certifying that the student continues his/her studies at their university to the office of the administrators of the student dormitory.

V. Order regulations

§10

1. Dormitory administrative staff officially allocates all students (or other referred persons) to their furnished rooms/modules.
2. On the day of check-in, a resident of the student dormitory receives a copy of the room/module furnishings protocol. A resident of the student dormitory is obliged to check and report all faults to the administrators of the student dormitory within five working days following the receipt of the copy.
3. A resident of the student dormitory is obliged to report all faults and malfunctions by entering them in a book which is to be found at the reception. The record should include the resident's written consent to the entry of a maintenance person (an authorised member of the University staff) to the room/module in order to repair the fault.
4. When moving out of the dormitory, students (or other referred persons) officially return all the room/module items to the dormitory administrative staff. The technical condition of the room/module that is being vacated and all the items in it must be described in the Acceptance Protocol.

§11

1. The residents of a room/module are jointly and severally financially responsible for the condition of the room/module and all the items in it.
2. The cost of each damage and each missing item in the communal area, if the responsible person is unknown, is jointly and severally covered by the residents of the module, floor or dormitory (by deducting an appropriate amount from the deposit). In the case of areas for which a record of entry/usage is kept (TV rooms, gyms, laundry rooms, etc.), the cost shall be covered by the users of this area at the time when the damage occurred.
3. The cost of any missing item and/or any damage is estimated by the Manager of the Dormitory in consultation with the Residents' Council and the Centre for Maintenance and Repair of Building Facilities, taking the current price less the degree of wear and tear as the basis. The estimated cost cannot be

lower than 20% of the current price of the item. In this instance, the cost of the damage and/or the missing item and the persons responsible shall be determined by the Manager of the student dormitory in consultation with the Resident's Council on a case-by-case basis. The manner in which the damage is to be repaired shall be decided by the Manager of the Dormitory.

4. If the damage has not been repaired within 14 days of determining the manner of its repair, the Manager of the student dormitory, in consultation with the Residents' Council, shall file a petition to the University authorities to punish the person responsible for the damage and to oblige him/her to either repair the damage or pay the equivalent of the cost of the damage.

§12

Residents of student dormitories are forbidden, in particular:

- 1) to leave the student dormitory with any items that are the property of the dormitory;
- 2) to damage the walls and furnishings of the rooms and communal area, to paint the furniture, etc.;
- 3) to keep flammable, caustic or stinking materials in their rooms;
- 4) to bring, possess, keep, and use items that pose a threat to human life and health, including all weapons, as well as mock and replica weapons;
- 5) to bring and keep animals, except for assistance dogs;
- 6) keep bicycles, carts, prams, and strollers in the corridors or in rooms/modules. If the student dormitory does not have a specific storage room, the Manager of the student dormitory shall designate a place for this purpose;
- 7) to place laundry drying racks, cardboard boxes, rubbish, etc. in communal areas (corridors);
- 8) to bring their own furniture. In exceptional cases, residents of a student dormitory may bring their own furniture to the room/module, provided that they obtained permission from the Manager of the dormitory;
- 9) to move furnishings between rooms/modules and other communal areas (kitchens, study rooms, etc.);
- 10) to possess, plug in, and use own electric and gas kitchen appliances, except for one electric kettle per room;
- 11) to interfere with and to alter any installations, including electrical, gas, water and sewerage, and wireless network installations;

- 12) to cover ventilation shafts and door vents, or to close window ventilators;
- 13) to display advertisements and information in the dormitory except on the specially designated noticeboards;
- 14) to provide overnight accommodation without obtaining appropriate permission;
- 15) to possess, serve, consume, or sell alcohol, drugs, or any other intoxicants on the premises of the dormitory; An exception to this is the possession and use of substances prescribed for medical indications, provided an application is submitted through the Student Affairs Centre to the Vice-Rector for Student Affairs and Education and his permission is obtained;
- 16) smoke tobacco products, including novel tobacco products and electronic cigarettes in the entire building;
- 17) to gamble;
- 18) to engage in trade;
- 19) to manipulate smoke detectors;
- 20) to manipulate computer networking devices;
- 21) to keep the key to the laundry room (the key should be returned to the reception as soon as a resident has done the washing, so that other residents may use the appliances) and communal rooms.

§13

1. Obligatory night silence is observed from 11:⁰⁰ p.m. to 6:⁰⁰ a.m. During this time entrance door to the dormitory shall be closed and it can be opened only for the dormitory residents.
2. The Manager of the student dormitory, or his/her representative, accompanied by at least one member of the Residents' Council is entitled to enter any dormitory room before 11:⁰⁰ pm. In cases justified by exceptional circumstances, this can also happen after 11:⁰⁰ pm.
3. The Manager of the student dormitory or a member of the student dormitory staff appointed by the Manager are entitled to enter a student's room between 8:⁰⁰ am and 4:⁰⁰ pm in the following circumstances:
 - 1) equipment inventory work is being carried out;
 - 2) periodic inspections and fire safety inspections are being carried out in the building;
 - 3) cleanliness is being checked.

4. In exceptional cases, when residents' safety or dormitory property are threatened, or there is a case of a gross violation of the Regulations, university representatives, law enforcement officers and/or the Residents' Council are entitled to enter any room at any time.

§14

1. A student of Wrocław University of Environmental and Life Sciences resident at a student dormitory shall make a payment for the accommodation by the 25th day of each month, except for the month of December for which the deadline is December the 15th. day of the month. The date of payment of the fee is the date of its receipt on the account indicated by the university.
2. A student of Wrocław University of Environmental and Life Sciences shall pay the fee for the accommodation to an individual account available in the USOS system.
3. A student of another university (or another referred person) shall make the payment by the 10th day of each month to an individual bank account number to be generated by the administrators of the student dormitory.
4. If the final deadline for the payment is a public holiday, the payment must be made on the last working day before the deadlines specified above.
5. In exceptional circumstances, due to a difficult financial situation, a resident of a student dormitory may make an official request to the Vice-Rector for Student Affairs and Education for a temporary change in the payment deadlines. The request shall be submitted to the Manager of the student dormitory 14 days before the required payment date, to be forwarded to the Student Affairs Centre.
6. In the month of the resident's planned check-out, an unsettled payment shall be made not later than on the check-out date.
7. Failure to make the payment within the time limit and on terms specified in the Regulations will result in a written request for payment issued by the administrators of the student dormitory.
8. Failure to observe the payment deadline specified in the request for payment may provide the basis for denying the resident of the student dormitory a place in the dormitory and, subsequently, for the matter to be referred to debt collection. The Manager of the student dormitory shall motion to the Student Affairs Centre to deny a student (or another referred person) the right to accommodation in a student dormitory.

§15

If a resident of a student dormitory has violated the Regulations, the Manager of the student dormitory, in consultation with the Residents' Council, shall make the decision to oblige the resident to do community work for the student dormitory/all residents of the student dormitory, with the exception of the provisions of §11, or to refer the case to the Vice-Rector for Student Affairs and Education to proceed further.

§16

1. The University is not responsible for residents' personal belongings (valuable items and money) left unguarded in rooms and communal areas.
2. The administrators of the student dormitory are not responsible for items left by residents while checking out.

§17

1. Parties and social gatherings may be held at a student dormitory only at times not subject to night silence. Each party or gathering requires permission from the Manager of the student dormitory.
2. The organiser of the event takes responsibility for the event. In each instance, the Residents' Council must be informed about the forthcoming event.
3. In justified cases, the Manager of the Dormitory may allow the event to be continued after 11:00 p.m. specifying the exact time when it must end and approving the proposed guest list.
4. If the event becomes difficult to control (disorderly conduct, damage to equipment, etc.) the Manager of the student dormitory may ban a given dormitory resident from organising events for a specific period of time.

§18

1. The inspection of cleanliness in rooms/modules shall be carried out by the Residents' Council at least once a month.
2. In the absence of a Residents' Council in a given student dormitory, the inspection of cleanliness may be performed by the Manager of the student dormitory.
3. If the hygienic condition of the room/module is found unacceptable three times, a resident of a student dormitory may be expelled from the dormitory. The Manager of the student dormitory,

in consultation with the Residents' Council, or with the Student Government, if the Residents' Council is absent, may motion to the Head of the Student Affairs Centre to demand that the student (or another referred person) resident in the room/module lose the right to accommodation at the dormitory.

4. The Head of the Student Affairs Centre, following consultation with the Director of the Buildings Management Centre, shall make decisions on expelling a resident from a student dormitory.

§19

1. The Residents' Council and the Manager of the student dormitory are entitled to give praises, distinctions, and rewards. They may also apply to the university authorities for an award for dormitory residents who have done outstanding work for the benefit of the dormitory.

§20

2. In case of a dispute between dormitory residents and/or dormitory residents and dormitory staff, which hasn't been mentioned in these Regulations, the Council of Residents or another representative appointed by the Head of the Student Government shall act as a mediator.
3. Residents of a student dormitory who breach the provisions of the Regulations or any other regulations in force in the dormitory or university shall appear before a representative/body of the Student Government, appointed by the Board of the Student Government, or before the Vice-Rector for Student Affairs and Education.
4. The motion for a matter to be referred to the Vice-Rector for Student Affairs and Education shall be made by the Manager of a student dormitory in consultation with a Supervisor and the Residents' Council of the student dormitory.

VI. Guest visits and overnight stays

§21

1. Residents of a student dormitory are allowed to receive/invite up to three guests per resident between 6:⁰⁰ am and 11:⁰⁰ pm.
2. Guests are allowed to enter a student dormitory provided that they show their ID with a photo at the reception for the purposes of registration.

3. A resident of a student dormitory is obliged to escort his/her guest into the student dormitory, leaving his/her Resident card at the reception for the duration of the visit.

At the end of the visit, the resident of the student dormitory shall escort the guest to the exit, reporting it at the reception and collecting his/her Resident Card.

4. The porter has the right to refuse entry to a student dormitory to a guest if the guest is behaving aggressively or appears to have consumed alcohol, drugs, or other intoxicants.
5. Residents of a student dormitory accept responsibility for the conduct of their guests, including damage done by the guests.
6. The Head of the Residents' Council, or, in the absence of the Head, the Vice-Head, or other members of the Council, may grant permission for a guest to stay at a student dormitory until 1:30 am. The permission must be issued in writing and forwarded, through the reception, to the Manager of the student dormitory.
7. If a person who is not a resident of a student dormitory of Wrocław University of Environmental and Life Sciences stays at the dormitory after 1:30 a.m., he/she has to pay for the night according to the price regulations of the dormitory.
8. If a guest stays at the student dormitory at night, the fee for the guest's overnight stay shall be paid by the guest or by the resident of the student dormitory responsible for escorting the guest out, according to the price regulations of the dormitory.
9. Guests who plan to stay overnight at the dormitory can book a place by contacting the Student Affairs Centre every working day until 3:00 p.m. provided there are places available.
10. In the event of an unplanned overnight stay, the guest is obliged to sleep in a guest room.
11. If there are no available places in guest rooms, the resident of a dormitory may accommodate a guest in the resident's room provided that:
 - 1) at least one roommate is absent;
 - 2) the other roommates give their permission;
 - 3) the Residents' Council gives a written permission;
 - 4) bed linen is taken from the reception and the payment is made.
12. In exceptional situations (force majeure, the guest being unable to reach his/her place of residence, etc.) a resident may obtain permission from roommates and the Resident's Council, or, in the absence of the Residents' Council, of the Manager of the student dormitory, to have an overnight guest staying despite their presence, provided that the guest sleeps on an unoccupied bed.

13. Residents of other student dormitories of Wrocław University of Environmental and Life Sciences may, in exceptional cases, stay in any other student dormitory of the Wrocław University of Environmental and Life Sciences after 1:³⁰ am free of charge, if they leave their Resident Card at the reception of the student dormitory they are visiting and if they obtain permission in writing from the Residents' Council, which may be granted only for one night.
14. In justifiable cases, the Residents' Council, in conjunction with the Manager of the student dormitory may ban certain people from entering the dormitory.
15. In justifiable cases (organising university events, returning at night from a conference), Members of the Board of the Student Government of Wrocław University of Environmental and Life Sciences may stay after 1:³⁰ a.m. in any dormitory belonging to the University provided that they make a payment and meet the conditions specified in § 21 paragraph 2. They must also consult it with the Residents' Council.

VII. Loss of right to accommodation in a student dormitory

§22

1. A student (or another referred person) loses the right to accommodation in a student dormitory in the following situations:
 - 1) on the day when the referral expires;
 - 2) with a lapse of 7 days from the issue of the referral if during this time the student (or another referred person) has not completed check-in formalities and has not informed the dormitory of the inability to arrive on time,
 - 3) due to the failure to pay for accommodation in a student dormitory, subject to the provisions of § 14 paragraph 6;
 - 4) the Head of the Student Affairs Centre makes a decision to expel a student from the dormitory with immediate effect for a gross violation of the Regulations and breach of social norms, such as battery, theft, vandalism, alcohol consumption, abuse of drugs and intoxicants, etc. This may be done at the request of the Manager of a student dormitory in consultation with the Residents' Council,
 - 5) the Disciplinary Committee of Wrocław University of Environmental and Life Sciences or Appeal Disciplinary Committee of Wrocław University of Environmental and Life Sciences states so,

- 6) the resident is expelled from the student dormitory by the Head of the Student Affairs Centre, in compliance with the provisions of § 18 paragraph 3 and paragraph 4;
- 7) removal from the student register;
- 8) graduation;
- 9) the resident provides false information or uses the place in the dormitory not in accordance with the justification provided in the application form.

§23

1. The resident whose right to reside in the dormitory has been terminated is obliged to vacate the dormitory premises within 7 working days of the date on which he/she received a decision on the matter.
2. The resident has the right to appeal against the decision to terminate his/her right to reside in the student dormitory to the Rector or another authorised person. The appeal should be made within 7 working days of the date when the decision about the termination of the right to reside in the student dormitory was received.
3. If the resident does not move out within the given deadline, the Manager of the student dormitory, in the presence of a committee, shall evict the resident from the dormitory, even during the resident's absence. The Manager shall make a list of the resident's belongings which are then moved to the dormitory stockroom. The belongings of the resident evicted by the Manager in the presence of a committee shall be stored for a period of 6 months from the eviction date. If the evicted person does not collect his/her belongings within this period and despite a written summons, the belongings shall be given away to a charity organization or will be officially destroyed. A representative of the Residents' Council of a given student dormitory should be appointed to the committee. In the absence of the Residents' Council in a given student dormitory, a representative of the Student Government should be appointed to the committee. During holidays, when it is impossible to elect a representative of the Student Government to the committee, a representative of the Student Affairs Centre shall be appointed to the committee.

VIII. Summertime storage facility

§24

1. A free summertime storage facility to store residents' belongings can be set up in a student dormitory provided that the residents using the storage facility stay in the same dormitory in the next academic year. This shall be checked against the list of persons applying for accommodation in the student dormitory, based on applications filed by residents of the student dormitory.
2. The storage facility can be set up only if at least 2 residents of the student dormitory who are students of Wrocław University of Environmental and Life Sciences volunteer to run it.
3. Belongings placed in the storage facility must be:
 - 1) placed in a cardboard box or other durable container;
 - 2) labelled with the owner's name, surname and room number;
 - 3) durable for the period of storing.
4. The storage facility cannot be used to store:
 - 1) food;
 - 2) chemicals;
 - 3) flammable items;
 - 4) plants;
 - 5) animals.
5. Persons responsible for the storage facility are obliged to refuse to accept the belongings of a resident of the student dormitory to the storage facility if the guidelines specified in paragraph 3 and paragraph 4 are not observed.
6. Each time a storage facility is set up, the room in the dormitory to serve as the storage facility shall be selected by the Manager of the student dormitory.
7. The storage facility starts operating after the start of the summer exam session at the latest. Belongings kept in the storage facility must be removed from it within 14 days after the start of a new academic year. After this time the Residents' Council shall make a list of all the uncollected belongings which, in the presence of the Manager of the student dormitory, shall be transferred to the stockroom at the cost and responsibility of the owner, where they will be kept for the period of 6 months. After that time, the items shall be destroyed or donated to charity.
8. Permission to set up a summertime storage facility shall be granted by the Residents'

Council in consultation with the Manager of the student dormitory.

IX. Final provisions

§25

The enforcement of the provisions of the Regulations on the premises of the student dormitory shall be overseen by the Manager of the student dormitory and the Residents' Council.

§26

The procedure and rules concerning the allocation of places in the dormitories of Wrocław University of Environmental and Life Sciences are set out in an annex to these Regulations.

§27

Matters not covered by this order shall be decided by the Rector or a person authorised by the Rector.