

REGULATIONS FOR DORMITORY RESIDENTS
of
WROCLAW UNIVERSITY OF ENVIRONMENTAL AND LIFE
SCIENCES
(Uniwersytet Przyrodniczy we Wrocławiu)

I. General Provisions

§ 1

1. The 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 of studying, working and recreation. It constitutes an integral part of Wrocław University of Environmental and Life Sciences.
2. The student or another referral holder (further referred to as the “Dormitory resident”) gains the right of residency in the dormitory on the basis of the decision of the University authorities. The document which states the right for residency is issued by the Office for Student Affairs.
3. Whenever the term “7 days” appears in the Regulations for Dormitory Residents (further referred to as the “Dormitory Regulations”), it means 7 working days.

II. Dormitory Structure

§ 2

1. The Manager of the Dormitory is responsible for the legal and organizational issues regarding the functioning of the Dormitory.
2. The Manager of the Dormitory or his or her representative can participate in the meetings of the Council of Residents to which s/he has been invited.

§ 3

The Manager of the Dormitory is obliged to render the Regulations fully accessible to all residents on their request.

§ 4

1. The Council of Residents, a student administrative body, represents dormitory residents before the University authorities and the Manager of the Dormitory. The Council closely 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.

III. Move-in / Move-out Rules

§ 5

1. Places in the dormitory are allocated annually for the period of 9 months as of the first day of the academic year. In individual cases the student may obtain permission to stay in the dormitory during summer vacations if:
 - a) it is required by the degree course,
 - b) it is caused by an unusual family situation,
 - c) s/he is doing a summer internship,
 - d) s/he is retaking exams,
 - e) s/he is doing unpaid work for the benefit of the University,
 - f) s/he is doing summertime work in Wrocław or in its vicinity.

§ 6

1. The Manager of the Dormitory registers the student at the dormitory on the basis of a suitable document issued by the Office for Student Affairs (the so-called "Referral") providing the student or another referral holder has paid an obligatory deposit (in accordance with the "Mode and terms of allocation of places in the dormitories of Wrocław University of Environmental and Life Sciences") and has completed all check - in formalities. During registration the resident is assigned a place at the dormitory based on the allocation procedure carried out by the Council of Residents.
2. The resident is allowed to change his/her assigned place at the dormitory after obtaining permission of the Manager of the Dormitory and the Council of Residents.
3. The resident's wish to continue living in the same room will be given priority provided that in the previous year the resident fulfilled all obligations specified in the Regulations.

§ 7

When moving out of the dormitory the resident is required to return the Resident's Card to the Dormitory Office, return all received property belonging to the dormitory, keys included, settle all fees and dues, leave the room clean and tidy and remove from the room his/her personal belongings. If the above is not completed, the student will lose his/her deposit and will be forbidden from staying in the dormitories of Wrocław University of Environmental and Life Sciences in the future.

IV. Rights and Obligations of the Dormitory Resident

§ 8

The dormitory resident is entitled to:

1. participate in the Council of Residents' decisions 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' program;
3. file a complaint to the Council of Residents and, subsequently, to the Student Court of the Student Government about matters involving the breach of the Regulations and the violation of the principles of community life;
4. use dormitory communal items;
5. receive guests in accordance with the rules set out in the Regulations;
6. apply for a room change; introduce changes to the room's décor but only if the changes don't disrespect public property and prior permission of the roommates and the Manager of the Dormitory has been obtained;
7. collect and change bed linen once a month;
8. collect cleaning products according to the schedule;
9. apply for a temporary reduction in the number of people staying in the room.

§ 9

The dormitory resident is obliged to:

1. inform the Manager of the Dormitory about free beds and rooms in the dormitory;
2. make the room/module available for inspection and account for its condition when moving out;
3. show the Resident's Card each time when s/he is collecting the keys for the room/module and whenever s/he is asked to do so by the dormitory receptionist, the Manager of the Dormitory, a member of the Council of Residents or university authorities;
4. leave the keys for the room/module at the reception area when going out. In the event that the resident ignores this obligation, the University bears no financial responsibility for the property left in the room including university property;
5. report to the dormitory office the loss of the Card of the Dormitory Resident and pay for it;
6. observe night silence from 11:00 p.m. to 6:00 a.m. During this time other residents' right to peace and quiet cannot be violated by the use of the radio, television, computer, central light, etc.;
7. 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 Council of Residents as well as the principles of community life;
8. use communal items in accordance with its purpose; keep rooms/modules and communal spaces clean and in hygienic condition;
9. maintain the dormitory's surroundings clean;
10. take care of the room's/module's condition; inform the Manager of the Dormitory about every instance of their incorrect use and about any damage done to the accommodation by other residents;
11. pay rental fees on time;
12. help carry out plans of action proposed by the Council of Residents, including community work;
13. do community work of 2 hours per semester for the benefit of the University.
14. A student of a different university is obliged, after finishing a semester, to deliver to the dormitory administration office, within 14 days of the start of the next semester, a document about the continuation of the studies.

V. Internal Regulations

§ 10

1. Dormitory administrative staff officially allocates students to their furnished rooms/modules.
2. When moving out of the dormitory, students (or other referral holders) officially return all the room/module items to the dormitory administrative staff. The technical condition of the room/module which are being vacated and all the items in them must be described in the Acceptance Protocol.

§ 11

1. Room/module residents are jointly and severally financially responsible for the condition of the room/module and all the items within. The cost of each damage is estimated by the Manager of the Dormitory in consultation with the Council of Residents.
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, etc.), the cost is 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 Council of Residents and the Technical Department of the University. The estimation is based on the current price less depreciation due to wear and tear. The cost, however, 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 responsible people are determined by the Manager of the Council in consultation with the Council of Residents on a case-by-case basis. The manner of repairing the damage is decided on by the Manager of the Dormitory in consultation with the Council of Residents.
4. If the damage has not been repaired within 14 days of determining the manner of its repair, the Manager of the Dormitory in consultation with the Council of Residents files a petition to the University authorities to punish the culprit and to oblige him/her to either repair the damage or pay the equivalent of the cost of the damage.

§ 12

Dormitory residents are **not** allowed to:

1. leave the premises of the dormitory with any single item being the property of the dormitory;
2. do damage to the walls;
3. keep flammable, caustic or stinking materials in their room;
4. bring and keep animals;
5. keep bicycles, carts, prams, strollers or the like in the corridors or in rooms/modules. If the dormitory doesn't have a specific storage room, the Manager of the Dormitory designates a place for this purpose;

6. bring their own furniture. In exceptional cases, the residents may move furnishings between rooms/modules providing they have obtained permission of the Manager of the Dormitory;
7. have their own electric cookers/stoves/cooktops nor gas stoves with cylinder;
8. display advertisements and information in the dormitory except on the specially designated noticeboards;
9. provide accommodation in the dormitory without permission of the dormitory authorities;
10. possess, serve, consume or sell alcohol, drugs or any other intoxicants on the premises of the dormitory;
11. smoke in places which are not specially designated for smoking. This also refers to new tobacco products and electronic cigarettes;
12. gamble;
13. do any kind of soliciting or trading;
14. manipulate smoke detectors;
15. manipulate computer networking devices.

§ 13

1. Night silence is obligatory from 11:00 p.m. to 6:00 a.m. During this time entrance door to the dormitory is closed and it can be opened only for the dormitory residents.
2. The Manager of the Dormitory, or his/her representative, accompanied by at least one member of the Council of Residents are entitled to enter any dormitory room before 11:00 p.m. In justifiable cases this can also happen after 11:00 p.m.
3. In exceptional cases, when residents' safety or dormitory property are threatened, or there is a case of a gross violation of the rules of the Regulations, university representatives, law enforcement officers and/or the Council of Residents are entitled to enter any room at any time.

§ 14

1. The resident is obliged to make payment for the rent by the 25th day of each month, except the month of December for which the deadline is December the 15th.
2. A student of a different university (or another referral holder) makes payments by the 10th day of each month.
3. If the last day for making the payment falls on a day which is not a working day, the payment must be made on the first working day after the deadline.

§ 15

1. Students living in the dormitory are obliged to do community work throughout the academic year.
2. During the academic year, the Council of Residents elaborates community work schedule containing a list of tasks. The Council of Residents also certifies that a student has done community work.
3. If a student has infringed the Dormitory Regulations and the infringement does not qualify to be referred to the Student Court of the Student Government or the Disciplinary Commission for the Students of Wroclaw University of Environmental and Life Sciences, the student can be obligated, by the Council of Residents and the Manager of the Dormitory, to do an additional share of community work.

§ 16

1. The University is not responsible for residents' personal items (valuable items and money) left unguarded in rooms.
2. At the residents' request, dormitory administration accepts valuable property for safekeeping.

§ 17

1. Parties and meetings cannot be held in the dormitory from 11:00 p.m. to 6:00 a.m. (night silence). Each party or meeting requires permission of the Manager of the Dormitory.
2. The organizer of the event takes responsibility for its running and safety. In each instance the Council of Residents must be informed about the forthcoming event.
3. 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. In the case of events held in public areas, this prerogative belongs to the director of the Office of Students Affairs.
4. If the event becomes difficult to control (disorderly conduct, damage to equipment, etc.) the director of the Office for Students Affairs may ban a given dormitory student from organizing events for a specific period of time.

§ 18

The inspection of cleanliness in rooms/modules is carried out by the Council of Residents at least once a month. If the hygienic condition of the room/module is found unacceptable three times, the Manager of the Dormitory, in consultation with the Council of Residents, may demand that the residents of the room/module be expelled from the dormitory permanently.

§ 19

The Council of Residents and the Manager of the 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

1. 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 acts as a mediator.
2. Residents who breach the provisions of the Regulations or any other regulations in force in the dormitory or university, will appear before the Student Court of the Student Government or before the Disciplinary Commission for the Students of Wrocław University of Environmental and Life Sciences.
3. The petition to refer a matter to the Student Court of the Student Government or the Disciplinary Commission for the Students of Wrocław University of Environmental and Life Sciences is submitted by the Manager of the Dormitory after consultation with the dormitory administrator and the Council of Residents.

VI. Non-residents' visits and accommodation

§ 21

1. Dormitory residents may receive guests from 6:00 a.m. to 11:00 p.m.
2. Guests are allowed to enter the dormitory from 6:00 a.m. to 11:00 p.m. only after leaving their student identification card at the reception or showing their ID with a photo at the reception for registration. They must also state the number of the room they are going to and the surname of the person to be visited.
3. The receptionist can refuse entry if the guest seems to be under the influence of alcohol, drugs or other intoxicants.
4. The dormitory resident is responsible for the behavior of his/her guests.
5. The head of the Council of Residents or, next in order, his deputy or other members of the Council of Residents may give permission for the visitor to stay until 1:30 a.m. The consent must be in writing.
6. If a person who is not a dormitory resident stays at the dormitory after 1:30 a.m., s/he has to pay for the night according to the price regulations of the dormitory. If the guest doesn't leave the dormitory, the document can be collected on the next working day in the dormitory office.
7. Guests who plan to stay overnight at the dormitory can book a place by contacting the Office for Students Affairs every working day until 3:30 p.m. providing there are places available.
8. In the event of an unplanned overnight stay, the guest is obliged to sleep in a guest room.
9. If there are no available places in guest rooms, the dormitory resident can accommodate a guest in the resident's room provided that:
 - a) at least one roommate is absent;
 - b) the other roommates give their permission;
 - c) the Council of Residents gives a written permission;
 - d) bed linen is taken from the reception and the payment is made.
10. The dormitory resident can get permission to accommodate a guest of the opposite sex providing other roommates are absent. The resident can obtain permission of the roommates and the Council of Residents to accommodate a guest of the opposite sex despite the presence of the roommates only in exceptional cases (force majeure, no places in guest rooms, the guest being unable to reach his/her place of residence). The guest has to sleep in an unoccupied bed then.
11. The residents of other dormitories of Wrocław University of Environmental and Life Sciences can stay in any dormitory of Wrocław University of Environmental and Life Sciences after 1:30 a.m. on condition that they leave their Resident's Card at the reception of the dormitory they are visiting. They also have to obtain a written permission of the Council of Residents.
12. In justifiable cases, the Council of Residents in conjunction with the Manager of the Dormitory may ban certain people from entering the dormitory.
13. In justifiable cases (organizing 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, leave their

student card at the reception and obtain a written permission of the Council of Residents.

VII. Termination of the rights of the dormitory resident

§ 22

The student (or another referral holder) is deprived of the right to reside in the dormitory in the following circumstances:

1. on the day when the referral expires. If the expiration date has not been specified in the referral, the check-out date falls on June 30th,
2. with a lapse of 7 days from the issue of the referral if during this time the student (or another referral holder) has not completed check-in formalities and has not informed the dormitory of the inability to arrive on time,
3. the student has not paid for the accommodation in the dormitory by the due date and under the conditions set out in the Regulations,
4. the decision to allocate a dormitory place is revoked,
5. the Director of the Office for Students Affairs (at the request of the Manager of the Dormitory acting in consultation with the Council of Residents) 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, drug abuse, alcohol consumption, etc.,
6. the Disciplinary Commission of Wrocław University of Environmental and Life Sciences or Appeal Disciplinary Commission of Wrocław University of Environmental and Life Sciences states so,
7. the resident is on dean's leave (with the exception of duly justified cases)
8. the Council of Residents states lack of cleanliness in a room/module three times,
9. the resident is removed from a list of students,
10. the resident has completed his/her studies,
11. the resident gives false data or uses the dormitory place contrary to the explanation given 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 days of the date on which s/he received a decision on the matter.
2. The resident has the right to appeal against the decision to remove him/her from the list of dormitory residents by filing a petition to the Rector to reconsider the matter. The petition should be submitted within 7 working days of the date when the decision about the termination of the right to stay in the dormitory was received.
3. If the resident does not move out within the given deadline, the Manager of the Dormitory, in the presence of a committee, evicts the resident from the dormitory, even during the resident's absence. The Manager makes a list of the resident's belongings which are then moved to the dormitory stockroom. The belongings of the evicted resident are stored for the 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 will be given away to a charity organization or will be officially destroyed. A representative of the Council of Residents of a given

dormitory should sit on the committee. If in a given dormitory there is no council of residents, a representative of the University Student Government should be appointed to the committee. During holidays, when it is impossible to elect a representative of the University Student Government to the committee, a representative of the Office for Students Affairs assumes this obligation.

VIII. Storage facility during summertime

§ 24

1. A free summertime storage facility to store residents' belongings can be set up in the dormitory provided that the residents using the storage facility stay in the same dormitory in the next academic year.
2. The storage facility can be set up only if at least 2 people volunteer to run it. The running of the storage facility is equivalent with meeting the community-work obligation in the next academic year.
3. Belongings placed in the storage facility must be:
 - a) put in a box or other durable container,
 - b) labelled with a name, surname and student's book number,
 - c) durable for the period of storing.
4. The storage facility cannot be used to store:
 - a) foods,
 - b) plants,
 - c) animals.
5. It is the Manager of the Dormitory who each time chooses a room in the dormitory that will serve as a storage facility.
6. The storage facility starts operating at the latest 7 days after the start of the summer exam season. 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 Council of Residents will make a list of all the uncollected belongings which, in the presence of the Manager of the Dormitory, will be transferred to the stockroom at the cost and responsibility of the owner. The belongings will be kept in the stockroom for the period of 6 months after which time they will be destroyed or given away for charity.
7. Permission to set up a summertime storing facility is given by the Council of Residents in consultation with the Manger of the Dormitory through a suitable resolution

IX. Final provisions.

§ 25

The enforcement of the provisions of the Regulations on the premises of the Dormitory is carried out by the Manager of the Dormitory and the Council of Residents.

§ 26

The rules concerning the allocation of places in the dormitories of Wrocław University of Environmental and Life Sciences as well as issues regarding the deposit are set out in a separate resolution of the Rector.

§ 27

The Regulations become valid as of 1 October 2019.

Annex to the Rector's Decree No 102 of 25th of July 2019

Zarządzenie nr 102/2019 Rektora Uniwersytetu Przyrodniczego we Wrocławiu z dnia 25 lipca 2019 r. w sprawie wprowadzenia „Regulaminu mieszkańca domu studenckiego Uniwersytetu Przyrodniczego we Wrocławiu”.

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