

# **DORMITORY REGULATIONS OF UNIVERISTY OF WARMIA AND MAZURY IN OLSZTYN**

## **§1**

### **General provisions**

1. Student Dormitory – hereinafter referred to as SD – is a place for living, studying and relaxation for the eligible students as well as other individuals who were assigned a place.
2. Student Dormitories and the neighbouring areas are administered by the “ŻAK” Foundation of the University of Warmia and Mazury, hereinafter referred to as the Foundation.
3. The residents of the SD are represented by the Board of Residents, hereinafter referred to as BR.
4. Student organizations and their branches may have their offices on the premises of the SD after gaining the positive opinion of the BR.
5. People entitled to enter the premises of the dormitory and rooms (in the presence of the dormitory manager or the janitor, and in case of need a representative of the BR): authorized members of didactic staff, administrative staff, and representatives of medical and fire services. Rooms may be also entered by the police or the property protection agency when the residents’ health or life is threatened, or when the property of the residents, the Foundation or the University is in danger of damage.
6. People entitled to monitor the compliance with the regulations: the dormitory manager, the janitor, a person selected by the Foundation and a member of the BR. They will pay particular attention to ensuring that the rules concerning visiting hours are obeyed.
7. To be entitled to live at the SD an individual has to, apart from being assigned a place, pay a deposit and submit a written declaration that he or she is intending to take residence.
8. The deadline for the deposit payments and the submission of declarations is: June 30<sup>th</sup> for students and other individuals; September 15<sup>th</sup> for first year students as well as holders of Letters of Referrals issued after proper deadline for considering applications.
9. The deposit, discussed in points 7 and 8, may be used to cover any expenses incurred by damage to property or the rent for the last month of a given academic year, or to cover the rent in the case of vacating a room at the dormitory without making a payment. The remaining part of the deposit will be returned within 30 days after vacating the room at the SD.
10. The deposit will not be returned if a person who was assigned a place at the dormitory has not completed the check-in process.
11. The deposit may be returned upon written request to a person who has not completed the check-in process (despite being assigned a place) owing to serious personal reasons (e.g. a prolonged illness confirmed by a doctor’s certificate) or circumstances beyond control which are connected with the course of studies (e.g. expulsion from university).
12. The deposit and monthly rent should be paid to a proper dormitory manager or transferred to the account BANK PEKAO S.A. I O/OLSZTYN 12 1240 1590 1111 0000 1452 6657. The remittance slip should contain the following details: the full name of the person for whom the payment is made, the number of the dormitory and details of payment.

## **§2**

### **Conduct regulations**

1. Quiet hours are obligatory at the SD between 11 p.m. till 6 a.m.
2. The entrance to the SD is closed at 11 p.m. and only the residents are allowed to enter the premises after that time.

3. If an individual is assigned a place at a dormitory in accordance with the rules established by the authorities of the University of Warmia and Mazury in Olsztyn, he or she is entitled to reside there for a period of nine months, from September 25<sup>th</sup> to June 25<sup>th</sup>.
4. To be allowed to check in at the SD after being assigned a place, a student has to fulfil the following conditions. He or she has to sign a declaration about becoming acquainted with the present regulations and accept the fire regulations at the dormitory, confirm the state of room furnishings and pay the deposit discussed in §1, as well as pay for the accommodation in September and the rent for October.
5. On registering a student receives a resident's card and the necessary equipment, for which he or she is accountable financially.
6. Visitors in rooms – with the acceptance of all cohabitants – are allowed only between 8 a.m. and 11 p.m. No visitors are allowed after the quiet hours begin.
7. Visitors are obliged to leave an ID at the dorm's reception. This rule does not apply to the residents of other dormitories in Olsztyn, who may leave a resident's card with a photograph. The number of the room and the name of the person visited must be given to the receptionist. If a visitor stays at the SD between 11 p.m. and 8 a.m. the Foundation is entitled to charge 20 PLN paid by the visitor or jointly by the residents of the room visited.
8. In special situations the dormitory manager and the BR may allow a non-resident to stay at the dormitory for a period of up to 48 hours. The decision is made upon a written request submitted by a resident of a given dormitory. The consent of the cohabitants of the room or suite is required. The charge is 10 PLN per night. The resident is obliged to accompany the visitor at all times.
9. If a place in a room is vacated, the dormitory manager is authorised to register another individual or individuals, or transfer the remaining residents to a different room.

### **§3 Residents' rights**

The residents of the dormitory are entitled to:

1. Select and be selected for membership of the BR.
2. Take part in forming the programme of the BR and participate in its implementation.
3. Put forward, via the BR, proposals aiming at improving the functioning of SD and the Academic Estate.
4. Use the premises and facilities of the SD designed for general use in accordance with the rules established by the BR.
5. Receive visitors, taking responsibility for their conduct.
6. Change bedclothes every three weeks.
7. Store bicycles and prams in specially adapted places.
8. Use the telephone and order long-distance calls between 3 p.m and 11 p.m. on condition that the payment is made immediately.
9. Use the first-aid kit.
10. Store their belongings in a specially adapted place during the summer recess if it is possible in a given dormitory.

## **§4 Residents' duties**

The residents of the dormitory are obliged to:

1. Obey the regulations of the SD, the resolutions of the BR and the Academic Estate Council (called "AEC" in the text), and the regulations passed by the university authorities and the Foundation.
2. Pay the deposit before being registered, within the time limit mentioned in §1, and pay the rent regularly, not later than the 14<sup>th</sup> day of a given month, make payment for the assigned place for the whole period for which it was assigned. In justified cases the resident may apply to the dormitory manager to shorten this period. If the resident fails to pay the rent on time, statutory interest will be charged for every day of delay.
3. Leave the key at reception when leaving the dormitory.
4. Take care of the property of the SD. The residents of the SD have material liability for every missing or damaged piece of equipment. If the perpetrator is not found, the material liability will go to the residents of the room, suite, floor or the whole building, depending on the location and character of damage. Investigation is conducted by the BR along with the dormitory manager.
5. Ensure that the rooms and places designed for general use are clean and tidy. The same applies to the surroundings of the dormitory. Inspection may be conducted by the dormitory manager or a representative of the BR.
6. Report damage done to the property of the SD by filling in the fault log.
7. Get the permission of the dormitory manager before making any changes in the rooms or in other places.
8. Do 15 hours of voluntary work for the benefit of the SD not later than May 15<sup>th</sup> of every academic year or make a payment of the amount determined by the AEC.
9. Submit the resident's card or other ID document when requested by the dormitory manager, the janitor or representatives of the BR.
10. Return the equipment and bedclothes previously taken, make all the remaining payments and leave the room clean and tidy when vacating the place. The collection of the room is done by the dormitory manager assisted by a representative of the BR.
11. Abide by the safety and fire regulations at all times.

## **§5 Prohibitions**

The residents are forbidden to:

1. Use equipment consuming substantial amounts of electricity, water (e.g. photocopiers, ovens, fryers, sound systems of high wattage) or that may pose a fire hazard.
2. Alter any systems without permission, including most notably electrical wiring system, gas system, plumbing system, radiophonic system, TV system and local computer network.
3. Alter door locks and have duplicate keys made.
4. Trade in goods and organize gambling games.
5. Bring mechanical vehicles into the buildings.
6. Bring and store firearms, ammunition, explosives and other inflammable materials on the premises of the dormitory.
7. Take equipment which is part of the facility outside the dormitory.
8. Accommodate non-residents without the permission of the dormitory manager and the BR.

9. Keep animals on the premises.
10. Perform commercial activities on the premises.
11. Make fires on the premises of the SD and in its vicinity.
12. Organize parties on the premises of the SD and in its vicinity if it might disturb other individuals.
13. Consume alcohol in places of general use at the dormitory and in its vicinity.

## **§6**

### **Events requiring leaving of dormitory**

A student is obliged to leave the dormitory upon the occurrence of any of the following events:

1. The period of time for which a place was assigned has expired.
2. A student has been removed from university.
3. After the Disciplinary Committee for students has decided so.
4. If a residents fails to pay the dormitory fees for more than 14 days.
5. If a student has not completed the check-in process without justified reasons until October 5<sup>th</sup>, or in the academic year within 7 days after issuing the Letter of Referral.
6. After graduating from university.
7. The dormitory manager, or in special cases the BR, may request the board of the Foundation to remove a resident without delay if they do not comply with the dormitory regulations, give up their place to another individual, violate the rules of social interaction in an unacceptable way, or should not live in a dormitory for other reasons.

A resident who has been removed from the SD in accordance with the above rules is entitled to file an appeal to the Vice-rector for Students Affairs within 7 days. If the decision of the Board of Foundation is supported by the Vice-rector for Students Affairs, the resident in question will not be assigned a place at the SD for the whole period of studies.

## **§7**

### **The status of the Board of Residents at the Student Dormitory**

1. The BR is the only representative of the residents before the administration of the SD.
2. The BR is elected from among the residents for the period of one year, which is precisely stated by the electoral law of the AEC.
3. The BR is subject to the AEC.
4. The AEC consists of: the president of the BR and delegates of all dormitories.
5. The BR is entitled to:
  - a) represent the residents, organizations and their branches in dormitories, which are stated in the AEC regulations.
  - b) give opinions on assigning places to applicants.
  - c) decide upon its own structure (in relation to creating required committees)
6. the BR is obliged to:
  - a) represent the residents before the management of the dormitory and the Foundation.
  - b) conduct, along with the dormitory manager, inspections of rooms and furnishings, to receive and distribute equipment for the summer recess and academic year.
  - c) provide information on how to settle dormitory affairs.
  - d) move proposals on necessary repairs and purchase of equipment.

## **§8**

### **Final provisions**

1. In the case of violation of the above regulations and the resolutions of the BR and the AEC by the residents, organizations and franchise holders, the dormitory manager, after receiving recommendation from the president of the BR, is entitled to:
  - a) administer punishment: oral admonition, additional work for the benefit of the SD.
  - b) move a proposal to the Foundation Board to draw consequences provided in the contracts (it applies to franchise holders and students' organizations).
  - c) move a proposal to the Foundation Board to remove a resident with immediate effect.
2. Debatable issues not discussed in the regulations are settled by the Foundation Board accompanied by dormitory managers, after seeking recommendation from the Student Government and the AEC.
3. In justified situations the administration of the SD and the BR has the right to enter a room.
4. In justified situations the Foundation Board, after gaining an opinion of dormitory managers and after seeking advice from the Student Government and the BR, may decide to broaden or confine the rights determined by these regulations.
5. The regulations come into effect on June 1<sup>st</sup> 2010. At the same time all the previous regulations lose validity.

## QUESTIONNAIRE

1. Surname and first name.....
  2. Date and place of birth.....
  3. Parents' names and mother's maiden name.....
  4. Name of University.....  
Field.....Faculty.....
  5. Did you live in a dormitory last year? If yes, which number?.....
  6. Address and telephone number of parents (or guardians).....
  7. Series and number of ID.....issued by.....
  8. Personal identity number.....
- I feel obliged to report any changes of the above information.

Olsztyn, Date: ..... Student's / Resident's signature.....

To be completed by the dormitory manager

|   |
|---|
| /surname and name/.....lives in Student Dormitory N°.....<br>located in.....Street in room.....since..... |
|---|

## DECLARATION

I declare that I have familiarised myself with the Dormitory Regulations and I commit myself to obey its rules. I commit myself to vacate the room immediately after the assignment period expires or after my dormitory assignment is nullified.

In the case of me failing to meet the above commitment I authorise the administration of the Student Dormitory to place my movables in a storehouse. At the same time I commit myself to return the equipment taken for personal use, or its financial equivalent.

I commit myself to abide by safety and fire regulations.

I accept the fact that the original fiscal receipt is the only means of accounting for payments made and I reserve the right to have the value of the remaining part of my rent reimbursed if I terminate my tenancy early to receive a VAT invoice.

Olsztyn, Date: ..... Student's / Resident's signature.....

## Agreement for Personal Information Processing

(Name and surname): .....

I hereby agree to have my personal data processed strictly for the purposes of the check-in process, registering, identification during the assignment period and financial settlements with the "ŻAK" Foundation of the University of Warmia and Mazury throughout this period.

Olsztyn, Date: ..... Signature: .....

## INFORMATION

required according to item 24 of the Act on Protection of Personal Data of 29 August 1997 with later additions. For (name and surname) .....

1. FULL NAME OF DATA ADMINISTRATOR AND ITS ADDRESS:

"ŻAK" Foundation of the University of Warmia and Mazury in Olsztyn, 10-722 Olsztyn, Kanafojskiego Street 2

2. AIM OF COLLECTING DATA AND EXPECTED RECIPIENTS OF DATA:

Personal data of the residents of dormitories is collected in order to:

a) facilitate the check-in process, registering, identification during the assignment period and financial settlements with the "ŻAK" Foundation of the University of Warmia and Mazury throughout this period.

b) provide direct marketing of products and services offered by the Foundation during the assignment period.

c) filing claims for commercial activities.

Expected recipients of data:

a) City Council of Olsztyn – because of registration procedures

b) Other institutions stated by law.

3. RIGHT TO ACCESS INFORMATION AND MAKE CORRECTIONS:

I inform you that you are entitled to access your personal data and make corrections via an employee of the Foundation.

4. IS GIVING PERSONAL DATA VOLUNTARY OR OBLIGATORY?

Giving personal data is indispensable due to the obligation to register at the city council, which is dictated by the act on general registry and ID documents of 10 April 1974, item 10 act 2 and item 13.

With regards – The dormitory manager .....

I have familiarised myself with the above information (date and signature of resident)

Date: ..... Signature: .....