

THE RULES AND REGULATIONS OF RESIDENTS OF THE DORMITORIES OF
THE UNIVERSITY OF WARMIA AND MAZURY
IN OLSZTYN

§1
General provisions

1. The Dormitory, hereinafter also referred to as “DS”, is a place of residence, study and rest for entitled students and other persons who have been awarded accommodation.
2. The “ŻAK” Foundation of the University of Warmia and Mazury in Olsztyn, hereinafter referred to as „the Foundation”, operates the Dormitories and the adjacent premises.
3. The residents of DS are represented by the Council of Residents, hereinafter referred to as “CR”.
4. Upon approval of the CR, the Dormitories can host students’ organizations and their bodies.
5. The right to enter the Dormitory and the rooms (in the presence of the Manager of the Dormitory and, optionally, a representative of the CR) is granted to authorised research and teaching staff, administration personnel, medical personnel and fire prevention institutions representatives. In case of any threat to the life and health of the residents, or any danger to the property of the residents/the Foundation/the University, this right is further extended to the Police and/or security services.
6. The manager of the Dormitory, receptionists, persons authorised by the Foundation and the CR members are entitled to monitor compliance with these Rules and Regulations, in particular with the hours of visits.
7. A Dormitory can only be inhabited by persons who have been granted a place via a relevant procedure, have paid the guarantee deposit and have submitted a written declaration of acceptance of the awarded place.
8. The right to inhabit the Dormitory is also granted to persons who have booked, and have been granted, accommodation via the Dormitory’s booking system, and have paid the guarantee deposit and accepted the terms of booking set out in the **Terms and Conditions of the Dormitory's Electronic Booking System** [*Regulamin Elektronicznej Rezerwacji Miejsc w DS*].
9. The deadlines for paying the deposit and for submitting the declaration is as follows:
 1. 30 June – for persons who submitted an accommodation application form and were granted accommodation;
 2. 30 August – for candidates admitted to the 1st year of study, who were granted accommodation in the Dormitory;
 3. immediately – or within 5 days after being informed of the possibility of being granted accommodation – for persons applying after the relevant deadlines for reviewing application forms.
10. The detailed **Terms of Granting Accommodation in the Dormitories of UWM in Olsztyn** [*Zasady Przydziału Miejsc w Domach Studenckich UWM w Olsztynie*] are included in a separate document, available on the website of the ŻAK Foundation of UWM in Olsztyn, as well as on noticeboards in the respective Dormitories.
11. The guarantee deposit referred to in (7), (8) and (9) may be used to cover the costs of any damage to the property of the Dormitory or the charges for its occupation. The unused part of the guarantee deposit shall be returned upon the vacation of the premises.

12. The guarantee deposit will not be returned if the person who was granted accommodation failed to check in by 5 October, or if their stay period was less than 2 months (until 30 November of the academic year) regardless of the check-in.
13. The guarantee deposit can be returned upon a written request by the person who was granted accommodation and failed to check in due to an accident (e.g. long-term illness confirmed with a medical certificate) or reasons beyond student's control regarding the course of the studies (e.g. removal from the student register confirmed by the relevant Dean's office). The application form, complete with a statement of reasons and a certificate, should be submitted within 14 days after the occurrence of the cause or event.
14. The guarantee deposit and a monthly rent should be paid to the appropriate Manager of the Dormitory or to the Foundation's bank account number held by mBank 26 1140 1111 0000 4156 1100 1001, or to the appropriate Dormitory account (detailed information on the accounts of the Dormitories are available on the Foundation's website www.zak.olsztyn.pl/akademiki.html). The resident's full name, the Dormitory's number and the title of the payment should be included in the payment confirmation document.

§ 2

Code of conduct

1. The quiet hours are: 11 p.m. to 6 a.m.
2. The front door of the Dormitory is closed at 11 p.m. and only Dormitory residents are let in after this time.
3. Granting of the right to reside in a Dormitory in accordance with the rules provided by the University of Warmia and Mazury in Olsztyn continues for a period of 9 months (from 25 September until 25 June or until a different date specified by the Rector of the University as the last day of the summer exam session).
4. After a student or another person is granted a place, they may check in provided that they have become acquainted with these Rules and Regulations, have declared to comply with the Dormitory's fire safety regulations, have confirmed the condition and number of furnishings in a room, have paid the guarantee deposit within the deadline specified in § 1, and has paid the monthly rent for September and October.
5. At the moment of check-in, a student receives a residence card and the necessary furnishings, for which they are financially liable.
6. Visits can be paid in the rooms from 8 a.m. to 11 p.m. (the commencement of the quiet hours) with approval of the resident's roommates.
7. Rules for the residents' visitors:
 1. visitors are required to fill in a GUEST'S CARD form with the personal information from their ID card and to present their ID card at the reception desk, both at their entrance and exit from the Dormitory, to verify the personal information indicated in the GUEST'S CARD – this does not apply to the residents of other Dormitories of the UWM in Olsztyn administered by the UWM ŻAK Foundation in Olsztyn, who may leave their residence cards featuring a photograph, and to inform the receptionist about the visited room number and the full name of the person visited;
 2. within the scope of the above exception, a Dormitory resident may use a DORMITORY GUEST CARD issued by the Dormitory's Manager on the basis of a written application form by a student of the UWM in Olsztyn;
 3. the visitor is obliged to notify the receptionist when leaving the Dormitory;

4. if a visitor stays in the Dormitory between 11 p.m. and 8 a.m., the Foundation is entitled to collect a charge of 20 PLN paid by the visitor or jointly by the residents of the visited room.
8. In rare instances, on a written motion of the resident of the Dormitory, the manager or the CR may allow a non-resident to stay overnight, provided consent has been given given by all residents of the visited room and the payment of PLN 10 per night has been made, and the applicant is with the visitor during the stay, A model application form can be downloaded from the Foundation website at zak.olsztyn.pl
9. If a resident(s) vacate(s) the premises, the Dormitory manager may grant the vacant places to other persons or relocate the existing residents to a different room. If the resident(s) do(es) not agree to the above, they are obliged to pay the rent for the absent roommate. In the latter situation, the Dormitory manager is entitled to reclassify the room into a room for fewer students and collect rent according to a new classification of a room. The manager decides which solution applies.
10. If there are free vacant rooms in a Dormitory, the Dormitory manager has the right to allocate any person to such rooms, including non-students.
11. Persons who declare the willingness to be accommodated in a Dormitory as replacement to those who may vacate the premises during the academic year, are obliged to make a reservation.
12. The residents are obliged to protect their own belongings by locking the room door during their absence and leaving the key at the reception desk.

§ 3

Residents' rights

The residents of the Dormitories are entitled to:

1. Elect others and be elected to the the Council of Residents.
2. Participate in the formation of the CR agenda and take part in its fulfilment.
3. File petitions through the CR in order to improve the function of the Dormitories and the Campus.
4. Use the Dormitory premises, furnishings and equipment which are intended for residents' use according to the rules specified by the CR.
5. Have guests and take responsibility for their behaviour. If the number of guests exceeds 4, common rooms are to be used.
6. Store bicycles and pushchairs in the designated premises (the Foundation does not take responsibility for the stored items).
7. Use the first-aid kit.
8. Store their belongings during the summertime in the designated premises, if available. Access to the abovementioned premises is closed during the holidays. The Foundation does not take responsibility for the stored items.
9. Apply for a room change.
10. Residents who do not have any overdue rent may apply for a room change or dormitory change. The application has to include the number of the new room/dormitory and a date at which the change is to be made.
11. The application shall be reviewed within 3 working days of its submission.

§ 4

Residents' obligations

The residents of the Dormitories are obliged to:

1. Comply with these Rules and Regulations, resolutions of the CR and the Campus Council (hereinafter referred to as “CC”), the instructions of the University authorities and of the Foundation.
2. Check in in their Dormitory, at the beginning of the academic year (i.e. from 25 September to 5 October), or within two days after the booked date for mid-year accommodation.
3. Pay the guarantee deposit before the check-in, within the deadline specified in § 1, and, without prejudice to (4) and (5), pay rent regularly, by the 14th day of each month, throughout their entire accommodation period. Under justified circumstances, at the request of a resident, the accommodation period can be reduced by the Dormitory manager. In exceptional circumstances, the manager of D can extend the payment deadline – but no longer than by the 15th day of the next month.
4. If the resident vacates the premises mid-month in the period from 1 October to 31 May – pay a third of the rent for every commenced ten-day period of residence, subject to the following division of the month into decades: from the 1st to the 10th, from the 11th to the 20th, and from the 21st until the end of the month.
5. If the resident vacates the premises mid-month in the period from 25 to 30 September or in June – pay a 1/30 of the monthly rent for each day of residence in the Dormitory.
6. Leave a room key at the reception desk upon leaving the premises.
7. Properly care for Dormitory property – residents are financially liable for any missing or damaged Dormitory furnishings. In case the party responsible for the damage cannot be found, residents of the room, the segment, the floor or the entire dormitory may be charged jointly – depending on the nature of damage and/or its location. The investigation procedure will be undertaken by the CR in cooperation with the Dormitory manager.
8. Keep rooms, common areas and surroundings of the Dormitory clean and neat. The Dormitory manager, representative of the CR and the cleaning staff are entitled to verify the above.
9. Report any and all damage within the Dormitory premises by indicating them in writing in the defect report book, which is located at the reception desk.
10. Obtain permission of the Dormitory manager to make any changes in rooms or other areas of the Dormitory.
11. Work 5 hours for the benefit of the Dormitory until 15 May of each academic year or make a payment set by the CC – applicable to all students.
12. Prove one's identity by showing the residence card or another identification document upon request of the Dormitory manager, receptionists and representatives of the CR.
13. Upon vacation: return the equipment/furnishings/bedclothes, settle due payments, leave the room and common areas clean and neat. The vacated rooms are relinquished to the Dormitory manager or any other authorised employee and, if possible, to a representative of the CR.
14. Comply with the Dormitory’s fire, and health and safety regulations unconditionally.

§ 5

Bans

The residents of a Dormitory are forbidden to:

1. Use appliances that consume large amounts of electricity / water (e.g. xerographic equipment, ovens, fryers, high wattage loudspeakers) or pose a fire threat is forbidden.
2. Modify electric / gas / radio / TV / computer network systems or fittings, the water supply, the sewage system, and any other systems or fittings.

3. Alter the door lock and duplicate keys.
4. Trade and organise gambling games.
5. Bring inside motor vehicles.
6. Bring in firearms, ammunition, explosives and other potentially hazardous materials.
7. Take dormitory furnishings outside the premises.
8. Have overnight visitors without prior permission of the Dormitory manager and the CR.
9. Keep pets in the premises.
10. Operate any form of commercial activity.
11. Use any source of open flame within the Dormitory premises and the surrounding areas.
12. Organise parties in the Dormitory premises and surrounding areas if it inconveniences other persons.
13. Consume alcohol or smoke tobacco (including e-cigarettes) in the Dormitory.
14. Rearrange the furniture, paste anything on the walls, ventilation grates or fire alarm devices.

§ 6

Loss of the right to reside in the Dormitory

A student shall lose the right to reside in the Dormitory:

1. Upon conclusion of the period for which the accommodation was granted.
2. If found to have provided false information in the application form for granting accommodation in the Dormitory.
3. Upon removal from the student register.
4. After the loss of this right is declared by the university disciplinary committee.
5. When the resident's rent is overdue by over 14 days, and when the payment deadline has been extended by the Dormitory manager failure to pay by the 15th day of the next month, as referred to in § 4 (3).
6. When the resident has, without due justification, failed to check in by 5 October or – during the academic year – within the period of 2 days after the room has been booked.
7. Upon graduation.
8. With immediate effect, after the decision of the Foundation management and at the request of the Dormitory manager and/or (in exceptional cases) the CR, if the resident does not comply with these Rules and Regulations, sublets their room to another person, grossly violates the rules of social conduct, or for other reasons cannot reside in the Dormitory.

A student who has lost the right to be accommodated in a Dormitory may make an appeal to the Vice Rector in charge of student affairs within 7 days after the decision is declared. If the decision of the

Foundation management is sustained by the Vice Rector in charge of student affairs, the resident loses the right to be accommodated in a Dormitory until graduation.

§ 7

Status of the Dormitory Council of Residents (CR)

1. The CR is the sole representative of the residents before the administration personnel of the Dormitory.

2. The CR is elected from among all the residents for a period of 1 year, which is specified by the electoral law of the CC.
3. The CR reports directly to the CC.
4. The CC comprises: the chairman of the RC and delegates of all Dormitories.
5. The CR has a right to:
 1. represent all residents, organisations and their agencies in the Dormitory which are specified in the Regulations of the CC;
 2. review applications for accommodation in the Dormitory;
 3. determine its own structure (which includes the appointment of appropriate commissions) upon approval of the Academic Council of Student Self-government.
6. The CR is obliged to:
 1. represent all residents before the Dormitory management and the Foundation
 2. together with the Dormitory management, perform inspections of the furnishings and the premises, and reclaim and return the use of the premises during the vacation period and the academic year;
 3. provide information on how to settle any current issues regarding the Dormitory;
 4. together with the Dormitory management, decide on the scope of the necessary furnishing purchases and renovations, and apply accordingly.

§ 8 Final Provisions

1. If residents, student organisations or lessees do not comply with these Rules and Regulations or resolutions of the CR and the CC, the Dormitory manager has the right to:
 1. impose penalties – verbal warning, additional work for the benefit of the Dormitory;
 2. apply to the management of the Foundation for imposing penalties provided for under the agreements (applies to student organizations and lessees);
 3. apply to the management of the Foundation for eviction of a resident with immediate effect.
2. All disputable issues which are not covered by these Regulations shall be resolved by the management of the Foundation along with the Dormitory managers after receiving an opinion from the Student Self-government, and by the CC.
3. Under justified circumstances the administration personnel of the Dormitory and CR members have the right to enter a student's room.
4. Under justified circumstances, after receiving an opinion from the Student Self-government and the CC, the rights defined in these Rules and Regulations can be extended or restricted by the management of the Foundation along with Dormitory managers.
5. These Rules and Regulations shall come into force as of 1 July 2018. At the same time, the following shall expire: The Rules and Regulations of Residents of the Dormitories of the University of Warmia and Mazury in Olsztyn which came into force as of 1 June 2016.