

KOSZALIN UNIVERSITY OF TECHNOLOGY

Rules and Regulations of Student Dormitories

I. General provisions

1. The building of the Student Dormitory (SD) is the property of the university and is a place of residence, study and leisure for its residents.
2. The SD should be the subject of special protection and care by its residents, expressed in taking care to keep it in good condition and order.

II. Rules of accommodation

1. Places in SD are granted in accordance with the Regulations of Benefits for Students and Doctoral Students of Koszalin University of Technology.
2. Accommodation in SD is provided by the SD Administration on the basis of personal lists of allocated places in SD in the order of students' applications.
3. When applying for accommodation, a student is obliged to submit the following documents:
 - a) identity card,
 - b) 1 photograph for the issuing a resident's card.
4. Students are first accommodated in rooms with free places. The next room will be assigned to a student after all standard places in previously assigned rooms have been occupied.
5. Before being accommodated in a room, the resident is obliged to get acquainted with:
 - a) the Regulations of KUT Student Dormitories,
 - b) the Regulations of the Student Computer Network,
 - c) occupational health and safety (OHS) regulations and instructions,
 - d) fire safety regulations.

6. A student lives in the room (Dormitory) where they are accommodated. Changing the room is possible after obtaining permission from the Student Dormitory Administration.
7. After being accommodated, the student becomes a full-fledged resident of the Dormitory and takes full responsibility, including financial responsibility, for the equipment entrusted to them in the rooms and the segment, after being acquainted with its actual condition. The student is obliged to comply with fire safety and OHS regulations.
8. Residents are financially responsible for any culpable damage to devices, rooms and equipment intended for general use.
9. During the period of registering a large number of vacancies in individual dormitories, the Student Dormitory Administration decides to relocate students living individually in rooms, so as to supply the entire rooms. Relocating takes place within 7 days from the date of receiving a notification from the SD Administration. If the student refuses to be relocated, they may lose the right to live in the SD.
10. When checking out, the resident is obliged to return taken equipment in proper condition, pay all due charges and leave the room tidy.
11. All material losses resulting from improper use of a room (segment) are covered by the resident, or if the perpetrator is unknown, jointly by all residents of the room (segment).
12. The University Authorities and the Dormitory Administration have the right to visit the rooms.
13. In the event of disturbing the quiet hours and violating the provisions of the Regulations, the security staff have the right to visit the rooms and intervene.
14. Any faults in the room must be entered by the student in the booklet "Faults"[Usterki] at the SD Porter's Lodge. The repair of faults will be initiated within 14 working days from the date of notification.

III. The rights and obligations of the Student Dormitory residents

1. The resident of the Student Dormitory has the right to:
 - a) participate in all events organized in the area of the Academic Estate (AE),

- b) use social facilities and rooms (kitchen, laundry room, etc.) and borrow household equipment according to the rules specified by the Academic Estate Administration,
- c) change bed linen once every three weeks,
- d) receive guests at the premises of the Student Dormitory during visiting hours.

2. Dormitory resident is obliged to:

- a) obey generally accepted rules of social coexistence, including the quiet hours from 10:00 p.m. to 6:00 a.m.,
- b) read and comply with the following Rules and Regulations, Student Computer Network Regulations, Fire Safety, and Occupational Health and Safety Instructions,
- c) respect the property of SD and oppose any inappropriate attitude towards it,
- d) leave the room keys at the SD Porter's Lodge and show the resident's card when collecting them,
- e) present the resident's card at the request of the SD Administration or a security staff,
- f) obey all the applicable rules and regulations issued by the Academic Estate Administration and the SD management. This also applies to every person staying on the premises of the Academic Estate,
- g) keep the room, premises and places of general use clean and tidy, as well as take care of the proper use of the entrusted equipment (notify the Dormitory Administration about any noticed damage, breakdowns, etc.). Maintain cleanliness of the sanitary facilities of the residential segments (the residents themselves buy cleaning products and equipment necessary to keep the rooms clean),
- h) make payments for guests staying at the Student Dormitory,
- i) pay the fee for accommodation in SD by the 20th of each month for the current month. The amount due to the University for unpaid rent will be subject to interest for each day of delay in the statutory amount.

IV. Visiting rules

1. The SD resident may be visited by other people between 6:00 am and 0:00. In case of disturbing the quiet hours, the visitor must immediately leave the Dormitory.
2. A person visiting SD is obliged to present an identity card.

3. A request for overnight stay of a person from outside the SD should be reported to the Head of the Dormitory manager by 3 p.m.

Moreover:

a) a person who wants to stay as a guest at the Student Dormitory for two days in a row or longer must obtain a written consent from the Head of SD where they are currently staying,

b) the extension of the visit does not apply to intoxicated people.

4. The stated fee for a person who spent a night in the SD as a guest, is paid by the resident with whom the person stayed.

5. It is forbidden to provide overnight stays by persons who have not completed the relevant formalities, under the threat of losing their place in the Dormitory.

6. Intoxicated persons are not allowed to enter the SD area, except for the residents of a given SD.

7. From 11.00 p.m. to 6:00 a.m., the entrance to the SD is closed,

the following persons can enter:

a) residents of a given SD,

b) registered guests of a person living in a given Dormitory who have completed the related formalities.

8. The SD Administration has the right, in justified cases, to limit the visiting hours (days) and to prohibit outsiders from entering the SD premises.

9. By accepting guests, the resident takes full responsibility, including financial responsibility, for their stay on the premises of the Dormitory. Guests are obliged to comply with the Rules and Regulations of Dormitories.

V. Room Inspections

1. The management of Student Dormitories is obliged to notify the residents of the Dormitories about the planned inspections at least 5 working days in advance. Information regarding the inspection should be in a visible place.

2. In the event of a change in the inspection date, the management is obliged to inform the residents again within 5 working days.

3. Inspections are carried out by the Head of the Dormitories and the student appointed by Students' Parliament of KUT. If the student cannot be present, the control is carried out with

the participation of another SD administration employee. Inspections are carried out during the working hours of the SD administration.

4. Detected violations of the SD Regulations will be included in the memo provided to the student with the obligation to remove them until the re-inspection. The student will be informed about the date of the inspection 5 working days in advance.

5. If the Commission detects the same violations of the SD Regulations during the next inspection, the student may be deprived of a place in the SD.

VI. Prohibitions

1. It is forbidden to:

- a) arbitrarily install, modify or damage any installations,
- b) change locks, make keys or install additional locks without knowledge of the SD Administration,
- c) use sound devices in a way that makes it difficult for other residents to learn or rest, in particular during the quiet hours at night,
- d) display advertisements, notices, etc. outside the places designated for that purpose,
- e) carry out any economic and commercial activity (except in the case of obtaining consent for it from the Academic Estate Administration),
- f) produce, distribute or consume alcohol,
- g) produce, possess, consume or distribute drugs,
- i) produce drugs, possess instruments adapted for their production or possess substances that may be the basis for drug production,
- j) keep or use any weapons,
- k) smoke on the premises of the facility,
- l) use alcohol burners, propane-butane gas burners, heaters, cookers, electric heaters etc. in residential rooms,
- m) keep any animals,
- n) throw objects into sanitary facilities that could cause damage or malfunction,
- o) throw bottles, water bags, garbage, firecrackers and all other items and devices through the window,

- p) give up a place in the Student Dormitory,
- r) host people illegally staying in SD in the room,
- s) organise student parties in halls, kitchens or laundry rooms,
- t) expose others to the harmful and disruptive effects of their behaviour.

VII. Loss of the right to accommodation in the Student Dormitory

1. Students lose the right to accommodation before the end of the period for which they were granted it, if:

a) they did not move into a granted place for a period longer than 5 days from the beginning of the academic year or the assigned date of accommodation, without a justified reason.

Students who were granted a place in the Student Dormitory at a later date are obliged to check in within 3 days from the date of the decision on granting the place,

b) they were removed from the list of students, completed their diploma, received the Dean's leave until the end of the accommodation period,

c) they have lost the right to accommodation by the Rector's decision (deadline up to three days), unless the decision is immediate,

d) they have not paid the accommodation fee for a period of 2 months,

e) they have hosted people illegally staying in SD – the eviction may apply to all residents of a given room, these persons may lose their right to a place in a dormitory until the end of their studies,

f) they have grossly violated the regulations of the Student Computer Network (SCN),

g) they have used SCN services contrary to the legal requirements and in case of using SCN services in order to conduct any illegal activities (including the distribution of unlicensed software) or business activities,

h) they fail to comply with their registration obligation within 30 days from the date of accommodation,

i) they have committed a gross violation of the Rules and Regulations of the Student Dormitories (acts of vandalism, destruction of property, or violation of the provisions of §5),

2. In the case of a disciplinary loss of a place in SD, the student loses the right to a place in SD until the end of their studies.

3. In the case of a gross or repeated violation of the SD Regulations, the committee has the right not to refuse the student a place in the SD in the following year or years.

VIII. Other provisions

1. In the event of a breach of the provisions of these Regulations, the procedure and penalties provided for in applicable regulations, including the Act of 20 July 2018 Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended) shall apply.

IX. Final Provisions

1. Disputes arising from the rules of coexistence of residents are considered by the Head of the Dormitory.

2. In particularly important matters concerning the student community living in Academic Estate, resolutions may be adopted by way of a referendum.

3. Doubts regarding the interpretation and application of the Regulations are resolved by the SD Administration.

4. Decisions on matters not included in these regulations are made by the Head of a given SD in consultation with the SD Administration.

5. These regulations come into force on the day of approval by the Academic Estate Administration, Students' Parliament of the Koszalin University of Technology and the University Authorities.

The Regulations were approved on June 12, 2023.