

INTERNAL DORMITORY RULES AND REGULATIONS

University of Science and Technology in Bydgoszcz

Section 1 **General Provisions**

§1.

1. Dormitories and the common areas are integral part of the University.
2. Dormitory is a place of temporary residence, providing students, doctoral students and other authorized persons with accommodation.
3. Dormitories with auxiliary facilities and common areas are owned by the University of Science and Technology and shall be taken care of by residents who are expected to keep them clean and tidy.
4. Residents can be represented by the Board of Residents (BR), a body of Student Governance.
5. All dormitory residents are its co-administrators are required to cooperate with the Boards of Residents and Dormitory Administration.
6. The University assumes no financial responsibility for property of residents and their guests lost on premises of dormitories or the common areas.
7. Financial means for maintenance of dormitories come from payments provided by residents. These payments are used for maintenance and repairs of dormitories.
8. The premises are monitored.

Section 2 **Moving in /Moving out**

§2.

1. Dormitory rooms can be rented to students, doctoral students or other authorized persons for the purpose of:
 - 1) accommodation throughout the academic year (monthly payment),
 - 2) temporary accommodation (payment for one night).
2. Rooms are granted to students according to the Regulations for Student Services. Doctoral students are granted accommodation in Dormitory by rector or authorized Dormitory manager.
Persons who are not students/doctoral students are granted accommodation in Dormitory by rector or authorized Dormitory manager or chancellor whereas refusal does not require explanation.
3. Only students/doctoral students or other authorized persons who have been granted the right to accommodation in a duly manner and who have completed registration formalities (e.g. have signed a statement of having read and understood these Regulations, the applicable charges for accommodation and the principles of payment) can be accommodated in a Dormitory.
4. Accommodation in a Dormitory can be granted in an academic year no longer than until the last working day of classes according to the academic year timetable.
5. Rector or authorized Dormitory manager or chancellor may give consent to accommodation during summer holidays and schedule the check-out date of or relocation before the end of the period mentioned in pt. 4
6. Accommodation of underage students is permitted only by consent of their parents who need to provide their consent to accommodate their son/daughter and agree to pay all accommodation costs. Documents to be issued in a foreign language shall be translated by a sworn translator.
7. Accommodation of unmarried couples in the same room can be agreed upon, on request of persons concerned, except for students who are mentioned in point 6. It shall be decided by Dormitory manager.
8. Persons who are to be accommodated in a Dormitory at the beginning of the academic year are required to move in within 7 days starting from the first day of the academic year. A student whose accommodation is scheduled to start during the academic year is required to move in within 7 days following being informed of the accommodation decision. Failure to meet the above specified terms involves losing the right to accommodation.
9. Upon moving in residents may receive necessary equipment for which they are financially responsible. A list of amenities is included in 'Dormitory Equipment Card' which is signed upon moving in.
10. Upon moving in residents are required to check the condition of accommodations according to the inventory.

Potential inconsistencies need to be reported immediately to the Dormitory Administration staff.

11. Upon moving out the condition of a room and its equipment and furnishing shall be inspected and accepted.
12. The resident loses the right to accommodation in the event of:
 - 1) failing to check out on the date mentioned in pt. 8,
 - 2) removal from the student register,
 - 3) graduation from studies (diploma work defense),
 - 4) expiry of the study period within the Programme (for foreign exchange students, e.g. Erasmus+);
 - 5) being late on accommodation fee payment for one month,
 - 6) flagrant/ repeated breach of these regulations and social norms.
13. In the case referred to in point 12 sub-point 5) the loss of the right to accommodation is decided by rector or authorized Dormitory manager or chancellor.
14. In the case referred to in point 12 sub-point 6) the loss of the right to accommodation is determined under rector's written decision or an authorized person. Persons who are deprived of accommodation in this way shall be granted the right to live in no university dormitory for the period of studying (including the period of post graduate studies) and after graduation.
15. Resident is obliged to check out within 2 days from occurrence of circumstances referred to in points 12 sub-points 2)-6).
16. Resident's checking out means also checking out of his/her spouse who is not PBS student/doctoral student.
17. Persons who fail to check out in due time after the right of accommodation expiry are charged as for temporary accommodation starting from the day following the date referred to in point 15.
18. In the event of failure to move out in due time Dormitory Administration can call adequate services for assistance to remove unauthorized persons from the accommodations.
19. A resident who has lost the right to accommodation due to the circumstances referred to in point 12, sub-points 2-4 may apply for continuation of accommodation. The application should be submitted to Dormitory Administration.

Section 3 Rights of Residents

§3. Residents have the right:

- 1) To report complaints about the living conditions and put forward improvement proposals to the Dormitory Administration Staff or the Board of Residents, as well as report any failures in report books available at reception desks.
- 2) To use all available devices and room equipment in compliance with rules and regulations set out by Chancellor or the Dormitory Manager.
- 3) To host guests according to the rules outlined in these Regulations.
- 4) Leave private belongings and appliances for the period of 7 days from the scheduled check out date in a place indicated by Dormitory Administration staff on condition that:
 - a) this is reported to Dormitory Administration not later than within 3 weekdays from the check-out date,
 - b) personal items are deposited in a place indicated by Dormitory Administration.In the event of failing to collect the items or appliances within 7 days they shall, be liquidated.

Section 4 Responsibilities of Residents

§4. Residents are required to:

- 1) take care of the dormitory property and its environment and protect them from damage.
- 2) follow these Regulations and comply with policies and guidelines implemented by the University Authorities and Dormitory Administration and comply with the rules of social coexistence. As well as the existing laws.
- 3) timely payment of accommodation fees.
- 4) keep order and cleanliness in the occupied rooms, suites and common areas take care of the equipment and appliances.
- 5) comply with the rules of Lights out from 23.00 to 6.00.
- 6) be ready to show the Resident Pass to the receptionist or security on demand of Dormitory Administration Staff.
- 7) deposit the room key at the reception office upon leaving the dormitory.
- 8) immediately inform the Dormitory Manager or the receptionist of any serious accident or disease of a roommate.
- 9) unconditionally comply with OHS and fire protection regulations. Particularly, it is forbidden:
 - a) to use heaters and cookers in the occupied rooms,

- b) leave electrical devices on without supervision,
 - c) cover fire sensors,
 - d) to install, alter or repair electric, hydraulic and fire protection systems,
 - e) sit or stand on window sills or put items on outside window sills.
 - f) to use sound boosting devices which create a disturbance and annoy other residents.
- 10) immediate notification of Dormitory Administration of being crossed out of the student list or graduation from studies (diploma thesis defense).
 - 11) notification of Dormitory Administration, at least 2 working days in advance, of planned check-out date.
 - 12) upon moving out residents are required to clean up their rooms (leaving them in the same condition as on the check in day), return the key, equipment and Resident Pass, settle accounts, take personal belongings (items left behind will be removed with the exception described in §3. point. 4).

Section 5 Payments

§5.

1. Detailed rules and rates are established for each academic year based on the University Circular of Rector. The current Circular can be found on the University's website www.pbs.edu.pl and can be viewed at the reception desks of each Student Dormitory.
2. The resident is obliged to pay the fees due on time and to comply with the applicable payment rules.

Section 6 Housing Regulations

§6.

1. Based on Dormitory manager's decision a resident can be moved to a different room. If Dormitory Administration cannot complete the room staff, resident is obliged to move into another room indicated by Dormitory manager. In case a double room is occupied by one person who refuses to move out or share the room they are obliged to pay adequate accommodation fee starting from the following month, in the amount of the fee for single room.
2. Any repairs or renovations are not allowed unless agreed with the Dormitory Administration.
3. Persons who may enter the rooms during absence of their residents for the purposes of emergency and for periodic, justified room inspections connected with maintenance of order and compliance with fire regulations include:
 - 1) Dormitory manager,
 - 2) administration worker authorized by the Dormitory manager,
 - 3) sanitary and epidemiological inspector,
 - 4) inspector for energy,
 - 5) inspector for occupational health, safety and fire protection rules,
 - 6) receptionist on duty in case of fire alarm,
 - 7) rector and other authorized persons,
 - 8) police in compliance with the rules set by University rector.
4. Guests may visit residents every day between 8.00 – 22.00. Guests are required to show their ID cards at the reception desk. Residents who invite guests are responsible for their behavior.
5. Guests are banned from staying in the Dormitory beyond visiting hours. Administrative consequences, mentioned in §2 point 12 sub-point 6, of violation of this rule are shared by residents of the rooms in which those persons stay. At the same time residents have the right to apply for night's accommodation for their guests in rooms intended for this purpose charged according to Rector's Circular referred to in section 5.
6. Dormitory resident has the right to stay in another dormitory after 22.00 on condition that:
 - 1) the resident who applies for accommodation of a guest shall report it earlier at the Dormitory reception desk,
 - 2) residents of different Dormitories need to identify themselves at the reception desk with Resident Card of their Dormitory.

This section is related to section 5. This is the visited person who takes responsibility behavior of the visitors.
7. During Light out it is forbidden to disrupt peace of other residents.
8. All residents have an obligation to segregate trash and dispose of it in the dedicated bins outside the building.
9. On premises of the dormitory residents are forbidden:
 - 1) to move to another room without permission,
 - 2) to lend the Resident Pass or Student I.D. to unauthorized persons,

- 3) to hold Resident Passes of other Dormitories
 - 4) to create situations which may pose a threat to property, health or life of other residents (including throwing things out of the windows),
 - 5) to gamble,
 - 6) to abuse alcohol (including the common areas),
 - 7) to smoke tobacco and electronic cigarette,
 - 8) to sell or deal alcohol,
 - 9) to deal, possess and use drugs and intoxicating agents,
 - 10) to conduct business activities,
 - 11) to introduce and keep pets,
 - 12) to devastate the dormitory environments,
 - 13) to organize any social gatherings in the halls or corridors,
 - 14) to block fire exits (halls, corridors, staircases) drying rooms, bicycle rooms with furniture, etc.
 - 15) to rip off bar codes from furniture,
 - 16) to grill in the neighboring forest,
 - 17) to devastate walls and equipment, including furniture,
 - 18) to possess weapons, drugs and chemical substances posing a threat on property, human health and/or life of co-residents and guests,
 - 19) to replace door locks, lock cylinders and making new keys.
 - 20) to use audio devices which disturb peace of residents and their environment,
 - 21) to take out dormitory appliances from the dormitory building,
 - 22) to leave trash in designated places,
 - 23) to put trash or other waste which can cause clogging into sanitary and water supply systems.
10. Failure to comply with the above outlined regulations may result in disciplinary action to be taken by Disciplinary Committee or Arbitration of Fellow Members, including evocation from the dormitory, by decision of rector or authorized person.
 11. Any private electronic equipment used by the Resident (computer, radio, laptop etc.) must be powered using a power strip with a voltage surge filter.
 12. Each room is equipped with an Ethernet internet connection. Access to the network is conditional on having your own RJ-45 Patchcord cable.

Section 7

Financial Responsibility of Residents

- §7.
1. Financial responsibility of residents is defined as the obligation to take care of occupied rooms, respective equipment and the common areas in terms of quality and quantity.
 2. The resident is liable for property damage, according to the following rules:
 - 1) for damage to individual accommodation specified in „Equipment Card” – personally and in full,
 - 2) for damage to room equipment –sharing costs according to the number of people accommodated in the room,
 - 3) for damage to a suite – sharing costs according to the number of residents living in a given block.
 - 4) for damage to the dormitory environment (including devastation of plants) – personally in full.
 3. The perpetrator of the damage to devices that make up equipment of a floor is financially responsible for the damage however in the event of failure to identify the perpetrator the university reserves the right to seek the repair of the damage to be shared by residents of the floor.
 4. Material damage caused by student shall be assessed by Dormitory Administration. The assessment shall be performed by Administration worker responsible for Dormitory property or Dormitory manager, according to adequate rules.
 5. According to §7 p. 2-3 of these Regulations the Dormitory Manager has the obligation to inform the University Authorities of occurrence of damage, having the features of vandalism, in order to held perpetrators liable for the damage.

Section 8

Board of Residents

- §8.
1. Board of Residents (BR) is the major body of Student Governance seated on the dormitory premises.
 2. Rules for election of the Board of Residents are defined by the Student Governance Regulations.
 3. The Board of Residents has the following responsibilities and rights:
 - 1) to represent PBS students - dormitory residents before the University authorities.

- 2) to co-administrate the dormitory and pursue its policies in cooperation with the Dormitory manager.
- 3) is authorized to participate in solving problems connected with the dormitory functioning, keeping order, accommodation and relocation schedule and in control of cleanliness of students' rooms and use of furniture and equipment devices.
- 4) to provide proper conditions for studying, relax, development of individual interests as well as cultural, tourist sports activities and community activities for residents of the dormitory and its environment,
- 5) to analyze and consider applications and suggestions of residents or asks Dormitory Administration or University Authorities for support,
- 6) in the event of violation of these regulations, failure to respect of property, evident devastation of objects by residents or their guests the Board of Residents has the right to apply to the Dormitory Administration and University Authorities for actions to be taken against perpetrators to cover devastation costs and deprive them of accommodation rights.

Section 9

Provisions in case of emergency situations

§9.

1. Residents lose their right to accommodation in the event of circumstances, beyond the control of the University, requiring them to leave the Student Dormitory. The Rector of the University takes the decision, including the date of check-out.
2. In the event of an epidemic emergency or a state of epidemics, residents are obliged to comply with the applicable sanitary safety rules otherwise they lose their right to accommodation.
3. The resident is obliged to cover the financial costs incurred by the University in the event of quarantine or home isolation and its taking place in the Student's Dormitory (costs due to food provided by the University, purchase of medicines, etc.).

Section 10

Final provisions

§10.

1. These Regulations is valid for all Dormitory residents and can be found on PBS website www.pbs.edu.pl and are available at the reception desks of each Dormitory.
2. Matters that have not been addressed in these Regulations will be resolved by rector or authorized person in cooperation with chancellor, Dormitory manager and/ or BR.
3. Student have the right to appeal from decision of Dormitory manage of Chancellor to Rector or authorized person.