

translation of the text of the Rector Ordinance Z.74.2024.2025

Regulations of Student Dormitories

Chapter 1 General Provisions

§ 1

1. Student Dormitories and their surroundings constitute an integral part of Bydgoszcz University of Science and Technology, hereinafter referred to as the University.
2. Student Dormitories serve as temporary residences, study areas, and recreational spaces for students, PhD students and other eligible individuals.
3. Student Dormitories, along with their associated facilities and grounds, are the property of the University and should be treated with special care by residents, who are responsible for maintaining them in proper condition.
4. Residents of Student Dormitories may be represented by Residents' Councils, which function as student self-governance bodies if established.
5. All residents of Student Dormitories, as co-hosts, are obliged to cooperate with the Residents' Councils and the administration of the Student Dormitories.
6. The University is not responsible for the loss of residents' or visitors' property on the premises of the Student Dormitories and their surroundings.
7. The operation of Student Dormitories and their surroundings is financed by fees paid by residents. These fees are allocated to cover maintenance costs and renovations of the Student Dormitories.
8. A system of access control to the buildings is in place on the premises of the Student Dormitories.
9. The buildings of the Student Dormitories and their immediate surroundings are monitored.

§ 2

1. These Regulations apply to all residents of the Student Dormitories.
2. The content of these Regulations is published on the website at <https://pbs.edu.pl/pl/student/sprawy-studenckie/domy-studenta> and is also available for review at the reception of the Student Dormitory.
3. In matters not covered by these Regulations, decisions shall be made by the Rector or a person authorized by the Rector in consultation with the Student Dormitories manager or the Residents' Council.

4. Appeals against the decisions of the Student Dormitories manager may be submitted to the Rector or a person authorized by the Rector.

Chapter 2 Check-In

§ 3

1. A place in the Student Dormitory may be allocated to a student, PhD student or another person for the purpose of:
 1. residing for the duration of the academic year (on a monthly basis);
 2. using temporary accommodation (charged per night).
2. The procedure for allocating places to Bydgoszcz University of Science and Technology students is specified in the student benefits regulations introduced by a separate ordinance.
3. A place in the Student Dormitory for Bydgoszcz University of Science and Technology PhD students is allocated by the Rector or, under authorization, by the Student Dormitories manager.
4. A place in the Student Dormitory for a person who is neither a student nor a PhD student of the University is allocated by the Rector or, under authorization, by the Student Dormitories manager. A refusal to allocate a place does not require justification.
5. The right to reside in the Student Dormitory is granted to a person who has been allocated a place through the appropriate procedure and has completed the necessary formalities related to accommodation (including submitting a declaration of having read the Regulations, the applicable accommodation fees, and the payment rules).
6. The right to reside in the Student Dormitory is granted for a period not exceeding the last working day of the academic year (teaching classes) in accordance with the academic calendar.
7. The Rector or the Student Dormitories manager, under authorization, may grant permission for residence during the summer holidays and may also set a date for eviction or relocation before the expiration of the period mentioned in paragraph 6.
8. To accommodate a student who is a minor, a written declaration from the student's parents/legal guardians is required, giving consent for their son/daughter to reside in the Student Dormitory. The template of this declaration is attached to the Regulations. The declaration must also include an obligation to cover all accommodation-related costs. If the declaration is issued in a foreign language, it must be translated into Polish by a sworn translator.
9. Upon request, non-married couples may be accommodated in the same room, except for students mentioned in paragraph 8. The decision is made by the Student Dormitories manager.

§ 4

1. Persons who have been allocated a place in the Student Dormitory at the beginning of the academic year must check in within 7 days from the first day of the academic year or notify the administration of the Student Dormitories within this period about a later check-in. Failure to check in or provide such notification within the specified period will be considered a resignation from the allocated place in the Student Dormitory.

2. Persons who have been allocated a place in the Student Dormitory during the academic year must check in within 7 days from the date of receiving the allocation notice. Failure to check in within this period will result in the loss of the right to accommodation.
3. Upon check-in, the resident may receive essential equipment, for which they bear financial responsibility. The list of provided equipment is included in the "Equipment Card," which the resident must sign upon check-in.
4. The person checking in is required to inspect the condition of the room and its equipment. Any defects must be reported immediately to the Student Dormitory administration.

Chapter 3 Check-Out

§ 5

1. The resident is obliged to inform the Student Dormitory administration of the planned check-out date at least 2 working days in advance.
2. Upon check-out, the resident must clean the room, restoring it to the condition it was in on the day of move-in, return the key and access card, any borrowed equipment, and the Resident Card, settle all outstanding payments, and remove all personal belongings along with any private equipment. Items and equipment left behind will be disposed of immediately after check-out, except as specified in § 7 section 1 point 4.
3. During check-out, an inspection of the room, including its furnishings, will be conducted.

§ 6

1. The resident loses the right to accommodation in the following cases:
 1. failure to check in within the deadlines specified in § 4 sections 1 and 2;
 2. removal from the list of students/PhD students;
 3. completion of studies (defence of the thesis);
 4. expiration of the study period under an exchange program, e.g., Erasmus+;
 5. failure to pay the accommodation fee for one month;
 6. gross violation of the provisions of this regulation or social coexistence norms.
2. In the case referred to in section 1 point 5, the decision on the loss of the right to accommodation is made by the Rector or the Student Dormitories manager acting under authorization.
3. In the case referred to in section 1 point 6, the loss of the right to accommodation is based on a written decision by the Rector or a person authorized by the Rector. Persons who lose their place in the Student Dormitory in this manner will also lose the right to accommodation in all Student Dormitories of the university for the duration of their studies, including during second-cycle studies if they continue their education and after graduation.
4. The resident is required to check out within 2 days from the date of occurrence of any of the circumstances mentioned in section 1 points 2–6.

5. The check-out of a resident also results in the check-out of their spouse unless the spouse is a student or PhD student at the University.
6. Residents who extend their stay beyond their right to accommodation will be charged a fee equivalent to that of temporary accommodation. These fees are charged for each day of stay, starting from the day following the deadline specified in section 4.
7. If a resident fails to fulfil their obligation to check out, the Student Dormitory administration has the right to remove the unauthorized person from the premises with the assistance of the appropriate authorities.
8. A resident who has lost the right to accommodation due to the circumstances mentioned in section 1 points 2–4 may submit a request for continued accommodation within 2 days from the occurrence of these circumstances. The request must be submitted to the Student Dormitory administration.

Chapter 4 Resident's Rights

§ 7

1. A resident has the right to:
 1. Submit requests to the administration of the Student Dormitory or the Residents' Council regarding improvements in living conditions, as well as report any malfunctions of equipment and necessary repairs in the maintenance logbooks available at the reception;
 2. Use all devices and rooms within the Student Dormitory designated for general use, as well as its surroundings, in accordance with the rules established by the Rector or the Student Dormitories manager;
 3. Receive guests within the premises of the Student Dormitory under the conditions specified in the dormitory regulations;
 4. Leave private belongings and equipment for a period of 7 days from the planned date of check-out in a location designated by the administration of the Student Dormitory, provided that the need for storage is reported to the administration no later than 3 working days before the check-out date.
2. After the deadline specified in section 1, point 4, any uncollected belongings or equipment will be subject to disposal.

Chapter 5 Responsibilities of the Resident

§ 8

Residents are obliged to:

1. respect the property of the Student Dormitory and its surroundings and prevent their destruction;

2. observe the provisions of the Ordinance, comply with the decisions of the University authorities and the administration of the Student Dormitory concerning their operation, as well as comply with the norms of social coexistence and the commonly binding laws;
3. pay the accommodation fee on time;
4. maintain order and cleanliness in their room and segment and take care of the equipment left therein;
5. to observe quiet hours at night from 11 p.m. to 6 a.m.;
6. show the Resident's Card without being summoned to the person on duty at the reception desk and to the security officer, and to the administration of the Student Dormitory upon request;
7. leave their room keys at the reception when leaving the Student Dormitory ;
8. notify the Student Dormitories manager or the reception staff immediately of any serious accident or illness of a fellow resident;
9. strictly comply with health, safety and fire regulations, in particular it is forbidden to:
 - a) the use of cookers and heaters in rooms,
 - b) the leaving of electrical appliances switched on unattended,
 - c) the covering of fire detectors,
 - d) the arbitrary installation, alteration or repair of electrical, plumbing or fire installations,
 - e) sitting or standing on window sills and the placing of objects on external window sills, and the unreasonable use of manual call points and fire extinguishers,
 - f) obstructing fire routes, including halls, corridors, staircases, in particular with dryers, bicycles, furniture;
10. immediately informing the administration of the Student Dormitory if they are removed from the list of students or PhD students or if they have completed their studies (defended their thesis).

Chapter 6 Fees

§ 9

1. The Rector's ordinance specifies the fees, detailed rules of payment and payment deadlines for the current academic year. The current ordinance is available on the University website (www.pbs.edu.pl) and can also be found at the Student Dormitory reception desk.

2. Residents are required to pay fees in a timely manner and to comply with the applicable payment rules.

3. The fee for losing a room key is PLN 100.

4. The fee for losing an access card is PLN 50.

Chapter 7 Rules of order

§ 10

1. The Student Dormitories manager has the authority to reassign a resident to another room.

2. In the event that the administration of the Student Dormitory is unable to arrange a roommate for a student, the student may be asked to move to another room as indicated by the Student Dormitories manager. If a double room is occupied by one person who is not willing to be re-accommodated, they may be required to pay the single room fee from the following month.

3. In the event of incomplete occupancy of a double room, there is a possibility to reclassify the room as a single room, provided that there are no students waiting for a place in a double room. This change would be made at the request of the person independently accommodated in a double room, who would be obliged to pay the fee referred to in section 2.

4. In the event of a threat to life, health or property, the right to enter a room in the absence of residents is vested in:

- 1) the Student Dormitories manager;
- 2) an administrative employee authorised by the Student Dormitories manager;
- 3) the Sanitary Inspector;
- 4) the energy inspector;
- 5) the Health, Safety and Fire Inspector;
- 6) A receptionist on duty - in case of a fire alarm;
- 7) the Rector or persons authorised by him;
- 8) the police in accordance with the rules established by the Rector.

5. Visits by guests are permitted between 8:00 a.m. and 11:00 p.m. daily. Guests are required to sign in at reception and be entered on the guest list to gain entry. Visitors are responsible for the behaviour of guests.

6. The presence of non-residents in the Student Dormitory outside visiting hours is strictly prohibited. The administrative consequences of violating this regulation, as specified in § 6 sec. 1 point 6, shall be borne by the residents of the rooms where non-residents are present. At the same time, a resident has the right to obtain overnight accommodation for their guests in designated rooms for a fee, the amount of which is determined by the Rector's ordinance referred to in Chapter 6.

7. A resident of the Student Dormitory has the right to stay in another Student Dormitory of the University after 11:00 PM, provided that the host resident has previously reported their stay to the reception and that the visiting resident presents their Resident Card at the reception. In such cases, the provisions of sec. 6, first and second sentences, do not apply. The host resident is responsible for the behaviour of their visitors.

8. During quiet hours, any behaviour that disturbs the peace of residents is strictly prohibited.

9. Residents of Student Dormitories are required to segregate waste and dispose of it in designated containers outside the building.

§ 11

1. Residents of the Student Dormitory are prohibited from:

- 1) Changing rooms without authorization;
- 2) Transferring their Resident Card, student ID, or room key to unauthorized persons;
- 3) Possessing Resident Cards from multiple Student Dormitories;
- 4) Creating situations that endanger life and property, including throwing objects out of windows;
- 5) Engaging in gambling;
- 6) Consuming alcoholic beverages, including in the vicinity of Student Dormitories;
- 7) Smoking cigarettes or electronic cigarettes;
- 8) Selling alcohol;
- 9) Possessing, using, or trading narcotics and psychoactive substances;
- 10) Conducting business activities;
- 11) Bringing in or keeping animals;
- 12) Damaging green areas around the Student Dormitories;
- 13) Organizing any social events in halls and corridors;
- 14) Removing barcodes from furniture;
- 15) Grilling in the forest adjacent to the Student Dormitories;
- 16) Damaging walls and furnishings, including furniture;
- 17) Bringing weapons, narcotics, or hazardous chemicals onto the premises;
- 18) Replacing locks, door cylinders, or duplicating keys without authorization;
- 19) Conducting unauthorized renovations without prior approval from the Student Dormitory administration;
- 20) Using sound-amplifying devices in rooms that disturb residents and their surroundings;
- 21) Removing dormitory furnishings from the building;

22) Disposing of waste outside designated areas;

23) Throwing waste and other debris into sanitary or sewage systems, causing blockages.

2. A violation of the regulation referred to in sec. 1 may serve as grounds for notifying the Rector of an act constituting a disciplinary offense. In clear cases, the decision on penalties, including expulsion from the Student Dormitory, shall be made by the Rector or a person authorized by them.

3. In the event of a lost key, the resident must report to the Student Dormitory manager to have the lock replaced and a new key made. The cost of replacing the lock and duplicating the key shall be borne by the resident.

4. Any private electronic equipment used by residents, particularly computers, radios, and laptops, must be powered using a surge-protected power strip.

5. Each room is equipped with an Ethernet internet connection. Access to the network requires the resident to have their own RJ-45 Patchcord cable.

Chapter 8

Resident Card

§ 12

1. Access control to the Student Dormitory is managed through the Resident Card.

2. Residents of the Student Dormitory are required to collect their Resident Card from the Student Dormitory Administration on the day of check-in and return it on the day of check-out.

3. The Resident Card is assigned to an individual and may not be transferred to another person. Each use of the card is recorded in the registration system.

4. The Resident Card may be issued to university staff, Student Dormitory residents, and guests. Issuance of the card to non-students requires signing the guest list and entering the registration data into the electronic Access Control System.

5. In the event of a lost card, the resident must immediately report the loss to the Student Dormitory manager. A fee of 50 PLN may be charged for a lost card.

Chapter 9

Resident's Financial Responsibility

§ 13

1. Responsibility is defined as the duty to maintain the quantity and quality of the entrusted equipment, furnishings of the Student Dormitory, and its surroundings.

2. The resident is liable for any damage caused to entrusted property.

3. The person responsible for damage to equipment and devices located on a dormitory floor shall be the perpetrator of the damage.

4. The basis for charging residents for material damages shall be an assessment of damages prepared by the Student Dormitory administration. The damage assessment shall be conducted in accordance with relevant regulations by the responsible administrative staff and the Student Dormitories manager.

5. Damage bearing signs of vandalism obligates the Student Dormitories manager to notify the university authorities, who will take appropriate measures in accordance with applicable legal regulations.

Chapter 10

Residents' Council

§ 14

1. The Residents' Council is the primary body of the student self-government operating within the Student Dormitory.

2. The procedure and principles for electing the Residents' Council are defined by the student self-government regulations.

3. The rights and responsibilities of the Residents' Council include:

- 1) Representing PBS students residing in the Student Dormitories before the University authorities;
- 2) Carrying out tasks in close cooperation with the Student Dormitories manager regarding the administration of the dormitories;
- 3) Submitting proposals on matters related to collective living in the Student Dormitories, maintaining order, and participating in the inspection of the sanitary and cleanliness conditions of student rooms;
- 4) Ensuring the creation of an atmosphere and conditions conducive to diligent study, rest, the development of residents' individual interests, as well as cultural, recreational, and sports activities, and contributing to useful work for the benefit of the Student Dormitories;
- 5) Reviewing and considering residents' comments and requests, or seeking assistance from the Student Dormitory administration and university authorities;
- 6) Requesting the Student Dormitory manager to penalize offenders, require them to cover the costs of damage, or revoke their right to reside in cases of violations of these Regulations, disregard for community property, or acts of evident vandalism by residents or their guests.

Chapter 11

Order Regulations in Emergency Situations

§ 15

1. Residents lose their right to accommodation if circumstances beyond the university's control require the evacuation of the Student Dormitory. The decision, including the deadline for check-out, is made by the Rector.

2. In the event of an epidemic threat or a state of epidemic, residents must comply with sanitary safety regulations under the penalty of losing their right to accommodation.

3. If a resident is placed under quarantine or home isolation within the Student Dormitory, they are obligated to cover the financial costs incurred by the university, including expenses related to university-provided meals and medication purchases.

Chapter 12

Final Provisions

§ 16

The Rector Ordinance No. Z.165.2021.2022 of July 12, 2022, on the introduction of the Student Dormitory Regulations of the Bydgoszcz University of Science and Technology is hereby repealed.

§ 17

This order comes into effect on the date of signing.