RULES OF THE DORMITORY
OF UNIVERSITY OF ECONOMICS IN KATOWICE

CHAPTER 1
GENERAL REGULATIONS

Subject of the Rules
Article 1

1. The Rules specify the rights and obligations of the residents of the "Sikorka" and "Zaścianek" dormitories (referred to collectively and individually as the Dormitory) and individuals staying on the premises of the Dormitory, which is an integral part of the University of Economics in Katowice (hereafter referred to as the University).

2. The Dormitory is the property of the University and the residents should offer it particular care and protection, including maintaining the Dormitory in an adequate condition and order.

3. The Dormitory is the place of the students' accommodation, rest and study.

4. The inhabitants of the Dormitory are represented by the Residents Council (hereafter referred to as the RC). The competences of the RC are specified by these Rules.

5. The amount of deposit as well as fees for accommodation in the Dormitory, including the advance on the first rent instalment, shall be established by the Rector acting with the approval of the Students Self-Government and shall be announces by means of an order.

CHAPTER 2
DETAILED REGULATIONS

Rules for granting accommodation in the Dormitory
Article 2

1. Students of University of Economics in Katowice whose daily commute to the University makes their studying impossible or difficult to a large extent and who are in a difficult financial situation are given priority in being granted accommodation in the Dormitory.

2. Places in the Dormitory are granted by the Rector acting with the approval of the Student Self-Government.

3. Students wishing to apply for accommodation in the Dormitory should submit their application forms (model form constitutes Attachment 1 to the Rules) at the Information point for applicants or at the Dormitory (deadlines for submission are published on the University website).

4. Students who have not submitted their application forms till the deadline indicated by the University may apply for being put on a waiting list after prior submission of the application form.

5. The list of granted dormitory places will be published at www.ue.katowice.pl/akademik).

6. Students who have been granted accommodation at the Dormitory should pay the advance on the first rent instalment within 10 days from the list being
published on the website. The advance should be paid into the University's bank account indicated at www.ue.katowice.pl/akademiki.

7. The payment of the advance on the first rent instalment confirms the Dormitory place reservation.

8. The advance shall not be refunded for reservations cancelled after 31 August 2012.

9. Students who have not been granted accommodation in the Dormitory may sign on the waiting list.

10. Stipulations of sec. 3 – 8 shall not apply in case of foreign students studying at the University for a semester or two semesters.

Accommodation in the Dormitory

Article 3

1. Places at the Dormitory are allotted on the basis of:
   a) the list of persons granted accommodation at the Dormitory, drafted by the Dormitory Administration,
   b) the list of persons granted accommodation at the Dormitory, drafted by the International Programs and Relations Office.

2. Residents should check into the Dormitory within 3 days of the specified check-in date, under pain of losing the place in the Dormitory. If the resident is unable to check in on the specified day, he/she should contact the Dormitory Administration and agree on a different check-in date.

3. Foreign students are checked in on their arrival date.

4. Residents may check in from Monday to Friday between 8 a.m. and 3 p.m.

5. The following documents are required to check in the Dormitory:
   a) national ID
   b) military service papers
   c) photograph
   d) in case of foreign students: passport or another document permitting them to stay on the territory of Poland.
   e) proof of deposit payment.

6. On checking in, the future resident signs a student room rental agreement, hereafter referred to as the Lease Agreement, whose models are attached hereto as Attachment 2 and 2a.

7. The Resident receives:
   a) a resident card, which he/she should present to the security guard without prior call on entering the Dormitory and picking up the key,
   b) Room Furnishings List (model list is attached as Attachment 3),
   c) a set of bedding including bed linen, for which he/she is responsible financially,
   d) room key, which must be deposited with the security guard each time the resident leaves the Dormitory.

8. The resident is checked into the Dormitory only for the time specified in the Lease Agreement, subject to Article 5 (2) and (3).

9. On checking in each resident confirms with a signature on the Room Furnishings List that he/she accepts the room with its furnishings compliant with the list and the condition of the facilities and technical fittings, and is held fully responsible for any damage caused.
10. On receiving the Dormitory Manager's instruction to move to another room, the student must change the room without delay. In case of failing to comply with the instruction the student will be liable for an additional payment for the vacant place/places in the room.

Visitors at the Dormitory
Article 4

1. Visitors are allowed at the Dormitory every day between 8 a.m. and 11 p.m.
2. Non-residents are allowed to stay overnight in a room occupied by students upon obtaining the permission of:
   a) the security guard acting in agreement with the Residents Council
   b) the room occupants
      and upon paying a specified fee.
3. Staying overnight in a room occupied by residents is permitted only if there is a vacant bed or the possibility of putting up an additional bed in the room.
4. Visitors are obliged to leave their IDs at the reception and to provide the name and room number of the resident they visit. The security guard records the visit in the Visitors Book.
5. Persons under the influence of alcohol or other intoxicating substances are not allowed to enter the Dormitory.
6. The resident receiving guests is fully responsible for damages caused by the aforementioned persons.
7. The Dormitory is closed between 11 p.m. and 8 a.m. and it may be entered only by the residents, persons permitted to stay the night at the Dormitory and authorized employees.
8. A non-resident who has not obtained permission for an overnight stay at the Dormitory must leave the Dormitory before 11 p.m.
9. A non-student or a non-resident student, including a student of another institution of higher education, may stay overnight in a Dormitory guest room or another vacant room upon obtaining the permission of the security guard acting in agreement with the Dormitory Manager and paying the applicable rate.
10. The student may apply for accommodation of his/her spouse and children in the Dormitory.
11. Family members (spouse and children) of a resident student are treated as students of other institutions of higher education.
12. The persons referred to in Clause 2 may stay at the Dormitory no more than 3 nights a month unless the student obtains the Dormitory Manager's prior permission to accommodate a non-resident for more nights.

Termination of the right to accommodation and checking out
Article 5

1. The student loses the right to the Dormitory accommodation upon the termination of the Lease Agreement or if he/she fails to check in within the date specified in Article 3 (2).
2. The Lease Agreement terminates upon:
   a) expiry of the term of Agreement,
b) the decision to remove the student from the student list coming into force, 
c) cancellation of the Agreement.
3. If the Agreement expires, the student may continue living in the Dormitory upon obtaining the Dormitory Manager’s permission and concluding a new lease agreement.
4. The reasons for canceling the Lease Agreement include especially:
   a) outstanding payments for Dormitory accommodation exceeding the period specified in Article 6 (2),
   b) gross violation of the Rules.
5. Residents may check out of the Dormitory accommodation from Monday to Friday between 8 a. m. and 3 p. m.
6. On the check-out day the student leaves his/her bed linen and resident card at the Administration office.
7. Before checking out the student is obliged to leave the rented premises in order as well as to collect a clearance slip from the Dormitory Administration. After signing the slip by:
   a) the security guard, who confirms the return of any equipment rented,
   b) co-occupant/s, who confirm that they have no reservations about the condition of the room,
   c) Dormitory employee, who is responsible for the technical acceptance and order in the rented premises the clearance slip must be returned to the Dormitory Administration while collecting the deposit.
8. In case of failure to tidy up the rented premises as well as determining in them or in common areas damages made by the resident checking out, the Dormitory Administration shall charge him/her with costs, in accordance with the damages cost evaluation.
9. In the event of the Lease Agreement termination by the University the student is obliged to vacate the room in the Dormitory within 3 days from the Agreement termination. Shall the student fail to leave the Dormitory within the given date, payment for each day of stay outside the agreement until check-out will be charged. Before the check-out the Dormitory resident shall be obliged to leave the room in the same condition as it was at the check-in.
10. In reasonable cases the University may refuse to grant accommodation in the Dormitory to a person who had previously grossly violated the Rules, or for other well-grounded reasons.

Payment for Dormitory accommodation

Article 6

1. Dormitory accommodation payment rates are specified by the Rector acting with the approval of the Student Self-Government.
2. The monthly rent for a place in a Dormitory room for a Dormitory room is payable, according to the Lease Agreement, before the 20th day of the month for which the rent is due.
3. Students of the University shall pay the rent to the student’s individual account. Other residents shall pay the monthly rent to an individual account provided in the Lease Agreement.
4. In case of discrepancies concerning rent payments the students are obliged to present (upon request) the transfer receipt as proof of payment at the Dormitory Administration or Reception.

5. Before check-in students are obliged to pay a cash deposit to the University bank account. Deposit payment deadline as well as the University bank account are available at www.ue.katowice.pl/akademiki.

6. Foreign students studying at the University for one or two semesters are obliged to pay the cash deposit to the bank account of the University:
   - by 15 August: students checking in for the winter semester
   - by 15 January: students checking in for the summer semester.

7. If the payment is not made within the date specified in Clause 2 the University calculates statutory interest for each day of the rent arrears.

8. If a resident fails to pay the outstanding rent before leaving the Dormitory, he/she shall sign an obligation to pay the amount due and the statutory interest within 14 days from the check-out.

9. In case of being deleted from the student list a new rate of monthly rate for benefiting from accommodation in the student room/ a student room shall be charged from the month following the month in which the person was deleted.

10. If the student status is restored, the new monthly rate for the dormitory place/room shall be calculated from the month in which the student status was restored.

**Rights of Dormitory residents**

**Article 7**

Dormitory residents have the right to:

a) participate in the planning of the RC action programme,

b) vote and stand for the RC,

c) use, according to the rules set out by the Dormitory Manager and RC, the common areas, i.e.:
   - silent study room,
   - TV room,
   - games room,
   - laundry room.

d) receive guests, pursuant to the rules specified herein,

e) organize closed events in room 424 of “Sikorka” Dormitory, upon obtaining the approval of the Dormitory Manager. The student wishing to organize the event should file a written request to the Dormitory Manager with at least two-day notice before the planned event. Non-residents are not admitted to the events. Events may be organized only on Fridays and Saturdays.

f) file complaints, through the agency of the RC, to the Manager of the Dormitory about the actions of the Dormitory employees, and about the actions of the Dormitory Manager to the University’s Chancellor,

g) have the bed linen changed once in a month,

h) respect for their privacy in their allotted rooms.
Obligations of Dormitory residents

Article 8

1. Dormitory residents are obliged to:
   a) adhere to these Rules, legal regulations and internal regulations of the University,
   b) present the valid resident card on entering the Dormitory and picking up the room key,
   c) deposit the room key at the reception every time they leave the Dormitory,
   d) submit to the decisions of the Dormitory Manager and RC,
   e) observe the quiet hours in the buildings between 11 p. m. and 6 a. m.,
   f) observe the rules of social coexistence,
   g) care for the Dormitory property and prevent its inappropriate use,
   h) observe the health & safety and fire regulations,
   i) keep the room, bathroom and common areas clean and tidy,
   j) promptly pay the Dormitory accommodation rent due,
   k) notify about all failures in writing in the "Failures and Repairs Book" kept at the Dormitory reception,
   l) report failures and damages, including those inflicted by others, to the Dormitory Manager or an RC representative, otherwise they may be held liable for those failures and damages.

2. On the premises the residents are prohibited to:
   a) put up persons unauthorized to stay or stay for the night at the Dormitory,
   b) transfer or lease their place at the Dormitory or make it available to another person,
   c) organize events during examination session;
   d) disturb peace and quiet as well as order outside the building,
   e) engage in gambling,
   f) copy and sell illegal computer software, films, CDs etc.,
   g) distribute alcohol, cigarettes, intoxicating and anabolic substances,
   h) bring or consume alcohol and intoxicating substances or stay under their influence,
   i) manufacture or possess narcotic drugs and devices adapted for their production,
   j) smoke tobacco products in the Dormitories,
   k) engage in trade and business activity without the consent of the University authorities,
   l) perform by themselves any repairs or adjustments of the appliances and/or fittings,
   m) adjust the locks, make duplicate keys and fit new locks without the consent of the Dormitory Manager,
   n) use amplification equipment in a way disturbs other residents' peace and quiet,
   o) put up advertisements or notices in places not designated for this purpose, unless they obtain the consent of the Dormitory Manager,
   p) put up posters in the rooms,
   q) keep animals,
   r) place in sanitary fittings any objects which may cause their damage or malfunction,
s) throw any objects out of the windows (including bottles, water-filled bags, litter, bangers etc.),
t) use gas cookers, heaters, electric cookers, washing machines in places not designated for this purpose,
3. If any damage caused by the student is found in his/her room or in the common areas, the student will be charged with the costs according to the damage valuation. In justified cases the Dormitory Manager may grant the student permission to perform the repair or redecoration by him/herself.
4. If the person responsible for causing the damage to the condition of the rooms, technical fittings and room furnishings is not found, the residents co-occupying the room will be held jointly responsible for the damage.

Residents Council
Article 9

1. The RC is a body of the Student Self-Government, established to organize student life and to ensure that the Dormitory residents adhere to the provisions of the Rules.
2. The election for the RC is organized by the Student Parliament. The election shall take place until the end of October.
3. Residents Council consists of 5 members: 4 residents of the Dormitories, selected in election, and 1 student delegated to the Residents Council by the Student Parliament.
4. The results of the election are publicized (on the notice board) within 7 days of the election completion.
5. In the event that the RC should not be elected, its function will be performed by the Student Parliament’s Plenipotentiary for the Dormitory, selected according to the regulations specified in the Student Self-Government Rules.
6. The RC represents the Dormitory residents before the Dormitory Manager and University authorities in all matters concerning the Dormitory residents.
7. The RC is authorized, in particular, to:
a) collaborate with the Dormitory Manager in matters related to accommodation,
b) enforce the Dormitory residents’ compliance with the Rules,
c) co-decide about the availability of facilities, equipment and areas designated for common use.
8. The RC is obliged, in particular, to:
a) collaborate with the University authorities and Dormitory Manager in the performance of educational tasks and resolving social and living problems of the Dormitory residents,
b) organize the residents’ work for the benefit of the Dormitory and Dormitory grounds,
c) ensure respect for the property and ensure maintaining order and tidiness on the Dormitory premises,
d) create, in cooperation with the Dormitory Manager, appropriate atmosphere and conditions for study and rest.
9. The RC will hold a referendum in matters of vital importance for all Dormitory residents.
Rights and obligations of Dormitory Manager and Administration

Article 10

1. The Dormitory Manager administers the Dormitory and is responsible for its financial management.
2. The responsibilities of the Dormitory Manager include:
   a) to supervise the enforcement of these Rules,
   b) to assist students in matters connected with their stay at the Dormitory,
   c) to observe the requirement to consult and cooperate with the RC in matters specified herein,
   d) to ensure the proper condition of the Dormitory facilities, furnishings and fittings.
3. The Dormitory Manager or a person authorized by the Manager may, in the presence of an RC representative or another student appointed by the RC, periodically inspect the condition of the rooms. Inspection will take place once in a semester. Inspection findings will be included in a protocol.
4. The Dormitory Manager or the security guard may refuse entry to non-residents of the Dormitory who had previously violated the provisions of these Rules.
5. In the event of a threat to the residents’ life or health, a mechanical failure and other unforeseen circumstances requiring immediate intervention, the Dormitory Manager or a person authorized by the Manager or the Health & Safety Inspector and Fire Inspector may enter the room during its occupants’ absence only in the presence of an RC representative or another Dormitory resident.
6. The Dormitory technician may enter a room during the absence of its occupants, in order to repair a previously reported fault or a sudden failure, only in the presence of a Dormitory Administration employee or another Dormitory resident.
7. In the event of order or the residents’ safety being under threat the Dormitory Manager should call the appropriate services, including the police, immediately informing the Rector about the ensuing situation. During the Dormitory Manager’s absence this responsibility lies with the security guards and RC members.
8. During the Dormitory Manager’s absence the Manager’s functions are taken over – on the basis of a letter of authorization – by the person appointed by the Dormitory Manager.
9. The Dormitory Administration is obliged to:
   a) ensure appropriate study and rest conditions for the Dormitory residents,
   b) maintain the common areas and facilities tidy and in an adequate condition,
   c) arrange running repairs of the facilities and equipment,
   d) ensure supplies of hot water, heating, electricity and the Internet excluding the times of the system maintenance or their failure,
   e) ensure that the residents’ bed linen is changed at least once a month.
10. The Dormitory Administration will not be held responsible for the Dormitory residents’ personal belongings kept in their rooms.
Final Provisions
Article 11

1. Dormitory residents found guilty of violating the provisions of the Rules and other regulations applying to Dormitory residents may be subject to the following penalties imposed by the Dormitory Manager:
   a) verbal or written reprimand,
   b) termination the lease agreement.
2. Following a motion from the Student Parliament, the University authorities may suspend the RC if its actions are contrary to these Rules. In the event of the RC being suspended the Student Parliament appoints, within 7 days, a Plenipotentiary for the Dormitory, who will perform the function of the RC.
3. Students' disputes connected with their stay at the Dormitory are resolved by the RC acting with the Dormitory Manager's approval.
4. In cases not regulated by these Rules a decision shall be made by the RC acting with the Dormitory Manager's approval.
5. The appeal authority in all matters subject to these Rules is the Vice-Rector for Education, whose decision is final.
6. These Rules take effect on 16 July 2012.