

Rules and Regulations of the Student's House of Kazimierz Wielki University in Bydgoszcz

Introduction

1. The subject of the Rules and Regulations is to establish the internal order in the UKW Student House, and to define the mutual duties and rights of its residents, the UKW Student Government in relation to the duties and rights of the Student House administration and the applicable general regulations.
2. The Rules and Regulations set forth the rules of accommodation and stay of persons in the Student House, hereinafter referred to as DS, of Kazimierz Wielki University, hereinafter referred to as UKW.
3. The Rules and Regulations of the Student House are in force in the DS buildings and on the premises of Kazimierz Wielki University at 21 and 24 Łużycka Street in Bydgoszcz. In the aforementioned buildings and on the premises of the UKW, the internal regulations of the University and the provisions of generally applicable law, including the relevant sanitary, occupational health and safety and fire regulations are also applicable..

I. General provisions

1. Student House, hereinafter referred to as Student House or DS is an integral part of the University and is a place of temporary residence for eligible students of Kazimierz Wielki University and other persons renting places or rooms in DS.
2. The buildings of the Student House and the adjacent land are the property of Kazimierz Wielki University and are subject to the protection and care of its residents.
3. DS residents are represented by the UKW Student Government..
4. The University's representative on the premises of the Student House is the DS Manager.
5. The University is not responsible for the resident's private property located in the room occupied and for property left behind after check-out from the Student House.
6. The outdoor area of the Student House and the common spaces within it are monitored.

II. Bodies of the Student House

1. Student House Manager:

- a) The competence of the DS Manager includes, in particular, all matters related to allocation, accommodation, management of administrative and service staff and securing the smooth functioning of the DS, taking into account matters of health and safety and fire safety,

- b) The Manager ensures that the DS Rules and Regulations are followed by the residents, Student Government and DS staff and receives requests, complaints and applications,
- c) detailed competences and tasks of the DS Manager are determined by his/her job description.

2. Student Government:

- a) The Student Government is the representative of the student community living in the Student Houses.

III. Check in and out:

1. A place in the DS may be granted to a student, doctoral student or other person in order to:
 - a. live during the academic year,
 - b. make use of short-term rentals.
2. Accommodation of students during the academic year is made by the DS Manager on the basis of the main and waiting list.
3. A student who has been granted a place in DS is obliged to accommodate in DS within 7 days from the date of granting the place.
Failure to meet the above deadline is considered a resignation from the allocated place.
4. Arrival at the DS before October 1 of a given year obliges the student to inform the DS Manager at least 2 days before the planned arrival, and after obtaining the Manager's approval, the student is obliged to pay the fee for the stay in accordance with the price list for short-term rentals.
5. Before being housed, a prospective DS resident is required to:
 - a) become familiar with the contents of the Rules and Regulations of the Student House,
 - b) conclude a contract for the lease of a place in DS, the model of which is attached as Appendix No. 1 to the Rules and Regulations, as its integral part.
 - c) sign the record card of equipment of the premises - constituting Appendix No. 2 to the Rules and Regulations as an integral part thereof.
6. After signing the housing equipment card, the resident receives a resident's card (for which the student is required to provide a valid 35x45mm ID photo). The resident's card is a document entitling the resident to live in the DS and is used to collect keys to the occupied room, to receive correspondence from the reception desk, to rent equipment, keys to the laundry room, common room, etc.
7. A student loses the right to an assigned place in the Student House before the expiration of the period for which he/she was accommodated if:
 - a) repeatedly or flagrantly violates the provisions of these Rules and Regulations,
 - b) was deprived of its place by a decision of the body authorized to issue it,
 - c) has been removed from the list of students,
 - d) has been suspended as a student,
 - e) takes the leave indicated in § 41 of the Study Regulations,
 - f) is in arrears with rent for at least 14 days,
 - g) has completed classes - excluding the winter semester break,
 - h) has graduated.

8. In the case referred to in paragraph 7(b), the loss of the right to accommodation in the DS takes place on the basis of a written decision by the Rector or a person authorized by him. Persons deprived of a place in a Student House in this manner lose the right to accommodation in all UKW Student Houses indefinitely.

9. Manager of the DS may grant permission to reside during the summer vacation period at the motivated request of the student, as well as set a date for check-out or re-accommodation within the UKW Student Houses before the expiration of the period for which permission was granted.

10. A student deprived of a place in DS is obliged to leave it within two working days from the date of delivery of the decision.

11. At check-out, the student is obliged to complete the formalities of check-out, return the rented equipment, settle any debts, take away personal belongings and leave the room in the required state of cleanliness.

12. The Rector, after consultation with the DS Manager, may decide not to grant the student a place in the DS in the following academic year.

13. In the case of issuance of a decision to expel a student, the Landlord, has the right to terminate the tenancy agreement without notice.

14. If a person moves out of a room, the DS Manager has the right to accommodate another person there or reaccommodate the other residents to another room. In a situation where a resident does not agree to be reaccommodated or moved to another room, he/she is obliged to pay the fee for the vacancy.

15. Check-out takes place in the presence of the resident and a DS employee after verification that the resident has fulfilled all obligations of the DS resident. In the event of damage and destruction in the occupied room, damaged equipment or its poor condition, a protocol is drawn up (attached as Appendix No. 3 to Rules and Regulations) on the basis of which the student will be charged with the cost of repair or replacement of damaged equipment, cleaning and possible repair of the room. When the room is accepted, a protocol of its acceptance is drawn up.

16. If a room is left unaccounted for, the DS Manager makes a commission inspection in the presence of another UKW employee. A protocol shall be drawn up from the commission inspection. Items left by the resident in the room, after 5 days from the commission inspection of the room, will be disposed of at the expense of the resident in accordance with the price list of waste disposal posted on the website of the Bydgoszcz City Hall.

IV. Payments incurred by residents of the Student House:

1. Wysokość czynszu najmu oraz inne opłaty związane z zamieszkaniem w Domu Studenta reguluje odrębne zarządzenie Rektora Uniwersytetu Kazimierza Wielkiego.

2. The deposit applies to each student or doctoral student accommodated in the DS. The guarantee deposit is PLN 500.00 (in words: five hundred zlotys 00/100) and is paid once, with the first monthly payment for a place in DS. It is paid into the individual account of the student/doctoral student in the USOS system. The deposit is used to secure funds to cover the cost of any repairs, cleaning of the room

or damage caused to the DS, non-payment of rent or other obligations of the student or doctoral student to the DS.

3. The refund of the deposit is made at the request of the student/doctoral student (Appendix 4) to the bank account indicated by him/her after the final check-out from the DS, which must be confirmed by the signature of the DS administration employee. The refund of the deposit is made within 14 days from the date of approval of the application for the return of the deposit.

4. Refund of the deposit for Erasmus students is possible by transfer to an account established at a Polish bank in PLN currency or by cash collection at Santander Bank Polska S.A. branch offices in PLN.

5. A deposit not paid within the required period justifies the expulsion of the student/doctoral student from the Student House.

V. Rights and responsibilities of the residents of the Student House:

1. Residents of the Student House have the right to:

a) use of all rooms and facilities for general use located on the DS premises, in accordance with their purpose while observing curfew. The use of laundry facilities is governed by separate regulations.

b) roommate changes are possible only upon a motivated request and with the approval of the DS Manager, within the housing capacity of the DS,

c) submit to the DS Manager a proposal for the composition of roommates,

d) receive guests from outside the DS during the hours specified in Chapter VI, paragraph 2 of the Rules and Regulations.

e) evaluation of the functioning of Student Houses,

f) submit projects and proposals to the Student Government on improving housing conditions in the DS.

2. Residents of the Student House are obliged to:

a) timely payment of rent and security deposit for a place in DS,

b) comply with the Rules and Regulations as well as the ordinances and guidelines of the University bodies and the instructions of the DS Manager,

c) bear all responsibility (including material responsibility) for the entrusted property and any damage caused to DS property by the resident, as well as by the guests received by the resident,

d) observe the rules of social coexistence of DS residents, respect the right to undisturbed silence during study and rest, not to expose others to harmful or disruptive consequences of their behavior,

e) maintain cleanliness and order in his own room, the connecting room, and the rooms and places of general use, as well as take care of the proper operation of the equipment entrusted to him,

f) show the resident's card and student card, identity card or other document confirming identity at the request of the DS Manager or the employee on duty at the reception desk,

- g) have their own bedding and cleaning products to keep their rooms and connecting rooms in good order,
 - h) notify the DS administration of any unfortunate accident occurring on the DS premises,
 - i) obey the instructions of the DS Manager and the person authorized by him/her.
3. DS resident is obliged to wash dishes and other kitchen accessories only in the kitchen.
 4. In each bathroom and in each connecting room - in a clearly visible place - should be posted the duty schedule in order to maintain proper cleanliness.
 5. The resident individually reports accommodation in the DS for a temporary stay to the Bydgoszcz City Hall.
 6. With the approval of the Head of the Department for Persons with Disabilities, a student with severe motor disabilities unable to perform basic activities of daily living may live in a room with his own assistant. Residence in an assistant's room is charged according to the applicable price list.
 7. Students in wheelchairs have priority for accommodation in rooms with bathrooms adapted for people with disabilities.

VI. Material liability of the resident:

1. Liability is defined as taking care of the entrusted equipment and facilities of the Student House in terms of quantity and quality, as well as its environment.
2. The resident is responsible for the damage caused to the entrusted property according to the following rules.
 - 1) for damage to individual equipment listed in the "Premises Equipment Sheet" - personally in full amount,
 - 2) for damage to room furnishings - in fractional parts according to the number of persons accommodated in the room,
 - 3) for damage to segment equipment - in fractional parts according to the number of people living in the segment,
 - 4) for damage to the DS outdoor area (including, in particular, devastation of vegetation, garden furniture, outdoor gym, etc.). - personally in the full amount.
3. The perpetrator of the damage shall be responsible for the damage to the equipment and devices constituting the equipment of the floor; however, if the perpetrator is not identified, the University reserves the right to claim the damage in fractional parts from the residents of the floor.
4. The basis for charging for material damage will be the valuation of the damage made by the Student House administration. The valuation of the damage will be made by an employee of the technical department and the DS Manager, in accordance with the relevant regulations.
5. The occurrence of damage, as indicated in point 2 paragraphs 2-3 of the Rules and Regulations bearing the hallmarks of vandalism obliges the DS manager to notify the University Authorities.

VII. Provisions in extraordinary situations

1. Residents lose the right to accommodation in the event of circumstances, beyond the control of the University, requiring them to leave the Student House. The decision, taking into account the date of check-out, is made by the Rector of UKW.
2. In the situation of the introduction of an epidemic emergency or state of epidemics due to COVID-19 or other infectious disease, residents are obliged to comply with the applicable sanitary safety rules under penalty of losing the right to accommodation.

VIII. Rules of order

1. The Student House premises have a curfew from 11 p.m. to 6 a.m.
2. Visits by non-DS residents may take place from 7:00 a.m. to 10:00 p.m., and the duration of visits is regulated by the employee on duty (based on the current number of visitors).
3. A resident receiving visitors during visiting hours bears full material and disciplinary responsibility for their stay on DS premises. Visitors are required to sign in the guest book at the reception desk, collect a guest card and observe the DS Rules and Regulations.
4. DS resident has the right to overnight a guest only in a rotating room upon payment of a fee in accordance with the price list for short-term rentals.
5. Residents are obliged to immediately report any defects in rooms and other premises as soon as they are noticed, by entering them in the defect book located in the reception area. Failure to report defects or malfunctions shall be charged to the residents of the room or connecting area in question.
6. When leaving the building, residents are required to leave the keys to the rooms they occupy at the reception desk.
7. On the premises of the Student House it is forbidden to:
 - a) the presence of persons possessing, selling or providing drugs or other similarly acting agents to residents and other persons and inducing their use, as well as the possession of substances that may be the basis for the manufacture of a drug, the conduct of drug production or the possession of equipment adapted for its production,
 - b) consumption of alcohol, its promotion, sale and production, as well as possession of equipment adapted for its production,
 - c) use, bring in, promote, sell and produce drugs, other intoxicants that can affect or influence the consciousness and mental and physical functions of those subjected to them,
 - d) smoking tobacco, tobacco products and electronic cigarettes, except in places designated for this purpose, as well as the use and distribution of intoxicating substances on the premises of DS,
 - e) use of sound equipment in a way that impedes other residents' study or rest, and that disturbs the quiet of the night,
 - f) conduct other activities that may violate the welfare, privacy, as well as the rights and freedom of other DS residents,
 - g) use of violence in any form,
 - h) conduct all kinds of business activities on the premises of DS,

- i) use of toasters, toaster ovens, pressure stoves, microwave ovens, gas ovens, electric ovens, heaters, washing machines, and other household appliances outside of designated areas,
- j) arbitrarily install, alter and repair electrical, water and gas installations,
- k) perform activities that violate applicable laws and carry out attempts to violate the security of any computer systems; the prohibition also includes attempts to scan the security of these systems through Internet links,
- l) exchanging furniture between rooms and taking it out of rooms,
- m) place advertisements and inscriptions outside the places designated for this purpose without the permission of the DS Manager,
- n) bring animals into the DS premises and keep them in the rooms,
- o) make additional keys to rooms and rooms intended for general use, replace locks and provide keys without the knowledge of the DS Manager or the employee on duty at the reception desk,
- p) use of devices that are a source of significant consumption of electricity, water and that pose a fire hazard,
- r) cover ventilation grilles and smoke detectors,
- s) tape walls, hammer nails, etc..

8. For losing the key to the room, damaging the handle or lock, the resident will bear the cost of making a key, repairing or replacing the handle and lock.

IX. Special meetings:

1. Special meetings (birthdays, name days, etc.) on the DS premises may be organized only with the permission of the DS Manager on the basis of a written declaration submitted by the resident-organizer.
2. The meeting organizer is obliged to:
 - a) prepare a list of invitees, on the basis of which the receptionist lets guests in,
 - b) respect the order and timeframes, which are determined each time by the DS Manager,
 - c) restore the place of the special meeting to the state in which it had been accepted.
3. In addition to the perpetrators, the organizer of the event is responsible for damage and disorder caused by the participants of the meeting.

X. Final provisions

1. The DS manager has the right to enter any room in the presence of another DS employee in order to inspect the sanitary condition of the room and its adjoining facilities.
2. In emergency situations, in order to prevent an emergency or out of concern for the safety of DS residents, the DS Manager, as well as an employee of UKW, have the right to enter the room during the resident's absence. Such a situation does not require a protocol. DS authorities and room residents are informed of the reasons for the intervention.

3. In the event of a reasonable suspicion that DS residents are violating the Rules and Regulations, in particular, the regulations on curfew and visitation, the DS Manager or an employee of UKW authorized by the DS Manager, have the right to enter the room whose residents are violating the required standards of behavior. Such a situation does not require a protocol.
4. In the event of a threat to the safety and life of residents, the DS Manager or the employee on duty has the right to summon the appropriate authorities of public order and security.
5. All DS residents are obliged to rational use of electricity and water.
6. The provisions of these Rules and Regulations apply to all persons residing on the DS premises..
7. Amendments to these Rules and Regulations require the opinion of the Manager of the Student House and the Student Government. The Chairperson of the Student Government or a person designated by the Student Government shall have the right to participate in the work on amendments to these Rules and Regulations.
8. Residents who violate the provisions of the Rules and Regulations may be subject to restrictions on the rights of the resident or sanctions under the Student House Rules and Regulations and the Student Government Statute.
9. The Rector, at the request of the DS Manager, with respect to notorious violators of the rules or in the case of a flagrant violation of the DS Rules and Regulations, the Rules and Regulations of Studies of Kazimierz Wielki University or the Statute of Kazimierz Wielki University, and in particular causing a threat to the health, life or safety of residents, may decide to deprive a person of the right to a place in the Student House.
10. The student has 14 days to appeal the decision of the DS Manager - to the Vice-Rector for Student Affairs and Quality of Education UKW.
11. Disputes not covered by these Rules and Regulations shall be decided by the Rector.
12. The Rules and Regulations enter into force on the date of signature.