

RULES AND REGULATIONS OF THE 'BULIONIK' STUDENT HOUSE, PRESIDENT STANISŁAW WOJCIECHOWSKI UNIVERSITY IN KALISZ

§ 1

General Provisions

- Rules and regulations of the 'Bulionik' Student House at the University in Kalisz, hereinafter referred to as 'Regulations', defines the rights and obligations of the Resident of the Student House, Residents' Council of the Student House and visitors, and the general principles of the functioning of the Student House.
- The Student House, hereinafter referred to as 'SH' is an integral part of the University, is a place of accommodation, learning and leisure for the persons entitled to it.
- The Student House is a property of the University and should be the object of special protection and care by the residents.
- On the premises of the SH, the University authorities are represented by the Manager of the Student House who manages all organizational and administrative activities of the Student House.
- Administration of SH cooperates with the Residents' Council of the SH in all important matters concerning the functioning of the SH.

§ 2

Accommodation

- Resident of the Student House may be:
 - a student of the University in Kalisz;
 - spouse and/or child of the student of the University in Kalisz;
 - students of other universities, including foreign institutions, temporarily staying at the University;
 - foreign students who study under rules applicable to Polish citizens, or under rules different than those applicable to Polish citizens;
 - employee of the University in Kalisz;
 - other person, in the case of vacancies, with the consent of the manager of SH.
- Places in the SH are allocated for the academic year (1 October – 30 June).

- Application for the allocation of a place in the SH for a given academic year should be submitted in paper form after the application has been generated in an electronic version, after logging into the system USOSweb of the University under the address (www.usosweb.kalisz.pl) within the deadline:
 - until 6 September of a given academic year – concerns students in the 2nd, 3rd, 4th and 5th year of study;
 - until 20 September of a given academic year – concerns exclusively students in the 1st year of study.
- Granting of a place in the SH depends on the distance between the University and the place of residence, and submission of a correctly completed application form in paper form.
- In the case when the number of submitted applications in which the student indicated a distance longer than 20 km is larger than the number of places, the granting of a place will depend on the order in which the application is submitted on paper.
- Accommodation of residents who have been granted a place in the SH is based on referral.
- Accommodation should take place within 7 days from date of receipt of a personal referral. After this deadline, the student may lose his/her place in the SH. Accommodation may take place up to 2 days prior the date indicated in the referral, if there is vacancy in the SH and there are no other obstacles to the accommodation.
- In the event of justified circumstances preventing accommodation within the specified period, the student has the right to apply for permission for later accommodation. The decision in this matter will be made by the Manager of the SH.
- In the case of resignation from the allocated place before check-in, the student is obliged to submit an appropriate statement in writing to the University Scholarship Committee.
- Later accommodation does not exempt the resident from paying the fee for the period since he/she was accommodated, charged in accordance with the principle – the rate for each day is 1/30 of the monthly fee which the student was required to pay.
- The Foreign Cooperation Office at the University collects and forwards by e-mail to the Manager of the SH information about the demand for accommodation in the SH for the Erasmus + Programme students before the beginning of each semester in a given academic year.
- Provisions of § 2 Item. 2-9 do not apply to the Erasmus + Programme students.
- The student reporting for accommodation is required to submit the following documents:

- identification document (identity card, passport or residence card) available for inspection;
- personal referral on granting a place in the SH issued by the Section for the matters of supporting persons with special needs and material assistance for students (does not apply to the Erasmus + Programme students).
- Before accommodation, the future resident signs a proper agreement specifying the conditions of accommodation (**Annex No. 1 and Annex No. 1a** to these Regulations).
- Each resident, at accommodation, confirms in writing the delivery and acceptance protocol (**Annex No. 2** to the Regulations) the acceptance of a place or room, together with its equipment, and bears full responsibility for any damage caused.
- At the request of a resident, in justified cases, there is a possibility to change the room, after obtaining acceptance from the Manager of the SH.
- The Manager of the SH, during the academic year can accommodate an extramural student, or a student of another university, in the case when vacancies are available.
- The Manager of the SH can accommodate during summer months, as well as during the academic year (in the case of vacancies), persons who are not students.
- In the case of the accommodation of persons for single nights, only an identification card, passport, or residency card are required.
- During vacations, a student/resident may be accommodated under the same conditions as during the academic year.

§ 3

Loss of accommodation right

- The student loses the right to accommodation in the SH upon expiry of the accommodation agreement.
- The accommodation agreement expires:
 - at the end of the period for which it was concluded;
 - upon validation of the decision about removal from the register of students;
 - on the date of termination.
- The reasons for termination of the lease are, in particular:
 - violation of the rules set out in the Regulations;
 - violation of personal inviolability of persons staying on the premises of the SH;

- intentional damage or theft of property of the SH;
 - knowingly causing danger on the premises of the SH;
 - subletting (lending) a place in the SH to others;
 - being behind with payments for the room occupied (for 2 months);
 - removal from the register of students of the University in Kalisz.
- The decision about loss of accommodation rights is made by the Manager of the SH.
 - In cases specified in par. 3 points 1–7, the resident is obliged to vacate the accommodation within 24 hours from delivery of information about loss of accommodation rights.
 - In other cases, the resident is obliged to inform the Manager of the SH about the date of loss of accommodation rights 7 days before the planned vacating of the accommodation.
 - After loss of accommodation rights, fees must be paid, the room vacated, and left in good order. The receipt of vacated rooms is made by an employee of the SH.

§ 4

Sharing accommodation and transfer

- The Manager of the SH has a right to accommodate an entitled person to share a room in the SH in which there is a vacancy, without consent of residents of this room, every day of the academic year. In the case when the residents of a room do not express their consent for sharing accommodation, they are obliged to make payment for the vacant place in the room.
- The residents of the SH should be informed sufficiently in advance about any intention to accommodate another person to share a vacant room.
- In justified cases, the Manager of the SH has a right to transfer persons from the room in which they are accommodated to any room indicated for the duration of a given academic year.

§ 5

Residents' rights

- Residents have a right to:
 - use the spaces and equipment designed for common use in accordance with their intended use;
 - entering and leaving the SH at any time while observing silence during the night;

- participate in events organized for residents;
- submit complaints and requests against the proceedings of the administration of the SH;
- elect and stand as a candidate to the Residents' Council;
- submit complaints to the Manager;
- respect privacy in the assigned room;
- receive visitors on the premises of the SH, subject to the following rules:
 - visitors of the residents of the SH have a right to enter during visiting hours from 07.30 - 21.30 but only with the consent of co-residents;
 - visitors to residents are required to present their identity document for inspection at the porter's lodge, from which the following data are entered into the register constituting Annex No. 3 to these Regulations: name and surname, purpose of visit (room number, name and surname of the visited resident), date and hour of entering and leaving the SH;
 - the resident is obliged to greet the visitor-guest on entry to the SH, and report their exit from the SH at the porter's lodge. The resident is obliged to counteract the behaviour of his guests which lead to harm or disturbance on the premises of the SH;
 - in justified cases, the visitor-guest may stay overnight in the room of the visited person after first obtaining the consent of all co-residents. The student is obliged to report his/her stay to the employee of the SH until 21.00, and record the overnight stay in the external quartering book. The payment for the stay must be made at the time of check-in;
 - the resident is financially responsible for any damage caused by his/her guest;
 - students and other persons who are under the influence of alcohol or drugs will not be allowed on the premises of the SH;
 - special events on the premises of the SH may be organized only in designated places with the written consent of the Manager of the SH. For damage and disturbance caused, residents participating are held responsible, as are the event organizer(s);
 - comment to the Manager of the SH or the Residents' Council concerning the functioning of the SH.

Responsibilities of Residents

- Residents are obliged in particular to:
 - comply with these Regulations, provisions of generally applicable law and internal acts in force at the University;
 - comply with health and safety, fire and sanitary regulations;
 - present an identity document or a valid student ID card to the service staff of the SH;
 - make payment of fees on time for the stay in the SH;
 - comply with decisions of the Manager of the SH and Residents' Council issued within the scope of competence concerning order on the premises of the SH;
 - observe silence during the hours of 22.00 - 06.00;
 - take care of property of the Student House, maintain order and cleanliness in accommodation rooms and common spaces, and to report any defects and damages noticed. Residents have to provide themselves with cleaning materials in accommodation rooms ;
 - care for the environment through, among other things, waste segregation according to the rules, and save electricity and water;
 - immediately notify the Manager of the SH or Residents' Council about any accident of a co-resident occurring on the premises of the SH;
 - leave room keys at the porter's lodge in the case of leaving the SH;
 - in the case of a fire alarm, residents and visitors are required to leave the facility immediately following messages issued by the audible warning system, and instructions from the Fire Brigade and administration of the Student House;
 - restore the room to its original state before vacating the accommodation.

- Residents are prohibited:
 - from using in accommodation rooms: open fire sources, electric cookers and heaters, and other sources of heat that are not permanent equipment of the room;
 - to arbitrarily install, modify, repair electrical, water, antenna, computer, Internet installations, etc.;
 - to replace door locks, duplicate keys to any rooms in the SH;

- to use contrary to their purpose in the accommodation, equipment of the SH, and firefighting equipment;
- to exchange furniture between rooms, remove furniture from the room without permission of the Manager of SH;
- to use sound devices in a way that disturbs the study or leisure other residents ;
- from throwing objects into sanitary facilities that could cause damage or cause them to malfunction;
- to throw any objects out of the windows;
- to keep animals in the rooms, with the exception of an assistance dog;
- from gambling on the premises of the SH;
- bringing melee weapons, explosives, and weapons and ammunition within the meaning of the Act of 21 May 1999 (Journal of laws of 2022 item 2516) on firearms and ammunition on the premises of the Student House;
- smoking tobacco and e-cigarettes;
- bringing in, producing, selling and consuming on the premises of the Student House of alcoholic beverages or drugs;
- copying and distributing illegal computer software, film, music discs, etc.;
- subletting, lending a place of residence to other persons;
 - conducting on the premises of the Student House commercial and business activity;
 - organize occasional events in the corridors;
 - placing advertisements, posters, etc on the premises of the Student House in its immediate vicinity;
 - putting out the garbage in the hallway and stairway, and placing in common space (e.g. kitchen).

§ 7

General organizational principles

- The Manager of the Student House or an appointed employee may enter the room in the absence of Residents in the event of a threat to the proper functioning of the facility, or the need for undertaking urgent actions aimed at proper functioning of the building;

- In the event of a threat to order or security the administration calls the relevant law enforcement services;
- The Manager of the Student House may forbid to enter on the premises of the Student House a person who previously committed a gross violation of the Regulations.

§ 8

Fees and Deposit

- The amount of fees for accommodation in the Student House is determined by the order by the Rector of the University in Kalisz.
- In exceptional situations the Rector may determine payments on individual terms.
- The payment deadline is the 10th day of the month, to which the fee applies. Student pays the residence fees for accommodation in the Student House by bank transfer to the bank account indicated by the University, or makes the payment using the terminal at the porter's lodge in the Student House.
- Failure to pay the fee on time will result in interest being charged for delay in the statutory amount.
- The date of payment is considered to be the receipt of funds on the University's account.
- Resident of the Student House is obliged to make a payment as a deposit against possible damages and the final settlement of fees.
- The deposit is an interest-free deposit and is refundable after deducting the amount of damage. In the event when the deposit is not enough to cover the damage the difference can be claimed from the perpetrator of the damage.
- The deposit is returned at the resident's written request after dislodging. Application form for a refund is **Annex 4** to these Regulations. The application containing an opinion of the employee of the Student House will be implemented by the Accounting Department.
- The deposit will be returned to the resident after completing the necessary formalities related to dislodging.
- Resident pays fees for ad hoc accommodation (extramural studies, post-graduate studies, several-days accommodation) by bank transfer to the bank account indicated by the University, or makes the payment using the terminal at the porter's lodge in the Student House.

§ 9

Residents' Council

- Residents' Council represents the residents of the Student house and is the organizer of social life on the premises of the Student House.
- Residents' Council represents all residents of the Student House towards the University authorities.
- Residents' Council is elected in equal, direct and secret election by the residents of the Student House for the period of one academic year.
- Residents' Council of the Student House make up the President of the Residents' Council, Deputy president of Residents' Council, and the Secretary of Residents' Council.
- The work of the Residents' Council is directed by the President of the Residents' Council, elected at the first meeting of a given term of office.
- The President of the Residents' Council represents the Council and Residents in the matters of the Student House.
- Residents' Council of the Student House:
 - cooperates with administration of the University in all matters concerning the Student House;
 - applies to the University authorities for co-financing of projects organized on the premises of the Student House;
 - applies to the University authorities for granting awards and distinctions to students with outstanding attitude and commitment to social work on behalf of the Student House;
 - gives opinions on applications of the administration of the Student House to punish residents who do not comply with the Regulations and rules of social coexistence;
 - cares about conditions conducive to learning and leisure of residents of the Student House;
 - undertakes actions aimed at maintaining order, peace and cleanliness in the Student House, compliance with laws and regulations of these Regulations of the Student House.

§ 10

Responsibilities of Residents

- The Manager of the Student House and members of the Residents' Council of the Student House are obliged to intervene in any case of violation of the provisions of these Regulations and rules of social coexistence.

- In the event of violation of provisions of the Regulations of the Student House the residents bear disciplinary and material responsibility.
- In the event of non-compliance with these Regulations and rules of social coexistence on the premises of the Student House, the Manager of the Student House in agreement with the Residents' Council has the right to limit the rights of a resident. In the event of gross violations of these Regulations, the Manager of the Student House in agreement with the Residents' Council of the Student House applies to the Vice-Rector for Student Affairs, Education, and International Cooperation with the relevant application for a decision on the matter.
- Resident bears material responsibility for the property of the Student House, and is obliged to cover the cost of repairing the damage caused by them or the visiting person visiting person. In case of damage the Manager of the Student House draws up the protocol which is **Annex No. 5** to these Regulations.
- In the event of damage to the room or common space caused by residents or guests invited by them, and the lack of equipment, the residents are obliged to pay the equivalent of the damage caused, or restore the room back to its original state from before lodging.
- If the perpetrator of the damage cannot be identified, residents of the room or the floor are jointly responsible for damages and losses.
- The value of the damage caused is determined each time by the commission appointed by the Manager of the Student House. The committee includes at least one representative of the Residents' Council.

§ 11

External accommodation

- Reservations of places are made by phone or e-mail.
- In the case of external accommodation the guest are obliged to present an identity document. .
- Personal data is entered into the book of external accommodation acc. to **Annex 6** to These regulations.
- Accommodation takes place on the basis of booking confirmation by the employee of the Student House.
- Guests are obliged to comply with the Regulations of the Student House.
- Before accommodation, the guest is obliged to read Claus 9 in the information which is **Annex 7** to these Regulations.

§ 12

Final Provisions

- The provisions of these Regulations apply to all residents and all persons staying on the premises of the Student House.
- Each resident is obliged to read the provisions of these Regulations and confirm this fact by signing the statement which is **Annex No. 8** to these Regulations.
- In matters not covered by these Regulations the provisions of the Civil Code apply.
- In matters not covered by these Regulations all decisions are made by the Rector of the Stanisław Wojciechowski University in Kalisz. The Rector's decision is final.