

RULES AND REGULATIONS OF POZNAN UNIVERSITY OF TECHNOLOGY STUDENT HOUSING COMPLEX

§ 1

General Provisions

1. Poznan University of Technology Student Housing Complex is a place of temporary residence offered to students and other authorized persons. The accommodated persons are required to behave properly in order to ensure appropriate conditions for studying and resting, and to maintain respect for property and its protection.
2. The Rules and Regulations of Poznan University of Technology Student Housing Complex define the general principles of its functioning, the rights and obligations of residents, the Council of the Student Housing Complex, the Council of Residents, the Head of the Student Housing Complex and Dormitory Supervisors. It applies to all residents and other persons remaining in dormitories.
3. All residents of Poznan University of Technology Student Housing Complex are represented by the Council of the Student Housing Complex and Councils of Residents in individual student dormitories.
4. The Council of Residents is a representative of all residents in a given dormitory.
5. Supervision over the proper preparation and functioning of individual dormitories is carried out by Dormitory Supervisors and the Head of the Student Housing Complex.

§ 2

Tasks of the Student Housing Complex Administration

1. The Student Housing Complex Administration ensures proper housing and social and living conditions as well as security for dormitory residents.
2. Poznan University of Technology Student Housing Complex Administration includes the following bodies:
 - 1) The Head of the Student Housing Complex,
 - 2) Dormitory Supervisors.
3. The Student Housing Complex Administration cooperates with the Council of the Student Housing Complex in matters concerning the entire Student Housing Complex.
4. The Dormitory Supervisor manages the entire organizational, administrative and economic activities of a dormitory.
5. The Head of the Student Housing Complex has the right to issue recommendations and formal information, the purpose of which is to implement the provisions of the Rules and Regulations of the Student Housing Complex.
6. Announcements or information may be displayed on a dormitory bulletin board after obtaining a permission from the Dormitory Supervisor. Announcements and information displayed without a permission will be removed.

§ 3

Accommodation

1. Accommodation in the Student Housing Complex is offered to students and Ph.D. students from Poznan University of Technology, students and Ph.D. students from other universities and other persons.
2. Persons entitled to be accommodated in the Student Housing Complex must meet the requirements contained in the Ordinance of the Rector of Poznan University of Technology *on the rules and procedure for submitting applications and allocating places in dormitories of Poznan University of Technology*, posted on the Student Housing Complex website.

3. An accommodated person obtains the rights to enter and exit a dormitory and a room granted for the period of accommodation. In the case of students, the rights are granted on the student ID card, and in the case of other people on the access card. In exceptional cases, a student may be granted the rights on the access card.
4. A resident has the right to:
 - 1) submit to the Council of Residents and the University bodies applications regarding dormitory matters,
 - 2) use all dormitory rooms and equipment meant for shared use, in accordance with their intended purpose and instructions,
 - 3) enter and exit a dormitory in which one resides at any time,
 - 4) receive guests while meeting the conditions set out in § 7 of the Rules and Regulations of the Student Housing Complex,
 - 5) change a room in the same dormitory, with consent from the Dormitory Supervisor,
 - 6) change a room in a different dormitory, with consent from the Head of the Student Housing Complex, provided that a full settlement for the current place has been made,
 - 7) access and use the Student Computer Network and wireless network managed by a designated unit of Poznan University of Technology.
5. Persons entitled to be accommodated accept and return a room and its equipment.
6. The Dormitory Supervisor has the right to relocate a resident to another room in the following cases:
 - 1) to remove malfunctions,
 - 2) to renovate a room,
 - 3) to perform activities related to disinfection, disinsectization and deratization,
 - 4) because of cultural differences,
 - 5) because of conflict between roommates,
 - 6) to optimize the accommodation status.
7. In the case referred to in section 6 point 3), the Dormitory Supervisor may limit access to a resident's room from 6 to 10 hours, depending on the method of performing these activities.

§ 4

Accommodation during the holidays

1. A resident has the right to be accommodated in a dormitory during the holidays, i.e. in July, August, September, on the same terms as in the remaining period.
2. Residing in dormitories during the holiday period is possible only if there are vacant places during this period. A resident may be relocated to a different room than the one previously occupied.
3. Priority in being accommodated during the holiday period is given to students and Ph.D. students previously residing in a given dormitory, provided that they have been allocated a place in the same dormitory for the next academic year.
4. An application for the extension of accommodation is submitted in the eAkademik system within the time limit set by the Dormitory Supervisor.
5. The Dormitory Supervisor may not give consent to take up residence during the holiday period to a resident who is in arrears with fees for a place in a dormitory or has violated the provisions of the Rules and Regulations of the Student Housing Complex.
6. Accommodation in a dormitory during the holiday period, subject to available vacancies, can be offered to other students and Ph.D. students from Poznan University of Technology as well as students and Ph.D. students from other universities, and other persons on the terms set out in the Ordinance of the Rector of Poznan University of Technology *on the rules and procedure for submitting applications and allocating places in dormitories of Poznan University of Technology*, posted on the Student Housing Complex website.

§ 5

Check-out

1. A resident may be checked out from a dormitory in the event of:
 - 1) being in arrears of at least 30 days with accommodation fees (including a security deposit);

- 2) having the place allocation withdrawn,
 - 3) not complying with the Rules and Regulations of the Student Housing Complex;
 - 4) losing the student status;
 - 5) fire, flooding or other sudden event, when a dormitory or its part in which a resident is staying has been destroyed;
 - 6) a need for Poznan University of Technology or other entities to use the place occupied by a resident in a dormitory in order to prevent or combat a pandemic (e.g. by creating the so-called isolation facility);
 - 7) a necessity to reduce the number of places occupied by dormitory residents in order to prevent the spread of a pandemic;
 - 8) the occurrence of other circumstances justifying check-out, indicated in the Rules and Regulations of the Student Housing Complex.
2. A resident is subject to be checked out when the period of accommodation has been terminated.
 3. In the cases referred to in section 1, a resident is obliged to vacate a dormitory within 3 days, unless the reason for check-out makes it necessary to vacate a dormitory sooner. Such information will be immediately passed to a resident. In the case referred to in section 2, a resident is obliged to vacate a dormitory on the day the accommodation period has expired, by 10:00.
 4. A resident can be checked out immediately if:
 - 1) he/she fails to check out within 3 days of receiving the decision to vacate a room,
 - 2) he/she has grossly violated the norms of social coexistence in a dormitory,
 - 3) a given place in a dormitory has been taken by a person not entitled to do so,
 - 4) a situation arises referred to in § 6 section 3 and § 5 section 12 of the Rules and Regulations of the Student Housing Complex,
 - 5) the Rules and Regulations of the Student Housing Complex have been violated, especially under the influence of alcohol or other intoxicants, in particular psychotropic drugs.
 5. An immediate check-out means an obligation to vacate a dormitory within 24 hours of receiving the decision. The decision of an immediate check-out, after consultation with the Dormitory Supervisor, is made by the Head of the Student Housing Complex, who informs the Chancellor of Poznan University of Technology, subject to § 5 section 12.
 6. Checking out a resident means also checking out his/her spouse and children if the spouse is not a student or a Ph.D. student from Poznan University of Technology.
 7. An immediate check-out does not exempt a resident from the obligation to pay the arrears and account for a room's furnishings and equipment.
 8. People illegally extending their stay, beyond the date of check-out, are charged daily rates applicable *in accordance with the Ordinance of the Rector of Poznan University of Technology on rates of accommodation fees in dormitories of Poznan University of Technology*. These fees are charged for each day of using a place, starting from the day following the expiration of the check-out deadline, until a given person has actually vacated a room.
 9. In the event of a resident's failure to comply with the obligation to vacate a room, the Dormitory Supervisor or an authorized person, in consultation with the Head of the Student Housing Complex, has the right to call security staff - the Academic Guard - in order to remove illegally staying persons from a dormitory.
 10. After completing the formalities related to a resident's check-out, the Dormitory Administration will not be responsible for personal items left in a dormitory.
 11. If a resident does not check out in the manner specified in the Rules and Regulations of the Student Housing Complex, he/she may be checked out administratively by a committee consisting of the Dormitory Supervisor or an authorized person and the Head of the Student Housing Complex or an authorized person. Poznan University of Technology does not secure and will not be bear responsibility for items left on the premises of the Student Housing Complex, including bicycles.
 12. In cases of gross violation of the provisions of the Rules and Regulations of the Student Housing Complex, jeopardizing health, life, safety, threatening to cause significant damage and exposing the University's property to major losses, removal may take place on the basis of a decision of the University Authorities with immediate effect.

13. A deposit is returned to a resident after completing the necessary formalities related to check-out. In the event of damage, a deposit will be reduced by the cost of covering the damage per roommate.

§ 6

Resident rights and responsibilities

1. A dormitory resident, apart from the rights referred to in § 3 section 4, has the right to:
 - 1) elect representatives and be elected to the Council of Residents and the Council of the Student Housing Complex. The procedure and rules for conducting elections to the Council of Residents and the Council of the Student Housing Complex are set out in the Rules and Regulations of the Students' Union of Poznan University of Technology;
 - 2) participate in the creation and implementation of the programme of the Council of Residents and the Council of the Student Housing Complex;
 - 3) resign from a place occupied during the academic year with a 14-day notice period. Notification of check-out takes place via e-mail to the dormitory address;
 - 4) lodge an appeal to the Head of the Student Housing Complex within 14 days of the decisions taken by the Dormitory Supervisor. An appeal lodged does not suspend the execution of decisions which concern disciplinary matters.
2. A dormitory resident is obliged, in particular, to:
 - 1) obey the Rules and Regulations of the Student Housing Complex and abide by the decisions of the Head of the Student Housing Complex, the Dormitory Supervisor and the Council of Residents in the scope of their competence;
 - 2) follow health and safety rules, fire prevention rules, sanitary rules and property protection rules;
 - 3) follow the generally accepted principles of social coexistence;
 - 4) respect dormitory property and oppose its damage and misuse;
 - 5) maintain cleanliness and order in rooms, sanitary facilities and shared public areas, and notify the Dormitory Administration of any observed damage, breakdowns, etc.;
 - 6) segregate waste;
 - 7) hand over a room in an undamaged condition on the day of check-out (any changes to the decor and equipment in a room must be agreed with the Dormitory Administration);
 - 8) observe the rules of check-ins and check-outs applicable at Poznan University of Technology Student Housing Complex;
 - 9) pay fees related to accommodation in a dormitory in accordance with the binding Ordinance of the Rector of Poznan University of Technology *on rates of accommodation fees in dormitories of Poznan University of Technology*;
 - 10) observe quiet hours from 23.00 to 7.00;
 - 11) immediately notify the Dormitory Supervisor about an accident or contagious disease of a roommate occurring in a dormitory,
 - 12) present an identity document to the Administration of the Student Housing Complex and security services - the Academic Guard.
3. Residents and people staying on the premises of a dormitory are forbidden, in particular, to:
 - 1) produce and trade in abusive substances;
 - 2) connect electrical devices that are not part of permanent room equipment;
 - 3) arbitrarily set up, modify, repair and obstruct to other roommates the use of electrical, gas, water, telephone, antenna, computer installations, etc.;
 - 4) change locks in doors;
 - 5) use dormitory premises, equipment and fire-prevention devices for unintended purposes,
 - 6) throw objects into sanitary facilities that could cause damage or malfunction;
 - 7) throw objects through windows and cover windows;
 - 8) keep animals in rooms;
 - 9) engage in gambling;
 - 10) possess firearms and pneumatic weapons;

- 11) smoke tobacco products and electronic cigarettes;
- 12) manufacture, sell and consume alcoholic beverages or other similar substances in dormitory, in particular psychotropic drugs substances;
- 13) make allocated places available to unauthorized persons;
- 14) conduct business activity on the premises of a dormitory without written consent from the Chancellor of Poznan University of Technology;
- 15) store in rooms and public areas of the Student Housing Complex goods whose purpose and quantity may indicate commercial intentions;
- 16) provide unauthorized persons with student ID cards and access cards in order to enter a room or a dormitory in a manner inconsistent with the Rules and Regulations of the Student Housing Complex;
- 17) park in places not designated to do so on the premises of Poznan University of Technology.

§ 7 Visits

1. Residents can receive guests on the premises of a dormitory under the principles set out in the Rules and Regulations of the Student Housing Complex.
2. Residents' guests can enter and leave a dormitory only in the presence of a host.
3. For security reasons, a guest's stay must be registered. A resident is obliged to notify the Dormitory Administration of a guest's stay.
4. Residents' guests can stay in a dormitory during visiting hours, i.e. from 7.00 to 22.00. It is possible to extend a visit beyond the visiting hours after obtaining consent from a roommate or roommates of the host person and the Dormitory Supervisor.
5. A dormitory resident is obliged to pay a guest fee, in accordance with the current Ordinance of the Rector of Poznan University of Technology *on rates of accommodation fees in dormitories of Poznan University of Technology*. The fee is charged for each night of a guest's stay and does not include additional equipment. Failure to fulfill the above formalities will be treated as a serious breach of the Rules and Regulations of the Student Housing Complex.
6. A resident is responsible for any damage caused by his/her guests.
7. Residents' guests are obliged to present their identity document at the request of a dormitory employee or a security guard - the Academic Guard.
8. Persons who are under the influence of alcohol or other similarly acting intoxicants, in particular psychotropic substances, will not be allowed to enter the premises of a dormitory.
9. Guests of residents who have previously been disciplinarily removed from a dormitory are forbidden to enter a dormitory.
10. Special events in a dormitory may be organized in places designated for this purpose only with written consent from the Head of the Student Housing Complex in consultation with the Dormitory Supervisor. The Head of the Student Housing Complex, in agreement with the Dormitory Supervisor, has the right to change the duration of quiet hours.

§ 8 Resident accountability

1. In the event of a breach of the provisions of the Rules and Regulations of the Student Housing Complex, dormitory residents will be held accountable for non-compliant behaviour and will bear material liability.
2. Measures for making dormitory residents accountable for non-compliant behaviour are:
 - 1) a verbal admonition,
 - 2) a written admonition,
 - 3) an obligation to restore order and cleanliness in the location indicated by the Dormitory Supervisor,
 - 4) a decision to check out.

3. A verbal admonition is a measure of effecting accountability for non-compliant behaviour used by the Dormitory Supervisor for less serious offences. A request for a verbal admonition may also be submitted to the Dormitory Supervisor by the Chair of the Council of the Student Housing Complex and the Council of Residents, at the request of other persons accommodated in a given dormitory.
4. A written admonition is a measure of effecting accountability for non-compliant behaviour used by the Head of the Student Housing Complex in the event of more serious offences and in the event of further violation of the provisions despite a verbal admonition.
5. The measures of effecting material liability are:
 - 1) a resident's material liability for all damage and losses in equipment in a room or a dormitory;
 - 2) a resident's material liability for damage caused by his/her guests;
 - 3) a resident's material liability for all intentional damage on the premises of Poznan University of Technology Student Housing Complex. If it is not possible to determine a perpetrator, material liability will be equally borne by dormitory residents, depending on the type and extent of losses, on the basis of joint and several liability. The exception is a situation in which it will be proven that the damage occurred solely in connection with an act of a criminal nature or force majeure. The decision in this matter will be taken by the Dormitory Supervisor;
 - 4) joint and several liability of a resident, participants and organizers of an event for damage and violation of the order, unless the organizer has fulfilled all the obligations imposed on him/her by the Dormitory Supervisor and the Council of Residents when granting consent and took appropriate measures to prevent damage or disorder;
 - 5) material liability in the form of settling a security deposit. A deposit will be returned to residents after fulfilling the necessary formalities related to check-out. In the case of losses, damage or destruction in a room or dormitory equipment, a deposit or its part will serve as a source of coverage of the losses incurred.
6. A dormitory resident can compensate for offenses against the Rules and Regulations of the Student Housing Complex by working for the benefit of a dormitory. The decision in this matter will be made by the Head of the Student Housing Complex at the request of the Dormitory Supervisor.

§ 9

Inspection

1. Dormitories are subject to inspections, the purpose of which is to:
 - 1) check rooms and shared areas with regard to the completeness of equipment and technical condition;
 - 2) check rooms with regard to cleanliness, sanitary conditions and their use in accordance with the Rules and Regulations of the Student Housing Complex;
 - 3) check rooms in the event of suspecting a threat to residents' life or health.
2. Inspections referred to in section 1 can be carried out by the Head of the Student Housing Complex, the Dormitory Supervisor and an authorized person.
3. Entry into an occupied room without the presence of a resident is possible in the following cases:
 - 1) an inspection of the sanitary condition of rooms, disinfection, disinsectization and deratization, the condition of equipment and compliance with the provisions of the Rules and Regulations of the Student Housing Complex;
 - 2) a state of higher necessity, in particular in the event of a risk of damage, flooding, destruction, fire or in the event of a reasonable suspicion that a person requiring assistance is in a room or illegal activity is carried out there or the binding law is being violated;
 - 3) an inspection of cleanliness, fire prevention, necessary repairs or maintenance work as well as technical and other overhauls affecting the technical condition of the building and its use;
 - 4) lack of contact with a resident.
4. Inspections of room cleanliness are carried out by the Dormitory Supervisor and/or the Head of the Student Housing Complex and an authorized person, after giving a resident a prior notification.
5. If, as a result of an inspection, non-compliance with the provisions referred to in § 6 section 2 has been noted, including improper use of a room due to failure to adhere to cleanliness, the Dormitory Supervisor will call on a

resident to restore a room to its original condition within 14 days. After this period, the next inspection will be carried out. A resident's failure to comply with the recommendations may constitute a basis for check-out.

§ 10

Final provisions

1. Decisions on the allocation of places in a dormitory made on the basis of the Rules and Regulations of the Student Housing Complex and the Ordinance of the Rector of Poznan University of Technology *on the rules and procedure for submitting applications and allocating places in dormitories of Poznan University of Technology* are not subject to the provisions of the Code of Administrative Procedure.
2. In the case of claiming receivables from residents, the provisions of the Civil Code apply.

§ 11

The Rules and Regulations of the Student Housing Complex enter into force on 1 June 2025.