

RULES AND REGULATION OF UNIVERSITY OF BIELSKO-BIALA STUDENT'S HOUSE

1. The rules and regulations specify the rights and duties of residents and people staying on the premises of Student's House (Dom Studenta- DS), being integral part of University of Bielsko-Biala (ATH), hereinafter referred to as the Academy.
2. The Student's House DS is owned by University of Bielsko-Biala ATH and should be the subject to special protection and care of residents who take care of maintenance of DS in the proper condition and order.
3. The Student's House DS is a place of residence, leisure and study.
4. Residents are represented by Residents Council (RM). Its competencies are referred to in this regulation.
5. At DS the nocturnal silence is between 10.00 p.m. and 6.00 a.m.
6. DS is managed directly by the Team Manager for DS service.
7. Ds Manager is subordinate to Chancellor ATH.

ACCOMODATION IN STUDENT'S HOUSE

1. The place in the student's house is granted for the duration of the academic year or semester.
2. The allocation of the place in a room in the Student's House is on the basis of a list drawn up by the Dean's Offices of particular Departments. The Dean's Office allocates place in the Student's House after the examination of application by the Commission Department within the period of
 - a) June 15 for senior students
 - b) 2 weeks from the notification date of the recruitment results of students for 1st year of study
 - c) June 30 foreign students who will study within the framework of the international cooperation.
3. On the basis of proposals from point 2 the Dean's Office prepares a list of students who have been granted a place in the Student's House for the next academic year within the time limits
 - a) June 30 senior students, foreign students
 - b) July 31 junior students of 1st year of study
 - c) August 31 students from reserve lists and on the basis of applications submitted in later dates.In September the place is allocated by the Dean's Office under vacancy given back at the disposal of the Department of Education and Student Affair.
4. A student is allowed to stay in a Student's House on holidays period with the approval of the Chancellor ATH.
5. The Chancellor ATH allocates the place to employees, assistants, students of other universities, inter-university marriages and non-students.
6. ATH may refuse to allocate a place to a person who is grossly in breach of these rules and regulations or for other legitimate reasons.
7. The check in at DS takes place from Monday to Friday between 7.30 a.m. and 3.30 p.m.
8. To be accommodated in a Student's House a student needs the following documents:
 - a) identity card
 - b) in case of a foreign student, a passport or any other document authorizing the student to stay on the Polish territory.

9. At the check in, each resident is irrevocably bound to become familiar with the content of these rules and regulations and sign a declaration of becoming obliged to follow them.
10. At the check in each resident confirms in writing the fact of accepting the room with its equipment, in accordance with the list of equipment , the condition of the room and technical installations and bears the absolute liability for the damage incurred.
11. A person checking in is obliged to inform the Student's House administration immediately of any inconsistencies noticed in the list of equipment, defects by writing them down in the notebook.

CHARGES FOR THE ROOM AT DS

1. The Rector, in agreement with The Student Government, specifies in the ruling for a given academic year the rent and other charges for the use of DS at the Academy.
2. The rent for living at DS is to be paid in advance until the 20th day of each month.
3. The payment of rent is made through a transfer onto the bank account of the Academy (bank transfer forms are available at the DS office) or at the ATH cash-desk.
4. The student is obligated to provide the DS administration or reception with the confirmation of the rent payment.
5. The rent is calculated from the first day of each month for the full month, regardless of the time when the person moved in.
6. In case of temporary accommodating for the period of time shorter than two weeks and in other special cases the rent may be calculated for ½ of the month , but the accounting period is always the 15th day of a given month.
7. The deposit is the security for defraying the dues to the Academy incurred while redressing damage inflicted on the DS property by the student and as a result of the student's improper performance of the contract regarding the use of DS of the Academy and concluded on the basis of these rules and regulations.
8. The deposit shall be returned following the deduction of dues specified in paragraph 7 at the moment of the student's check-out from DS.
9. A foreign student studying at the Academy for one or two semesters is obligated to pay in cash a specified deposit at DS administration office within 3 working days from the day of check-in at DS of the Academy.
10. A student is obliged to deposit until August 20 preceding the academic year in cash in the dorm administration or to a bank account of the University. Payment of the deposit means the student's will to live in a Student's House in the upcoming academic year or at least winter semester.
11. The amount of the deposit for the academic year and overstay charges (&4 p.6)will be determined by the Chancellor ATH in consultation with the Residents Council and Student Government Council.

VISITS AT DS

1. Visits ad DS may take place every day between 6:00 a.m. and 10:00 p.m.

2. Visitors are obligated to leave their identity cards at the reception and to indicate the name of the person they pay a visit to, who being then notified by the receptionist is required to come down to the visitor-guest. The receptionist records the visit in the register of visitors.
3. Any person under the influence of alcohol or any other intoxicants does not have the right to enter the DS premises.
4. The person entertaining guests bears full responsibility for their improper behaviour and damage the inflicted by them on the property of DS of the Academy.
5. The DS building is closed between 10.00p.m.-6.00 a.m. and only the DS resident ,a person approved by the administration to stay the night at DS and authorized employees are allowed to enter.
6. Any person who is not a DS resident may stay the night in a room occupied by students having been given prior permission by all its occupants and having paid an appropriate charge at the DS administration office.
7. In case the visitor does not leave the dorm and illegally stays the night – the DS resident being visited pays the charge for their guest as per the price list.
8. To obtain the permission to stay the night in the room occupied by students is conditional upon free space in the room in the form of an available bed or a possibility to bring in an extra bed.
9. The number of nights offered to those referred to in paragraph 6 cannot exceed 3 24- hour days (this is negotiable) a month unless the student has been given prior permission.
10. Any person not being a student or a student who is not DS resident including students from other universities may stay the night at DS in available guest room or any other free room having paid an appropriate charge and having been given prior permission by the DS Manager.
11. Family members (parents, brothers and sisters, spouses and children) of the student accommodated at DS are treated as students of other universities.
12. Any person who is not a Student's House resident may stay the night in a room occupied by students, having been give prior the permission by all its residents and application accommodation to the Resident's Council. The Residents Council is obliged to report it in writing to the receptionist until 9 p.m. The fee for the extension of stay should be paid in the Student's House administration next day which makes payment at the FPMS account as another deposit. Any person who is not a Student's House resident may stay the night up to a maximum of 3 times a month. The Resident Council may take a maximum of 15 people per day during the period from October 10 to June 20.

DS RESIDENT'S RIGHTS

1. A DS resident has the right to:
 - a) use all the DS rooms and appliances intended for general use on the basis of the rules established by the DS Manager,
 - b) entertain guests according to the principles specified in these rules and regulations,
 - c) organize private parties in the rooms intended for general use, having discussed the course of events with the DS Manager,
 - d) change the bed linen once every three weeks,

- e) preserve their privacy in the allocated room,
 - f) use the DS first aid kit in urgent cases such as injuries, food poisoning.
 - g) to take part in establishing the program of action of the Residents Council.
 - h) to elect and stand as a candidate to the Residents Council
 - i) to make an application for administration improvement , equipment management, improvement of sanitary conditions to the Chancellor ATH via Residents Council.
 - j) To make a complaint via Residents Council to
 - a. Student's House Manager against SH employees
 - b. Chancellor ATH against SH Manager
 - k) to receive the specified number of sanitary articles such as toilet paper , garbage bags.
2. The resident can leave his/her stuff for holidays period excluding valuables and money under the conditions laid down by DS Manager and Residents Council.

DS RESIDENT'S DUTIES

1. The DS resident has a duty to:
- a) observe the provisions of these rules and regulations, provisions of law and internal acts in force at the Academy,
 - b) produce a document to the DS security officers in order to verify the right to be accommodated on the DS premises,
 - c) each time collect and return the key to the right room at the reception,
 - d) comply with the decisions of the DS Manager and RM (The DS Residents' Council- *Rada Mieszkańców DS*),
 - e) observe the nocturnal silence between 10:00 p.m. and 6:00 a.m.,
 - f) observe the rules of social existence,
 - g) take care of the DS property and counteract its improper use,
 - h) obey the health and safety and fire fighting rules,
 - i) keep the room, bathroom, toilet and rooms intended for general use neat and in order,
 - j) pay the rent for accommodation at DS on time,
 - k) pay deposit
 - l) before the check-out, bring the state of the room into conformity with its original state,
 - m) report to the DS Manager or RM representative any defects or damage including those made by other people, under pain of bearing responsibility for those acts,
 - n) immediately notify the DS administration of any serious accident or illness of a co-resident,
 - o) notify the DS Manager in writing of the resignation from the accommodation at DS with one month's notice, and with effect of terminating the contract for using DS at the end of the following full month.
 - p) If a student fails to comply DS Manager's command and makes impossible economical use of places to sleep according to &1, he ,she is obliged to incur charge for the whole room.
2. It is forbidden for the resident staying on the premises of DS to:
- a) accommodate for the night people with no right to stay or spend the night at DS,
 - b) yield, rent or make the room space available to another person,

- c) gamble,
 - d) copy and sell illegal computer programs films, CDs, etc.,
 - e) distribute alcohol, cigarettes, intoxicants and anabolic substances,
 - f) bring in, take in or under the influence of alcohol or intoxicants,
 - g) make or have in possession drugs and appliances adapted for their manufacture,
 - h) conduct a commercial or economic activity without the consent of the Academy authorities,
 - i) make wilful changes in the standard room equipment,
 - j) take the facilities and equipment being the property of DS outside the DS premises,
 - k) make single-handed repairs or alterations to the appliances and/or installation,
 - l) alter locks, make extra sets of keys and fit new locks without the consent of the DS,
 - m) use sound system in a manner which makes it difficult for other residents to study or rest,
 - n) put up notices, inscription outside the designated places unless the DS Manager consents,
 - o) put up posters in the rooms,
 - p) bring in and keep the animals,
 - q) throw objects into sanitation facilities, which might cause their damage or faulty operation,
 - r) throw any objects out of the window (bottles, bags with water, litter, firecrackers, etc.,)
 - s) use gas cookers, boilers, electric cookers, washing machines outside the designated rooms,
 - t) smoke tobacco products.
3. In case it is ascertained that the student has inflicted damage in the room (s)he is the occupant of or in the rooms intended for general use, (s)he shall be charged with the cost of repair according to the valuation made by the Exploitation and Repair Department (Dział Eksploatacji I Remontów) of the Academy. The DS Manager may consent to repairs or renovation of the rooms to be carried out by student.
 4. In case it is impossible to establish a person responsible for inflicting the damage to the rooms and technical installation as well as the room equipment, depending on the type of damage, the resident of the room, segment, floor or all the occupants shall bear joint and several liability.
 5. The decision regarding the charge with costs for the damage inflicted is made by the Chancellor at the request of the DS Manager.

FORFEITURE OF THE RIGHT TO THE ROOM AT DS AND CHECK-OUT

1. The student forfeits the right to the accommodation at DS if:
 - a) the deposit is not paid within the specified period of time,
 - b) The student has not checked in at DS within the time period until 15th October of a given academic year
 - c) The period of time allocated for the accommodation has elapsed,
 - d) The decision about striking the student off the student list becomes final,
 - e) The delay in the payment of charges for the room at DS exceeds at 2-month payment period,
 - f) The provisions of rules and regulations have been flagrantly infringed.

2. The decision as to the forfeiture of the right to be accommodated under surveillance is made by the Chancellor at the request of the DS Manager. The Chancellor is obliged to notify the fact that the decision has been made to the Dean of the student's department within the period of 3 days.
3. One shall be entitled to appeal to the Vice-Rector for the Student- and Education- related matters (Vice-Rector for Education and Student's Affairs) against the Chancellor's decision within the period of 14 days. The decision of the Vice-Rector for the Student- and Education-related matters shall be final.
4. In case the resident is not the ATH student, the Chancellor's decision shall be final.
5. The check-out at DS takes place from Monday to Friday between 8.30 a.m. and 1.30 p.m.
6. The student moving out of DS is obliged to produce a statement signed by the room or segment co-occupants, which, once the room has been accepted back by the DS administration, constitutes the basis paying back the deposit.
7. In case of the forfeiture of the right to accommodation, the student is obliged to leave the room at DS not later than until the end of the month in which the reason for the right forfeiture occurred. In case the student does not leave DS within the specified period of time, a charge for each extra day of stay shall be calculated as per the price list until the day of check-out.
8. In case it is a foreign student studying in Poland who forfeits the right to accommodation due to: flagrant infringement of the rules and regulations or defaulting on the payment of rent for DS by the student, the student is obliged to leave the room at DS not later than within 3 days as of the termination of the contract. In case the student does not leave DS within the specified period, a charge for each extra day shall be calculated as per the price list until the day of check-out.
9. Before the check-out, the DS resident is obliged to leave the room in the same state as (s)he found it in while checking in.
10. In special cases, before the check-out the DS Manager or a person authorized by him checks the state the student has left the room in. If any damage inflicted by the checking out resident in the room occupied by him/her or rooms intended for general use is ascertained, the DS administration shall charge the student with the costs according to the valuation made by the Exploitation and Repair Department of the Academy.

RIGHTS AND OBLIGATIONS OF THE MANAGER DORMITORY

1. The DS Manager or a person authorized by the latter, in the presence of the RM representative (The DS Residents' Council – RadaMieszkańców DS), shall have the right to enter the rooms at any time.
2. The DS Manager or a person authorized by the latter, in the presence of the RM representative, shall have the right to carry out periodic inspection of the condition of the rooms. Such an inspection shall be carried out once per semester. The Post-inspection decisions shall be included in the report.
3. The DS Manager or a security officer may ban a person not being the DS resident from entering the area of DS if previously such a person has fallen foul of these rules and regulations.

4. In the case of any threat to the life or health of the resident, system failure or any other unexpected situations requiring an immediate action, the DS Manager or the person authorized by the latter, OHS (occupational health and safety) inspector and fire warden shall have the right to enter the room in the absence of its residents only when accompanied by the RM member or other DS resident.
5. In order to remove a defect or unexpected failure notified earlier, the building maintenance operator shall have the right to enter the room in the absence of its resident only when accompanied by the DS administration officer or other DS resident or upon written authorization granted by the resident of the room.
6. In the case of any threat to the peace or safety of the resident, the DS Manager shall be obliged to call for appropriate services, including the police, immediately notifying the Rector of the University of the situation that has occurred. In the absence of the DS Manager, the above duties shall rest with the RM members and the security officers.
7. In case any breach of law or immediate threat to the life or health of the people present shall be ascertained, the police may enter the DS area according to the principles specified in §2 of the agreement by and between the City Police Headquarters and the University concluded in May, 2009.
8. During the absence of the DS Manager the functions and duties of the latter shall be assumed – upon written authorization – by a person appointed by the DS Manager.
9. The DS administration shall be obliged to:
 - a) ensure the change of bed linen provided to the residents at least once every three weeks.
10. The DS administration shall not be held liable for any objects being the private property of the DS resident and kept in the room occupied by the latter. The residents are obliged to safeguard their property themselves by locking the room and leaving the keys at the reception while leaving the building.
11. The DS administration shall not be held liable for any damage caused as a result of theft without breaking-in and the one involving damage to objects being the private property of the DS resident.

FINAL PROVISIONS

1. In case of the infringement by the DS resident of the provisions of the rules and regulations as well as of the decisions of other ruling obligatory for all DS residents, the DS Manager requests that the Chancellor of Academy:
 - a) Deprive the resident of the right to accommodation at DS,
 - b) Refer the matter of the Rector of Academy in order to forward it to the student disciplinary commissioner,
2. Any students disputes relating to the accommodation at DS shall be examined by RM in consultation with the DS Manager.
3. The appeal instance for all the student-related issues included in these rules and regulations shall be the Vice-Rector responsible for the Student- and Education-related matters. The decision of the Vice-Rector for Student- and Education-related matters shall be final.

4. In case of the issues unsettled in these rules and regulations, the decision shall be made by the Vice-Rector for the Student- and Education-related matters.

The rules come into effect on 1 March 2013