

## **REGULATIONS**

Student Dormitory of the Medical University of Silesia in Katowice

### **Uniform text**

#### **I. General Provisions**

##### **§ 1**

Student Dormitory (DS) of the Medical University of Silesia in Katowice (SUM) shall constitute an integral part of the University, the place of residence, education and rest for students, participants of doctoral studies and - in cases specified in the Regulations - for other persons.

##### **§ 2**

1. Regulations of DS, hereinafter referred to as "Regulations" shall specify the general principles of its functioning as well as rights and obligations of its residents.
2. All persons remaining in the premises of DS shall be obliged to abide by the provisions of the hereby Regulations.
3. The University shall bear no material responsibility for private belongings of the residents.
4. Head of DS shall be entitled to carry out periodical room inspections with co-participation of a representative of the Residents' Board, in the presence of the roommate.
5. Head of DS along with DS employee shall be entitled to enter the student room in the absence of the resident of the room in case of failure or circumstances requiring an intervention.

##### **§ 3**

1. All DS residents are represented by the Residents' Board.
2. The Residents' Board represents interests of DS residents before authorities and administrative bodies of the university.
3. Activities of the Residents' Board are specified in a separate document, i.e. Regulations of the Residents' Board of Student Dormitories at the Medical University of Silesia in Katowice, adopted by the Residents' Board, opinionated by the University Board of Students' Government and approved by the Rector.
4. The Residents' Board co-acts with the DS administration concerning all residential matters of DS.

## II. Allocation of places in DS

### § 4

1. The allocation of places for students of the Medical University of Silesia in Katowice occurs according to the principles specifically defined in Chapter VI of the Regulations of Allocation of Benefits for Students of the Medical University of Silesia in Katowice.
2. In case of failure to use all vacancies in the student dormitory in a given academic year according to the principles specified in par. 1 the Head of DS may accommodate students in line with the order of submissions until reaching full accommodation and exhaustion of the limit of places.

### § 5

1. In the event of resigning from a place in DS prior to the commencement of an academic year, the student is obliged to notify DS administration within the term until 20 September.
2. In the event of resigning from a place in DS in the course of an academic year, the student is obliged to notify DS administration in writing of the term of check out subject to at least 2 weeks' notice period.
3. In the event of failure to notify administration of resigning from the place in DS within the term specified in par. 2, the student shall be burdened with a fee for the place at the level of full monthly rate.

### § 6

1. Resident shall lose the place in DC prior to the expiry of the period he or she was granted in case of:
  - 1) failing to appear for a check in within the specified term without prior indication of important causes,
  - 2) repeating a year/semester of studies and failing to obtain a separate allocation of place in DS by way of a decision issued by Vice-Rector for Studies and Students,
  - 3) having been suspended by the Rector, Dean or via a final decision of the disciplinary commission regarding the use of place in the Student Dormitory,
  - 4) having been crossed off the list of students, whilst the Dean's office shall immediately notify DS administration,
  - 5) graduation,
  - 6) remaining in arrears with payments for the period of 1 month,
  - 7) not abiding by the provisions of the hereby Regulations or standards of social co-existence.
2. Decision regarding revoking the right to reside in DS is undertaken by the Vice-Rector for Studies and Students pursuant to a motion submitted by the Head of DS or the Residents' Board.
3. In the event of noting a flagrant breach of provisions of the hereby Regulations or principles of community life and, in particular, offences committed under the influence of alcohol or narcotic drugs, Vice-Rector for Studies and Students, pursuant to a motion submitted by the Head of DS, shall be authorized to evict a student effective immediately.

The Vice-Rector's decision is final.

### **III. Accommodation in DS**

#### **§ 7**

1. Student who obtained a place in DS ought to check in at latest on 2 October.
2. In justified cases it is allowed to check in at a later term subject to the student concerned having notified the Head of DS of the fact of later checking in and having paid the payment for the accommodation assigned to them.
3. Checking in of DS residents is carried out by DS Heads in agreement with the Residents Board.
4. Head of DS shall be entitled to re-accommodate the student who remained in the room after his roommate check out or to accommodate another student in their place. In the event of failure to grant consent by the student for re-accommodation or for accommodation of a new roommate, he or she shall be obliged to pay for the vacant spot in accordance with the pricelist constituting Appendix no. 2 to the Regulations of the Student Dormitory introduced by way of the hereby Ordinance.
5. In the event of vacancies in DS the resident may apply for allocation of a 2-person room to be occupied by 1 person. Additional place is subject to fees in accordance with the rate specified by way of Rector's Ordinance.

#### **§ 8**

1. Upon setting up accommodation in SRH each resident obtains:
  - 1) Resident card (valid solely with an identity document) which he or she is obliged to reveal upon each request of DS administration, representatives of the University authorities, Residents' Board and security personnel,
  - 2) room inventory list for the use of which he or she bears material responsibility,
  - 3) Set of bedding for which he or she bears material responsibility,
  - 4) keys to the room,
2. DS resident is subject to a registration requirement which he or she must realize personally at the City Hall within 2 weeks from checking in.

#### **§ 9**

1. Student may use the equipment at disposal in DS after paying a deposit for equipment rental. The list of equipment is available at the office of DS Head.
2. The amount of deposit is established by the DS Head based on the market price for the rented equipment, specified on the date of 1 September of a given year, approved by the Bursar and shall amount to:
  - a) for equipment used up to 5 years from the date of purchase – 100% of the price specified in par. 2
  - b) for equipment used above 5 and up to 10 years from the date of purchase – 50% of the price specified in par. 2
  - c) for equipment used above 10 years – 25% of the price specified in par. 2
3. When renting the equipment, a student:

- 1) must verify its technical state,
  - 2) must sign a commitment to properly use the equipment and in case of damaging it due to improper use, to cover the costs of repair,
  - 3) will obtain confirmation of payment of the deposit.
4. In order to return the paid deposit the student undertakes to return the equipment in good technical state without any damages and in a clean state.
  5. In the event of returning a technically unfit, damaged or dirty equipment, the deposit submitted by the student shall not be reimbursed to them.

#### **IV. Checking out from DS**

##### **§ 10**

1. In order to check out from DS, its resident is obliged to:
  - 1) handover to the head of DS or DS administration the room they occupied in proper cleanliness,
  - 2) return the bedding and the rented equipment,
  - 3) return their resident card,
  - 4) return the key to the room,
  - 5) Settle all financial liabilities towards DS.
2. All actions related to checking out must be made by DS residents in the office of DS administration within office hours after prior establishing of the checking out term.
3. In cases of loss by the resident of the right to reside in DS, he or she shall be obliged to check out from DS within up to 5 days from the date of obtaining the final decision concerning deprivation of entitlement to reside in DS.
4. Student may, pursuant to DS Head consent, leave properly secured personal belongings in the deposit room of DS for the period of holidays with the exclusion of precious items (jewellery, works of art etc.), cash and portable electronic devices on the basis of the handover protocol. Student shall be obliged to submit a statement the template of which constitutes Appendix no. 5 to the hereby Regulations concerning collection of the above-specified items within the maximum term up to 6 months from the date of checking out, subject to the risk of takeover should these items fail to be collected in a designated timeframe, the Student shall be deemed to have left them with an intention of their disposal.
5. Leaving items in the deposit room shall not be subject to any fees.

#### **V. Rights and obligations of residents**

##### **§ 11**

1. Residents of DS shall be entitled to:
  - 1) use all premises and devices of common use within the area of a given DS,
  - 2) exchange bedding once a month,
  - 3) submit applications and remarks concerning living conditions in DS to the DS Head and the Resident' Board,

- 4) non-permanently decorate the room he or she accommodates without leaving any traces and damages.

2. Residents of DS are obliged to:

- 1) maintain cleanliness and order of the rooms they reside in and the premises of common use,
- 2) adhere to H&S and fire regulations and user manuals for gas and electrical devices,
- 3) immediately notify the Head of DS, DS administration or security personnel in case of noticing theft, burglary, device failure as well as in case of sudden diseases or accident of their roommate,
- 4) abide by the rules of night-time hours from 10:00 PM to 6:00 AM,
- 5) behave properly enabling work and rest of other residents of the DS,
- 6) submit all damages, malfunctions, defects and irregularities of devices and equipment located in the room through entries to the book of repairs located at the reception,
- 7) make timely payments of fees for accommodation in DS,
- 8) abide by the Regulations of the computer network and the principles of IT safety in place at the University.
- 9) leave the keys to the room at the reception. The key is issued solely to the residents or persons authorized by residents in writing.

## § 12

1. Residents of DS are not allowed, in particular, to:

- 1) use electric cookers, radiators, kettles and heaters without the consent of DS Head,
- 2) arbitrarily set up, redesign, fix electrical, gas, water, telephone, satellite, computer installations etc.,
- 3) paint the room without the consent of DS Head,
- 4) use the premises, equipment and accessories in the room in breach of their designation,
- 5) keep animals in the rooms,
- 6) smoke tobacco in the DS premises,
- 7) produce, sell, administer and consume alcohol beverages and narcotic drugs in the premises of DS,
- 8) get involved in hazardous games in the premises of DS,
- 9) possess firearms and pneumatic weapon as well as other hazardous tools resembling with their appearance firearms and stabbing weapon as well as tools and devices the use of which may pose a threat to human life or health,
- 10) throw away items and food products which might cause damages and faulty operations into sanitary and sewage devices,

- 11) leave rubbish and other equipment as well as personal belongings on corridors or in generally accessible rooms,
  - 12) change locks and get additional sets of keys to the room,
  - 13) use loudspeakers in a manner that hinders learning and resting time for other residents,
  - 14) place ads and notices outside of places designated for this purpose by DS administration,
  - 15) conduct economic activity in DS premises,
  - 16) host guests outside of designated visiting hours,
  - 17) Use the university computer room in breach of the safety principles adopted at the Medical University of Silesia in Katowice.
2. Breaching the above principles may constitute the basis for directing a motion to the Vice-Rector for Studies and Students concerning deprivation by the resident of the right to reside in DS.

## **VI. RULES OF VISITS IN DS BY NON-RESIDENTS**

### **§ 13**

1. Visits in the DS rooms may be held solely with present residents of the given room and subject to their consent as well as subject to the consent of the given room roommates between 8:00 am and 10:00 pm, whilst on Fridays and Saturdays - until 00:00 pm.
2. Visitors are obliged to display their identity document with a photograph at the reception as well as indicate the room number to which they are heading. Security employee is obliged to place information concerning a given visit in the Logbook of Visits available in the reception.
3. The Logbook of Visits is maintained by the company ensuring building protection and data of the visitor are registered on the basis of the requirement specified in § 6 of the Regulation of the Council of Ministers from 19 December 2013 concerning detailed mode of actions of security personnel.
4. Consent for overnight stay of a visitor in the resident's room may be granted by the DS Head or by DS administration employee authorized by them.
5. In the event of the visitor applying for granting consent for overnight stay outside of office hours of the DS administration, the consent may be granted by the Chairman of Residents' Board or their Deputies.
6. Visitor may obtain consent for an overnight stay from persons specified in par. 4 or 5 solely in case of prior obtaining by them of consent from the roommates of a given room.
7. Persons indicated in par. 4 and 5 undertake to properly pass onto the security personnel until 10:00 pm of a list of persons who have been granted consent for an overnight stay in the resident's room.
8. The consent for overnight stay of a visitor, including students residing in DS SUM in other locations, may be granted no more than 5 times a month for a single room.

9. DS Head is obliged to maintain a register of issued consents. Such register must contain:
  - 1) surname and first name of visitor,
  - 2) type and number of ID card,
  - 3) surname, first name and number of rooms of the resident who hosts the visitor,
  - 4) date of overnight stay of the visitor.
10. The fee for overnight stay of the visitor must be paid by the resident hosting that person in accordance with the rate specified in the Ordinance of the Rector, subject to overnight stays of students specified in par. 8 not being the subject to fees. Confirmation of making the payment must be attached to the accommodation form which constitutes Appendix no. 1a to the Regulations.
11. Apart from the number of overnight stays specified in par. 8 the visitors of residents may also use the vacant rooms as accommodation, subject to payment of fees specified in the Rector's Ordinance.
12. Resident shall bear material responsibility for any damages caused by persons who visit them.
13. Visitors who are under the influence of alcohol or narcotic drugs shall not be authorized to enter the premises of DS.
14. Minors without their legal guardians shall not be entitled to enter the DS premises.
15. DS Head, in justified cases, shall be entitled to limit visits and grant the ban on entry to the premises of DS to persons from the outside.
16. Residents of DS who invite visitors for an overnight stay are obliged to fill out the accommodation form the template of which constitutes Appendix no. 1a to the hereby Regulations.

## **VII. Vacant rooms**

### **§ 14**

1. Vacant rooms, not used by students, remain available for short-term accommodation for individual persons or organized groups as the so-called vacant rooms in accordance with the pricelist constituting Appendix no. 3 to the hereby Ordinance.
2. Reservations of vacant rooms must be agreed with the DS Head.
3. Rental day of a guest room commences at 2:00 pm and ends at 12:00 pm on the following day.
4. Persons who use vacant rooms bear material responsibility for damages and shortages of equipment specified in the inventory card of the room, reported in the course of their use.
5. The period of accommodation in a vacant room for a single person amounts to the maximum of 4 weeks with a possibility of extending it by a subsequent period, depending on the availability of rooms.
6. In the holiday period student dormitories may be used as an accommodation base in accordance with the pricelist constituting Appendix no. 3 to the hereby Ordinance.
7. Person applying for short-term accommodation in a vacant room signs the form which constitutes Appendix no. 1b to the hereby Ordinance.

## VIII. Principles of making payments of fees for space/room in DS

### § 15

1. The amount of fee for a space/room in DS is established in accordance with the pricelist constituting Appendix no. 2 to the hereby Regulation of DS and in case of a place/room in an academic year 2020/2021 and subsequent years, until recall of the state of epidemics within the territory of the Republic of Poland it shall constitute Appendix no. 4.
2. Students - citizens of Poland and foreigners who study in Polish make payments on or before the 10th of each calendar month for each current month payable in advance,
3. Students – foreigners studying in English make payments according to the following principles:
  - 1) payment constitutes the product of the number of calendar months and the amount of fee for a place in a designated room:
    - a) for the months from October to February – within the term until 1 October of each year,
    - b) for the months from March to June – within the term until 1 March of each year,
  - 2) Payment for accommodation in DS in the period of holidays is submitted at latest on the date of holiday commencement.
4. Fees for accommodation in DS are made to the bank account assigned individually to each student. The number of individual bank account is available in the electronic dean's office system.
5. Student, while obtaining accommodation in DS, is obliged to submit a one-off payment of the security deposit which constitutes a financial security in case of arrears with payments or causing damages to DS, at the level of a single monthly fee for the allocated space in a room, submitted with the first payment via bank transfer to the bank account indicated by the University or at the University cash register.
6. The deposit is settled upon a written application of the student after checking out. Upon settling, damages caused by students both in the occupied room and in common areas of DS are considered.
7. Student accommodated in another location than one specified in the Regulations shall make payments for the place in the allocated room upon the date of checking in in the amount of:
  - a) 1/2 of the rate for monthly fee when accommodation covers the period up to 15 days in a given calendar month subject to § 5 par. 3,
  - b) Full rate of monthly fee when accommodation exceeds the period of 16 days in a given calendar month.
8. In case of resigning from accommodation in DS subject to maintaining the term in accordance with § 5 par. 2, upon application of the student, reimbursement may be made proportionally, according to the principles specified in par. 7.
9. All overpayments on account of submitted fees for DS accommodation are subject to reimbursement after the final check out, upon written application made by the student with an indication of the manner of overpayment reimbursement (at University cash

register or to the bank account with indication of the number, name of bank and Swift code). Student is burdened with all bank charges and administrative fees for reimbursement of overpayments, whilst responsibility for the correctness of indicated data rests with the student.

10. SUM students who are accommodated in vacant rooms shall pay the fee per single night stay in the amount of 1/30 of the monthly fee per vacancy in a vacant room, established as per the pricelist constituting Appendix no. 3 to the hereby Regulations of DS.
11. Fees for vacant rooms are submitted in the form of bank transfer to the bank account indicated by the University or at the University cash register prior to the room handover subject to submission of payment proof.
12. Statutory interest for delays is calculated with respect to all payments for accommodation in DS made after the payment term in accordance with Art. 481 § 1 and 2 of the Civil Code (that is *Journal of Laws 2020 item 1740*).
13. Students of SUM who fail to submit fee for a place/room in DS on time shall be deprived of access to SUM-Net network until settling all fees.

## **IX. Final provisions**

### **§ 16**

1. In all matters unresolved in the hereby Regulations decisions shall be made by the Rector or Vice-Rector for Studies and Students and in case of their absence - another Vice-Rector acting pursuant to the Rector's authorization.
2. Each resident shall be obliged to familiarize with the provisions of the hereby Regulation and confirm this fact with their handwritten signature.
3. Disputes which may occur concerning execution of provisions of the hereby Regulations shall be resolved according to the Polish provisions of law before the court with local and material jurisdiction over the seat of the University.
4. The hereby Regulations shall come into force on the day of conclusion.

Rector  
of the Medical University of Silesia in Katowice  
*prof. dr hab. n. med. Tomasz Szczepański*

