

## **REGULATIONS**

For student dormitory of Śląski Uniwersytet Medyczny in Katowice

### **I. General provisions**

#### **§ 1**

Student Dormitory (SD) of Śląski Uniwersytet Medyczny in Katowice (SUM) is an integral part of the University, the place of living, education and rest of students, Ph.D. students and of other persons in the cases defined in regulations.

#### **§ 2**

1. Regulations of the student dormitory, further called “Regulations” define general rules of functioning as well as rights and duties of its residents.
2. All persons present at the area of the student dormitory are obliged to respect these regulations.
3. The University does not take to material responsibility for personal belongings of residents.
4. SD Manager is entitled to conduct periodic inspections of rooms ( excluding guest rooms ) in the company of residents board representative and in the presence of resident.

#### **§ 3**

1. All residents of the student dormitory are represented by the resident board.
2. The resident board represents interests of the residents of the student dormitory to the University’s authorities and administration.
3. Activities of the resident board are defined by the separate regulation of the resident board of the dormitories of Śląski Uniwersytet Medyczny in Katowice, resolved by the resident board, after issuing of an opinion by the University Student Committee and it is approved by the Rector.
4. The resident board co-operates with the SD administration regarding issues of living in the student dormitory.

## **II. Assignment of a place in the student dormitory**

### **§ 4**

1. Assignment of place for students of Śląski Uniwersytet Medyczny is based on the following rules:
  - 1) places in the student dormitory are assigned to SUM students by the Dean's decision, after the interested person placed an application in the given term, announced by the Dean's Office,
  - 2) precedence is given to a SUM student, for whom every-day commuting to the University would make impossible or difficult to a significant extent to study or who is in a difficult material situation,
  - 3) a place in the student dormitory for a student studying in Polish is given for a period of time no longer then from October 1 to June 30,
  - 4) a place in the student dormitory for a student studying in English is given for a period of time no longer then from October 1 to September 30.
2. Assignment of a place for students of other universities:
  - 1) a place in the student dormitory can be assigned to a student of other university only after SUM student do not use up all places,
  - 2) permission for assignment of a place is issued by the Dean upon an application of the interested student, placed in the given term, announced by the Dean of the Department,
  - 3) a place in the student dormitory for a student from other university is given for a period of time no longer then from October 1 to June 30.

### **§ 5**

1. If a student resigns from a place in the student dormitory before the academic year starts, s/he is obliged to inform about it the SD administration until September 30.
2. If a student resigns from a place in the student dormitory during the academic year, s/he is obliged to inform the SD administration about the date of moving two weeks in advance.
3. If the SD administration is not informed about resignation from place in a student dormitory (mentioned in section 2), a student must pay a full month payment for a place.

### **§ 6**

1. Resident loses a place in the student dormitory before the end of the given period if:
  - 1) s/he did not check-in before the given time without stating of serious reasons,
  - 2) repeats a year/semester and s/he did not obtain a separate room assignment by the Dean's decision,
  - 3) s/he is suspended by the Rector, the Dean or by a binding statement of the disciplinary commission in the right to use accommodation in the student dormitory,
  - 4) s/he is deleted from the Student Register,
  - 5) s/he graduated
  - 6) the payment is overdue for 2 months,
  - 7) s/he does not comply with these Regulations.
2. The decision of losing a right for accommodation in the student dormitory is made by the Dean at the proposal of the SD manager or the Resident board.

### **III. Accommodation in the student dormitory**

#### **§ 7**

1. Student, who obtained a place in the student dormitory should check-in until October 2.
2. In well-founded cases, check-in is allowed on the later date, on the condition that the SD manager was informed about the late check-in and the full payment for the given place was issued.
3. Accommodation in the student dormitory is performed by the SD managers in accordance with the Resident board.
4. The SD manager has a right to re-accommodate a student, who remained in the room after a roommate left the room and to accommodate another roommate to this room. If a student does not allow for re-accommodation, s/he is obliged to pay a full fee for the non-used place.
5. In the case of vacant places in SD, a resident may apply to obtain a room assignment to a two-person room for a single person. Additional place is paid according to the fees defined by the Rector's regulation.

#### **§ 8**

1. During check-in a resident of SD obtains:
  - 1) a resident card (valid only with an ID), which is obliged to present at each call of the SD administration, representatives of authorities of the University, the resident board and security workers,
  - 2) an inventory sheet of a room furnishings, s/he is materially responsible,
  - 3) a set of bed sheets, for which s/he is materially responsible,
  - 4) keys for a room.
  - 5) Access to the SUM-NET network, after the submission student declaration about internet connection in student dormitory in accordance with attachment number 7 to Regulation of internet connection in SUM annexed number 3 to ordinance number 147/2011 from 30.11.2011.
2. Resident of student dormitory is subjected to the registration duty.
3. The duty of immediate registration or de-registration in the local administration office belongs to the manager of student dormitory.

#### **§ 9**

1. Student can use equipment of the student dormitory after payment of a deposit for renting of equipment. The equipment inventory can be found at the SD manager.
2. The amount of a deposit is defined by the SD manager on the basis of the market price of the rented equipment on the day of September, 1 and is:
  - a) for the equipment used within 5 years from the date of its purchase -- 100% of its price, defined in section 2,
  - b) for the equipment used within 5 to 10 years from the date of its purchase - 50% of its price, defined in section 2,
  - c) for the equipment used over 10 years - 25% of its price, defined in section 2.

3. When renting the equipment a student:
  - 1) checks its technical state,
  - 2) signs obligation for its proper use and for payment of all necessary repairs,
  - 3) obtains a receipt of a deposit payment.
4. In order to reimburse the paid deposit, a student must return the rented equipment in a good technical state, without damages and clean.
5. In the case of returning the equipment that is not in a good technical state, is damaged or not cleaned, the deposit paid by the student is lost.

#### **IV. Vacating from the student dormitory**

##### **§ 10**

1. In order to vacate from a student dormitory a resident is obliged to:
  - 1) pass the room to the SD manager or administration in a proper condition,
  - 2) return bed sheets or the equipment borrowed from the stock room,
  - 3) return a residence card,
  - 4) return a key to a room,
  - 5) paid all financial duties to the Dormitory.
2. All activities related with vacation of a resident are performed by the SD administration during working hours, after previous fixing of a date of moving.
3. Should a resident lose his/her right to live in student dormitory, s/he is obliged to leave student dormitory within 5 days from the date of obtaining the Dean's Decision.
4. All residents of a room are together responsible for all damages and lacks in the furnishings from the Inventory Sheet of a room.
5. In the case of vacation of a student from student dormitory and leaving his/her personal belongings in the room, they are stored for three months in the deposit room, and then they are subjected to a commissioned destruction.
6. Student, after obtaining permission from the SD manager, can leave his/her personal belongings in the given room or in the deposit room, in a safe packaging.
7. In the case a student is leaving his/her belongings in the given room, a student must pay half of the fee defined by the Rector's regulation.
8. Leaving of belongings in the deposit room is free of payment.

#### **IV. Resident rights and responsibilities**

##### **§ 11**

1. Every resident of the Student Dormitory is entitled with the following rights:
  - 1) use of all common rooms and equipment on the territory of the particular SD,
  - 2) change of bed sheets once a month,
  - 3) making complaints and comments regarding conditions of living in the Student Dormitory to the Manager of SD and the Board of Residents,
  - 4) performing temporary decoration of the used interior without leaving any traces and damages.

2. Resident of the Student Dormitory must:

- 1) maintain cleanliness and order of the occupied rooms and rooms of the common use,
- 2) comply with safety and fire regulations as well as with manuals of gas and electric equipment,
- 3) immediately inform the manager, administration of SD or security about any thefts, burglary, break-down of equipment and also in the case of sudden illness or accident of a roommate,
- 4) refrain from noise during 22:00 – 06:00,
- 5) conduct properly allowing for work and rest of other residents of the SD,
- 6) inform about any faults, damages and out-of-orders of the equipment and furnishings present in the room by completing the book of repairs in the Reception,
- 7) make regular payments for the room in SD.

**§ 12**

Residents of the Student Dormitory must particularly refrain from:

- 1) using in their own rooms of electric cookers, radiators, kettles and heaters without permission of the SD manager,
- 2) self-willed installation, repair and modification of electric, sanitary, phone, computer, and antenna equipment, as well as others
- 3) painting the room without permission of the SD manager,
- 4) using of rooms, equipment and furnishing improperly,
- 5) keeping pets in the room,
- 6) smoking in the area of SD,
- 7) producing, selling, serving and consumption of alcoholic beverages and drugs within the area of the SD,
- 8) gambling in the area of SD,
- 9) possessing of guns and pneumatic weapons,
- 10) throwing out sanitary equipment and food, which can cause damage or improper functioning,
- 11) leaving garbage and other equipment in the corridors and common rooms,
- 12) changing lockers and duplicating keys,
- 13) using sound enhancers in a manner disturbing other residents' work and rest,
- 14) placing announcements and inscriptions beyond the places dedicated for this by the SD administration,
- 15) conducting business in the area of SD,
- 16) receiving visitors outside the allowed hours.

**V. Rules for visitors in SD**

**§ 13**

1. Visitors are allowed only during the presence of residents and by their permission as well as by the permission of other roommates between 8:00 do 22:00, and until 24:00 on Fridays and Saturdays.
2. Visitors must leave at the Reception their ID with a photo and give the number of the room which they plan to visit. The security worker is obliged to enter information about the visit in the Visitor book, found at the Reception.
3. Visitor book should consist of following visitors data :
  - 1) name and surname,
  - 2) home address,
  - 3) type and number of ID,
  - 4) surname and family name of a room resident who puts up visitor,

- 5) field titled "I hereby give consent for my personal data by the Śląski Uniwersytet Medyczny w Katowicach to register visitors", where visitor put his signature.
4. Permission for an overnight stay of a visitor in the resident room can be issued by the SD manager or a manager deputy in the SD administration.
5. In the case of a visitor ask for permission of an overnight stay outside the working hours of the SD administration, permission can be given by the head of the board of residents or an authorised member of the residents board.
6. Visitor can obtain permission for an overnight stay from the persons indicated in section 3 or 4 only after the roommates gave their own permission.
7. Persons indicated in section 3 and 4 are obliged to inform the security until 22:00 about the register of persons who were allowed to stay overnight in the resident's room.
8. Permission for an overnight stay of a visitor can be given no more then 3 times a month for a single room.
9. SD manager is obliged to conduct the register of given permissions. The register must contain:
  - 1) surname and family name of a visitor,
  - 2) type and number of ID,
  - 3) surname and family name of a room resident, who puts up a visitor,
  - 4) date of the overnight stay of a visitor.
10. The fee for an overnight stay of a visitor is paid as soon as possible by the resident receiving a visitor, according to the fees defined by the Rector's regulation.
11. Apart from the number of overnight stays defined in section 7, resident's visitors can stay overnight in guest rooms, paying fees defined by the Rector's regulation.
12. SD resident takes all material responsibility for all damages made by his/her visitors.
13. Visitors acting under influence of alcohol or drugs are not allowed to enter SD.
14. Persons under age without legal representatives are not allowed to enter SD.
15. In the well-founded cases, the SD manager has a right to limit visits and issue a ban of entering by any persons outside of the SD.

## **VI. Guest rooms**

### **§ 14**

1. The rooms unused by residents can be rented for individual persons or organised groups as so called guest rooms.
2. The manager of student dormitory passes to the deputy of the administrative and economic manager a list of rooms, adapted for guest rooms until October 31.
3. Reservation of a guest room is made by the SD manager.
4. A hotel night starts at 14:00 and finishes at 12:00 next day.

5. The manager of student dormitory presents to the deputy of the administrative and economic manager a report from the usage of guest rooms during the previous month until 10th of the next month.
6. The fees for guest rooms are defined by the Rector's regulation.
7. Persons using guest rooms bear the material responsibility for damages and lacks of furnishings in a room, which took place during its use.

## **VII. Regulations for payments for a bed/room in student dormitory**

### **§ 15**

1. Payments for a bed/room in the student dormitory are defined by the Rector's regulation.
2. Students – Polish citizens and foreigners studying in Polish language issue payments according to following rules :
  - 1) The term of payment is until 10th of the each months, in advance.
  - 2) In the case of resignation from accommodation or accommodation of SUM student during the month, the due payments are:
    - a)  $\frac{1}{2}$  of the monthly payment, if accommodation took place for 15 days of the given period,
    - b) a full month payment if accommodation exceeded 16 days of the given month.
  - 3) Payments for a bed/room are paid in the form of a bank transfer to the account indicated by the University which is accessible at <https://estudent.sum.edu.pl>.
3. Students –foreigners studying in English issue payments according to the following rules:
  - 1) students studying basing on US government loan pay fee consisting of sums of monthly fees for the given room :
    - a) the fee for October – January is paid until October 31 of each year
    - b) The fee for February – June is paid until February 28 of each year
  - 2) other students pay fee consisting of sums of monthly fees for that given room :
    - a) the fee for October – January is paid until October 1 of every year
    - b) the for February – June is paid until February 1 of every year
  - 3) the fee for holiday stay is paid no later than start of the holiday
  - 4) in case of losing the spot in students dormitory, the fees defined above are not subjected to reimbursement
  - 5) in case of resignation the spot in student dormitory in accordance to § 5 section 2 student can apply to get reimbursement an according to section 2 point 2.
  - 6) student accommodated in other term than specified in regulations has to pay fee for given room before the day of checking in.
  - 7) student aspiring for US government loan is entitled to write request to Vice-Rector for Student Affairs with application to delay fee payment
  - 8) application mentioned in point 7 has to be submitted not later than two weeks before terms specified in point 1.
  - 9) fees for place in SD are paid in the form of a bank transfer into the account indicated by the university according to the Rector's regulation.

- 10) student is obligated to pay one time deposit in the amount of two months rent, which is financial guarantee in case of payment latency or damages occurred in SD.
  - 11) deposit mentioned in point 10 is paid the day before checking in, by bank transfer into the account indicated by the University or at the University's cash desk, and the proof of payment has to be given to SD manager not later than the day of accommodation.
  - 12) deposit is refunded ( fully or partially ) during vacating, on the written deposit refundation application
  - 13) amount of the refunded deposit after deduction for done damages or payment latencies is set by SD manager with the agreement with right University Organisation Units.
  - 14) All overpayment connected to dormitory can be reimbursement after graduation, after written request including bank account number and the way of the reimbursement (at University's cashier or in to account number) subject to paragraphs 15 and 16 .
  - 15) All overpayment amounting to less than 75 EUR or 100 USD converted into PLN can be taken from cashier. After written request overpayment can be transferred into student's bank account. Fee for transfer is paid by student.
  - 16) All overpayment amounting to more than 75 EUR or 100 USD are refundable only into student's bank account ( with home address, account number, name of bank and SWIFT code ) Fee for transfer is paid by student.
  - 17) In case of higher costs of bank transfer than overpayment amount, overpayment will be returned to student in casher.
  - 18) Student is responsible to give a correct information about wire transfer.
4. Students of SUM staying overnight in guest rooms pay a fee of 1/30 monthly payment for a place in guest room, defined by the Rector's regulation.
  5. Payments for guest rooms are paid in the form of a bank transfer into the account indicated by the University, at the University's cash desk or at the dormitory cash desk.
  6. Payments for a place in student dormitory issued after a due date are subjected to statutory interest calculated according to the binding rules.
  7. Internet connection will be cut away for student who is late with payment for dormitory, until payment is done.

## **VIII. Final provisions**

### **§ 16**

1. In issues which are not specified in these regulations, relevant decisions will be made by the respective Faculty Board.
2. Each resident must learn the rules of these regulations and confirm this fact by his/her own signature.
3. Any disputes that may arise in connection with these regulations will be settled in accordance with the Polish law by a general jurisdiction court appropriate for the legal seat of the University.
4. The present regulations enter into force on the day of signing.