

## **RULES & REGULATIONS OF THE STUDENT'S HOUSE OF JAN KOCHANOWSKI UNIVERSITY IN KIELCE**

### **§ 1**

1. The regulations define the basic principles of functioning of the dormitory, rights and obligations of residents and persons staying on the premises of the dormitory as well as the Resident Council.
2. The student dormitory, as an integral part of the UJK, should be the object of its special care by all residents, expressed, inter alia, in good condition and order.
3. The rules of accommodation in the student dormitory are specified in the Regulations of Benefits for students of the UJK.
4. The amount of fees for a given academic year for a place in the student dormitory, including the deposit, is set by the Rector.

### **§ 2**

1. Inhabitants of the dormitory are obliged to comply with these Regulations and to cooperate with its administration.
2. During the accommodation, the resident of the student dormitory reads the Regulations and signs a declaration by which he undertakes to apply the provisions contained in this Regulations.

### **§ 3**

The administration of the dormitory provides residents with appropriate conditions for study, work and rest.

### **§ 4**

Inhabitants may conduct cultural and social activities on the premises of the student dormitory accepted by the Jan Kochanowski University.

### **§ 5**

The representative of all the residents of the dormitory is the Resident Council, whose powers are provided for in the content of these Regulations.

### **§ 6**

There is a curfew in the student house from 23:00 to 6:00.

### **§ 7**

1. A person who was granted a place by the Student Dormitory Assignment Commission has the right to live in a dormitory for the duration of the academic year in accordance with the academic year arrangements determined by the Rector's Order.
2. A person who has been granted a place in a student dormitory becomes its resident upon accommodation.

3. For accommodation in the student dormitory it is necessary to present the following documents:

- 1) ID card,
- 2) passport or other document authorizing to the stay on the Polish territory, in the case of students who are not Polish citizens,
- 3) student ID card.

4. Upon checking in, the person shall complete the questionnaire along with the declaration, which is attached as annex 1 to the Regulations.

## **§ 8**

1. The resident is obliged to check the condition of the room and its equipment. All deficiencies in the room equipment, as well as damaged equipment should be immediately reported to the administration of student dormitories.

2. The room with the equipment is taken over on the basis of the handover protocol, signed by the residents staying in the room and an employee of the Dormitory Service Section as well as an employee of the Student Campus Property Administration Department.

3. The allocation of the co-residents is made if it is possible, after taking into account suggestions of the inhabitants.

4. Changing the room is permitted only in exceptional situations, after obtaining the consent of the Head of the Dormitory Service Section.

5. The Head of the Dormitory Service Section has the right to check in a person at any time entitled to a room with a free space, without the need to obtain consent of the residents.

6. The Head of the Dormitory Service Section, in justified cases, has the right to relocate people from the room in which they are accommodated to any other room.

7. At the request of the resident in special situations, in the case of vacancies in the house it is possible, with the consent of the Rector, to accommodate in a double room only one student. The above-mentioned person, pays the specified amount for a given academic year determined by a separate ordinance of the Rector.

## **§ 9**

1. In the case of vacancies in the student dormitory, the resident has the right to live at the student dormitory during the summer break, after prior notification of such need to the Head of the Dormitory Service Section.

2. The fee for living during the holiday break is specified in a separate ordinance of the Rector.

## **§ 10**

1. The resident of the student dormitory is obligated to pay the deposit no later than on the day of accommodation in the dormitory.

2. The deposit is paid to the individual student's sub-account and provides security for any receivables due to UJK for compensation for the damage caused by the student, which arose in the property of the University.

3. The unused deposit will be returned within 14 days from the check-out date to the indicated bank account, subject to paragraph 4, unless a partial or complete deduction occurs for the damage done.
4. In the case of submitting an application for a place in the student dormitory for the next academic year:
  - 1) the deposit is credited towards the next academic year,
  - 2) in the event of not being granted a place in the student dormitory, the deposit shall be returned.

#### **§ 11**

1. Unless specific provisions stipulate otherwise:
  - 1) the accommodation fee is paid in advance by the 15th day of each month to the individual student subaccount,
  - 2) foreign students who have not been awarded the student ID number by October 15 of a given academic year, pay the fee by October 31,
  - 3) a resident who moves in before the 15th day of a given month pays a full monthly fee, and after the expiry of the above-mentioned deadline pays a fee proportional to the number of days of residence in a given month
  - 4) a resident who checks out by the 15th day of each month pays the fee in the amount of half the monthly rate,
  - 5) a resident who moves out after the deadline specified in sec. 4, pays a fee proportional to the number of days of residence in a given month,
  - 6) failure to make payments within the time limits specified in items 1 and 2 is linked to mandatory charging by the University of statutory interest for the delay on due receivables; the date of payment of the fee is the date when the funds are credited to the indicated bank account of the University.
2. The University is not responsible for the consequences of incorrect classification of the payment as a result of entering an incorrect bank account number or from other similar reasons.

#### **§ 12**

1. A resident who is in arrears with the payment for two consecutive monthly periods may be deprived of the place in the student dormitory.
2. Deprivation of a place in the student dormitory of a resident who is a student or doctoral student at the Jan Kochanowski University takes place after a prior written request by the Head of the Dormitory Service Section to settle the arrears within 14 days from the date of receipt of the request. In case of failure to settle the arrears within the prescribed period, the decision on deprivation of a place at the student dormitory is taken up by the appropriate Vice-Rector for student and doctoral affairs at the request of the Head of the Dormitory Service Section.

3. Decision on depriving a student or doctoral student at the Jan Kochanowski University in Kielce also applies to the child or spouse living with him.
4. Decision on depriving another resident of a place in a student dormitory other than the one mentioned in points 2 and 3 is undertaken by the Head of the Student Dormitory Service Section.
5. A resident who is in arrears with payments for living in a dormitory will not be granted a place for the next academic year.

### **§ 13**

1. A resident loses a place in the student dormitory in the event of:
  - 1) the expiry of the allocated period of accommodation,
  - 2) failure to pay or supplement the deposit within the prescribed period,
  - 3) the expiry of the deadline for the declared resignation from the place,
  - 4) removal from the list of students,
  - 5) final suspension of the student's right to live in the student dormitory by decision of the Disciplinary Board for the duration of the suspension.
2. A resident may be deprived of the right to live in a student dormitory on the basis of a written decision of the appropriate Vice-Rector for student and doctoral affairs, if:
  - 1) violated the provisions of the Student Dormitory Regulations,
  - 2) started dean's or health leave,
  - 3) has breached the provisions of the student oath or has otherwise acted not compliant with the student's dignity.
3. Fees are collected from persons who unlawfully extend their stay beyond the check-out date specified in a separate Rector's Order. These fees are charged for each day of use of the place, starting from the day following the deadline for moving out, until the moment of the person's eviction.

### **§ 14**

1. The evicted resident is obliged to:
  - 1) returning all collected equipment,
  - 2) return the room with its equipment in good condition and properly cleaned,
  - 3) return keys to the room,
  - 4) pay of all due fees,
  - 5) take all personal belongings from the room.
2. A resident of a student dormitory may check out after fulfilling the resulting obligations from Act No 1. Check out takes place after inspecting the room in the presence of the resident, by an employee of the Dormitory Service Section and an employee of the Student Town Real Estate Department.

3. Regardless of the activities specified in Act No 2, the room is collected on the basis of the handover protocol, which reflect the actual state of the room and its equipment. The report is prepared separately for each checking- out resident of the room.
4. If the room is left without settlement, the Head of the Student Dormitory Service Section and the Head of the Student Town Real Estate Department carries out inspection and collection of the room in the presence of a representative of the Residents Council. From the commission acceptance a protocol is drawn up.

#### **§ 15**

1. The resident hosting guests is responsible for their stay in the student dormitory.
2. Visiting the students' dormitory and parking the vehicle by visitors on the premises of the facility may only take place from 7:00 to 22:00.
3. The visitor is obliged to comply with the provisions of the Regulations and to behave in a way that does not disturb the peace of the other residents of the student house.
4. The visitor who is under the influence of alcohol or other intoxicants loses the right to enter the student dormitory. Head of the Dormitory Service Section or an authorized person may order a visitor to leave the dormitory and its premises immediately, when visitor's behavior violates the provisions of these Regulations.
5. The dormitory keeps a guest book, noting entries and exits of residents' guests. The visitor is obliged to enter their personal data, as well as to show a document confirming visitor's identity at the request of the receptionist on duty. The visitor is required to provide the name of the student and the room number.
6. In particularly justified cases, the Head of the Dormitory Service Section may grant accommodation permits to the resident's guests for no longer than 2 consecutive nights, as long as the student living in the dormitory is not in arrears with payment for a place in the student dormitory. All fees are specified in separate regulations.
7. A residence permit for the same person may not be granted more than 2 times a month.
8. Visitors who stay in the student dormitory after 22.00 without the manager's consent may be charged with the accommodation fee at the rate specified in a separate Rector's Order.
9. The Vice-Rector responsible for student and doctoral affairs at the request of the Head of the Dormitory Service Section may deprive a visitor entry to the dormitory until revoked, if this person breached the provisions of the Regulations or the rules of social coexistence.

#### **§ 16**

1. Residents are entitled to:

- 1) cooperate in managing the student dormitory through the Residents Council and directly by applying to the administration of the student dormitory regarding the conditions of residence,
- 2) use of all student dormitory devices intended for shared use,
- 3) free change of bed linen at least once a month,
- 4) receiving guests on the premises of the student dormitory in accordance with the rules provided for in § 15,

- 5) make changes to the interior design and furnishings of the room, after obtaining the consent of the Head of the Dormitory Service Section,
  - 6) using the first aid kit,
  - 7) respect for privacy in the assigned room.
2. The resident has the right to make a free deposit of his/her belongings for the holiday period, after obtaining the consent of the Head of the Dormitory Service Section. Valuables cannot be deposited.
  3. The dormitory administration is not responsible for:
    - 1) items and objects owned by the student, left unattended in the home during the academic year,
    - 2) things and objects owned by the student that are not properly secured or kept in unlocked room during the academic year
    - 3) items left by the student in the student room after he / she has been checked out at the end of the academic year,
    - 4) items not properly secured (badly packed and labeled or improperly described), left in the deposit for the period of summer and winter holidays.

#### **§ 17**

1. Each resident is obliged to:
  - 1) compliance with these Regulations, legal regulations and internal acts in force at the Jan Kochanowski University,
  - 2) check in within 7 days from the date of the place allocation or notification of the Head of the Student Dormitory Service Section about the later date of accommodation, under the pain of losing the right to live in the student dormitory,
  - 3) pay the deposit within the time limit specified in § 10 sec. 1,
  - 4) respect the property owned by the UJK, including in particular:
    - a) assuring the good condition of rooms intended for common use,
    - b) maintaining cleanliness in rooms, bathrooms and shared spaces,
    - c) use of the equipment in accordance with its intended purpose,
    - d) immediately notifying the administration of the student dormitory about any accidents, failures and defects, which is tantamount to agreeing to enter the flat or a room to make repairs, also in the absence of residents; an unreported failure or defects by the resident that will result in destruction of furnishing in a room or building infrastructure, burdens the inhabitants accommodated in a given room or flat in accordance with the provisions of § 17 sec. 2,
    - e) preventing the destruction of property,
  - 5) timely payment of all fees for living in the student dormitory,

- 6) proper behavior at the student dormitory, enabling other residents to learn, work and rest,
  - 7) keeping the curfew from 23:00 to 6:00,
  - 8) leave the room key at the reception desk each time you leave the student dormitory,
  - 9) compliance with the decisions of the Head of the Student Dormitories Service Section in the field of proper functioning of the student dormitory,
  - 10) proper segregation of rubbish.
2. Each resident is responsible for:
- 1) destruction or damage to the room or its equipment; in the event of inability to determine perpetrators, all residents of a given room are responsible for the damage in equal parts,
  - 2) in case of the damage done to a property commissioned for common use in a flat ( kitchen, bathroom, hall); in the situation where the perpetrator cannot be identified any possible damage is, in equal parts the responsibility of all residents of a given flat,
  - 3) the stay and behavior of the guests invited by the student dormitory.
3. The assessment of damage is based on the actual cost of repair or replacement of the equipment. The decision about repair or replacement is made by the Head of the Student Town Real Estate Department.
4. In the case when the amount due for the damage caused exceeds the amount of the deposit paid by the student's, the resident is charged an additional fee.
5. Parking spaces on site (except for business spaces) throughout the academic year are intended for residents of the student dormitory, subject to sec. 6.
6. In the event of free parking spaces on the premises of the facility during the academic year, they can be used by visitors on the terms set out in § 15 sec. 2.
7. The University is not responsible for any damage done to cars in the parking lots of the Student Campus.
8. During the summer break, students not living in the dormitory are obligated to remove cars from the Student Campus.

### **§ 18**

1. In particular, residents of the dormitory are prohibited from:
- 1) conducting business, trade, production, etc.,
  - 2) providing accommodation to unauthorized persons,
  - 3) selling alcohol, cigarettes and intoxicants,
  - 4) gambling,
  - 5) storing weapons, flammable, toxic and other dangerous substances for one's health,

- 6) making independent changes, repairs of electrical devices and sanitary installations ,
- 7) repainting walls, windows and doors,
- 8) installing television antennas on the facade of the building,
- 9) duplication of keys, replacement of locks, etc.,
- 10) bringing and keeping pets,
- 11) smoking cigarettes and other tobacco products,
- 12) smoking a barbecue on balconies,
- 13) consumption of alcohol and intoxicants,
- 14) throwing any objects through the windows.

#### **§ 19**

1. The Resident Council is a representative of all residents of the dormitory.
2. The council consisting of three people is elected by the residents of the dormitory at the beginning of the academic year.
3. In case of resignation from membership in the Council or expulsion of a member of the Council, supplementary elections are held during the academic year.
4. The members of the Council may be residents who are students or doctoral students of the Jan Kochanowski University.
5. The tasks of the Council include in particular:
  - 1) cooperation with employees of the student dormitory administration in matters relating to accommodation,
  - 2) cooperation with student house administration employees in enforcing enrollment of these Regulations,
  - 3) holding a referendum on important matters relating to living at the student home,
  - 4) expressing opinions on the conclusions of the student dormitory administration employees on drawing the consequences provided for in separate provisions for violations of the provisions of these Regulations,
  - 5) cooperation with the authorities of the Jan Kochanowski University and the administration of student dormitories in the implementation of educational tasks and social problems of the residents of the dormitory,
  - 6) taking care of the proper atmosphere in the student house, conducive to study and work and recreation for residents,
  - 7) respect for property, maintaining cleanliness and order in the student dormitory.

#### **§ 20**

1. Dormitory administration employees are entitled to enter each room in the presence of its resident to inspect the sanitary condition of the flat and rooms in it and compliance with the Regulations of the Student Dormitory.



2. Student dormitory administration employees are entitled to enter the room during absence of its residents, in the event of a threat to the life or health of residents, malfunctions and in other situations requiring immediate intervention, in the presence of a Supervisory Board member, inhabitants or resident of the dormitory or another employee of the dormitory. Room residents are informed about the reasons for the intervention.
3. In the event of a justified suspicion that the residents of the student dormitory violate the provisions of the Regulations, in particular the provisions on curfew and visits, employee dormitory administration, a member of the Resident Council or on-call employee has the right to enter a room where residents violate the required standards of behavior.
4. The receptionist on duty has the right to enter the room in the event of a fire alarm.

#### **§ 21**

In the event of failure to comply with these Regulations, the Head of the Student Dormitory Service Section has the right to submit a request to the Vice-Rector responsible for student and doctoral affairs for depriving an inhabitant of a place in a student house.

#### **§ 22**

Payment for accommodation for a given academic year and the amount of the deposit are immediately made public in the manner adopted at the Jan Kochanowski University.

#### **§ 23**

The Rector is responsible for settling matters not regulated in the Regulations.

#### **§ 24**

1. During the period of limitation or suspension of the functioning of the University:
  - 1) residents are required to follow the recommendations of the Ministry of Science and Higher Education, in consultation with GIS, regarding the provision of safe conditions of accommodation in student dormitories,
  - 2) the student who wants to be accommodated in the student dormitory is obliged to submit statements, which constitute an attachment to these Regulations,
  - 3) when checking into the student dormitory, the student may be accompanied by only one person,
  - 4) the stay of students in student dormitories is possible while maintaining the maximum limiting contact between people staying there,
  - 5) until further notice, it is forbidden to organize assemblies both in student dormitories of the UJK as well as outside buildings, unacceptable in particular is organizing meetings and recreational events,
  - 6) unaccommodated people are not allowed to stay in student dormitories until further notice,
  - 7) the provisions of § 15 shall not apply until further notice,
  - 8) residents of student dormitories are provided with means for disinfection (liquid dispensers disinfectant located at the entrance to the building),

9) it is obligatory while using the common areas (corridors, lobbies, TV room) to cover the mouth and nose, e.g. with a mask,

10) in each student dormitory is designated and prepared an isolation room (e.g. equipped with personal protection items and disinfectant liquid) where you can place the person who shows any symptoms of disease.

2. In the event that the limitation or suspension of the University's operation is due to an epidemiological risk:

1) if a student accommodated in the dormitory shows disturbing, suggestive symptoms of disease, this fact should be immediately reported to the Student Dormitory Service Section; this person should report to the nearest infectious diseases ward as soon as possible for consultation with a doctor, by going there by own transport or by notification 999 or 112; symptomatic person should wait for transport to a designated room where it is possible to temporarily isolate her/him from other people; the sanitary and epidemiological station should be notified,

2) The Head of the Student Dormitory Service Section is obliged to determine the area in which a potentially infected resident of the student dormitory was moving and staying; carry out routine cleaning in accordance with specific procedures and disinfect high traffic areas and surfaces (handles, handrails, grips, etc.).