

# **RULES OF THE STUDENT'S HOUSE FOR STUDENTS OF THE KARKONOSZE COLLEGE IN JELENIA GÓRA**

## **I. General provisions**

### §1

1. Regulations of the Student's House is introduced on the basis of the Act on Higher Education (Journal of Laws No. 164, item 1365, as amended).
2. The Student's House regulations specify the detailed rules for using and giving seats in the Student's House (hereinafter referred to as S.H.).

### §2

The primary function of the S.H. is to provide residence for students of the Karkonosze College in Jelenia Góra, hereinafter referred to as KC.

### §3

The Student's House is managed by the Student's House Manager.

### §4

1. A representative of residents of the S.H. is the Council of Residents.
2. The selection procedure and competences of the Council of Residents are determined by the regulations of the Council of the S.H. Residents of KC.

## **II. Enforcement regulations**

### §5

1. Place in the S.H. is awarded by the decision of the Rector of KC.
2. A student applying for a place in the S.H. submits the application according to the Annex 1 to these Regulations.
3. The deadline for submitting applications is determined annually by the Rector.
4. A student of part-time studies reserves places in the S.H.
5. List of students who have been awarded a place in the S.H. is announced on the KC website until 15 September, and for persons who have been placed on the reserve list until 28 September 2011.
6. A student will receive the decision on granting the place when accommodating in the S.H.

### §6

Priority for obtaining accommodation in the S.H. is granted to a student for whom the daily access to the University would make impossible or significantly hinder studying and who is in a difficult financial situation.

### §7

1. A student who has been granted a place in the S.H. should accommodate within 10 days of the beginning of the academic year. After this date he/she loses his place in the S.H. However, this does not exclude the right to obtain a place again in the S.H. on general rules.
2. A student to whom the practices or other justified circumstances prevent accommodation within the period specified in paragraph 1, is obliged to notify this fact by the beginning of the academic year to the S.H. Manager, in writing, giving the planned date of accommodation. In this case, a student should pay the fee for the period in which a place was reserved for him/her.
3. If a student does not use a place and he/her fails to notify in writing, a place will be added to the pool of places to be reused.

4. A student who has been granted a place in the Student's House is obliged to pay a fee for the whole of October, even if he/she accommodates at a later date.
5. A resident of the S.H. is obliged to pay the residence tax by the 10th day of each month for a given month in advance in the amount established by the Rector's order. A student social and living section may grant a student an additional payment for accommodation in accordance with the Material Assistance Regulations for KPSW students.
6. In the event of a delay in paying for a place in the Student's House, statutory interest is calculated.
7. If a student intends to relocate at a later date than the mandatory check-out time specified in the decision on the allocation of a place, he/she should report it to the S.H. Manager in writing, within seven days before the planned check-out.
8. Fees shall not be deducted in case of weekend or holidays as well as leaving before the end of the month.
9. If a student's roommate is checked out earlier than specified in the decision on granting a place in the S.H, the S.H. Manager can accommodate another student for this place. At the same time, the S.H. Manager can rehouse a student remaining in the room by giving him/her a three-day deadline to change a room.
10. If a student does not pay for accommodation in the S.H. for more than one month, the S.H. Manager has the obligation to relocate a student. A further stay is possible for a fee per night in a double room for non-students and teaching staff of KPSW and other Universities in accordance with the Rector's order.
11. All changes during the accommodation period of students in the academic year must be agreed with the S.H. Manager.

#### §8

Before the accommodation, a student should:

- 1) Ante a deposit in the amount established by the Rector's order on account of possible unpaid fees or costs of possible damages (copy the proof of payment should be submitted at the S.H. reception during accommodation).
- 2) Read the content of these Regulations and, by signing, undertake to comply with it.

#### §9

The university undertakes to:

- 1) provide a student with a room prepared for residence.
- 2) provide bedding and to change it every 21 days on a day earlier predetermined.

#### §10

1. A resident of the S.H. takes full responsibility for the property entrusted to him/her and is obliged to return the property in an unaltered state in terms of quantity, as well as qualitative, as part of proper use. His/her duty is also to clean up the room before checking out, regardless of the order in which roommates moved out.
2. For culpable damage to devices or equipment of the S.H., a resident is financially liable.
3. For received linen, devices and other room equipment and for the equipment in public areas, residents are individually responsible, and in case of inability to determine the perpetrator of any damage - in equal parts.
4. Making a change in the furniture condition and a significant change in the room's decor requires the prior approval of the S.H. Manager. This applies in particular to drilling holes in walls, assembling own furniture, exchanging furniture between rooms, removing furniture from rooms, painting walls and decorating them.
5. A student lives in a room in which he/she has been accommodated. A change of room is possible after obtaining the prior consent of the S.H. Manager.

#### §11

1. The minimum period of accommodation in the S.H. during the academic year is one month.
2. If a student is accommodated for less than a month, he/she is charged per day as KPSW students according to the Rector's order.

## §12

1. A student who has been granted a place in the S.H. on the basis of the decision referred to in § 5 paragraph 1, can be accommodated in the S.H. during the inter-semester break on the same terms as during the didactic classes in a given academic year.
2. The right referred to in paragraph 1 shall not apply in the absence of vacancies in the S.H.
3. The fee for granted place in the S.H. should be paid at the latest on the day of accommodation in advance.
4. This fee is not refundable or reduced if a student shortens a stay at the S.H.
5. The provisions of § 7 para. 6-9 and § 11 para. 1 are applicable.

## §13

A student loses the right to reside in the S.H. in case of:

- 1) revocation of this right by the Rector of KPSW, at the request of the S.H. Manager, opinioned by the Council of Residents due to misconduct against the S.H. Regulations,
- 2) not using the granted place until the 10th day from the beginning of an academic year,
- 3) delay with payment for one month,
- 4) suspension of student rights in the course of explanatory or disciplinary proceedings,
- 5) deletion from the list of students,
- 6) withdrawal from the Student's House to another person.

## §14

1. A place in a room indicates the S.H. Manager. A student may appeal in writing from this decision to the Council of Residents.
2. In a particularly justified case, the S.H. Manager, in consultation with the Council of Residents, may rehouse a student.
3. Students referred to in paragraph 2, should change a room within three days.

## §15

1. In the area of the S.H. night silence applies from 22:00 p.m. to 6:00 a.m.
2. Social meetings taking place in the S.H. last until the night silence
3. Extending the duration of a social event requires a written notification at the reception of the S.H. and acceptance by the S.H. Manager. The S.H. Manager can indicate the place of further duration of a social event in the form of student's club, a common room or other place where an event will not disturb the peace of residents.

## §16

1. A resident of the S.H. receiving guests is responsible for their stay in the area of the S.H.
2. A visitor is obliged to leave a document confirming his/her identity at the reception.
3. In justified cases, the S.H. Manager, in consultation with the Council of Residents, may introduce the obligation to confirm visits by visited persons or to register visits.
4. A visitor who remains without the consent of the S.H. Manager. in the area of the S.H. after 22.00 p.m., will be charged with the amount due for the night. It can also be taken away from the S.H. and, in the event of non-compliance, can be removed by the police or intervention security group.
5. In case of opposition from one of a roommates, the consent for a longer stay may be withdrawn.

## §17

The S.H. Manager in consultation with the Council of Residents, may prohibit entry to the area of the S.H. for persons who have previously committed offenses against this Regulation.

## §18

Persons who are drunk or behave contrary to the principles of good manners (e.g. brawling, using words commonly recognized as offensive) are not allowed to enter the area of the S.H.

## §19

In the Student's House, it is prohibited:

- 1) using of gas cookers, heaters, electric and microwave ovens, fridges, cordless kettles and washing machines outside rooms designed for this purpose. In the event of non-compliance with this prohibition, a student will be charged an additional fee for electricity consumption,

- 2) arbitrary installing, reworking and repairing of electrical and water installations, remaking of locks and making keys,
- 3) installing and using of other machines and devices that may pose a threat to human health or life,
- 4) smoking,
- 5) selling tobacco products and alcohol,
- 6) possessing, distributing, selling and consumption of drugs and intoxicants,
- 7) playing gambling,
- 8) possessing of firearms and pneumatic weapons,
- 9) running business activity by the S.H. residents,
- 10) storing goods in rooms and public spaces which purpose and quantity may indicate commercial intent or pose any threat to other residents of the S.H.,
- 11) keeping animals.

#### §20

The Student's House is not financially responsible for residents' private property.

#### §21

Announcements from the administration of the S.H. as well as the Council of Residents, are usually displayed on notice boards. Placing other announcements on notice boards from other entities may be made only with the consent of the S.H. Manager.

#### §22

1. The S.H. Manager or an administrative authorized employee with two representatives of the Council of Residents, have the right to enter each student's room by a committee.
2. In the event of renovating a room, residents should be informed personally or by appropriate announcement on a notice board, two days in advance.
3. Without the need to inform residents, a room may be entered when there is a suspicion of:
  - 1) operating in rooms an activity threatening health and life or violating the law,
  - 2) serious violation of the provisions of these Regulations,
  - 3) failure requiring immediate repair.
4. In the event of a commission entering a room during the absence of residents, a report shall be made and residents of a room shall be notified.

#### §23

1. All defects in rooms should be reported in writing by residents at a reception of the S.H.
2. Reporting a failure means giving consent to enter a room even in the absence of residents until a failure is removed.
3. A fault or breakdown not reported by a student that results in the destruction of a room or building infrastructure equipment, materially encumbering a student, students of a given floor or an entire student residence.
4. The payment shall be made by a student at the cash register of the S.H. within seven days of the call.

#### §24

1. Residents are required to leave keys to rooms at a reception. Keys are issued only to persons entitled to live in the S.H.
2. It is forbidden to make additional keys to rooms, as well as self-exchange of locks. In the event of such a situation, the S.H. Manager can order a lock to be replaced and charge a room's residents for its replacement.

### **III. Rights and obligations of a resident**

#### §25

1. A resident of the Student's House has the right to:
  - 1) participate in shaping the program of activities of the Council of Residents and cooperate in its implementation,
  - 2) choose and to be elected to all instances of the Council of Residents,

- 3) use of all rooms of the S.H. intended for general use under the rules specified by the S.H. Manager and the Council of Residents,
  - 4) organize social events in the area of the S.H. in rooms intended for this purpose, with the consent of the S.H. Manager and the Council of Residents,
  - 5) receive guests in accommodation rooms according to the rules specified in the ordinal part of the Regulations,
  - 6) participate in all cultural, recreational, dance, etc. events organized for residents by the Council of Residents or with its consent,
  - 7) file complaints to the S.H. Manager and to the Chancellor against the S.H. Manager.
2. A resident of the Student's House is obliged to:
- 1) respect the S.H. property and its surroundings,
  - 2) execute decisions of the S.H. Manager and the person authorized by him/her,
  - 3) comply with resolutions of the Council of Residents,
  - 4) keep a room in perfect cleanliness and order, and maintain cleanliness in public areas,
  - 5) before checking out, bring a room to the state existing at the time of accommodation, in particular walls, floors, furniture, bathroom, etc. The room control before check-out is carried out by the administration of the S.H. in the presence of a representative of the Council of Residents. In the event of damages in an occupied room, or in the event of damage done to public areas, a student is obliged to cover the renovation costs,
  - 6) report to the S.H. Manager and the Council of Residents, the destruction of property in the S.H. by other residents,
  - 7) display an identity document at the request of the receptionist, the Council of Residents or the S.H. administration staff,
  - 8) leave a room key at a reception each time,
  - 9) observe an absolute ban on the Student's House of:
    - smoking,
    - selling of tobacco and alcohol,
    - possessing, distributing, selling and consumption of drugs and intoxicants,
  - 10) comply with these Regulations.

#### **IV. Rooms for married**

§26

The right to reside in rooms for married has people who are married and both of them are students.

#### **V. Final provisions**

§27

1. A paid deposit is settled as soon as a place in the Student's House is vacated.
2. A deposit shall be returned at a student's written request, in which an account number is given.

#### **VI. Protection system of the Student's House**

§ 28

1. The object, which constitutes the building of the Student's House, its property and residents, is protected by a company selected in accordance with the provisions of the Public Procurement Law.
2. The security guard has its own direct coercion, transport and communication equipment.
3. The facility has video monitoring of designated rooms and the area adjacent to the Student's House building.
4. Video monitoring has a preventive, order-protective and evidential function.
5. The KPSW provides protection, free of charge for current use, direct surveillance equipment in the form of monitoring cameras, recording and reproducing devices.
6. The supervision and access to the recording of monitoring is exclusively owned by the S.H. Manager and a designated employee of the KPSW.

The above regulations constitute a uniform text for the legal status as at 11/06/2015.