

**REGULATIONS OF THE STUDENT DORMITORY
OF THE JAN KOCHANOWSKI UNIVERSITY IN KIELCE**

§ 1

1. The Regulations set out the basic principles of the student dormitory, the rights and duties of the residents, the occupants of the student dormitory and the Residents' Council.
2. The student dormitory, as an integral part of the JKU, should be the subject of special care by its residents, expressed, inter alia, in the maintenance of good condition and order.
3. The rules for accommodation in the student dormitory are set out in the JKU Student Benefits Regulations.
4. The amount of fees for an academic year for a place in a student dormitory, including the deposit, is set by the Rector.

§ 2

1. Residents of the student dormitory are required to abide by these Regulations and to interact with its administration.
2. During accommodation, the resident of the student dormitory shall familiarise himself/herself with the Regulations and sign a declaration in which he/she undertakes to apply the provisions contained in these Regulations.

§ 3

The administration of the student dormitory provides the residents with suitable conditions for study, work and leisure.

§ 4

Residents may carry out cultural and social activities on the premises of the student dormitory according to the rules adopted at the JKU.

§ 5

The Residents' Council is the representative of all the residents of the student dormitory, whose powers are provided for in the text of these Regulations.

§ 6

The student dormitory has a curfew from 23:00 to 6:00.

§ 7

1. A person to whom the Committee for the Allocation of Places in the Student's Dormitory has allocated a place has the right to live in the student's dormitory for the duration of the academic year in accordance with the organisation of the academic year as determined by an order of the Rector.
2. A person who has been granted a place in a student dormitory becomes a resident of the dormitory upon accommodation.

3. The following documents are required for accommodation in the student dormitory :
 - 1) identity card;
 - 2) passport or other document entitling to stay in Poland - in the case of students who are not Polish citizens;
 - 3) student card.
4. At the time of accommodation, the person fills in a questionnaire together with a declaration, which is annexed to the Regulations.

§ 8

1. The resident is obliged to check the condition of the room he/she is taking in and its furnishings. The discovery of missing room furnishings as well as damaged equipment must be reported immediately to the student dormitory administration.
2. The takeover of the room and its furnishings is effected on the basis of a handover protocol signed by the residents accommodated in the room and by an employee of the Student Dormitory Services Section and an employee of the Property Services Department of the Student Village.
3. The allocation of the room and the determination of the composition of the co-residents is made - as far as possible - after taking into account the proposals of the residents.
4. A change of room is only possible in exceptional circumstances with the approval of the Head of the Student Dormitory Services Section.
5. The Head of the Student Dormitory Services Section, has the right at any time to re-house an eligible person in a room where there is a vacancy, without having to obtain the consent of the residents.
6. The manager, in justified cases, has the right to reaccommodate persons from the room in which they are accommodated to any other room designated.
7. At the request of the resident, in special situations, in case of vacancies in the student dormitory, it is possible to accommodate one resident in a double room. The person referred to in the sentence above shall pay a fee in the amount determined for a given academic year by a separate regulation of the Rector.

§ 9

1. In the event of vacancies in the student dormitory, the resident has the right to live in the student dormitory during the summer break, having first notified the Head of the Student Dormitory Services Section of this need.
2. The fee for residence during the summer break is determined by a separate order of the Rector.

§ 10

1. The resident of the student dormitory is obliged to pay a deposit no later than the day of accommodation in the student dormitory.
2. The deposit is deposited in the student's individual sub-account and serves as security for any amounts owed to the JKU for the repair of damage caused by the student to University property.
3. The unused deposit shall be refunded within 14 days of the date of check-out at the request of the student/doctoral student in which the bank account is indicated, subject to sec. 4, unless there is a partial or total deduction for the damage caused.
4. When an application is made for a place in the student dormitory for the next academic year:

- 1) the deposit is credited towards the next academic year;
- 2) if a place in the student dormitory is not granted, the deposit is refundable.

§ 11

1. Unless specifically provided otherwise:
 - 1) the accommodation fee is paid in advance by the 15th of each month to the student's individual sub-account;
 - 2) foreign students who have not been assigned an album number by 15 October of a given academic year shall pay the fee by 31 October;
 - 3) a resident who is accommodated until the 15th of a given month pays the full monthly fee, and after the expiry of the aforementioned deadline pays a fee proportional to the number of days of residence in a given month;
 - 4) a resident who quits by the 15th of each month pays half of the monthly rate;
 - 5) a resident who quits after the expiry of the time limit laid down in sec. 4 shall pay a fee proportionate to the number of days of residence in that month;
 - 6) failure to make the payments by the deadlines specified in points 1-2 involves the obligatory charging, by the University, of statutory interest for late payment on outstanding debts; the date of payment of the fee is deemed to be the date on which the funds are credited to the University's designated bank account.
2. The University shall not be liable for the consequences of the misclassification of a payment arising as a result of the entry of an incorrect bank account number or for other similar reasons.

§ 12

1. A resident who is in arrears for two consecutive monthly periods may be denied a place in the student dormitory.
2. Deprivation of a place in the student dormitory of a resident who is a student or doctoral student of the JKU takes place after the Head of the Student Dormitory Services Section has issued a written summons to settle the arrears within 14 days of receiving the summons. In the event of non-payment of arrears within the prescribed time limit, the decision to deprive the student of a place in a student dormitory is taken by the relevant pro-rector in charge of student affairs or doctoral students at the request of the Head of the Student Dormitory Services Section.
3. The decision to deprive a JKU student or doctoral student of a place in the student dormitory also applies to the child or spouse living with them.
4. A decision to deprive of a place in the student dormitory of a resident other than those mentioned in points 2-3 shall be undertaken by the Head of the Student Dormitory Services Section.
5. A resident who is in arrears with their residence fees will not be allocated a place for the following academic year.

§ 13

1. The resident loses his/her place in the student dormitory in the event of:
 - 1) the expiry of the granted accommodation period;
 - 2) failure to pay or replenish the deposit within the prescribed period;
 - 3) the expiry of the declared seat cancellation deadline;
 - 4) removal from the list of students;

- 5) a valid suspension of the student's right to reside in the student dormitory by a decision of the Disciplinary Committee for the duration of the suspension.
2. A resident may be deprived of the right to reside in a student dormitory by a written decision of the relevant Deputy Rector for Student Affairs or Doctoral Studies if he/she:
 - 1) violated the Student Dormitory Rules;
 - 2) has commenced a dean's or health leave;
 - 3) has failed to observe the student oath or has otherwise behaved in a manner unbecoming of a student.
3. Fees are charged to persons who unlawfully extend their stay beyond the check-out date, as determined by a separate ordinance of the Rector. These charges are levied for each day of use of the place, starting from the day after the deadline for moving out, until the person is moved out.

§ 14

1. The evicted resident is obliged to:
 - 1) return of collected equipment;
 - 2) to return the premises and their equipment in an undamaged and reasonably clean condition;
 - 3) hand over the room keys;
 - 4) payment of all fees due;
 - 5) taking all personal belongings out of the room.
2. The occupant of the student dormitory may move out after fulfilling the obligations of sec. 1. Checking out takes place after the room has been inspected, in the presence of the resident, by an employee of the Student Dormitory Services Section and an employee of the Property Services Department of the Student Village
3. Notwithstanding the actions set out in sec. 2, acceptance of the room shall be made on the basis of an acceptance protocol stating the actual condition of the room and its equipment. A protocol is drawn up separately for each resident releasing a place.
4. If a room is left unaccounted for, the Head of the Student Dormitory Services Section and the Head of Property Services of the Student Village will carry out a commission collection in the presence of a representative of the Residents' Council. A protocol shall be drawn up of the committee acceptance.

§ 15

1. The resident receiving guests is responsible for their stay in the student dormitory.
2. Visiting residents of the student dormitory and parking of a vehicle by visitors on the premises may only take place between 7:00 and 22:00.
3. The visitor is obliged to observe the Regulations and to behave in a way that does not disturb the residents of the student dormitory.
4. A visitor who is under the influence of alcohol or other drugs is not permitted to enter the student dormitory. The Head of the Student Dormitory Services Section or a person authorised by the Head of the Student Dormitory Services Section may order a resident to leave the student dormitory immediately if his/her behaviour violates the provisions of these Regulations.
5. The student dormitory maintains a guest book, noting the entrances and exits of residents' guests. Visitors are required to enter their personal details and show proof of identity at the

request of the receptionist on duty. In addition, the visitor is required to provide the name of the person visited and the room number.

6. In particularly justified cases, the Head of the Student Dormitory Services Section may grant permission for an overnight stay to a resident's guests, only after a reservation has been made at least 2 days in advance, for no more than 2 consecutive nights, provided that the student residing in the student dormitory is not in arrears with the payment for the place in the student dormitory. The amount of the fees is determined by separate regulations.
7. Consent to stay for the same person cannot be granted more than 2 times per month.
8. A visitor who remains on the premises of a student dormitory after 22:00 without the consent of the Head of the Student Dormitory Services Section may be charged for overnight accommodation at a rate determined by a separate ordinance of the Rector.
9. The relevant Deputy Rector for Student Affairs or Doctoral Studies, at the request of the Head of the Student Dormitory Services Section, may revoke, until further notice, the right of access to the student dormitory of persons who are not residents of the student dormitory in question and who have breached the provisions of the Regulations or the rules of social coexistence.

§ 16

1. Residents are entitled to:
 - 1) participate in the management of the student dormitory through the Residents' Council and directly by making requests to the administration of the student dormitory regarding the conditions of residence;
 - 2) use all facilities of the student dormitory intended for common use;
 - 3) change bed linen at least once a month free of charge;
 - 4) receive guests on the premises of the student dormitory in accordance with the rules provided for in § 15;
 - 5) make changes to the decoration, furnishings of the room, with the approval of the Head of the Student Dormitory Services Section;
 - 6) use the first aid kit;
 - 7) have their privacy right respected in their room.
2. The resident has the right to deposit his/her personal belongings free of charge for the holiday period with the approval of the Head of the Student Dormitory Services Section. Valuables may not be deposited.
3. The student dormitory administration is not responsible for:
 - 1) belongings and objects, owned by the student, left unattended on the premises of the student dormitory, during the academic year;
 - 2) items and belongings owned by the student found in an improperly secured or not locked student room, during the academic year;
 - 3) belongings and items left by the student in the student's room after check-out, in connection with the end of the academic year;
 - 4) items and objects inadequately secured, (improperly packed and labelled or inadequately labelled), left on deposit during summer holidays, winter holidays or other breaks in teaching activities.

§ 17

1. Each resident is obliged to:

- 1) comply with these Regulations, the law and internal acts in force at the JKU;
 - 2) accommodate within 7 days of the date of allocation of the place or to notify the Head of the Student Dormitory Services Section of a later date within this period, under pain of losing the right to live in the student dormitory;
 - 3) pay the deposit within the period specified in § 10 sec. 1;
 - 4) respect property owned by the JKU, including in particular:
 - a) taking care of the condition of the common facilities,
 - b) maintaining cleanliness in rooms, bathrooms and common areas,
 - c) using the equipment for its intended purpose,
 - d) immediately notifying the administration of the student dormitory of any faults and defects that occur, which is tantamount to agreeing to enter the segment or room in order to repair the fault or defect, even in the absence of the residents; a failure or defect not reported by a resident that causes damage to the furnishings of the room or the infrastructure of the building shall be the financial responsibility of the residents accommodated in the room or segment in question pursuant to the provisions of § 17, sec. 2,
 - e) countering the destruction of property,
 - 5) timely paying fees for residence in the student dormitory;
 - 6) appropriate behaviour in the student dormitory enabling other residents to study, work or rest;
 - 7) taking all belongings and items from the room that are the property of the student at the end of each academic year;
 - 8) observing curfew from 23:00 to 6:00;
 - 9) leaving the room key at the reception each time they leave the student dormitory;
 - 10) submitting to the decisions of the Head of the Student Dormitory Services Section with regard to the proper functioning of the student dormitory;
 - 11) proper waste segregation.
2. Each resident is responsible for:
 - 1) destruction or damage to the room or its furnishings; if the perpetrator cannot be identified, all residents of the room in question are jointly liable for the damage in equal shares;
 - 2) property accepted for use relating to the common parts of a residential segment (kitchenette, bathroom, hallway); if it is not possible to determine the perpetrator of any damage, all residents of the segment are liable, jointly and severally;
 - 3) residence and behaviour on the premises of the student's invited guests.
 3. The valuation of the damage is based on the actual cost of repairing or replacing the equipment. The decision to repair or replace will be made by the Head of Property Services of the Student Village.
 4. If the amount due for the damage caused exceeds the deposit paid by the student, the resident will be charged an additional fee.
 5. Parking spaces on the premises (with the exception of service spaces) during the academic year are intended for residents of the student dormitory subject to sec. 6.
 6. Where parking spaces are available on the premises during the academic year, they may be used by visitors under the terms of § 15 sec. 2.
 7. The University is not responsible for damage to cars left in the Student Village car parks.

8. During the summer break, students not living in the student dormitory are required to remove their cars from the Student Village area.

§ 18

Residents of the student dormitory are specifically prohibited from:

- 1) conducting business, trade, production, etc.;
- 2) providing accommodation to persons not entitled to it;
- 3) the sale of alcohol, cigarettes and narcotics;
- 4) gambling;
- 5) storage of weapons, flammable, toxic and other substances hazardous to health;
- 6) carrying out independent changes, repairs to electrical or sanitary equipment and installations;
- 7) repainting walls, windows, doors;
- 8) the installation of television aerials on the façade of a building;
- 9) making key copies, changing locks, etc.;
- 10) introducing and keeping of animals;
- 11) smoking cigarettes and other tobacco products;
- 12) making barbecues on balconies;
- 13) consuming alcohol and drugs;
- 14) throwing any objects out of windows.

§ 19

1. The Residents' Council is representative of the general population of the student dormitory.
2. A council of three is elected by the residents of the student dormitory at the beginning of the academic year.
3. A by-election shall be held in the event that a Council member resigns or is uprooted during the academic year.
4. Members of the Council may be residents who are students or doctoral students at the JKU.
5. In particular, the Council's tasks include:
 - 1) liaising with the administration of the student dormitory on matters relating to accommodation;
 - 2) cooperation with the administration of the student dormitory in enforcing the provisions of these Regulations;
 - 3) holding a referendum on important matters concerning residence in the student dormitory;
 - 4) giving its opinion on proposals by members of the student dormitory administration to impose consequences, as provided for in separate regulations, for breaches of these regulations;
 - 5) cooperation with the JKU authorities and the administration of the student dormitories in the implementation of educational tasks and social and living problems of the residents of the student dormitory;
 - 6) ensuring the right atmosphere within the student dormitory, conducive to study, work and leisure for residents;
 - 7) ensuring that property is respected and that the grounds of the student dormitory are kept clean and tidy.

§ 20

1. Employees of the administration of the student dormitory have the right to enter any room in the presence of its occupant in order to inspect the sanitary condition of the room and the rooms belonging to it and the observance of the Regulations of the student dormitory.
2. Employees of the student dormitory administration have the right to enter the room in the absence of the residents, in case of danger to the life or health of the residents, in case of an emergency and in other situations requiring immediate intervention, in the presence of a member of the Residents' Council or a resident of the student dormitory or another employee of the student dormitory. Room residents are informed of the reasons for the intervention.
3. In the event of a reasonable suspicion that the residents of the student dormitory are violating the provisions of the Regulations, and in particular the regulations concerning curfew and visitation, the administrative staff of the student dormitory, a member of the Residents' Council or the staff member on duty shall have the right to enter the room whose residents are violating the required standards of behaviour.
4. The receptionist on duty has the right to enter the room in the event of a fire alarm.

§ 21

In the event of non-compliance with these Regulations, the Head of the Student Dormitory Services Section has the right to apply to the relevant Deputy Rector for Student or Doctoral Affairs to deprive the resident of a place in the student dormitory.

§ 22

The accommodation fee for a given academic year and the amount of the deposit shall be made public without delay in the manner usual at the JKU.

§ 23

It is up to the Rector to decide on matters not covered by the Regulations.