



Item 200

**ORDINANCE No. 63
OF THE RECTOR OF THE UNIVERSITY OF WARSAW**

of 5 June 2024 r.

**on the Rules and Regulations of the Student Halls of Residence at the
University of Warsaw**

Pursuant to the provisions of § 36, section 1 of the Statute of the University of Warsaw (UW Monitor of 2019, item 190 as amended), it is ordered as follows:

§ 1

The Rules and Regulations of the Student Halls of Residence at the University of Warsaw, which are annexed to the Ordinance, are hereby adopted.

§ 2

Ordinance No. 195 of the Rector of the University of Warsaw of 27 November 2020 on the introduction of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (University of Warsaw of 2020, item 372) shall hereby become null and void.

§ 3

The Rules and Regulations on Student Benefits at the University of Warsaw, annexed to Ordinance No. 142 of the Rector of the University of Warsaw of 1 October 2019 on the introduction of the Rules and Regulations on Student Benefits at the University of Warsaw (consolidated text: UW Monitor of 2021, item 215, as amended), is amended as follows:

1) § 13 shall be replaced with:

„§ 13

A student or a doctoral student may apply for a place in a student hall of residence. The rules governing the use of the student halls of residence, including in particular the procedure for allocating places, calculating and paying fees are laid down in the Rules and Regulations of the Student Halls of Residence at the University of Warsaw (UW Monitor of 2024, item 200).".

2) Appendix No. 5 shall be deleted.

§ 4

The Ordinance enters into force on the day it is signed.

Rector
of the University of Warsaw

Prof. Alojzy Z. Nowak, PhD

RULES AND REGULATIONS OF STUDENT HALLS OF RESIDENCE AT THE UNIVERSITY OF WARSAW

Chapter 1 General provisions

§ 1

1. The Student Halls of Residence, hereinafter referred to as "dormitories" constitute an integral part of the infrastructure at the University of Warsaw (hereinafter referred to as the "University").

2. The rules on the use of dormitories are laid down by the Rules and Regulations of the Student Halls of Residence at the University of Warsaw.

3. Detailed rules on residence in the dormitories are laid down in the house rules of each dormitory. The house rules shall be introduced by the dormitory manager, hereinafter referred to as the "manager", in consultation with the council of residents. The house rules and any amendment thereto shall be subject to the approval of the Vice-Rector responsible for teaching and learning, hereinafter referred to as the "Vice-Rector".

§ 2

1. The primary purpose of the dormitories is to provide temporary residence for eligible students, doctoral students, members of their families and other persons, hereinafter referred to as the "residents", in conditions that enable them to realise their right to study and gain education.

2. In addition, the dormitories fulfil a cultural and social function for the University, by means of animating student and doctoral culture, providing a space for contact and the exchange of ideas.

3. People living in the dormitories are required to behave in an appropriate manner to ensure a learning and relaxing environment for all residents, as well as to show respect for the property which should be subject to special protection and care.

§ 3

A dormitory is managed by a manager who is responsible for its operating. The manager is supervised by the Chancellor. With regard to the accommodation of residents, the payment of fees by residents and the house rules of the dormitories, the manager reports to the Vice-Rector.

§ 4

1. The residents of the dormitory have the right to evaluate its operating standards. The manner in which the evaluation is conducted shall ensure anonymity for the participating residents.

2. The process of evaluating in a particular dormitory shall be conducted at least once per academic year.

3. The scope and detailed procedure of the evaluation shall be determined by the manager in consultation with the council of residents.

4. The Vice-Rector holds a meeting once per academic year with the Chancellor, representatives of the councils of residents, dormitory managers and invited guests to present and discuss the results of the evaluation.

Chapter 2

The rights and duties of the manager and personnel employed at the dormitories

§ 5

The manager shall be responsible for managing the dormitory, in particular by:

- 1) completing tasks connected to securing housing and security needs and requirements;
- 2) taking care of the proper technical and sanitary condition of the facility, including its equipment, and maintaining the facility book, as set out in Article 64, sections 1 and 4 of the Act of 7 July 1994, the Construction Law (consolidated text: Journal of Laws of 2024, item 725, as amended);
- 3) managing the finances as part of the tasks entrusted by the Rector;
- 4) cooperating with the council of residents, including the implementation of the obligations referred to in § 13;
- 5) supervising the observance of these Rules and Regulations, and the house rules of the dormitory;
- 6) informing the Vice-Rector on the current number of occupied and vacant places, as well on the events which result in excluding the places from use;
- 7) using the USOS system (the University System of Study Services) (hereinafter referred to as the "USOS" system), including the recording in the USOS system of any information on accommodating and checking out the resident, on violations of these Rules and Regulations by the resident and the prohibition of entry and refusal of entry to the dormitory, and the ongoing updating in the USOS system of other data concerning the dormitory.

§ 6

The manager may, with the approval of the Vice-Rector and the Chancellor, dedicate some of the available rooms in the dormitory for the use as hotel rooms. The manager, in consultation with the Chancellor, shall decide on the rules for accommodation in these rooms, the amount of the fee due and the method of its payment.

§ 7

1. In justified cases, the manager may ban certain persons from entering the dormitory, in particular those who have committed offences against these Rules and Regulations in their section on security and order. The manager determines the duration of the ban. The manager shall immediately inform the council of residents and the Vice-Rector of the ban imposed on a particular person, also providing reasons. The students and the doctoral students reserve the right to complain against the ban to the Vice-Rector within three days of its issue.

2. In urgent cases, a member of the dormitory staff, in particular the receptionist, or a member of the council of residents, may refuse access to the dormitory to a person who is suspected of posing a threat to life, health, safety, or order in the dormitory, and who breaches the rules of social conduct. The member of the dormitory staff shall immediately inform the manager, and the council of residents of the refusal of access, providing reasons for the refusal.

§ 8

1. The manager or the member of the council of residents may enter a room or segment for the purpose of inspection only in the presence of its residents, subject to the provision of sections 2 and 3, unless the residents give permission to enter in their absence.

2. Any information concerning an inspection to maintain the sanitary or technical condition of a room or segment, in terms of repair or renovation work, is delivered to the residents at least three working days in advance by e-mail and by announcement on the notice board located at the dormitory.

3. Without the requirement of informing the residents, inspections can be carried out in situations where:

- 1) there is a reasonable suspicion that the resident is carrying out activities endangering health or life, or violating the law;
- 2) there is a reasonable suspicion of a serious breach of these Rules and Regulations, or of the house rules of the dormitory;
- 3) a breakdown has occurred that requires immediate repair or there is another serious threat to the property;
- 4) the checking-out procedure is underway (in order to inspect the condition of the room).

4. The inspection in the absence of the residents in the situations referred to in section 3 shall be carried out by a committee appointed by the manager and consisting of at least three persons, including a dormitory resident. Minutes of the inspection shall be drawn up, indicating: the members of the committee, the reason for the inspection and its results. The protocol shall be presented immediately to the residents of the room or segment which was inspected. The manager shall immediately inform the council of residents of the inspection in the absence of the residents and the reasons for it.

5. All rooms or segments in the dormitory may be entered by authorised law enforcement authorities or a representative of the academic guard with a member of the dormitory staff without prior notice to the residents.

Chapter 3 Rights and duties of the dormitory residents

§ 9

The resident shall have the right to:

- 1) use the premises intended for general use under the terms and conditions laid down by the manager and the council of residents;
- 2) dispose the property entrusted to the resident in consultation with the co-residents;
- 3) organise scientific and cultural meetings and events in the dormitory, including

- meetings of study groups;
- 4) make complaints about the conduct of people working in the dormitory to the manager in person or through the council of residents;
 - 5) make complaints about the conduct of the manager to the Vice-Rector in person or through the relevant students self-governing body of doctoral students self-governing body;
 - 6) benefit from the assistance provided by the Academic Ombudsman.

§ 10

The dormitory resident has the duty to:

- 1) comply with the provisions of these Rules and Regulations and report any breaches thereof;
- 2) respect and take care of the dormitory property and its surroundings;
- 3) to keep the dormitory clean;
- 4) observe the rules of social coexistence, hygiene and culture and not expose others to harmful or oppressive consequences of their behaviour;
- 5) pay the dormitory accommodation fee on time;
- 6) cooperate with the council of residents and comply with its resolutions;
- 7) show the resident's card at the request of the members of the council of residents and the people working in the dormitory;
- 8) care for the environment, including by means of separating waste.

§ 11

1. Any disputes between residents or between residents and people working in the dormitories are resolved by the manager and a representative of the council of residents. The manager or a representative of the council of residents may use the mediation support of an academic ombudsman, student ombudsman or other academic mediator.

2. Any disputes between the council of residents and the manager shall be resolved through mediation by an academic ombudsman, student ombudsman or other academic mediator.

3. Any doubts of interpretation regarding the provisions of these Rules and Regulations between the council of residents and the manager or between the resident and the manager shall be resolved by the Vice-Rector.

§ 12

The council of residents is the representative body of all residents of the respective dormitory and is elected and functions according to the rules laid down in the Rules and Regulations of the Student Self-Government Body.

§ 13

1. The manager shall be responsible for providing support to the council of residents.

2. The manager is in regular contact with the council of residents during the academic year, meeting with the council whenever requested. At the same time, the manager remains in ongoing contact with the council of residents by email.

3. Any proposals, opinions, comments, complaints and requests submitted by the council of residents in writing or by e-mail shall be answered by the manager in the

same form without delay and no later than seven days; if a longer period is necessary to deal with the notification, the manager shall inform the council of residents of a new deadline for reply, which shall not be longer than two months from the delivery of the notification, providing also the reasons for delay.

4. In the event of a lack of or inadequate support from the manager, the council of residents has the right to complain to the Vice-Rector.

Chapter 4

Rules and procedures for the allocation of a place in the dormitory

§ 14

1. Places in the dormitory shall be allocated by the Vice-Rector at the request of a person who has been admitted for studies, is a student or a doctoral student, hereinafter referred to as the "applicant", in the primary or supplementary round of place allocation.

2. The process of allocating places in the dormitory is held separately for students and doctoral students within the dedicated space allocation pools available for each of these groups.

3. In the case of students, the allocation of places in the dormitory takes place separately within dedicated pools of places for:

- 1) students who are citizens of a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area;
- 2) students who are nationals of countries other than those listed in point 1 herein.

4. The applicant may apply for a place in the dormitory for themselves and for a spouse, partner or child. The provision shall also apply to students who have completed the first-cycle studies at the University and who retain their student rights until 31 October of the year in which they graduate.

5. The applicant shall declare the number of places applied for. They also indicate the persons to whom the place is to be allocated.

6. At the request of the head of an organisational unit or the head of a teaching unit, the Vice-Rector may temporarily make places in a dormitory available to the aforementioned entities.

7. The Vice-Rector may appoint a Consultative Team for accommodation in the dormitories, hereinafter referred to as the "Team", specifying the period for which it is appointed. The chairperson of the Team shall be appointed by the Vice-Rector.

8. The team shall consist of persons working at the University and representatives of students and doctoral students, delegated respectively by the relevant student self-government body and doctoral student self-government body, provided that the Team is composed of at least one representative of students and doctoral students respectively.

9. The objectives of the Team include in particular:

- 1) presenting to the Vice-Rector the recommended results of the application procedure for allocation of places in the dormitories in the primary round with regard to the compliance with the provision set out in § 15, section 4;

- 2) creating rules for and a template of the list of persons awaiting allocation of a place in the dormitory from the pool of available places in the supplementary round;
- 3) presenting any comments on the processing of applications and the allocation of places.

§ 15

1. The form and deadline for submitting an application for a place in the dormitory shall be determined by the Vice-Rector after consultation with the relevant student self-government body and doctoral student self-government body.

2. The applicant shall indicate in the application the preferred order of the dormitories in which they are requesting a place. The Vice-Rector will allocate places as far as possible according to the applicant's preference.

3. The applicant shall be responsible for providing reliable evidence on complying with the required prerequisites for allocating a place in the dormitory.

4. The Vice-Rector shall refuse to grant a place in the dormitory to a person who:

- 1) has grossly violated the rules of social conduct or the house rules of the dormitory;
- 2) has committed a crime, misdemeanour or disciplinary offence on the premises of the dormitory or against a resident or employee of the dormitory;
- 3) has endangered or threatened the health or life of fellow residents or employees of the dormitory;
- 4) has not fulfilled their obligation to pay the dormitory accommodation fees despite a reminder.

5. At the request of the council of residents or the manager, the Vice-Rector may refuse a place in the dormitory on grounds other than those mentioned in section 4.

6. The Vice-Rector may refrain from refusing to allocate a place in the dormitory to a person referred to in section 4 if there is no risk of recurrence of the deficiencies listed in that provision.

7. In the event of gross and persistent behaviour as referred to in section 4, the Vice-Rector may deprive the student or doctoral student of the right to apply for and to live in the dormitory, including the use of guest rooms and free overnight accommodation at other resident's room.

§ 16

1. An applicant may be offered a place in the dormitory for up to ten months per academic year, with the possibility of obtaining accommodation from July to September according to the provisions set out in § 33, section 1.

2. Taking into account the year-round nature of the research work, doctoral students are given a place in a dormitory until the planned end of their doctoral education period.

§ 17

1. A place in the dormitory is given first priority to:

- 1) a student admitted in the first year of first-cycle or long-cycle studies in the year in which the matriculation examination is taken, who is a laureate or finalist of a central-level olympiad, a laureate or finalist of a national or international competition listed in a resolution of the Senate of the University of Warsaw on detailed rules for the admittance to university of laureates and finalists of central-level olympiads and laureates and finalists of national and international competitions, for students admitted to the first year of studies in the year in which they took the matriculation examination and who will commence their studies in the following academic year;
- 2) a student who received a social maintenance benefit or increased social maintenance benefit in the academic year preceding the academic year for which a place in the dormitory is to be allocated;
- 3) a student who received - in the case of those studying in the first year of a first-cycle or long-cycle studies - a school benefit or other support for a person in a difficult financial situation, in the academic year preceding the academic year for which a place in the dormitory is to be allocated;
- 4) a student who receives a monthly income per person in their family of an amount sufficient to entitle them to a social maintenance benefit in the academic year for which a place in the dormitory is to be allocated.

2. Following the application of the provisions set out in section 1, a place in the dormitory, within the remaining pool of places, shall be allocated to the applicant who scores the highest number of points on the basis of the following list of criteria:

- 1) continuous residence in the dormitory indicated in the application as the first preference for at least 90 days between 1 October and 30 June of the academic year preceding the academic year for which the place in the dormitory is to be allocated - 20 points;
- 2) continuous residence in the dormitory other than the one specified in the application for the first place for at least 90 days between 1 October and 30 June of the academic year preceding the academic year for which the place in the dormitory is to be allocated - 10 points;
- 3) orphanhood or semi-orphanhood of the applicant - 40 points;
- 4) the applicant being brought up by a single parent - 40 points;
- 5) single parenting by the applicant - 35 points;
- 6) studying in an individual interdisciplinary programme or in more than one field of studies in the year preceding the academic year for which a place in a student residence is to be allocated - 25 points;
- 7) receipt of the Rector's scholarship in the academic year preceding the academic year for which a place in a student residence is to be allocated - 60 points;
- 8) receipt of the Minister's scholarship for significant achievements in the academic year preceding the academic year for which a place in the dormitory is to be allocated, confirmed by a decision to award the scholarship - 120 points;
- 9) receipt of the Prime Minister's scholarship, the scholarship of the Minister of Education for outstanding educational achievements, or the scholarship of the Minister for Culture and National Heritage for artistic achievements, confirmed by a decision to award a scholarship in the year preceding the academic year for which a place in the dormitory is to be allocated - 60 points;
- 10) active participation in student or doctoral student self-government bodies elected by universal suffrage at the University, excluding the council of residents, or serving as a representative in collegiate bodies and other bodies of the University in the

year preceding the academic year for which a place in the dormitory is to be allocated - 40 points;

- 11) active participation in student or school organisations, in particular in study clubs, in the case of the persons studying at the first year of the first-cycle studies or long-cycle studies, in the year preceding the academic year for which a place in the dormitory is to be allocated - 40 points;
- 12) active participation in the council of residents, as evidenced by a certificate issued by the dormitory manager or the president of the relevant student self-governing body in the year preceding the academic year for which a place in the dormitory is to be allocated - 60 points;
- 13) graduation with distinction in the academic year preceding the academic year for which a place in the dormitory is to be allocated - 100 point;
- 14) regular volunteering activities in the year preceding the academic year for which a place in the dormitory is to be allocated - 40 points;
- 15) representing the University in artistic activities or sport competitions in the year preceding the academic year for which a place in the dormitory is to be allocated - 40 points;
- 16) monthly income per person in the family in the academic year for which a place in the dormitory is to be allocated is no higher than the income threshold set by the Vice-Rector - 120 points.

3. In a situation where applicants score the same number of points, the allocation of a place is determined by the greater distance of the applicant's place of residence or residence registration from 26/28 Krakowskie Przedmieście street.

4. For foreign students who do not come from a Member State of the European Union, the Swiss Confederation or a Member State of the European Free Trade Agreement (EFTA) - a party to the Agreement on the European Economic Area, the criterion referred to in section 1, point 4 shall not be taken into account.

§ 18

1. For persons who have a long-term physical, mental, intellectual or sensory impairment which may, in interaction with various barriers, hinder their full and effective participation in society on an equal basis with others, a place in the dormitory shall be allocated on the basis of the following criteria:

- 1) Degree of disability verified by a certificate:
 - a) no certificate - 0 points;
 - b) mild impairment - 10 points;
 - c) moderate impairment - 20 points;
 - d) severe impairment - 30 points
 - e) a certificate which indicates the requirement of accommodation in a single room - 40 points;
- 2) health condition, including ongoing treatment:
 - a) rehabilitation needs - 10 points;
 - b) needs resulting from conditions related to necessary medical procedures and recommendations applied systematically in daily life - 10 points;
 - c) support from an assistant in activities of daily life - 10 points;
- 3) requirements referring to the infrastructure available in the room, the building and its surroundings:

- a) separate sanitary facility - 10 points;
 - b) contraindications to the use of shared facilities e.g. kitchens and refrigerators - 10 points;
 - c) requirements referring to room and building architectural accessibility - 10 points;
 - d) requirements on the accessibility to the surrounding area and public transport - 10 points;
- 4) needs in terms of social functioning:
- a) indications of accommodation in a single room - 10 points;
 - b) indications of the need to calm down, to avoid overstimulation - 10 points.

2. The assessment of the criteria set out in section 1, points 2 to 4 shall be made on the basis of an individual analysis of the documentation and an interview with the student or the doctoral student conducted by an employee of the university-wide administration unit relevant for persons with disabilities. Assessment of individual areas of functioning will be made on the basis of medical records, medical certificates, specialist opinions, completed questionnaires on the functional assessment of the consequences of the health condition.

3. In the event that the applicants referred to in section 1 obtain the same number of points, the order of submitting the application shall be decisive.

Chapter 5 Fees and accommodating procedure

§ 19

1. The amount of the fees related to accommodation in the dormitory, including the reservation fee and the procedure for exemption from the fees applicable in the following academic year, shall be determined by the Rector in a decision upon consultation with the relevant student self-government body or doctoral student self-government body.

2. The amount of fees not included in the decision referred to in section 1 shall be determined by the manager, after consultation with the council of residents.

3. The dormitory accommodation fees shall be paid by the resident by transfer to a bank account designated by the University by the 20th of each month.

4. The resident whose place in the dormitory was allocated from the first day of the month is required to pay the fee for the whole month, even in the case of accommodation at a later date, unless the manager, upon a justified request of the resident, consents to the payment of the fee in the amount for the period from the date of accommodation to the end of the month.

5. If the allocation of a place is made later than the first day of the month, the resident shall be required to pay the fee for the period from the date of the place allocation to the end of the month.

6. If payment for a place in the dormitory is delayed, interest will be charged at the statutory rate. In particularly justified cases, the manager may agree to postpone the payment deadline as well as exempt the resident from paying interest.

§ 20

- 1. The reservation fee is used to secure the booking of a place and to cover

any damage caused by the resident.

2. The reservation fee shall be paid to the bank account number indicated in the Rector's communication, no later than seven working days after receipt of information on the allocation of a place, but no later than the day of accommodation. Failure to pay the reservation fee will result in the loss of the place allocated to the applicant in the dormitory. In the event of non-accommodation by the specified date, the reservation fee is forfeited.

3. The reservation fee shall be refunded by transfer to the resident's bank account or in cash no later than 10 days from the date of check-out, after the resident has settled their financial obligations related to residence in the dormitory.

§ 21

1. The resident moving in into the allocated accommodation after 1 October is required to pay the fee for the period from the first day they could move in, unless the Vice-Rector agrees the fee to be paid for the period from the date of accommodation at the justified request of the resident.

2. The minimum period of accommodation is 14 continuous days. If the resident is accommodated for a shorter period, the hotel rates in force at the respective dormitory shall apply.

3. If the resident does not pay the accommodation fee for at least one month, the manager shall call on the resident in writing requesting the payment of the outstanding amounts. The request shall be drawn up in accordance with the template set out in the USOS system. The request shall be drawn up in Polish and, in the case of foreigners, in Polish and English. The requirement shall include a time limit of at least one month for payment of the amount due and a warning of the possible sanction in the form of losing the allocated accommodation. The request shall be handed in at the reception of the dormitory, or, if this is not possible, sent by registered mail.

4. In the event of the expiry of the time limit referred to in section 3, the manager may evict the student or the doctoral student from the allocated accommodation. The manager shall immediately inform the Vice-Rector of the decision.

§ 22

1. The person who has been allocated a place in the dormitory shall move in into the accommodation in accordance with the deadlines specified in the Vice-Rector's communication or indicated by the university-wide administration unit which allocates the place. Once the deadline for accommodation has passed, the allocated place reverts to the available pool of places. Failure to move in twice by the deadline may result in forfeiture of the right to re-acquire a place in the dormitory.

2. The room to be accommodated is indicated to the resident by the dormitory manager. As far as possible, the resident's preference for co-residents or room type is taken into account. In the case of foreign residents, rooms shall be indicated, where available, in such a way as to foster integration with students or doctoral students from Poland and persons other than their own nationality.

3. The resident may appeal against the designation of a room for

accommodation. The appeal shall be submitted in writing to the manager within three days of the room being designated. If possible, the manager indicates a place in another room.

4. The student or doctoral student whose internship or other legitimate circumstances make it impossible to accommodate them within the time-frame indicated in section 1 must give written or email notice at least one day in advance of the day by which they could be accommodated, stating the documented planned date of moving in into the allocated accommodation. Failure to notify or notification after the expiry of the referral will be treated as a cancellation of the allocated place.

5. The manager may decide to withhold accommodation from a person who has grossly breached the provisions of these Rules and Regulations pending consideration of the matter by the Vice-Rector.

§ 23

A detailed description of the accommodation and check-out procedure is set out in Appendix No. 1 to these Rules and Regulations.

§ 24

1. In justified cases, the manager shall re-accommodate the residents after notifying the council of residents. The manager shall inform the residents affected by the re-accommodation in writing or by e-mail. The resident is given a period of not less than three working days to change rooms.

2. During the examination session period, if the co-resident moves out from the accommodation before the date specified in the referral, the manager may accommodate another person in this place or re-accommodate the resident with their consent, giving them three working days to change rooms. If the resident does not change rooms within three working days, they shall be obliged to pay the hotel rate for each day exceeding the indicated deadline. In justified cases, at the request of the student or doctoral student, the manager may extend the deadline for re-accommodation.

3. The re-accommodation may take place to a room for which the accommodation fee is not higher than the existing one, unless the resident agrees to live in a room for which the fee is higher. As far as possible, the re-accommodation shall take place to a room of the same standard and number of residents, unless the resident wishes otherwise.

Chapter 6 Dormitory House Rules

§ 25

1. The resident is obliged to leave their room keys at the reception each time they leave the premises of the dormitory. The key is issued only to the resident or to a person authorised in writing by the resident to enter the room.

2. A template of the authorisation referred to in section 1 is attached as Appendix No. 2 to these Rules and Regulations.

§ 26

1. Disturbing the dormitory curfew hours is strictly prohibited. The dormitory

curfew hours are in force between 10 p.m. and 6 a.m., unless the council of residents establish, in consultation with the manager, periodically different curfews or days of the year when curfews do not apply. An announcement of the curfew hours in Polish and English shall be posted at the dormitory.

2. Meetings in the rooms take place with the consent of the co-residents and last no longer than until the mandatory curfew in force in the dormitory.

3. The manager may grant permission for an extension of the meeting at the written request of the resident as long as it is not disruptive. In the event of objections from room or segment co-residents, the above consent may be withdrawn.

4. The manager may, in justified cases, prohibit the entry of a guest who has violated or is violating these Rules and Regulations or the house rules.

5. Permission to extend the meeting time during the examination session is refused.

6. The manager, in consultation with the council of residents, may at the council's request or on the manager's own initiative designate permanent or periodic areas in the dormitory to be used by the residents for specific purposes.

§ 27

1. The resident is entitled to three free nights per month for their guests, with the prior consent of the co-residents of the room or segment and the manager. The price to the guest for the remaining nights is half the hotel rate for a room in the respective standard. The provision also applies to residence during holidays. The person using this entitlement is entitled to a total of three free nights per month in the respective dormitory.

2. A visitor who remains on the dormitory premises after the curfew hour without the consent of the manager or the council of residents, shall be charged at the hotel rate applicable to the dormitory.

3. The resident receiving guests is responsible for their stay in the dormitory.

4. In exceptional and justified cases, it is possible to obtain individual approval from the manager to increase the number of free nights.

5. If the number of nights in a month of a resident guest exceeds seven days, the hotel rates of the respective dormitory will apply for further nights in that month.

6. If the guest fails to pay, the accommodation fee is charged to the resident.

7. In particularly justified cases, the manager has the right to refuse overnight guests.

§ 28

1. The dormitory maintains a guest book, noting the entries and exits of guests visiting the residents. The visitor is required to enter their personal data legibly (name and surname, series and number of identity card or passport, nationality), as well as the name and surname of the person accepting the guest, and to show proof of identity upon request from the dormitory staff.

2. The guest book can be maintained in an electronic form.

§ 29

1. The resident is obliged to keep the room or segment and the rooms of general use clean and tidy.

2. The dormitory resident assumes full responsibility for the property entrusted to them and is obliged to return it in unaltered condition in terms of quantity and quality within the framework of ordinary management. The residents are individually responsible for the condition of their room or segment, its furnishings, the bedding and equipment they receive and the facilities and common areas, and, if the perpetrator of any damage cannot be established, shall be jointly charged in equal shares.

3. The valuation of the damage is based on the actual cost of repairing or replacing the equipment. The decision to repair or replace is made by the manager. The resident is charged with the equivalent of the damage done. The manager shall inform the resident of the charge imposed in writing or by email. The fee shall be paid within a period of not less than seven days from the date of notification. A template of the request for payment is attached as Appendix No. 3 to these Rules and Regulations.

4. In the event that it is not possible to enforce the resident for the damage caused, the manager deducts its equivalent from the reservation fee. If the amount owed exceeds the reservation fee, the resident will be charged an additional fee. If the cost of repairing the damage is deducted from the reservation fee, the resident is required to top up the reservation fee to the original amount within 14 days. A template of the request for payment is attached as Appendix No. 3 to these Rules and Regulations.

5. The occupant is obliged to bring the room or segment to its pre-occupancy condition prior to checking out. A commission handover of the room or segment before checking out is carried out by the dormitory staff in the presence of the resident.

6. The resident is obliged to report to the manager and the council of residents if other residents damage the property of the dormitory.

§ 30

1. Any defects occurring in the rooms shall be reported immediately in writing at the reception.

2. By reporting an emergency situation, the resident allows entry to the room or segment also in their absence.

3. Failure to report a defect by the resident which causes damage to room furnishings or building infrastructure shall be charged to the residents of the room or segment concerned or to the residents of the floor concerned. The provision of § 29, section 3 applies accordingly. The provision does not apply if the resident had no way of knowing about the defect despite exercising due diligence.

§ 31

1. The dormitory shall not be held responsible for residents' personal belongings.

2. After checking out, the resident is not allowed to leave their personal belongings in the dormitory.

3. A depository for residents' belongings may be kept on the dormitory premises. Detailed rules on the use of the depository are laid down in the house rules of the dormitory.

4. Notices and announcements from the dormitory administration and the council of residents addressed to the residents are posted on notice boards and sent by e-mail. Notices and announcements shall be drafted and published in Polish and English. The provision applies to these Rules and Regulations, as well as to the house rules of the dormitory.

§ 32

Checking out of the residents means also checking out of their spouse and other persons referred to in § 14, section 3, if they are not students or doctoral students of the University.

Chapter 7

Accommodation during holidays and retake examination session

§ 33

1. The resident is entitled to be accommodated in the dormitory during the holidays on the same basis as during the rest of the period. An application for an extension of accommodation shall be submitted to the manager by 31 May. The manager may accommodate the student in a different room from the one previously occupied.

2. Residence during the holidays is only possible if the dormitory has vacancies during this period.

3. A refusal of an application referred to in section 1 shall be communicated by the manager to the student no later than by 15 June, either in writing or by e-mail.

4. The doctoral students are entitled to live in a dormitory throughout the year. The doctoral student may be accommodated during holidays or examination sessions in a different room from the one previously occupied. Accommodation of the doctoral student in a dormitory other than the one in which the doctoral student lives is only possible in exceptional circumstances upon a justified request by the doctoral student.

5. Priority for accommodation in the period from July to September shall be given to the students or doctoral students previously living in the respective dormitory, provided that they have not violated the provisions of these Rules and Regulations or the house rules.

6. The period of accommodation during the summer retake examination session lasts no longer than till 15 September, providing that the students who have been allocated a place in the respective dormitory for the following academic year shall not be checked out for the last two weeks of September. In such a case, the manager may designate a different room to the one previously occupied by the student.

7. The manager may refuse accommodation from July to September to the resident who is in arrears with their dormitory fees or who violates the provisions of these Rules and Regulations.

Chapter 8 Loss of the dormitory place

§ 34

1. The Vice-Rector may revoke the decision to allocate a place in the case of:
- 1) gross violation by the resident or their guest of the provisions of these Rules and Regulations or the house rules;
 - 2) allowing an unauthorised person to reside;
 - 3) gross violation of the rules of social conduct.

2. In particularly justified cases, the manager may remove a resident from the list of residents with the approval of the council of residents due to gross violation by them or their guest of these Rules and Regulations or of the house rules; the resident reserves the right to complain against the decision of the manager within seven days of receipt of the decision (filing the complaint does not suspend the implementation of the decision). If the council of residents fails to express their consent, the manager refers the case to the Vice-Rector who shall undertake a final decision.

3. Furthermore, the student or doctoral student may lose their place in the dormitory in the case of:

- 1) losing their status as a student or as a doctoral student;
- 2) having been suspended in their rights of a student or a doctoral student.

4. In the cases referred to in:

- 1) sections 1 and 2 - the resident leaves the dormitory within the period no longer than three working days from the date of losing their place in the dormitory;
- 2) section 3 - the resident leaves the dormitory within the period no longer than 14 working days from the date of losing their place in the dormitory.

5. In the cases referred to in section 1, points 2 and 3, the resident loses their right to apply for a place in the dormitory for the current and next academic year.

6. Removal from the list of residents of a person studying at another university due to gross violation by that person or by their guest of these Rules and Regulations, the house rules or the rules of social coexistence is carried out by the Vice-Rector. In addition, the home university of the student may be informed of the removal and the reasons for it. The provision shall also apply respectively to the doctoral students.

Chapter 9 Final provisions

§ 35

Decisions on the allocation of places in the dormitories taken on the basis of these Rules and Regulations shall not be subject to the provisions of the Code of Administrative Procedure.

§ 36

Whenever the recovery of debts from the residents is required, the provisions of the Civil Code shall apply.

§ 37

1. Any amendments to these Rules and Regulations shall take place in consultation with the heads of the relevant university-wide administrative units related

to the operation of the dormitories, the managers of the dormitories, the councils of residents and the relevant student or doctoral student self-government bodies.

2. The opinions referred to in section 1 shall be given within the deadline indicated by the Vice-Rector, however, no shorter than 14 days. In the absence of the opinions within the time limit, the amendments shall be deemed to have been submitted.

DORMITORY ACCOMMODATION PROCEDURE

§ 1

The room or segment in which the resident is accommodated shall be ready for habitation, i.e. clean fitted with technically efficient equipment.

§ 2

1. Following accommodation, the resident shall in person:

- 1) present their identity card, passport, visa, if required, and proof of payment of the reservation fee to the dormitory administration;
- 2) deliver two photographs of an identity card format;
- 3) fill in a personal questionnaire;
- 4) become acquainted with the Rules and Regulations of the Student Halls of Residence at the University of Warsaw, hereinafter referred to as the "Rules and Regulations", and to sign it which would be tantamount to respecting it;
- 5) fill in the documents and consents referring to accommodation.

2. In the case of a minor student, the details of a contact person residing in Poland must be provided. The above contact details shall be accompanied by the person's consent to their data being transferred.

3. The manager may decide to withhold accommodation from a person who, despite receiving a referral:

- 1) is in arrears with the payment of an accommodation fee in any dormitory for previous years;
- 2) has not paid the reservation fee;
- 3) has not presented the identity documents and refused to become acquainted with the Rules and Regulations by failing to sign it which would be tantamount to respecting it;
- 4) has committed gross violation against the Rules and Regulations in the previous academic year or has been removed from the list of residents under the Rules and Regulations;
- 5) provided false data at the application stage for allocating a place in the dormitory.

4. When accommodating, the resident:

- 1) receives a resident's card, which entitles them to collect a key to their room and communal areas and to borrow communal equipment;
- 2) receives the key or key card for entry, bedding and equipment;
- 3) shall inspect the condition of the room or apartment and inform the staff member of the dormitory immediately, but not later than within 24 hours, of any irregularities, damage or defects which have been noticed.

§ 3

1. The resident takes full responsibility for the property entrusted to them and is obliged to return it in an unaltered state in terms of quantity and quality within the framework of ordinary management.

2. The residents are responsible for the condition of the room or segment and the common areas. It is their responsibility to clean their room and the common areas in the segment before check-out. If damage or devastation is discovered and the perpetrator cannot be identified, the residents of the room or segment in question are charged together in equal shares.

3. The resident lives in the room in which they are accommodated. Room reassignments can only be made by the manager. The dormitory residents may not arbitrarily make changes to the above.

4. In the event of conflict between the residents of a room or segment, the manager has the right to reassign the residents to another room or segment, including in the event of disruptive behaviour by one of the co-residents, including breaches of the rules of social conduct.

5. The rule indicated in section 4 shall also apply in the event of disruptive behaviour by one of the co-residents, including breaches of the rules of social conduct.

DORMITORY CHECKING-OUT PROCEDURE

§ 1

1. If the resident intends to check out before the date specified in the referral, they should report this to the dormitory administration by e-mail or in person no later than five days before the planned check-out. Once notified, the resident pays the daily rate for each day of residence in the dormitory.

2. If the resident gives less than five days' notice of checking out, they will be charged an additional fee equivalent to the total of five daily rates for the dormitory stay.

3. If the resident checks out after the twentieth day of the month, they are charged for the entire month.

4. On checking out, the resident shall:

- 1) collect the circulation slip from the reception or administration and obtain the signatures required on the sheet;
- 2) pay all fees accrued in the USOS system by the check-out date;
- 3) return the equipment taken and restore the room or segment to its pre-occupancy condition, i.e. tidying up, cleaning the furniture, washing the fridge after defrosting, washing the doors and floors. In the case of a segment, the cleaning of the common areas is required for the completion of the settlement procedure. If the room or segment has other occupants, the resident shall present a statement that no objections have been made to the condition of the room or segment;
- 4) report to the administration with the signed circulation slip during check-out hours, up to a maximum of 2 p.m., return the key, the resident's card and the access card if one has been collected;
- 5) the reservation fee will be refunded after the dormitory has been settled by transfer to the resident's bank account or by cash no later than 10 days.

§ 2

1. If a resident checks out without notifying the administration, their belongings will be listed and packed by a committee. A committee shall be appointed by the manager. Items are kept in a secure and designated place until they are collected by the student or doctoral student, but for no longer than one year. After this period, the items are considered abandoned and are disposed of. Minutes of the process of disposing such items shall be drawn up. Left-over food products are disposed of immediately.

2. If the resident fails to fulfil their obligation to check out, the manager or a member of the dormitory staff designated by the manager is entitled to have the resident's belongings transferred to the dormitory storage facility by a committee. A committee of at least three people shall draw up a packing report. The items will be stored for 90 days. The resident can only collect their belongings in person and after completing all the formalities for checking out. Left-over food products are disposed of immediately.

3. In the case of any arrears with the payment of an accommodation fee, the belongings can be collected as soon as the fee has been paid.

4. If the room or segment is left without the final settlement, the manager, or the person designated by the manager, shall oversee the return of the room by committee.

On the basis of remarks made in the protocol regarding equipment shortages, damage to equipment or the room, the resident shall be charged for the cost of repair or renovation.

TEMPLATE

Warsaw,

AUTHORISATION TO COLLECT KEY

Pursuant to the provision of § 25, section 2 of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw, hereinafter referred to as the "Rules and Regulations":

I hereby authorize Mr/Ms*

(name and surname)

Holder of identity document No.

(Identity document number)

to collect the key to my room number at the Dormitory No. on
..... (provide the date)

I have obtained my roommate's consent as evidenced by this signature:

Consent of roommate(s) for an authorised person to stay in the room	1)
	2)
	3)
	4)
	5)

STATEMENT

I, the undersigned, declare that I have read and understand the rules for the reception of guests as set out in the Rules and Regulations and in the house rules of the dormitory. In particular, I am aware that transferring a room space to someone other than those entitled to it for the purpose of permanent stay is strictly prohibited.

Signature of person authorised to collect the key	
Annotations of the dormitory administration:	

* delete as appropriate

TEMPLATE

Warsaw,

name and surname

student ID number

Dormitory No. ..., Room ...

REQUEST FOR PAYMENT / REPEATED REQUEST FOR PAYMENT

I call upon you to pay the amount due of **PLN** :

- **for damage to property on the University of Warsaw dormitory premises** pursuant to the provision of § 29, section 4 of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw*,
- **for the supplement to the reservation fee** pursuant to the provision of § 29, section 5 of the Rules and Regulations of the Student Halls of Residence at the University of Warsaw*,

The amount due was determined as at the date of issuing the summons.

Payment should be made to your* individual resident account/denominated bank account number* by

Bank account No.:

If you do not pay your debts to the dormitory by the deadline, you will be removed from the list of residents. In the event of non-payment, the matter will be taken to court, with the consequence that you will be charged court costs and further interest.

* delete as appropriate