

## **REGULATIONS**

of Student Dormitory of the Medical University of Silesia in Katowice

### *Consolidated text*

#### **I. General provisions**

##### **§ 1**

Student Dormitory (SD) of the Medical University of Silesia in Katowice (SUM) is an integral part of the University, the place of accommodation, education and rest of students, doctoral students and of other persons, as defined in the regulations.

##### **§ 2**

1. Regulations of the Student Dormitory, hereinafter referred to as “Regulations” define the general rules of accommodation as well as the rights and duties of the residents.
2. All persons present on premises of the Student Dormitory are obliged to observe these regulations.
3. The University does not take any material responsibility for personal belongings of the residents.
4. The SD Manager is entitled to inspect the rooms periodically (excluding the guest rooms ) in the presence of the residents’ board representative and the resident.
5. The SD employees keep an electronic register of all incidents concerning personal data. The specimen register constitutes Annex No. 1 to these Regulations.

##### **§ 3**

1. All residents of the Student Dormitory are represented by the Residents’ Board.
2. The Residents’ Board represents the interests of the residents of the Student Dormitory before the University authorities and administration.
3. Activities of the residents’ board are defined by separate Regulations of the Resident Board of Dormitories of the Medical University of Silesia in Katowice, resolved by the Residents’ Board, after issuance of an opinion by the University Student Committee and its approval by the Rector.
4. The Residents’ Board co-operates with the SD administration for all issues regarding accommodation in the Student Dormitory.

## **II. Assignment of accommodation in the Student Dormitory**

### **§ 4**

1. Assignment of accommodation for students of the Silesian University of Medicine is based on the following rules:
  - 1) accommodation at the student dormitory is assigned to SUM students by the Dean's decision, after the person interested placed an application in the term, announced by the Dean's Office,
  - 2) priority is granted to a SUM student, for whom every-day commuting to the University would make it substantially impossible or difficult to study or a student of difficult material standing,
  - 3) a place in the student dormitory for a student attending the programme in Polish, is provided for a period no longer than from October 1 to June 30,
  - 4) a place in the student dormitory for the English language programme student is provided for a period no longer than from October 1 to September 30.
2. Assignment of accommodation for students of other universities:
  - 1) accommodation in the Student Dormitory may be assigned to a student of other university only if SUM students do not occupy all places,
  - 2) permission for assignment of accommodation is issued by the Dean upon application of the interested student, placed within the terms, announced by the Dean of the Department,
  - 3) accommodation in the Student Dormitory for a student of other university is granted for a period no longer than from October 1 to June 30.

### **§ 5**

1. Should a student resign from accommodation in the Student Dormitory before the beginning of the academic year, he / she is obliged to notify the SD administration of the fact before September 30.
2. A student resigning from accommodation in the Student Dormitory during academic year, is obliged to notify the SD administration of the date of departure two weeks beforehand.
3. Should SD administration be not informed about resignation from accommodation in the Student Dormitory (specified in section 2), a student is obliged to pay a full monthly rent.

### **§ 6**

1. Accommodation in the student dormitory will be refused before the end of the given period if a student:
  - 1) fails to check-in before the given time without any justified reason stated
  - 2) repeats a year/semester and did not obtain any other accommodation assignment by the Dean's decision,
  - 3) is suspended by the Rector, the Dean or by a binding statement of the disciplinary commission in the right to accommodation in the Student Dormitory,
  - 4) is deleted from the Student Register,
  - 5) graduated
  - 6) the payment is overdue for 2 months,
  - 7) does not comply with these Regulations.

2. The decision to refuse the right to accommodation in the Student Dormitory is issued by the Dean, following the motion of the SD manager or the Residents' Board.

### **III. Check-in for accommodation in the Student Dormitory**

#### **§ 7**

1. A student, who was granted accommodation in the Student Dormitory should check-in before October 2.
2. In justified cases, later check-in is allowed, on condition that the SD manager is informed about the late check-in and full payment for the given place was received.
3. Accommodation in the Student Dormitory is operated by the SD managers in accordance with the Residents' Board.
4. The SD manager holds the right to re-accommodate a student, who remained in the room after a roommate left the room and to accommodate another roommate in this room. If a student does not allow for re-accommodation, full rate is taken for the vacant place.
5. In case of vacant places in SD, a resident may apply for assignment of a double room for one person. Additional fee is then taken as defined by the Rector's Regulation.

#### **§ 8**

1. Upon check-in a resident of SD receives:
  - 1) a resident card (valid only with ID), which should be presented upon any call of the SD administration, representatives of authorities of the University, the residents' board and the security staff,
  - 2) the room furnishings, a student is materially responsible for,
  - 3) a set of bed linen, a student is materially responsible for,
  - 4) room keys .
  - 5) access to SUM-NET network, after submission of declaration regarding the internet connection in the Student Dormitory in accordance with Attachment No.7 to Regulation of SUM internet network as Annex No. 3 to Regulation of the Rector of the Medical University of Silesia No. 147/2011 of 30.11.2011.
2. A resident of the Student Dormitory is subject to the registration duty.

#### **§ 9**

1. Students make use of the Student Dormitory equipment having brought the rental deposit.. The equipment inventory is available from the SD manager.
2. The value of a deposit is defined by the SD manager on the basis of the market price of the rented equipment as per September 1, and amounts to:
  - a) for equipment used within 5 years from the date of its purchase -- 100% of its price, defined in section 2,
  - b) for equipment used within 5 to 10 years from the date of its purchase - 50% of its price, defined in section 2,
  - c) for equipment used over 10 years - 25% of its price, defined in section 2.

3. A student renting the equipment shall:
  - 1) check its technical condition,
  - 2) sign the obligation to use it properly and to make up for any necessary repairs,
  - 3) obtain a receipt for the deposit made
4. In order to reimburse the paid deposit, a student must return the rented equipment in a good technical condition, clean and free of damages.
5. Should the equipment be in unsatisfactory technical condition, damaged or not cleaned, the deposit shall not be reimbursed.

#### **IV. Vacating a room in the Student Dormitory**

##### **§ 10**

1. In order to vacate a room in the Student dormitory a resident is obliged to:
  - 1) release the room to the SD manager or administration in a proper condition,
  - 2) return the bed linen or any equipment borrowed from the stock room,
  - 3) return the residence card,
  - 4) return the room keys,
  - 5) make all the payment due to the Student Dormitory.
2. Any resident's checkout procedures are held by the SD administration during working hours, after previous settlement of the checkout date.
3. Should a resident lose the right to accommodation in the student dormitory, he/she is obliged to leave the premises within 5 days from the date of receipt of the Dean's Decision.
4. All residents of a room are responsible collectively for any damages and losses in furnishings specified in the room inventory sheet.
5. Should a student leave the Dormitory, any personal belongings left are stored during three months in the deposit room, and then destroyed under authorised supervision.
6. Having obtained a permission from the SD manager, a student can leave his/her personal belongings in a safe packaging a given room or in the deposit room,.
7. Should a student leave his/her belongings in the assigned room, half of the fee defined by the Rector's Regulation is due.
8. Storage of the belongings in the deposit room is free of charge.

#### **IV. Rights and responsibilities of the residents**

##### **§ 11**

1. Residents of the Student Dormitory are entitled to the following :
  - 1) use of the common rooms and equipment on premises of the SD,
  - 2) bedlinen change once a month,
  - 3) make complaints and comments about accommodation in the Student Dormitory to the SD Manager and to the Board of Residents,
  - 4) temporary decoration of the room interior, leaving no traces and causing no damage.

2. Residents of the Student Dormitory are obliged to:

- 1) keep their rooms and the common space tidy,
- 2) comply with safety and fire regulations as well as with manuals of gas and electric equipment,
- 3) notify the manager, administration of SD or security immediately in case of theft, burglary, break-down of equipment and also in the case of sudden illness or accident of a roommate,
- 4) respect the night quiet time from 22:00 – 06:00,
- 5) behave properly allowing for work and rest of other residents of the SD,
- 6) inform about any faults, damages and failures of the equipment and furnishings present in the room by completing the book of repairs in the Reception,
- 7) make regular payments for the room in SD.
- 8) observe regulations of the computer network and the valid terms of IT safety at the University.

## **§ 12**

Residents of the Student Dormitory are prohibited from:

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

## **V. Rules for visitors in SD**

### **§ 13**

1. Visitors are allowed only during the presence of residents and by their permission as well as by the permission of other roommates between 8:00 do 22:00, and until 24:00 on Fridays and Saturdays.
2. Visitors must leave at the Reception their ID with a photo and give the number of the room which they plan to visit. The security worker is obliged to enter information about the visit in the Visitor Book, available at the reception room.

3. The visitor book should contain the following information about a visitor :
  - 1) name and surname,
  - 2) home address,
  - 3) type and number of ID,
  - 4) surname and family name of a room resident who receives a visitor,
  - 5) a space titled "I hereby give consent to the Medical University of Silesia to register my personal data", where a visitor places his signature.
4. Permission for an overnight stay of a visitor in the resident room can be issued by the SD manager or a manager deputy in the SD administration.
5. Should a visitor ask for permission to stay overnight beyond the working hours of the SD administration, permission may be granted by the head of the board of residents or his deputy.
6. Visitor can obtain permission for an overnight stay from the persons indicated in section 3 or 4 only after the roommates give their own permission.
7. Persons indicated in section 3 and 4 are obliged to inform the security personnel until 22:00 about registering of persons who are allowed to stay overnight in the resident's room.
8. Permission for an overnight stay of a visitor can be given no more than 3 times a month for a given room.
9. SD manager is obliged to keep the register of given permissions. The register must contain:
  - 1) surname and family name of a visitor,
  - 2) type and number of ID,
  - 3) surname and family name of a room resident, who puts up a visitor,
  - 4) date of an overnight stay of a visitor.
10. The fee for an overnight stay of a visitor is paid as soon as possible by the resident receiving a visitor. The fees are defined by the Rector's regulation.
11. Apart from the number of overnight stays defined in point 8, resident's visitors may stay overnight in the guest rooms. The fees are defined by the Rector's regulation.
12. SD resident takes all material responsibility for any damages made by his/her visitors.
13. Visitors under influence of alcohol or drugs are not allowed into the SD.
14. Persons under age without legal representatives are not allowed into the SD.
15. In well justified cases, the SD manager holds a right to restrict the visits or refuse entry into the SD for non-residents .
16. The SD residents receiving a guest are obliged to fill in the form, a specimen of which is attached as Annex 1 to these Regulations.

## **VI. Guest rooms**

### **§ 14**

1. The vacant rooms may be rented for individual guests or organised groups, as the so-called guest rooms.
2. The manager of Student Dormitory passes to the Vice-Director for Economics and Administration Affairs a list of rooms, adapted for guest rooms before October 31.
3. Reservation of a guest room is made by the SD manager.
4. A hotel night starts at 14:00 and finishes at 12:00 the following day.
5. The manager of Student Dormitory presents to the Vice-Director for Economics and Administration Affairs a report of the use of guest rooms during the previous month before the tenth day of the following month.
6. The guest rooms rent fees are defined by the Rector's regulation.
7. Persons accommodated at the guest rooms are materially responsible for any damages or lost room furnishing items, which took place during their stay.

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

### **§ 15**

1. Payments for a bed/room in the student dormitory are defined by the Rector's regulation.
2. Students – Polish citizens and foreign citizens, students of Polish language programmes make payments according to following rules:
  - 1) The term of payment is before the 10th of each month, in advance.
  - 2) In the case of accommodation or resignation from accommodation of SUM student during the month, the due payments are:
    - a)  $\frac{1}{2}$  of the monthly rate, if accommodation took place for up to 15 days of a given month,
    - b) a full month rate if accommodation exceeded 16 days of a given month.
  - 3) Payments for a bed/room are made in the form of a bank transfer to the account indicated by the University, available at <https://estudent.sum.edu.pl>.
  - 4) A foreign citizen, student of a Polish language programme, accommodated at DS is obliged to place a single deposit as a financial guarantee for any arrears or damages on premises of the DS, at the value of a monthly rate for the DS room.
  - 5) The deposit, referred to in point 4, is placed along with the first payment, as bank transfer to the account indicated by the university or as cash payment at the university cash desk,
  - 6) The deposit is reimbursed (in whole or in part) upon the student's check-out following a written request of reimbursement submitted by the student,
  - 7) The amount of the deposit reimbursed, after deduction of any compensation for damages or arrears, is defined by the SD manager together with competent units of the University.

- 8) The deposit, referred to in point 4, may be collected at any time, from students – Polish citizens, particularly in case of any damages to the DS assets.
3. Students –foreign citizens enrolled for the English language programme make payments according to the following rules:
- 1) students who were granted the US Government loan make payments, the amount of which is the product of the number of months multiplied by the rate for accommodation in the assigned room:
    - a) the fee for October – February is due before October 31 each year
    - b) the fee for March – June is due before March 31 each year
    - c) should any delays occur in the receipt of the US Government loan due to reasons beyond the control of the student, the accepted term of payment is the date the fee is received by the university bank account, however not later than:
      - before the end of February, for the period indicated in letter a),
      - before the end of June, for the period indicated in letter b)
  - 2) other students make payments, the amount of which is the product of the number of months multiplied by the rate for accommodation in the assigned room:
    - a) the fee for October – February is due before October 1 each year
    - b) the fee for March – June is due before March 1 each year
  - 3) the fee for holiday stay is due no later than the beginning of the holiday break,
  - 4) should a student be refused accommodation in the dormitory, the fees defined above are not subject to reimbursement,
  - 5) should a student resign of accommodation in the dormitory, pursuant to § 5 section 2, application shall be submitted for reimbursement as per section 2 point 2,
  - 6) student accommodated on other terms than those specified in the regulations shall pay the accommodation fee before the check-in,
  - 7) in case of delay in receiving the US Government loan due to reasons beyond the control of the student, he/she is entitled to apply to the Vice-Rector for Student Affairs for extension of the payment term,
  - 8) application mentioned in point 7 should be submitted no later than two weeks before the terms specified in point 1,
  - 9) fees for accommodation in SD are made in the form of a bank transfer to the account indicated by the University, as per the Rector's regulation,
  - 10) a student is obliged to pay a single deposit amounting to two months' rent, which is a financial guarantee for any overdue payment or damages caused in SD,
  - 11) the deposit mentioned in point 10 is placed on the day preceding the check-in by bank transfer to the bank account indicated by the University or at the University's cash desk, and the proof of payment has to be delivered to SD manager not later than the day of check-in,
  - 12) students enrolled on grounds of the US Government loan should follow regulation specified in item 3 point 1 letter c),
  - 13) the deposit is reimbursed (fully or partially) during vacating, following the reimbursement request submitted in writing,
  - 14) the amount of the deposit reimbursed, after deduction of any compensation for damages or arrears, is defined by the SD manager together with competent units of the university,
  - 15) Any dormitory fees will be reimbursed after check-out, following a written request, quoting the bank account number and the way of the reimbursement (at University's cash desk or to the bank account), as restricted by points 16 and 17,
  - 16) Any overpayment amounting to less than EUR 75 or USD 100 translated into PLN can be withdrawn from a cashier. Upon written request the overpayment can be transferred to the student's bank account. The transfer charge is borne by the student.



- 17) Any overpayment amounting to more than EUR 75 or USD 100 is refundable only to student's bank account ( with home address, account number, name of bank and SWIFT code ) The transfer charge is borne by the student.
  - 18) In case of the bank transfer costs higher than the overpaid value, the amount will be repaid from the cash desk.
  - 19) It is the student's responsibility to make sure that the bank transfer information is correct.
4. Students of SUM staying overnight in the guest rooms pay a fee for one night in the amount of 1/30 of a monthly rate for a bed in the guest room, as defined by the Rector's regulation.
  5. Payments for guest rooms are made in the form of a bank transfer to the account indicated by the University, at the University's cash desk or at the Dormitory cash desk.
  6. Payments for accommodation in student dormitory made beyond the date due date are subject to statutory interest calculated according to the binding rules.
  7. The Internet connection will be disconnected for students with overdue accommodation payments, until the payment is made.

## **VIII. Final provisions**

### **§ 16**

1. In cases not specified in these regulations, relevant decisions will be made by the Rector or the Vice-Rector for Academic Affairs and in case of their absence any other Vice-Rector acting on behalf of the Rector.
2. Each resident is obliged to acknowledge the rules of these regulations and confirm this fact by his/her own signature.
3. Any disputes that may arise in connection with these regulations will be settled in accordance with the Polish law by a general jurisdiction court appropriate for the legal seat of the University.
4. The present regulations enter into force on the day of signing.

***Guest accommodation form***

.....  
(place and date)

.....  
(first name and surname of student – resident of Student Dormitory)

Student Dormitory No. .... Room no. ....

To the Manager of the Student Dormitory

I apply for permission for the overnight stay<sup>1</sup> of a guest at the resident's room  
on (dates) .....  
guest's name .....  
type and number of ID .....

I acknowledge hereby provisions of the Regulations of the Student Dormitory, Medical University of Silesia and declare to comply with those. I also take full responsibility for any damages due to the presence of the named guest on premises of the Student Dormitory.

The subscribed below grant their consent to process personal information by the Medical University of Silesia in Katowice located at 15 Poniatowskiego street in Katowice to provide accommodation services. I acknowledge that pursuant to the Personal Data Protection Act of the 29<sup>th</sup> August, 1997 I have the right to access and correct my data. Providing personal information in obligatory.

Signature of the guest	Signature of the applicant resident
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Consent of co-resident (legible signatures)
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Permission granted by the Student Dormitory Administration/Chairman or Deputy of the Residents' Board

.....  
(signature)

.....  
(signature)

Fee ..... zlotys

<sup>1</sup> daily 10 p.m. – 8.00 a.m., Fri. Sat. 0.00 – 8 a.m.