

DIRECTIVE NO. 86

**of the Rector of the Nicolaus Copernicus University in Toruń
of 5th May 2014**

Regulations of the Student's House of the Nicolaus Copernicus University in Toruń

On the basis of Art. 66 clause 1 and sec. 2 point 4 of the Act of 27th July 2005 on the Law of
Higher Education in Poland

(consolidated text Journal of Laws of 2012, item 572, as later amended),

the following provisions have been accepted:

I. General Provisions

§ 1

The Regulations determine the principles of accommodation and stay and of operation of residents' councils in the Student's Houses of the Nicolaus Copernicus University in Toruń, hereinafter referred to as the University.

§ 2

The Residents' Council represents the residents' interests and organizes the social life within the Student's House. In matters related to the operation of the Student's House the Council cooperates with the Students' House Manager.

§ 3

The Student's House Manager undertakes activities to ensure a proper operation of the Student's House.

§ 4

The charges for accommodation in the Student's House are determined by the Rector in a directive, after consulting the Students Self-Government and the Doctoral Students Self-Government.

II. Accommodation

§ 5

1. A person granted a place in the Student's House is obliged to familiarize themselves with these Regulations and other provisions concerning the Student's Houses operation, including fire and Health and Safety regulations.
2. The person, referred to in sec. 1 above is obliged to submit the documents necessary to fulfill the registration requirements.
3. A person accommodated in the Student's House in Toruń obtains the Resident Card.

§ 6

1. Rooms in the Student's House are made available to the students in a proper state and contain essential equipment and facilities.
2. The residents shall check the state of the received room and of the equipment in it. Lack of certain equipment or damages to the equipment observed in the room should be notified to the Student's House administration.

3. The room including equipment is made available to the student on the basis of a delivery and acceptance protocol in Toruń, and on the basis of a Student Card in Bydgoszcz, respectively. The protocol/card respectively shall be signed by persons to be residing in a particular room and by the Manager or an employee of the Student's House authorized by the Manager.

§ 7

1. The Student's House resident is entitled to individual equipment handed over to him/her pursuant to the Equipment Card in Toruń and the Student Card in Bydgoszcz, respectively. The Cards are drawn up during the accommodation procedure (check-in).

2. When receiving the items making up the individual equipment, the resident should check their quantity and condition. The items that are not fit for use are subject to exchange, whilst the faults are repaired or noted down in the Equipment Card in Toruń or in the Student Card in Bydgoszcz, respectively.

§ 8

1. As far as possible, proposals and suggestions of residents concerning co-inhabitants are taken into consideration when the rooms are allotted to the residents.

2. Upon written request of persons concerned it is possible to accommodate persons of opposite genders together in one room:

1) in a double room in the Student's House in Toruń,

2) in a student room of the Student's House in Bydgoszcz, after obtaining the agreement of co-inhabitants of a particular box or flat.

§ 9

1. The charge for accommodation in the Student's House, determined in a current price list refers to the room standard provided by the accommodation plan for the Student's House in a particular academic year.

2. It is possible to improve the room standard when residing there, if there are no persons awaiting the accommodation. The change of the room standard takes place upon request of the residents submitted at the Student's House administration and requires consent of the Manager of Department of Student's Houses and Research Assistant's Hotels in Toruń and of the competent Student's House Manager in Bydgoszcz, respectively.

3. Upon request of the resident of a particular room submitted at the Student's House administration, with consent of the Manager of Department of Student's Houses and Research Assistant's Hotels in Toruń or the relevant Student's House Manager in Bydgoszcz, respectively, it is possible to increase the settlement state and to change the room standard for the period of accommodation of the increased amount of residents.

4. The accommodation deposit may be implemented. The deposit amount and its range shall be determined in the accommodation price list.

§ 10

1. The residents pay for the accommodation in the Student's House by 15th day of each month for the current month, but the first payment must be contributed at the moment of accommodation (check-in).

2. A person granted the right of accommodation after 1st October contributes the payments according to the following principle: until the 7th day of a particular month pays a full

monthly charge and after this term pays the amount resulting from the binding daily charges and according to the amount of days of residence in a particular month.

3. Upon consent of the resident, the due payment for residing in the Student's House may be deducted from any scholarship or grant awarded by the University.

4. In the month of moving out (check-out) it is possible for the resident to contribute only half of the monthly charge provided that they reside until 15th day of the month.

5. The resident who has more than one month delay in payment of the due charges may be deprived of the place in the Student's House. In case of lack of payment in a particular month, the Student's House Manager calls the resident in writing to settle the liabilities within 7 days, otherwise the resident shall be deprived of the place in the Student's House. If the call has been ineffective, upon request of the Student's House Manager, the Director for Student Affairs and Education in Toruń or the Vice-Chancellor for Collegium Medicum in Bydgoszcz shall make decision on expelling such resident.

6. The person who was expelled from the Student's House due to outstanding payments for accommodation, as well as the person expelled for breaching these Regulations may not be granted a place in the Student's House again.

7. Outstanding charges shall be recoverable pursuant to the provisions on the enforcement proceedings, subject to sec. 8.

8. In justified cases the competent Rector for Student Affairs in Toruń, or the Rector's Proxy for Student Affairs in Collegium Medicum in Bydgoszcz, respectively, may, upon substantiated application of a student, release him/her from the necessity to pay outstanding charges and direct him/her to perform socially useful works to the benefit of the Student's Houses the value of which shall cover the amount of debt.

§ 11

The resident is obliged to free the place in the Student's House (move out) as of:

- 1) the expiry of a period for which the place was granted,
- 2) the date declared in advance as the day of resignation from the room,
- 3) the day of a Student deletion from the List of Students,
- 4) the day of being deprived of the place in the Student's House,
- 5) the day of a Student being suspended,
- 6) the day of a Student being expelled from the University.

§ 12

1. The resident to be moving out (checking out) is obliged to:

- 1) return the individual equipment,
- 2) hand over the room, including the equipment and facilities in non-deteriorated state,
- 3) contribute due payments,
- 4) remove own property from the room,
- 5) return the Resident Card of the Student's House in Toruń.

2. Moving out (checking out) is possible after the Student's House Manager or a person authorized by the Manager, in the presence of the resident, has verified whether the latter has fulfilled all obligations, referred to in sec. 1 above.

3. Regardless of the activities specified in sec. 2, the procedure of room delivery is carried out on the basis of the delivery and acceptance protocol in Toruń, and of a Student Card in Bydgoszcz, respectively, in which the individual information, concerning the state of the room and its equipment is placed separately with reference to each person leaving the room.

4. If case the room is freed without the necessary delivery procedure, the Student's House Manager carries out the commission delivery and acceptance of the room in the presence of a member of the residents' council or a relevant representative of the Students Self-Government or the Doctoral Students Self-Government. The commission delivery and acceptance procedure must be documented in a protocol. On the basis of the notes contained in the protocol, concerning the damages to the equipment and the room condition, the resident is burdened with the costs of repair or exchange of the damaged equipment, of cleaning and possible redecoration or refurbishing of the room.

5. In the event of failure to comply with the deadline to leave the Student's House, the person is expelled pursuant to the provision of enforcement proceedings in administration.

III. Student's House order

§ 13

1. In the Student's House it is forbidden to:

- 1) Behave in the manner that would hinder other residents' settlement,
- 2) Bring and store objects that may be hazardous and threatening to life, health or private property, and cause any inconveniences for other residents,
- 3) Bring and keep animals,
- 4) Use gas cookers and electric heaters in the rooms,
- 5) Willfully and by oneself set up, reinstall or repair electric and gas installations,
- 6) Alter or change the door locks or copy the keys,
- 7) Permanently decorate the interior and exterior of the House without prior consent of the Student's House Manager.

2. The University shall not be held liable for any loss in property of the residents in the premises of the Student's House.

§ 14

1. Quiet hours in Student's House last from 11 pm to 6 am.
2. During the quiet hours it is forbidden to conduct oneself in the manner disturbing the peace and quiet of the residents.

§ 15

1. The person administering the Student's House is entitled to access the room with the purpose to carry out temporary inspections to ensure compliance with the regulations. The inspections may be carried out in the presence of residents between 8 am and 3 pm.

2. In the event of justified conjecture about the residents breaching the regulations the persons, specified in sec. 1, and also the Receptionist on duty, or a janitor, are entitled to enter the room, where the residents commit violation of the acceptable standards of conduct.

3. Persons referred to in sec. 1 and the receptionist/janitor on duty have the lawful right to enter the rooms during the residents' absence, if potential hazard to life, health or property arises.

4. During stocktaking (making inventory) the person administering the object and members of the stocktaking commission are entitled to enter the student room, including at the residents' absence, after prior notification on the term of making the checklist in the premises.

IV. Residents' councils

§ 16

1. The residents have the right to cooperate in matters concerning the management of the Student's House. They provide this cooperation indirectly via the Residents' Councils or directly by submitting the applications concerning conditions of accommodation to the Houses' administration.
2. The residents are entitled to use all the devices and fitting in the Student's House intended for a common use.
3. The residents may alter the rooms and the equipment in the room only after obtaining a relevant consent of the Student's House administrative bodies.

§ 17

1. The Residents' Council represents all residents of a particular Student's House.
2. The Residents' Council of each Student's House consists of the Chairman and two members.

§ 18

1. The Residents' Council of each Student's House is elected at the residents' meeting by a simple majority in a secret ballot.
2. Elections for the Residents' Council are managed and organized by the relevant body of the Students Self-Government in agreement with the Doctoral Students Self-Government in the following terms:
 - 1) by 1st November in the Student's Houses in Toruń
 - 2) by 15th May in the Student's House in Bydgoszcz.
3. Term of office of the Residents' Council lasts, respectively:
 - 1) from 1st November of a particular academic year to 31st October of the next academic year in Toruń;
 - 2) from 1st June of a particular academic year to 31st May of the next academic year in Bydgoszcz.

§ 19

1. Only a resident of a particular Student's House may be a council candidate.
2. Every resident of the Student's House is entitled to propose the Residents' Council candidates.
3. The Residents' Councils candidates in the Student's Houses in Toruń must be proposed in writing to the Students Self-Government by 15th October of a particular academic year, at the latest.
4. The Residents' Councils candidates in the Student's Houses in Bydgoszcz must be proposed in writing to the Collegium Medicum UMK Students Self-Government by 30th April of a particular academic year, at the latest.
5. A Chairman of the Students Self-Government and a Chairman of the Collegium Medicum UMK Students Self-Government, respectively:
 - 1) At least 7 days before the meeting scheduled date hang on the notice board in a visible place of a particular Student's House the information concerning proposed candidates to the Residents' Councils, including the date and time of the meeting at which the election of the Residents' Council for a particular Student's House is to be held.
 - 2) chair the election meeting and order the Residents' Council elections.

§ 20

1. The elections are valid if:
 - 1) in the first term at least one fourth of the residents of a particular Student's House take part in the voting,
 - 2) in the second term scheduled on the same day 30 minutes after the first term, regardless of number of the residents of a particular Student's House.
2. The candidates who one after another obtain the largest amounts of votes shall become members of the Council.
3. If the composition of the Council is not filled, at the same meeting the by-election is conducted with reference to the same candidates and other candidates proposed by the authorized participants of the election meeting.
4. Within 3 days from election date the newly-elected members of the Residents' Council select among their number a Chairman of the residents' Council, of which they immediately inform, respectively, the Chairman of Accommodation Commission in Toruń or the Chairman of Accommodation Commission in Bydgoszcz.
5. The Chairman of Accommodation Commission in Toruń and the Chairman of accommodation Commission in Bydgoszcz immediately inform the relevant Student's House Manager of the new composition of the Residents' Council.

V. Residents' duties

§ 21

Residents are obliged to follow these regulations and other provisions, concerning the Student's House operation, including fire and Health and Safety regulations.

§ 22

Every resident is obliged to respect and protect the property being the substance and equipment of the Student's House, in particular:

- 1) Take care of the common-use areas,
- 2) Keep the rooms/boxes clean and take care about order and cleanliness of the common-use devices and areas, and of the closest environment,
- 3) Prevent damages to property.

§ 23

Besides, every resident is obliged to:

- 1) Accommodate (check in) within 7 days from obtaining the place in the Student's House, or notify the Student's House administrative bodies about the possible delay in accommodation; lack of such information shall be considered as the resignation from place in the Student's House;
- 2) Inform the Student's House administrative bodies about the term of room vacating at least 30 days in advance,
- 3) Upon request of the Receptionist or a Janitor and also upon request of the Student's House administrative body and the authorized representatives of the Residents' Council present the ID or the resident card,
- 4) Return the keys to the Janitor Room, unless other rules of conduct have been introduced in a particular Student' House.
- 5) Immediately inform the Student's House administrative bodies about any accident or illness of co-inhabitants.
- 6) Inform the Student's House administrative bodies about the decision not to use the room

for a period longer than 15 subsequent days; lack of such notification is understood as resignation from further residence in the Student's House.

§ 24

If the Reception desk in a particular Student's House does not operate continuously, the residents agree in writing to:

- 1) Pay attention to proper door locking in such areas that has been made accessible with the key,
- 2) Do not allow third persons to the premises,
- 3) Immediately inform the Student's House administrative bodies about the presence of unauthorized persons in the premises,
- 4) Inform the Student's House administrative bodies about all situations that may constitute potential threat to the residents and property,
- 5) Cover the costs of repair or of making copies of a lost or damaged key.

VI. Visitors

§ 25

1. The residents may receive visitors between 7 am and 11 pm.
2. Upon request of a resident, supported by his/her co-inhabitants, the Student's House Manager may in special cases give consent for a visitor's payable overnight stay.
3. A visitor being in a state of intoxication is not allowed to enter the Student's House.
4. The visitor is obliged to leave his/her ID at the Reception desk and give the name and room number of the visited Student's House resident.
5. The visitor is obliged to follow these Regulations and to conduct oneself in the manner not disturbing the peace and quiet of the Student's House residents.
6. The residents of a particular room take the responsibility for persons staying in their room breaching the provisions of sections 1-5 above.
7. The Student's House Manager or a person authorized by the Manager may order a person in a state of intoxication to leave the Student's House if this person may be a real threat to the persons staying in the Student's House, or if this person violates the principles of Student's House order.

VII. Residents' liability

§ 26

1. In case of breaching these Regulations a resident renders himself liable to disciplinary action, determined under separate regulations.
2. In particularly justified cases a resident may be expelled from the Student's House with immediate effect.
3. In cases referred to in section 2, the decision is taken, after consulting the competent body of the Students Self-Government or the Doctoral Students Self-Government, respectively- by the Director for Student Affairs and Education in Toruń or the Vice-Chancellor for Collegium Medicum in Bydgoszcz, who inform the Dean about the issued decision.
4. The decision, referred to in sec. 3 may be appealed against to the Vice-Rector for Student Affairs in Toruń or the Rector's Proxy for Student Affairs at Collegium Medicum in Bydgoszcz, respectively. Their decision, however, is final.

§ 27

1. The perpetrator is held liable for any damage or devastation of the room or its fittings. In case of any damage of which the perpetrator is unknown, the responsibility shall be borne jointly by all residents of a particular room.
2. The perpetrator shall be held directly liable for any damage to the common-use areas.
3. In case of any damage to the common-use areas of the living box (bathroom, hall and kitchen) of which the perpetrator is unknown, the responsibility, including financial liability, shall be borne jointly by all residents of the box.

VI. Final and temporary provisions

§ 28

The Directive No. 104 of the Rector of the Nicolaus Copernicus University in Toruń of 15th November 2007 on the entry into force of the Regulations of the Student's House of UMK becomes now invalid.

§ 29

The Regulations of the Student's House of the Nicolaus Copernicus University in Toruń, agreed with the Students Self-Government and the Doctoral Students Self-Government is effective as of 5th May 2014.

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