

STUDENT DORMITORY (SD) REGULATIONS

I. RIGHTS AND OBLIGATIONS OF DORMITORY RESIDENTS

1. All dormitory residents have the same rights and obligations.
2. A resident of a dormitory has the right to:
 - a. express opinions and make postulates in all matters concerning the functioning of SD,
 - b. demand the intervention from the administrator of the dormitory in the event of violation of his/her rights,
 - c. use common space and all the facilities of the Dormitory entitled for the shared use,
 - d. enter and leave the dormitory at any time, in compliance with the rules of quiet hours between 23pm and 7am,
 - e. in exceptional situations, let a member of an immediate family stay the night in the dormitory for free on condition they obtain the consent of all residents of the room and have agreed this case with the administrator of the student dormitory,
 - g. deposit their property for the holiday period. Leaving items in the deposit may take place from June 15 to June 30, however, they need to be collected by October 10. ERASMUS office has the right to deposit their students' household items until next semester starts,
 - h. if possible, to change the room for another room or the room of a higher standard or even a student dormitory,
3. A resident of a dormitory is obliged in particular to:
 - a. respect the SD property - its residents are financially responsible for any shortages and damages to SD devices and equipment,
 - b. if the perpetrator of the damage is not identified, all residents of a given room, floor or the entire student dormitory, depending on the nature of the damage and the place of its occurrence, shall be financially liable,
 - c. inform the dormitory administrator of any noticed defects or damage and destruction of the dormitory property,
 - d. keep their rooms and common space clean,
 - e. lock the room when leaving it and during sleeping hours,
 - f. comply with health, safety and fire protection regulations,
 - g. report to the dormitory administrator the date of checking out from the dormitory, their prolonged absence and the prolonged absence of a roommate,
 - h. present the current resident card on every request of the porter on duty, the receptionist, the administrator,
 - i. pay accommodation fees regularly every month for the place occupied in the dormitory,

j. return the equipment, bedding and household items when checking out, pay due fees and leave the room impeccably clean. Checking out takes place in the presence of the administrator of the dormitory or another employee of the dormitory indicated by the administrator,

k. leave the room key at the reception desk each time they leave SD,

l. move to another room when the roommate has moved out, on request of the administrator of the student dormitory, if it is justified by economic reasons or the needs of the University,

m. comply with the provisions of these regulations and other regulations concerning the functioning of student dormitories, issued by the Rector.

II. RULES OF STAYING IN A STUDENT DORMITORY

1. Any visits in the rooms may take place with the consent of roommates at strictly defined hours, i.e. from 8am to 23pm and subject to the following requirements:

1) visitors are obliged to present a document proving their identity to the reception desk employee in order to enter the dormitory (the name, surname, ID number, entry and exit times are recorded in the guest's book); in addition, the visitor is required to provide the name of the dormitory resident and the number of his/her room; failure to record the exit of the visitor in the guest book and if that person remains on the premises of the Dormitory after the silent hours, obliges the visitor to pay a fee of PLN 20 to the receptionist on duty,

2) the visitor is equally responsible for their behaviour, damage or disturbance of order in the premises of the student dormitory,

3) persons who are not residents of this dormitory and who have previously committed offenses against the Regulations of Dormitories may not be allowed to enter the dormitory again,

4) In the event of emergency situations, the Rector may limit or prohibit visiting the student dormitories to the persons who are not their residents.

5). All residents should comply with the quiet hours between 23pm and 7am,

During the remaining hours, it is forbidden to disturb the peace in the student dormitory, e.g. slamming doors, listening to loud music, in particular in the corridors,

6) In the event of disturbing the quiet hours, the porter is obliged to intervene immediately and reprimand the persons concerned. If the porter's intervention is unsuccessful, the security will be called; if the situation repeats/persists, the student is asked to check out from the student dormitory and their home university is notified about his/her behaviour,

7) The entrance door to the Dormitory is closed at 23pm, afterwards, only its residents are admitted to the student dormitory.

2. In the dormitory it is forbidden to:

a. keep pets,

b. be drunk and under the influence of intoxicants,

c. throw any items out of the window,

- d. without notifying the administrator, fix any installations, including mainly electricity, gas, water and sewage systems as well as the Internet network,
- e. trade and gamble,
- f. bring in, store and distribute drugs, alcohol, firearms, gas weapons, explosives and other items that may be dangerous in the premises of the SD,
- g. take out the SD equipment,
- h. leave leaflets outside the designated place,
- i. decorate the interior of the room and the facade of the building permanently,
- j. rent a place in the room to another person,
- k. smoke tobacco products outside the designated areas,
- l. use their own gas and electric cookers,
- m. throw objects into sanitary facilities,

III. ACCOMMODATION FEES

1. The fee amount in student dormitories is defined by the Rector.
2. The accommodation fee is paid by:
 - 1) a student or doctoral student of the University of Life Sciences in Lublin - to the account indicated and no later than by the 15th of each month;
 - 2) the other residents - at the reception desk of the SD no later than by the 5th of each month;
 - 3) persons accommodated on an ad hoc basis - at the Dormitory reception desk on the first day of their stay;
3. Student dormitory residents are financially responsible for all damages incurred.
4. Media and the Internet charge is included in accommodation fee.
5. If the period of residence is shorter than a month, for accommodation up to 15 days, the fee is half of the applicable rate, for more than 15 days – it amounts to a one -month fee.
6. In the case of staying only for several days, it is possible to pay the daily rates, after prior arrangement with the Dormitory administrator.
7. For exceeding the fee payment time, the resident is obliged to pay statutory interest for the delay in accordance with applicable law.

IV. CHECKING OUT

1. The resident is obliged to check out of the dormitory at the latest on the last working day of June, unless he has received permission to stay in the dormitory for the holiday period.
2. Before moving out of the dormitory, the resident is obliged to settle all obligations with the SD administrator, in particular in terms of payment for the occupied place, damage repair costs,

3. A resident who has not moved out, may be evicted by the commission consisting of the administrator of the Dormitory Office, an employee of the Dormitory Office, an employee of the Center for Didactics and Student Affairs. Members of the commission prepare and sign the eviction report. Personal belongings of the evicted person are secured in the Dormitory. Secured items, in the event of not collecting them within 2 years of checking out, shall be destroyed by the commission.
4. In the event of failure to pay the fee within the time limit referred to above, the Dormitory Office calls the resident to pay the fee together with the interest due and sets the deadline of payment.
5. Failure to pay the debt within the deadline set by the Dormitory Office results in the loss of accommodation in the student dormitory.
6. In the event of an unexcused absence from the dormitory for more than half a month or failure to accept a reminder, summons or final summons, the resident shall be evicted.
7. If a former resident fails to settle the overdue payments despite the summons, debt collection actions will be applied to him/her
8. A resident of a dormitory loses the right to stay in a dormitory in case of:
 - a. lack of confirmation of taking up accommodation,
 - b. failure to pay the fees by the deadline set by the Dormitories Office
 - c. not being a student or a doctoral student any longer,
 - d. suspension of student's rights,
 - e. sharing or renting the allocated space to another person,
 - f. grossly violating the rules of order and safety in the student dormitory,
 - g. obtaining a place in a dormitory based on false data,
 - h. violation of the provisions of these regulations,
 - i. decision of the Vice-Rector for Student Affairs or the Disciplinary Committee for Students for an act unworthy of the student. A resident against whom such decision was made is required to leave the place in the student residence within 7 days.

V. FINAL PROVISIONS

All defects in the rooms reported by residents are repaired only in their presence.

1. The repairs planned (after informing the residents) and in emergencies, e.g. damage to the gas, central heating, plumbing, electricity etc. can be done only under the supervision of the administrator of the student dormitory. In other justified cases, only the SD administrator may enter the room during the absence of its residents.
2. Any breach of the provisions of these regulations is punishable.
3. In the event of a gross violation of the provisions of the Dormitory Regulations, the coordinator of the Dormitory Office may submit an application to the Rector for disciplinary punishment of a resident who is a student or doctoral student.

These regulations apply equally to all residents of student dormitories of the University of Life Sciences in Lublin.