#### ANNOUNCEMENT

# of the Vice-President for Education of the Lodz University of Technology of 30 September 2015

## Lodz University of Technology Campus Hall of Residence Regulations

#### Section 1

- 1. Dormitories serve as a place of temporary residence, learning and leisure for persons eligible to live there.
- 2. Dormitories and supporting facilities are owned by the Lodz University of Technology and constitute an integral part of the Lodz University of Technology Campus, and should be particularly cared for and protected through continuous maintenance of its proper condition and order.

#### Section 2

- 1. The Regulations sets out the rights and obligations of the Residents related to accommodation and living in the Dormitories of the Lodz University of Technology.
- 2. The following terms and abbreviations are used throughout the Regulations with their respective meanings:
- a) Hall of Residence a Hall of Residence of the Lodz University of Technology;
- b) AC the Accommodation Committee of the Student Government of the Lodz University of Technology;
- c) Campus the Campus of the Lodz University of Technology;
- d) Regulations the Lodz University of Technology Campus Hall of Residence Regulations;
- e) RC the Residents Council of a particular Hall of Residence;
- f) SG the Student Government of the Lodz University of Technology;
- g) Resident a student or other person eligible to use a room in a Hall of Residence.
- h) Guest a person invited by a Resident and remaining in a Hall of Residence.

- The Accommodation Committee of the Student Government of the Lodz University of Technology is a committee that operates under the Statute of the Student Government of the Lodz University of Technology and manages the affairs regarding accommodation in the Campus of the Lodz University of Technology.
- 2. The AC is composed of: the President of the AC and one representative of each RC from every Hall of Residence.
- 3. The AC is located in a building of Lodz University of Technology in Lodz at al. Politechniki 3a.

Students of the Lodz University of Technology who reside in the Campus may become members of the AC.

#### Section 5

The AC releases a schedule of procedures regarding accommodation until 30 November of a calendar year preceding a year in which particular dates will be effective.

#### Section 6

- 1. A place in a Hall of Residence may be applied for by:
- a) the students of the Lodz University of Technology;
- b) the doctoral students of the Lodz University of Technology referred by the Board of Doctoral Students of the Lodz University of Technology in agreement with AC;
- c) foreign students and doctoral students referred for accommodation by the International Faculty of Engineering of the Lodz University of Technology or by the Unit for Internationalization of Education of the Lodz University of Technology:
- d) the employees of the Lodz University of Technology;
- e) students and doctoral students of other universities;
- f) persons undergoing training and scientific internship.
- 2. Students and doctoral students may apply for accommodation in a Hall of Residence with spouses and/or children.

#### Section 7

If there are places still available after the accommodation procedure has been closed (according to the schedule referred to in Section 5), persons not listed in Section 6 may apply for accommodation.

- Besides the persons specified in Section 6, persons that have been referred to use guest rooms by the Manager of the Campus of the Lodz University of Technology or the Manager's authorized representative may also be accommodated.
- 2. The rules of accommodating in and using guest rooms are specified by the Manager of the Campus.

- 1. The Residents of a Hall of Residence are represented by the RC of the Hall of Residence.
- 2. The election procedure for the RC is specified in the Electoral Regulation of the Student Government of the Lodz University of Technology.
- 3. Rights of the RC are set out in the Statute of the Student Government of the Lodz University of Technology.

## Chapter II. Accommodation Rules II.1 Admission

#### Section 10

- A student for whom everyday commute from the place of permanent residence to the Lodz University of Technology would make studying significantly more difficult or impossible and who is in difficult financial situation has the priority of admission to a Hall of Residence in the Campus.
- 2. A student may only be granted one place in a Hall of Residence.
- 3. In justified cases, a student may request to have the entire room for their own use on account of their specific life situation. In this case, the application should be supported by additional documentation and description of the applicant's situation. Decision on requalifying a multi-bed room into a single room and as a result reducing the standard number of places is made by a competent Vice President through the Manager of the Campus.
- 4. The rules of applying for a place in Hall of Residence I are specified in a separate regulation: "Regulations on admission to Hall of Residence I".
- 5. Students and doctoral students may apply for accommodation in a room with their children and/or spouse.

#### Section 11

In order to qualify for the procedure of admission to a Hall of Residence, applicant should fill in a form of admission to a Hall of Residence in the Campus in accordance with the schedule published.

#### Section 12

1. In order to be allowed to apply for a place in a Hall of Residence in the Campus, applicant must fill in a proper registration form within a period specified in the relevant schedule.

- 2. Persons who have been initially qualified for accommodation by the AC based on the registration form should submit the following documents to the AC office within a date specified by the AC:
- a) application for accommodation in the Campus printed and signed by the applicant;
- b) based on the previously completed registration form documents confirming financial situation of the student applying for a place in the Campus, specified in the applicable Regulation on financial aid to the students of the Lodz University of Technology.
- 3. If the AC finds significant inconsistencies between the documents submitted and the data provided in the registration form, the applicant may lose the right to apply for a place in a given academic year by the decision of the AC.
- 4. The decision on granting the right of accommodation for an academic year is made by the AC.
- 5. A person applying for a place in the Campus who has been denied accommodation by the AC has the right to appeal to the University President in writing within 14 days.

- The Hall of Residence Administration accommodates residents for a new academic year
  on the basis of a list of persons referred for accommodation created by the AC. Lists of
  persons referred for accommodation should be arranged alphabetically according to
  surnames first and then first names, which should be accompanied by a student register
  number, PESEL number, name of Faculty, College or Institute, and the year of studies the
  student will follow in a given academic year. For a spouse and/or child, it is only required
  to provide their names and surnames.
- 2. During an academic year, the Residents are accommodated by the Hall of Residence Administration on the basis of a valid referral issued by the AC.

- 1. A place in a Hall of Residence is granted for a period lasting until the end of the summer term in a given academic year, excluding the period of summer holidays.
- 2. Applicant can take up residence in a Hall of Residence only if is not in arrears with payments for accommodation. Persons who are in arrears with payments may not take up residence until the payments are settled.
- 3. Accommodation for the period of holidays is possible upon a Resident's written request. Application for a place along with supporting documents justifying the reason for staying during holidays should be submitted to the Administration of a Hall of Residence where the person resides during the academic year. Application is processed by the Hall of Residence Administration. Residents living in a given Hall of Residence during the academic year and persons undergoing student internship have the priority of accommodation.
- 4. A person who has been granted the right of accommodation in a Hall of Residence by the AC should check in on a date announced by the Accommodation Committee.

- 5. If the person does not check in on a specified date, they lose the place in the Hall of Residence. However, it does not exclude the chance to reapply for a place in a Hall of Residence under the rules set out in Section 11 and 12.
- 6. A person whose reasonable circumstances make it impossible for them to check in on a date specified in Paragraph 4 must notify that to the Administration of the Hall of Residence to which the person was assigned.
- 7. A person who has been granted a place in a Hall of Residence for a new academic year shall make a payment for the entire month of October, even if they check in on a later date, and pay a deposit amounting to a one-month payment for a place in a room within two weeks of the date of the check-in.
- 8. In case of an early check-out before the period specified in Paragraph 1 of this Section, the Resident shall submit an application to the Hall of Residence Administration, providing the reasons for leaving the granted place.
- 9. For check-outs until the 15<sup>th</sup> day of a given month, a day rate shall apply (excluding October, which is paid for in a full amount). For check-outs after the 15<sup>th</sup> day of a given month, the full month rate shall apply.
- 10. The Resident shall pay for accommodation in advance until the 20<sup>th</sup> day of each month an amount established by a competent Vice President in agreement with the Legislative Body of the Student Government of the Lodz University of Technology. Temporary absence of the Resident does not release them from the payment obligation.
- 11. In case of delayed payments for a place in a Hall of Residence, penalties for delayed payments are imposed. Penalties are also calculated if an incomplete payment is made. A penalty is calculated after a given month is closed by the banking system. The penalty amount is regulated by a tariff passed by a competent Vice President in agreement with the Legislative Body of the Student Government of the Lodz University of Technology.
- 12. In specific cases justified by the financial situation of a Resident, a competent Vice President may extend the payment deadline through the Manager of the Campus or release the Resident from the obligation to pay a penalty.
- 13. In case of delay in payment for a place in a Hall of Residence for two complete payment periods, the Resident loses the right to reside in the Hall of Residence within 7 days of a written notification regarding the decision to remove the Resident from the Campus. In specific cases, the decision may be changed by the Manager of the Campus.
- 14. If the decision referred to in Paragraph 13 is appealed from, the removal of the Resident from the Hall of Residence is suspended for the time the appeal is processed.

## Before checking in:

- a) fill in a registration questionnaire;
- b) sign a room furnishings sheet, having seen the room's actual condition;
- c) read the Regulations and undertake to comply with it by placing a signature.

Each person who is granted a place in a Hall of Residence for a given academic year shall pay a deposit to confirm the use of accommodation. The deposit amount and its payment deadline will be announced by the AC. If there is no deposit within the deadline, it will lead to the loss of the place granted.

- 1. The Resident shall reside in the room they have been accommodated in.
- 2. After checking in, the person becomes a Hall of Residence Resident and is fully responsible, also financially, for the room and its furnishings.
- 3. Acceptance and return of a room and its furnishings is recorded in two copies (one for the Resident and one for the Administration).
- 4. The Resident shall be fully responsible for the property entrusted to them and shall return it in an unchanged condition when it comes to both quantity and quality, by using it properly. The Residents of a given room are responsible for the room's condition. Their obligations also include cleaning the room/segment before checking out, irrespective of the order of moving out from the room/segment.
- 5. The Resident is financially and, in reasonable cases, disciplinary responsible for any damage caused to the university property entrusted to them. The Resident confirms the financial responsibility upon checking in through signing the room furnishings sheet.
- 6. If any of the furnishings are damaged or lacking, the Resident shall cover the costs of repair of the damage and purchase of new equipment (the amount used to cover the repair is set off against the refundable deposit). The damage is assessed on the basis of the actual cost of repair or replacement.
- 7. If it is impossible to establish who is responsible for the damage in a room, technical facilities, and the room furnishings, the roommates shall be jointly responsible for the damage.
- 8. Changes to the furnishings or a significant change to the decoration of a room/segment requires a prior consent of the Hall of Residence Manager.
- 9. In the periods when there is a large number of vacancies in Dormitories, the Hall of Residence Administration in agreement with the RC makes a decision with regard to reaccommodation of Residents living individually. If such a decision is made, the Resident is obliged to move to the indicated room.
- 10. In order to change a given Hall of Residence, the Resident must submit a proper signed application to the AC.
- 11. If the Residents are absent, their room may be entered by a Campus employee authorized by the Hall of Residence Manager in the cases of life and health hazards, failure requiring immediate repair, inspection of the sanitary epidemiological service or other authorized services.

- 12. In other cases if the Residents are absent, a residential room may only be entered in the presence of a committee and only for important reasons. The committee should consist of minimum three members. It is appointed by the Hall of Residence Manager in agreement with the RC. If a room/segment is entered in the presence of a committee when the Residents are absent, a report must be drawn up and the Residents must be notified.
- 13. In case of an inventory, the room may be entered after a prior announcement that the inventory will be carried out placed on the bulletin board and notification of the RC of a given Hall of Residence.

- 1. A graduate from the Lodz University of Technology may live in a Hall of Residence up to 30 days of the day of graduation or completion of doctoral studies.
- 2. The Manager of the Campus in agreement with the AC may agree to extend the residence of the Lodz University of Technology graduate beyond the period specified in Paragraph 1.

## II.2 Mixed rooms

#### Section 19

A mixed room in the Campus of the Lodz University of Technology is a room in a Hall of Residence of the Lodz University of Technology that may be resided by a man and a woman at the same time.

## Section 20

This chapter sets out the rules for granting mixed rooms in the Campus for:

- a) siblings;
- b) married couples;
- c) persons of different sex who are not married.

- 1. A mixed room for persons referred to in Section 20 a) may only be applied for by students of the Lodz University of Technology, i.e. each of the siblings must be a student of the Lodz University of Technology.
- 2. A mixed room for persons referred to in Section 20 b) may only be applied for by married couples where at least one of the spouses is a student of the Lodz University of Technology.
- 3. A mixed room for persons referred to in Section 20 c) may be applied for by persons who are not married, provided that both of them are students of the Lodz University of Technology.

The order of priority when it comes to granting mixed rooms: married couples and siblings who are students of the Lodz University of Technology; married couples where one of the spouses is a student of the Lodz University of Technology, and persons who are not married.

#### Section 23

- 1. If one of the Residents moves out of a mixed room, the room is no longer a mixed room and it will be assigned to another Resident of the same sex to the Resident that remained in the room.
- 2. If a Resident decides that they do not want to use a mixed room, the Resident will be accommodated in another room only if it is possible; otherwise they would no longer be able to use a place in the Hall of Residence.

#### Section 24

After an initial qualification for accommodation by the AC, married students who want to move into a mixed room together should additionally submit an application for a mixed room and a marriage certificate.

#### Section 25

After an initial qualification for accommodation by the AC, students that are siblings and want to move into a mixed room together should additionally submit an application for a mixed room and a declaration of kinship signed by both of the siblings.

- 1. The right to reside in a mixed room is lost if:
- a) any of the persons living in a mixed room submits a written declaration that they no longer live together;
- b) one of the persons living together ceases to be a student of the Lodz University of Technology — except married students of the Lodz University of Technology one of whom ceases to be a student;
- c) it is found that false declarations or documents supporting the rights to use a mixed room have been submitted.
- 2. If the student loses the right to live in a mixed room, they:
- a) shall move into another room upon the consent of the RC and the Administration of the Hall of Residence where they reside, provided that there are any vacancies;
- b) receives a referral to another Hall of Residence from the AC if there are no vacancies in the Hall of Residence where they currently reside;
- c) loses the place in the Hall of Residence if there are no vacancies.

## II.3 Single rooms

## Section 27

A single room may be applied for by students whose health condition or uncontrollable circumstances make it difficult to live with a roommate.

A student applying for a single room should additionally submit the following documents:

- a) application for a single room;
- b) certificate on the health condition of the person applying for the room;
- c) any documents certifying the uncontrollable circumstances.

## II.3 Accommodation with a child and/or a spouse

#### Section 28

- 1. A student or a doctoral student applying for accommodation with their child and/or spouse shall:
- a) present the child's birth certificate and/or marriage certificate;
- submit, along with the application, a declaration on waiving any claims related to the Hall of Residence infrastructure that may not be adapted for the needs of the child and/or the spouse;
- c) present the current liability insurance of the spouse and/or the child.
- 2. The Resident is fully responsible, including financial responsibility, for damage caused by the spouse and/or the child.

## II.5 Extending the accommodation period

- 1. In order to apply for accommodation in the Campus of the Lodz University of Technology for another academic year, the procedure described in Section 11 and 12 must be carried out once again.
- In order to be able to apply for accommodation for another academic year, a positive opinion of the Administration and the RC of a given Hall of Residence is necessary. The decision on granting accommodation is made by the AC.
- If the Resident receives a negative opinion of the RC of a given Hall of Residence, the Resident may stay in the Campus, provided that they change the current Hall of Residence.
- 4. If the Resident receives negative opinions of the Administration and the RC of a given Hall of Residence, the Resident's right of accommodation in the Campus of the Lodz University of Technology is suspended for the period of one academic year.
- 5. In case the Resident receives a negative opinion from the Administration or the RC of a given Hall of Residence twice during the entire period of residence in the Campus, the Resident loses the right of accommodation in the Campus.

Rules according to which the remaining vacancies within the entire Campus are disposed of are established by the Manager of the Campus and the AC, as approved by the Legislative Body of the Student Government of the Lodz University of Technology.

## Chapter III. Rights and obligations of the Resident

## Section 31

The Resident of a Hall of Residence has the right of:

- a) privacy in their assigned room;
- b) active and passive participation in the elections for the RC, provided that the Resident is a student;
- c) participation in the affairs of the Hall of Residence and co-deciding through the RC in all the affairs regarding the operation of the Hall of Residence;
- d) entering and leaving the building at any hour;
- e) selection of roommates if the accommodation conditions allow it;
- f) consent to the accommodation of a given roommate and the right of change of the place of accommodation;
- g) organize non-alcoholic social gatherings within the Hall of Residence in facilities specially designed for this purpose upon the consent of the Hall of Residence Administration and the RC;
- h) participation in all cultural, leisure, dance events etc. organized for the Residents by the RC or upon its consent and under terms and conditions specified by the Hall of Residence Administration;
- change of bed linen once every three weeks;
- j) receiving Guests in the Hall of Residence between 6:00 am and 11:00 pm;
- k) using the Hall of Residence first-aid kit, having reported the medications collected.

- 1. The Hall of Residence Resident may invite persons from outside the Hall of Residence, who can stay between 6:00 am and 11:00 pm.
- 2. Between 11:00 pm and 6:00 am, Dormitories are closed for persons who are not Residents of a given Hall of Residence or Guests of a person residing in a given Hall of Residence.
- 3. An overnight stay of a person not being a Resident of the Hall of Residence shall be reported to the Hall of Residence Administration.
- 4. A person staying in the Hall of Residence as a guest should be paid for on the first working day in the Hall of Residence Administration according to the rate specified by the Hall of Residence Administration in agreement with the Student Government of the Lodz University of Technology.

- 5. It is forbidden to provide such accommodation without fulfilling the relevant formalities. A Resident who provides such accommodation may lose a place in the Hall of Residence.
- 6. A person who is staying in a Hall of Residence as a guest is obliged to show a Student's ID or a different photo ID at the reception desk or the porter's lodge and provide the room number and surname of the Resident whom the person is visiting.
- 7. Paragraphs 1–6 of this section do not apply to persons who hold the Resident Card. Detailed procedures with regard to such persons are specified in Section 33.

- 1. The Lodz University Campus Resident Card, hereinafter referred to as the Resident Card, is a personal document entitling its owner to be in any room of a Hall of Residence at any hour, without the need to pay additional fees.
- 2. Every Resident of the Campus may receive the Resident Card.
- 3. The Resident Card is issued by the AC.
- 4. In order to obtain the Resident Card, one must come to the Office of the Student Government of the Lodz University of Technology.
- 5. For underage persons, the Resident Card is issued to their parents or legal guardians. The fact of handing-over the Resident Card to an underage person is equivalent to the consent to its use.
- 6. An owner of the Resident Card has the right to be in any room of a Hall of Residence after showing the Resident Card in the porter's lodge of the Hall of Residence and upon the consent of the room Residents.
- 7. The Resident Card may only be used by its owner. It is forbidden to make the Card available to any third parties.
- 8. The loss of right of accommodation in a Hall of Residence (Chapter IV) is synonymous with the loss of right to use the Resident Card and it means that the Resident Card must be returned to the Office of the Student Government of the Lodz University of Technology within 7 days.
- 9. If the Card is lost or damaged, its owner must immediately notify that in writing to the issuing authority.
- 10. For issuing a duplicate of a damaged or lost Card, its owner shall pay a fee specified in a separate announcement.
- 11. The Resident Card must be returned to the issuing authority within 7 days of the date of the loss of right of accommodation in the Campus.
- 12. The template and cost of the Resident Card is specified in a separate announcement.

- 1. Guests visiting the Residents shall comply with the Regulations. The Resident shall be fully responsible, including financial responsibility, for the effects of the Guest's behavior under the Regulations.
- 2. In case of a gross order violation, the Hall of Residence Administration or a security employee may remove the Guest from the Hall of Residence in agreement with the RC.

- 3. In reasonable cases, the Hall of Residence Administration may deny access to a Hall of Residence for persons who have previously violated the Regulations.
- 4. Persons whose behavior indicates that they are under the influence of alcohol, narcotics, or whose behavior violates the rules of good manners (they are rowdy, aggressive, and use offensive language), have no right to enter a Hall of Residence.

## The Resident shall:

- a) comply with the provisions of the Lodz University of Technology Campus Hall of Residence Regulations;
- b) follow the generally accepted rules of social conduct;
- c) display appropriate behavior within the Hall of Residence that allow other Residents to learn and rest;
- d) make payments for accommodation in the Hall of Residence;
- e) before accommodation, pay a deposit referred to in Section 14 Paragraph 7;
- f) follow the procedural decisions of the Hall of Residence Administration and the RC;
- g) follow the curfew between 11:00 pm and 6:00 am;
- h) care for the property of the Hall of Residence and prevent its improper use;
- keep the rooms/segments, bathroom and toilet facilities, and public rooms clean and tidy;
- j) follow the OHS and Fire Safety regulations, comply with the instructions for use of gas and electrical equipment;
- k) report any faults, damage, and failures to the Hall of Residence Administration;
- I) in reasonable cases, show their ID upon the request of the Hall of Residence Administration or a security employee of the Hall of Residence;
- m) take out the garbage only in places intended for that purpose.

#### Section 36

#### Within the Hall of Residence, it is forbidden to:

- a) remove the Hall of Residence equipment or make it available to third parties without the consent of the Hall of Residence Administration;
- b) set up, alter, and repair any facilities by oneself, alter locks, cut keys, mount additional locks without the consent of the Administration, and destroy walls;
- c) install or use machines and equipment that are dangerous to health and life;
- d) use stoves, heaters, and other electrical equipment with power consumption higher than 3 kW, as well as extension cords and splitters without electric shock protection;
- e) use audio equipment in a way that makes it difficult for other Residents to learn or rest;
- f) throw items into sanitary equipment that may damage it or affect its function;
- g) smoke within the entire facility;
- h) keep animals;
- i) carry out any business or commercial activities;
- j) organize gambling;

- k) bring motor vehicles into the buildings;
- I) bring and store in the Hall of Residence firearms, ammunition, explosives, and other items hazardous to human and animal life and health or that may damage the property;
- m) take the Hall of Residence equipment outside the Hall of Residence;
- n) provide overnight accommodation to persons that are not Residents of the Hall of Residence without the consent of the Administration or the RC;
- o) organize parties in the Hall of Residence and within its surroundings in a way that disturbs other people;
- p) let, rent or make available a granted place to another person;
- a) abuse alcohol:
- r) possess, take, deal, and be under the influence of drugs and narcotics;
- s) subject oneself and other fellow residents to life and health hazards;
- t) throw any items and equipment out a window;
- u) post announcements, messages, etc. in places other than those specially intended for that purpose.

If it occurs that the Resident damaged their room or a public room, the Resident will bear the costs calculated on the basis of actual costs of repair or replacement of equipment. The Hall of Residence Administration may consent to the Resident making repairs or renovating the rooms.

#### Section 38

The Administration has the right to inspect whether the rooms/segments are properly cleaned.

## Chapter IV. Loss of right of accommodation

## Section 39

The Resident may lose the right of accommodation in a Hall of Residence (apart from the provisions of Section 26):

- a) after the period for which the place was assigned has expired;
- b) after the decision to remove them from the student register becomes effective;
- c) in case of a two-month delay in payment for the place in the Hall of Residence;
- d) if, without a justifiable reason, the Resident does not use their granted place within a specified period for more than 5 days of the date of issue of the referral by the AC or the specified accommodation date;
- e) 30 days after graduation, completion of doctoral studies, or receiving a doctoral degree;
- f) if the Resident lets their granted place to another person in such a case both the person and the Resident that let the room lose the right to a place in a Hall of Residence for the entire period of their studies;

- g) if the Resident is not a student and their spouse or parent loses the right of accommodation in the Campus of the Lodz University of Technology;
- h) if the Hall of Residence Administration finds for the third time that the rooms/segments are not clean.

Upon the request of the Hall of Residence Administration and in agreement with the RC, the AC may deprive a person who does not comply with the Regulations, especially the provisions of Section 34 and 35, of the right to use a place in a Hall of Residence. The Resident must leave the Hall of Residence within 14 working days of the date of receiving the final decision on removing the Resident from the Campus.

#### Section 41

- 1. The decision on depriving the Resident of the right of accommodation referred to in Section 40 is made by the AC.
- 2. The decision may be appealed from within 14 working days to the University President. The Resident may stay within the Campus until the appeal is processed.

## **Chapter V. Final Provisions**

## Section 42

- 1. The Hall of Residence Administration may use the following penalties against the Hall of Residence Residents who violate the provisions of the Regulations and other ordinances applicable to the Hall of Residence Residents:
- a) oral or written warning;
- a) referring the matter to the University President or a competent Vice President, who, having looked into the matter, may refer it to the Peer Tribunal or the Disciplinary Committee for Students.
- 2. Student disputes regarding residence in a Hall of Residence are settled by the RC in agreement with the Hall of Residence Administration.
- 3. Doubts related to the clarification and application of the Regulations are settled by the Manager of the Campus in agreement with the AC.
- 4. In cases not provided for in the Regulations, the decision is made by the President of the Lodz University of Technology.
- 5. The Regulations become effective as of the date it is passed by the Parliament of the Student Government of the Lodz University of Technology and approved by the University President or a competent Vice President, i.e. as of 30 September 2015.

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