

Ordinance No R-44/2012
of the Rector of Lublin University of Technology
of 28 September 2012

on the regulations of Student Dormitories at Lublin University of Technology

Pursuant to Article 66 of the Act of 27 July 2005 Law on Higher Education
(Journal of Laws No 164 item 1365, as amended) it is hereby ordered as follows:

§ 1

The rules for dormitory residents of Lublin University of Technology are included the Regulations of Student Dormitories of Lublin University of Technology, annexed to this Ordinance.

§ 2

Monitoring of this Ordinance is entrusted to the Deputy Rector for Student Affairs.

§ 3

This Ordinance shall become effective upon signing it, that is from 1 October 2012.

Rector

Prof. Piotr Kacejko Ph.D., D. Sc. (Eng.)

**Regulations of Student Dormitories of Lublin University of Technology
coming into effect from 1 October 2012**

§ 1 Introduction

1. Student Dormitories, later called "SD" form an integral part of University, are a place of accommodation, studying, work as well as relaxation for entitled students, doctoral students and other persons defined in SD Regulations.
2. They are property of Lublin Technical University and should be the subject of special protection and care from their residents.
3. The representative of all residents and co-manager of SD is Student Dormitory Residents Council (SDRC).
4. Student Campus Residents Council (SCRC) is made up of all members of separate Dormitory Council.

§ 2 General Provisions

1. General provisions, rights and obligations of residents, SDRC, SCRC and Dormitory Manager are included in the Regulations of Student Dormitories of Lublin University of Technology.
2. The following regulations shall be observed by all Dormitories residents and other persons staying at the Student Campus.
3. Dormitories are run by the entitled University employees in cooperation with SDRC and SCRC.

§ 3 The award of accommodation

1. Awarding residence at a dormitory is granted by the Dormitory Manager acting under the written authority issued by the Rector, upon student's application made on a special form, annexed No 1 to these Regulations. Along with an application students are obliged to submit affirmation or resignation from awarded accommodation at a dormitory before 1 September of an academic year. The affirmation or resignation forms are annexed No. 2 to these Regulations.
2. The deadlines for submitting applications are given in separate announcements.
3. The students who actively participate in the activities for the benefit of students community or Dormitories shall be awarded the following accommodation:
 - a) a single room, upon the recommendation of the Head of Student Council
 - b) a twin-bedded room, upon the recommendation of the Head of Student Department Council.
4. All students are awarded accommodation at a dormitory for the period of 9 months.

§ 4 Accommodation

1. Accommodation at a dormitory is granted to a person who:
 - a) has been awarded dormitory accommodation for a certain period;
 - b) has completed all accommodation formalities within due time of 3 days from the appointed date;
 - c) has made proper accommodation payments on time.
2. Upon quartering a tenant shall get a resident card, bed sheets as well as necessary household equipment. Having received a resident card, a tenant is entitled to enter dormitory premises, get the keys and equipment from the reception desk.
3. The room or dwelling unit should be ready for accommodation furnished with working household equipment and furniture.
4. The acceptance or return of the room or dwelling unit by persons awarded residence shall be confirmed in a handover- takeover report based on a list of the room equipment.
5. Dorm residents shall assume full financial liability for the received bed sheets, equipment and other appliances.
6. Dorm residents shall assume full liability for all the room damage or equipment missing;

in the case of a damage whose perpetrator is impossible to determine - jointly in equal parts, unless they prove the damage was caused by violating the law or act of God.

7. Dorm residents shall assume full financial liability for the damage caused on the dorm premises. In the case of a damage whose perpetrator is impossible to determine - the residents of the floor or the whole dormitory shall be charged in equal parts depending on the kind and extent of damage, the decision is to be taken by a dorm manager and SDRC.
8. A Dormitory Manager or an authorized person is entitled to make a periodic inspection of the room condition in the presence of SDRC representative.
9. Inspections carried out in the absence of interested residents shall be performed in special cases such as:
 - a) a threat to dorm residents lives and health
 - b) a danger of property damage
 - c) water supply or electrical breakdown
 - d) fire threat
 - e) a damage requiring immediate repair reported by entitled room residents.
10. Students can swap their dorm allocations upon the consent of Dormitory Manager. In such cases the same rules as concerning quartering or vacating rooms are applied. In the case of vacating rooms by from one to three residents during an academic year, a Dormitory Manager shall re-house other students to occupy such vacancies.

§ 5 The appraisal of damage

1. The cost of university property damage at Lublin University of Technology Dormitories shall be financed with residents own funds. The provision of § 5, section 2-5 shall apply accordingly.
2. The value of damage done by a student is calculated by a Dormitory Manager based on the information from the Supplies Department.
3. Bearing the degree of financial liability for the damage of Dormitory property by respective residents is performed by Dormitory Manager along with SDRC.
4. Deputy Rector for Student Affairs accepts the damage appraisal report.
5. Dormitory residents are obliged to pay the amount resulting from the damage appraisal to the account of material assistance fund on the day of checking out.

6. Each dorm resident has the right to look into damage appraisal reports in order to get acquainted with the detailed analysis of the damage caused and missing dormitory equipment.

§ 6 The loss of residential rights

1. A dormitory resident shall lose accommodation allocation if:
 - a) they have not completed formalities connected with check-in process before the required date of 3 October of an academic year;
 - b) they fall behind with dormitory accommodation payments for one month;
 - c) they are withdrawn from the list of allocated accommodation by the Rector or the Dean;
 - d) they are deleted from the list of students or doctoral students;
 - e) drastic violation of SD Regulations;
 - f) unjustified absence in allocated room for the period of 7 days.
2. In cases described in § 6 section 1, a student or another dorm resident is obliged to check out of a dormitory within the period of 7 days.
3. A resident can be evicted with immediate effect in case:
 - a) not checking out within 7 days from getting the decision about losing the accommodation allocation;
 - b) gross misconduct against the Dormitory Regulations;
 - c) if a dormitory tenant is not an entitled resident.
4. Being evicted with immediate effect means being obliged to vacate the room within 48 hours from getting the decision.
5. The loss of residential rights for a tenant means the same for their spouse if the spouse is not a student or a doctoral student of Lublin University of Technology.
6. Losing the accommodation allocation involves payments of arrears as well as handing over the equipment and appliances.
7. In case of the delay of checking out beyond deadline, tenants shall be charged daily fees. The fees are charged for each day of using the room starting from the next day beyond deadline until the day of vacating the room.
8. In case of resident failing to check out, the dorm management along with SDRC have the right to call security in order to evict the person illegally occupying the room.

9. Before checking out the resident shall have the obligation to:
 - a) hand over the equipment;
 - b) make the handover of the room and its appliances in its original condition based on the handover- takeover report;
 - c) make all accommodation payments due;
 - d) pay damage appraisal fee;
 - e) take away all their personal belongings;
 - f) hand over the resident card.

§ 7. Residents rights and obligations

1. A dorm resident has the right to abandon the awarded accommodation during an academic year, observing 14-day notice of resignation as well as informing SD management about the date of checking out.
2. Dormitory residents have the right to:
 - a) have the bed sheets changed every 3 weeks;
 - b) use all common dormitory facilities and equipment complying with the decisions taken by Dormitory Manager in consultation with SDRC;
 - c) use facilities of all dormitories of Lublin University of Technology free of charge on showing the resident card. A resident of another dormitory can enter the building only before 10 p.m., accompanied by this dorm resident.
 - d) be informed about the latest activities of SDRC;
 - e) make request concerning various dormitory issues to Dormitory Residents Council and other university organizations;
 - f) to appeal the decisions taken by the Student Dormitory Manager to the University authorities according to the proper mode within 14 days from the date of their reception. The appeal does not withhold the execution of the decisions concerning disciplinary matters;
 - g) to enter and leave the Dormitory at any time of day or night;
 - h) to elect and be elected to the Student Dormitory Residents Council (SDRC);
 - i) to present suggestions and express opinions concerning the functioning of Student Dormitory Residents Council and Student Campus Residence Council(SCRC);
 - j) to ask the Dormitory Council and the Campus Council for intervention in case of violation of students' rights;

- k) to take part in Dormitory Council meetings organised in order to take decisions and resolutions concerning the Dormitory residence;
 - l) to elect and be elected as the so-called floor warden;
3. The residents are obliged:
- a) to display acceptable forms of behaviour fit for a student, according to the oath they have taken;
 - b) to observe the rules of check-in and check-out valid in the Dormitory;
 - c) to comply with fire-fighting, sanitary and property protection regulations;
 - d) to pay the fees for accommodation in the Dormitory for every subsequent month no later than 20th day of a month. In case of any delay in payment a person who is entitled to be accommodated in the Dormitory will be charged interest for the delay;
 - e) to comply with the rules of the current Regulations as well as the decisions issued by the Student Dormitory Manager, the Student Campus Residents Council and the Dormitory Council falling within the range of their competence;
 - f) to observe silence from 10 p.m. to 6 a.m.
 - g) to take care of the property of the Dormitory, keep the bedrooms and every common area clean and tidy as well as to inform the Dormitory administration of all the technical damages that have been noticed.
 - h) to inform the respective Dormitory employee about the change of name and permanent address;
 - i) to present the resident's card at the reception desk or, in case of occasional accommodation, the resident's card as well as any other document confirming one's identity (in some justified cases also to the University authorities, administration workers of the Dormitory, the Dormitory Council and the security workers);
 - j) to leave one's key to the room at the reception in case of leaving the Dormitory;
 - k) to cooperate with the Dormitory Council and the Campus Council;
 - l) to comply with the decisions of the Dormitory Manager and the Dormitory Council;
 - m) to elect the floor representative for the function of a floor warden no later than 20th October of a given year.
4. The floor warden's duties are:
- a) to keep the key to the laundry as well as keep record of people who take the key;
 - b) to inform the Dormitory Council and the Dormitory administration of all the damages and problems that have occurred at the floor;

- c) to care for the proper order at the floor and cooperate with the Dormitory Council and the Dormitory administration;
 - d) to forbid organizing parties at a given floor for a week's time at the request of, among others, ten residents from that particular floor;
5. Residents are especially forbidden:
- a) using in their rooms: spirit, petrol or gas cookers, electric cookers or heaters or other heat sources which are not included in the permanent household appliances of the room and in case when the Dormitory Manager notices that any of them are used in the room they will be confiscated and returned only on the check-out day;
 - b) wilful fitting, adapting, fixing the electrical installation as well as preventing other residents from using electrical, gas, water, telephone antenna, computer or other installations;
 - c) changing locks and ordering new keys to fit the lock;
 - d) misusing of facilities, Dormitory appliances as well as the fire-fighting equipment;
 - e) putting things into the sanitary fittings which could cause their damage or defective operation;
 - f) throwing any things out of the windows;
 - g) keeping pets in the rooms;
 - h) gambling on the premises of the Dormitory;
 - i) possession of firearms or pneumatic arms;
 - j) smoking on the premises of the Dormitory;
 - k) producing, selling or consuming any alcohol or intoxicating substances with a similar effect, e.g. drugs on the premises of the Dormitory;
 - l) making the allotted space available for people who have no right to use it;
 - m) doing any business on the premises of the Dormitory;
 - n) wilful placing of advertisements, posters etc. within the Dormitory or on the premises before obtaining the necessary agreement of the Dormitory Manager or the Campus Council (placing ads is payable);
 - o) storage of articles and goods in bedrooms and common areas, whose amount and destiny may point to business plans;
 - p) noise-making in the Dormitory in any form whatsoever (slamming the door, excessively loud use of radiophonic devices) is banned especially at night;
 - q) pasting or damaging of the fire-fighting system equipment.

6. Every violation of the current Regulations committed under the influence of alcohol or drugs shall indicate strict disciplinary action leading to immediate eviction from the Dormitory and informing the University authorities.
7. A resident may compensate for the violation of the Regulation working for the benefit of the Dormitory. The decision concerning the matter will be taken by the Dormitory Manager, the Dormitory Council and the resident (perpetrator). The matters of argument will be settled by the Vice-Rector for Student Affairs.
8. With reference to the installation of fire-detection system in the Dormitory - the cost of an unjustified arrival of the fire-brigade will be paid by the residents of a given room or floor according to the fact of fire risk registered by the centre.

§8 Visitors

1. The residents may receive their guests on the premises of the Dormitory according to the rules determined in the current Regulations.
2. A resident is obliged to counteract the kind of his/her visitors' behaviour leading to damage or noise-making on the premises of the Dormitory. If necessary he/she should inform the receptionist on duty, the Dormitory Council and the security service. The cases of flagrant negligence of the above duties may involve disciplinary action.
3. A resident is financially responsible for the damages made by his/her visitors.
4. The residents' visitors are allowed to enter the Dormitory only on the appointed hours: from 8.00 to 22.00. The visiting time may be altered for some specified time by the Dormitory Manager in agreement with the Dormitory Council.
5. People who are intoxicated by the use of alcohol or drugs are not allowed to enter the Dormitory.
6. Visitors are absolutely obliged to leave their identity card at the reception in order to be enrolled in the visitors' book by the receptionist on duty.
7. A resident shall take prior permission of the Dormitory Council and the Dormitory Manager for celebrating any parties in the Dormitory, observe the current regulations and notify the reception worker (submit the list of guests invited to the Dormitory).
8. The person who organizes the party is responsible for the damages and noise-making caused by the participants of the party.

9. Apart from the settled visiting hours people who are not registered are forbidden to stay in the Dormitory and the consequences of such an offence will be carried by the residents of a given room.
10. The Dormitory Manager can in exceptional cases allow a visitor to prolong his/her visit and inform the receptionist on duty about the fact. The person who invites the visitor is financially responsible for the occasional night's lodging, on the basis of a receipt or invoice.
11. In some inevitable cases the Dormitory administration or the Dormitory Council may forbid inviting somebody or terminate the visit.

§9 Occasional Lodging

1. Extramural students may take advantage of the available lodging in the Dormitories.
2. The lodging and time of stay must be booked in advance in the particular Dormitory.
3. Lodging is available only after prior payment of the fee for the booked stay, no later than on the day of the arrival.

§10 Final Provisions

1. Violation of the decisions of the current Regulations is viewed by the Dormitory Manager and the Dormitory Council who then present conclusions for further procedure.
2. Dependent on the actual needs the Dormitory Council in agreement with the Dormitory administration can issue some different detailed decisions valid on the premises of the Dormitory according to the resolutions of the current Regulations.
3. The Regulations will become effective on the day of being announced by the Rector's decision and valid for all the Dormitories of LUT.
4. As far as the matters are concerned which are not settled by the current Regulations it is advisable to refer to the following legal acts:
 - a) The Act of 27th July 2005, The Law on Higher Education, (the Journal of Laws, No 164, 2005);
 - b) Statutes of LUT;

- c) Regulations of Studies in LUT;
- d) Regulations Concerning the System of Financial Help Grants;
- e) Regulations of Student Self-Government of LUT.