

***By ordinance of the GUPES Rector No. 80/2023 of 20 august 2023***

## **STUDENT DORMITORY RULES AND REGULATIONS**

### **Gdansk University of Physical Education and Sport**

#### **§ 1**

Whenever these Regulations refer to:

- 1) GUPES - it should be understood as the Gdansk University of Physical Education and Sport,
- 2) SD - it ought to be understood as GUPES Student Dormitory,
- 3) SD Regulations - it should be understood as the Regulations of the GUPES Student Dormitory,
- 4) Student Self-Government Council - it ought to be understood as GUPES Student Self-Government Council,
- 5) Dormitory Manager - it ought to be understood as the GUPES Student Dormitory Manager,
- 6) Residents - it should be understood as students and doctoral students of GUPES.

#### **§ 2**

##### **GENERAL REGULATIONS**

1. The Dormitory Regulations define the rules of maintaining internal order in the Student Dormitory and on the premises of the GUPES, as well as the rights and obligations of its residents, the Student Self-Government Council and the Dormitory administration.
2. Student Dormitory is an integral part of GUPES and is a place of temporary residence for eligible students of GUPES and other persons renting premises in Dormitories.
3. SD is the property of GUPES and should be the subject of protection and care of its inhabitants.
4. Student Dormitory residents are represented by the Student Self-Government Council.
5. The representative of the GUPES in the Dormitories is the Dormitory Manager.
6. Whenever the SD Regulations refer to a student, it also means a doctoral student.

#### **§ 3**

##### **STUDENT DORMITORY AUTHORITIES**

1. Dormitory authorities are the Dormitory Manager and the Student Self-Government Council.
2. The competences of the Dormitory Manager include in particular:
  - 1) all matters related to accommodation,
  - 2) management of SD administration and SD service employees,
  - 3) securing the smooth functioning of dormitories, taking into account security and fire protection issues,
  - 4) receiving requests, complaints and requests,
  - 5) ensuring compliance with the SD Regulations.
3. The Student Self-Government Council is a representative of students living in SD and represents their interests.

#### § 4

#### **ACCOMODATION**

1. Before moving in, the student is obliged to:
  - 1) read the SD Regulations and sign a declaration of compliance with them,
  - 2) conclude an accommodation agreement for a place in a Dormitory, the template of which is set out in Appendix 1 to the Dormitory Regulations.
2. The following documents are required for accommodation in SD:
  - 1) identity card, and in the case of foreign citizens a passport or other document authorizing the legal stay in Poland,
  - 2) repealed
  - 3) confirmation of the deposit payment.
3. When checking in, the student receives a resident card and an access card, which is the key to the room, room connector, rooms assigned to the student (kitchens, laundries, entrances to the facility) and for receiving correspondence at the SD reception desk.
4. The SD manager may accommodate a new student during the academic year in the event of an earlier vacancy in the room.
5. When checking in, a protocol is drawn up, the template of which is set out in the attachment No. 2 to the SD Regulations.
6. If a student under 18 years of age is accommodated in a SD, the accommodation agreement referred to in sec. 3 point 2 is concluded with the student's parent or legal guardian. The student's parent or legal guardian submits a statement, the

template of which is set out in Appendix 3 to the SD Regulations. The parent or legal guardian of the student bears all costs and excluded responsibility for the care of the student during his/her residence in SD and releases GUPES from any possible liability in this respect. The student's parent or legal guardian is obliged to take constant care of the student.

## § 5

### **CHECKING OUT**

1. When checking out, the student is obliged to:
  - 1) personally complete the check-out formalities,
  - 2) return the borrowed equipment,
  - 3) settle any debt,
  - 4) take personal belongings,
  - 5) leave the room with the connector in proper order and cleanliness,
  - 6) Return the keys to SD administration.
2. Checking out should be reported to the SD office 5 days before the date of leaving the SD.
3. Check-out takes place from Monday to Friday in hours  
8:00 am-2:00 pm.
4. When checking out, the room is inspected by a committee to determine its condition.
5. Private items left in the room and in the common area after checking out are not stored. These items are subject to disposal at the expense of the Resident.
6. If the Resident fails to check out on time or refuses to check out, the Dormitory Manager may:
  - 1) block the Resident's room access card,
  - 2) submit the Resident's property located in the room for storage in the SD Office for a period of 10 days,
  - 3) dispose of the items referred to in point 2 after the expiry of the deadline for collecting the items ineffectively,
  - 4) charge the Resident an additional fee for failing to return the access card.

## § 6

## **LOSS OF RIGHT TO ACCOMMODATION**

1. A student loses the right to a place in SD before the end of the period for which he/she was accommodated if:

- 1) has been deprived of a place in the Dormitory by the decision of the Vice-Rector for student affairs in accordance with sec. 2-5,
- 2) has been struck off the list of students,
- 3) has been suspended in student rights by the decision of the Rector or the Disciplinary Committee,
- 4) is on dean's leave, unless he has obtained the appropriate consent for further use of the place in SD,
- 5) submitted a written resignation to the Dormitory Manager.

2. The Vice-Rector for student affairs may deprive the student of the right to a place in SD before the end of the period for which he/she was accommodated,

In case the student:

- 1) grossly violated the provisions of the SD Regulations, incl. in particular, exposed another person to loss of life or health or caused damage to property, or
- 2) violated the provisions of the Dormitory Regulations and received two reminders in the academic year from the Dormitory Manager, or
- 3) is in arrears with rent for more than 30 days, unless the delay in payment is the result of circumstances beyond the student's control.

3. The decision referred to in par. 1 point 1 is taken by the Vice-Rector for Student Affairs at the substantiated request of the Dormitory Manager.

4. From the decision of the Vice-Rector for Student Affairs, referred to in sec. 1 point 1 may be appealed against to the Rector within 7 days of its receipt.

5. Checking out a student in the event of losing the right to a place in SD referred to in sec. 1 shall take place within 7 days from the date of receipt of the decision. If the appeal is properly filed, referred to in paragraph 4, the deadline for moving out shall be suspended and shall run again from the date of receipt of the Rector's decision.

6. In the case referred to in par. 2 point 1, the Vice-Rector for Student Affairs may grant the decision referred to in sec. 1 item 1, the rigor of immediate enforceability, which means that the student's quartering under the decision takes place within 3 days

of the decision being issued, and lodging an appeal does not suspend the term of quartering.

## § 7

### **FAILURE TO GRANT A PLACE IN SDH IN THE NEXT ACADEMIC YEAR**

1. At the request of the Dormitory Manager, with the opinion of the Student Self-Government Council, the Vice-Rector for Student Affairs may decide not to grant a student a place in the Dormitory in the next academic year.
2. Failure to submit an opinion by the Student Self-Government Council within 7 days from the date of receipt of the application is tantamount to a positive opinion.

## § 8

### **PAYMENTS PAID BY RESIDENTS**

1. The amount of rent and other fees related to residence in SD are regulated by the Order of the Rector of GUPES. The amount of the rent may change during the academic year, including in particular due to an increase in the costs of SD maintenance or utilities.
2. In justified cases, at the justified and documented request of a student who is in arrears with the payment of rent for more than 30 days, the Vice-Rector for Student Affairs may agree to further accommodation in the Dormitory.
3. For justified cases referred to in par. 2, in particular:
  - 1) death of a member of the immediate family or legal guardians,
  - 2) an unfortunate accident,
  - 3) sudden illness,
  - 4) declaration of a state of natural disaster in the place of permanent residence,
  - 5) other random events affecting the financial or housing situation of a SD resident, his/her parents or legal guardians.
4. The resident is obliged to pay the monthly rent in the full amount also in the case of accommodation or check-out during the month.
5. The return of the rent overpayment or the return of the deposit, hereinafter referred to as "due", shall be made by bank transfer at the written request of the Resident, submitted within 30 days of moving out.
6. The application referred to in par. 5, should contain at least the Resident's personal data, contract number and date of its conclusion, subject of the request, account number for reimbursement, legible handwritten signature.

7. Refunds are made within 30 days of receipt of a correct application.

## § 9

### **FINANCIAL LIABILITY**

1. SD residents are obliged to take care of SD property (e.g. equipment and furnishings) and its surroundings.
2. SD residents are responsible in particular for damages caused by:
  - 1) in individual equipment specified in the "Equipment Card",
  - 2) in the occupied room,
  - 3) in the occupied segment,
  - 4) in the vicinity of SD.
3. SD residents are responsible for damages caused by their guests.
4. Dormitory residents occupying a room, segment or floor together, respectively, are jointly and severally liable for the condition of that room, segment or floor, as well as their equipment, unless, based on the circumstances of a specific event, it is possible to assign individual responsibility to the appropriate persons.
5. The occurrence of damage to the property of a Dormitory or the property of a Dormitory Resident is confirmed by a damage report drawn up by the Dormitory administration with the participation of a representative appointed by the Student Self-Government Council. The valuation of the damage to SD property ascertained in this way is made by an employee of the SD administration together with the SD Manager.
6. The Dormitory Manager shall immediately notify the GUPES authorities of any damage to the property of the Dormitory and the persons responsible for it.
7. Deliberate destruction or damage to SD property or property belonging to another SD resident is the basis for GUPES to unilaterally terminate the accommodation agreement and move out with immediate effect.

## § 10

### **RIGHTS AND OBLIGATIONS OF RESIDENTS**

1. SD residents have the right to:
  - 1) freely enter and leave the dormitory, as well as stay in it during the academic year,

- 2) repealed,
- 3) use 24/7 all rooms and general use facilities located in the dormitory, in accordance with their intended use, observing the quiet hours,
- 4) changing a roommate upon a substantiated request with his consent and the consent of the Dormitory Manager,
- 5) receiving guests from outside SD during the hours referred to in § 11 sec. 2,
- 6) submit comments to the Dormitory Manager or the Council of Dormitory Residents regarding the performance of duties by the Dormitory employees,
- 7) use the Internet free of charge, respecting copyright and related rights,
- 8) submitting projects or applications to the Dormitory Residents Council and the Dormitory Manager regarding the improvement of living conditions.

2. SD residents are obliged to:

- 1) timely payment of rent for a place in a SD. by the 15th day of each month,
- 2) comply with the Dormitory Regulations and the decisions of the GUPES authorities, the Dormitory Manager and the Student Self-Government Council,
- 3) care for the entrusted property,
- 4) comply with the rules of coexistence of residents, respect the right to undisturbed silence during study and leisure, not to expose other people to harmful or burdensome effects of their behavior,
- 5) maintain cleanliness and tidiness in their own room, connector as well as rooms and places of general use,
- 6) take care of the proper operation of the entrusted equipment,
- 7) present a resident card and student ID card, ID card or other document confirming identity at the request of the SD Manager or the employee on duty at the reception desk,
- 8) have their own cleaning products used to maintain proper order in the rooms and the connector,
- 9) to immediately inform the SD administration about being struck off the list of students or about graduation,
- 10) changing the room specified in the contract at the request of the Dormitory Manager if there are free places in the room or connecting passage.

3. Dormitories residents may not change their assigned places in SD without the prior written consent of the Dormitory Manager.

## § 11

### ORDER REGULATIONS

1. In the Dormitory there is a curfew from 10:00 pm to 6:00 am.
2. Visits by persons from outside SD can take place between 8:00 and 21:30.
3. A SD resident receiving guests is responsible for their behavior in the SD area.
4. Visitors are obliged to comply with the provisions of the SD Regulations and to present an ID document with a photo at the reception desk for the purposes of visiting records. The records are kept in the form of an entry and exit book. The following data is recorded in the book:
  - 1) name and surname,
  - 2) PESEL number or the number of the document confirming identity, if the document does not contain a PESEL number,
  - 3) identification document.
5. Any defects in rooms and other rooms should be reported by the residents immediately after their detection at the SD reception desk. Failure to report a defect or failure is charged to the Dormitory residents occupying the room, segment or floor, respectively, where the defect or failure occurred.
6. repealed
7. SD residents are obliged to segregate waste and throw it into properly marked containers.
8. It is forbidden to display and leave garbage in bags in the corridors of the Dormitories.
9. The basic rules for maintaining the cleanliness of rooms occupied by SD residents are as follows:
  - 1) its residents are responsible for the cleanliness of the rooms,
  - 2) in even weeks, the residents of the room with the number ending in an even number clean,
  - 3) in odd weeks, the residents of the room with the number ending in an odd number clean,

maintenance of cleanliness:

  - a) in Block "B" in the hall, kitchen, shower and toilet,
  - b) repealed.
10. It is forbidden to:



- 1) allow the presence of persons who possess, sell or provide drugs, legal highs or other intoxicants to residents and other persons and encourage them to use them, as well as possessing substances that may be the basis for producing drugs or possessing devices adapted to their production,
- 2) consumption of alcohol, its promotion, sale and production, as well as possession of devices adapted to its production,
- 3) taking, bringing in, promoting, selling and producing other narcotic drugs that may or do affect the consciousness and psychophysical activities of people subjected to their influence,
- 4) smoking and using e-cigarettes outside of designated areas,
- 5) use sound equipment in a way that makes it difficult for other residents to study or relax and disturb the quiet at night,
- 6) conduct other activities that may violate the good, privacy as well as the rights and freedoms of other residents,
- 7) use of violence in any form,
- 8) conducting any business activity,
- 9) use gas and electric cookers as well as heaters, washing machines and other heating or kitchen devices outside the rooms intended for this purpose, including in particular the use of the above-mentioned devices is prohibited in rooms and connectors,
- 10) arbitrarily set up, modify and repair electrical, water and gas installations,
- 11) perform activities that violate applicable law and attempt to breach the security of any computer systems; the ban also includes attempts to scan the security of these systems using Internet links,
- 12) using the Internet connection to conduct activities that may infringe copyright and related rights,
- 13) exchange furniture between rooms, move furniture in rooms, take them out of rooms and change equipment without prior consent of the SD Manager,
- 14) placing announcements and inscriptions outside the places intended for this purpose without the consent of the Dormitory Manager,
- 15) bring animals to the Dormitories and keep them in rooms,
- 16) duplicating additional keys to rooms and rooms intended for general use, changing locks and providing keys without the knowledge of the Dormitory Manager or the employee on duty at the reception desk,

17) heating rooms with radiators, radiators and other heating devices. If the devices referred to in the previous sentence are detected, they will be subject to detention by the DS Manager,

18) transfer, sale or sublease of the assigned place in SD under the pain of losing the assigned place in SD.

11. In the event of damage to the handle, lock or access control mechanism, the Resident may be charged with the costs of repair or replacement in the amount resulting from the current valuation of the service and materials.

12. It is forbidden to store any one-, two-, three- or four-wheeled vehicles in the corridors, rooms and common spaces of the Dormitories.

13. Bicycles belonging to Residents may only be stored in the "ROWEROWNIA" (BIKEROOM), with the provision that the number of places in the BIKEROOM is limited. The consent to store the bicycle is issued by the Dormitory Manager.

14. If the access card is lost or not returned at the time of checking out, the Resident may be charged an additional fee in the amount of PLN 100.00. In order to obtain a new access card, the Resident is obliged to submit an application to the SD office.

15. In the event of covering or waking up the dormitory room's detector of the SSP Fire Alarm System as a result of non-compliance with the Dormitory Regulations, the residents of the room may be charged with a financial penalty of PLN 500. The financial penalty is distributed in equal parts to all room residents, unless a specific perpetrator is indicated.

16. The repair costs referred to in par. 11, an additional fee, cleaning costs related to the Resident's failure to comply with the obligation referred to in par. 9, § 5 sec. 1 point 5 and § 10 sec. 2 point 5, and the financial penalty may be deducted from the deposit.

17. The provisions of sec. 15-16 shall apply accordingly in the event of covering or triggering a detector of the SSP Fire Alarm System located in other rooms of the Dormitory as a result of non-compliance with the Dormitory Regulations.

18. The SD manager determines the price list of repair costs and cleaning costs that may be charged to the Resident.

## § 12

### **FINAL PROVISIONS**

1. Dormitory employees and members of the Students' Self-Government Council have the right to enter each room in the presence of its resident in order to inspect the sanitary condition of the room and its adjacent rooms and to comply with the Dormitory Regulations.
2. For reasons threatening the proper functioning of the facility, the Dormitory Manager together with a representative of the Student Self-Government Council and at least one witness may inspect the room during the absence of residents. In this case, an activity report is required.
3. In emergency situations requiring immediate action, in order to prevent a failure or for the sake of safety of people, in the presence of a witness, a member of the Student Government Council or Dormitory Manager, as well as an employee on duty has the right to enter the room during the absence of a resident. In this case, it is not required to draw up an activity report. The Student Self-Government Council and room residents are immediately informed about the reasons for the intervention. In this case, the report will be drawn up within 7 days of the incident.
4. In the event of a justified suspicion that SD residents violate the provisions of the Dormitory Regulations, in particular the regulations regarding curfew and visits, the Dormitory Manager, a member of the Student Government Council or the Dormitory employee on duty have the right to enter the room whose residents exceed the required standards of behavior. An official record is made of the intervention.
5. In the event of a threat to the safety and life of residents, the Dormitory Manager or an employee on duty has the right to call the relevant public order and security authorities.
6. It is allowed to enter the premises of the GUPES, including the premises of the dormitories of representatives of public order and security authorities at the request of the Rector or the Dormitory Manager on the basis of the Rector's power of attorney. In the event of a direct threat to human life and health, representatives of the public order and safety authorities have the right to enter the GUPES premises, including the Dormitory premises, immediately notifying the Rector of this fact.
7. The provisions of these Dormitory Regulations apply to all persons staying in the Dormitory.
8. Residents who violate these provisions may be subject to restrictions on the rights of the resident or sanctions resulting from the SD Regulations.
9. SD Regulations come into force on the day of issue.