Appendix to the Rector's Order no. 78/2020 of 24.08.2020

**STUDENT DORMITORY REGULATIONS**

**OF THE MEDICAL UNIVERSITY OF BIALYSTOK**

**§1**

**GENERAL PROVISIONS**

1. Student and PhD student applying for a place in the Dormitory shall submit an application for granting a place in the Student Dormitory, constituting respectively Appendix 1a or 1b. Applications for granting a place:
2. newly admitted students shall submit them to the administration office or sent by post (to the address indicated in the application);
3. older years - via the University's website – Virtual Dean's Office.
4. Before moving in, the resident is obliged to read the regulations in force at the Student Dormitory and undertake to comply with them, which he confirms with his or her own signature, when signing the agreement (constituting Appendix 4).
5. Residents of the Student Dormitory are represented by the Resident Council, which acts in agreement with the head of the Student Dormitory.
6. Regulations of the Resident Council containing its rights and obligations constitute Appendix 2.
7. Regulations of elections to the Resident Council of Student Dormitories no. 1 and no. 2 constitute Appendix no. 3.

**§2**

**ALLOCATION OF PLACES IN THE STUDENT DORMITORY**

1. Places in the Student Dormitory are allocated by the Housing Commission composed of:
2. Resident Council,
3. Representative of the Student Dormitory administration.
4. Members of the Housing Commission process the personal data of students
and PhD students to the extent necessary to carry out their tasks, on request
and with the authorization of the Administrator.
5. Members of the Housing Commission are obliged to keep confidential the personal data to which they will gain access during the performance of the Commission's tasks.
6. Dormitory places are allocated for the academic year (October-June), except for the July-September holiday months, where places are allocated on a monthly basis based on the available places.
7. Student, PhD Student, who has been given a place at the Student Dormitory is obliged to:
8. newly admitted: pay within 3 days a deposit in the amount of one month's rent. In the absence of a deposit, the allocation of the place is cancelled.
9. move in between October 1 and 7, and in the case of receiving a place during the academic year, within 3 days from the date of receiving the assignment,
10. sign the agreement constituting Appendix 4.
11. Payment for a place in a room covers the period from the 1st day of the month to the last day of the calendar month. Payment for a place in a room cannot be divided into smaller periods.
12. In the event of resignation from a place in the Student Dormitory before the beginning of the academic year, Student, PhD Student and the newly admitted student are obliged to notify the Student Dormitory administration in writing by 2 September.
In the event of resignation from the place in the Student Dormitory, the deposit will not be returned after 2 September
13. In the event of resignation from a place in the Student Dormitory during the academic year, Student, PhD student is obliged to notify the administration in writing no later than by the 15th day of the month in which the Student/PhD student intends to move out. Failure to do so will result in the debit of the amount due for the next month of stay at the Dormitory.
14. In the event that a person/persons move out of the room, the head of the Student Dormitory has the right to accommodate an eligible person/persons or relocate the remaining residents to another room.
15. In the event that a resident or residents do not agree to accommodate another person or move to another room, they are obliged to pay the fee for the entire room.
16. The right to accommodation is not granted to persons in the following cases:
17. failure to settle the accommodation in the Student Dormitory in previous years,
18. gross violation of the Student Dormitory regulations in previous years,
19. Student who has been punished with a disciplinary penalty by the Disciplinary Committee for Students,
20. PhD student who has been punished with a disciplinary penalty by the Disciplinary Committee for PhD students.

**§3**

**RIGHTS OF THE STUDENT DORMITORY RESIDENT**

Resident of the Student Dormitory is entitled to:

1. usage of general use premises and devices,
2. submitting applications and remarks to administration of the Student Dormitory and to the Resident Council,
3. appeal against regulations and decisions of the Resident Council and the management of the Student Dormitory to the Vice-Rector for Education,
4. non-permanent interior decoration of the used room without leaving traces
and damage.

**§4**

**DUTIES OF A STUDENT DORMITORY RESIDENT**

Resident of the Student Dormitory is obliged to:

1. comply with the order regulations in force at the Student Dormitory, health and safety, fire and sanitary regulations and the provisions of the Vice-Rector for Education
and the Head of the Student Dormitory,
2. use the allocated place in the Student Dormitory in a manner consistent with the customary norms of social coexistence,
3. payment of fees for a place in the Student Dormitory – the accommodation fee is paid by the 10th day of the month to which the payment relates, after this date statutory interest is charged,
4. reporting to the administration on an ongoing basis all noticed technical defects, damage or shortages in equipment,
5. keeping the room and public spaces (kitchens, toilets) and the surroundings (hall, TV room, quiet study room) in proper order and cleanliness,
6. in the event of a fire alarm, a resident of the Student Dormitory is obliged to comply with the announcements broadcast by the sound warning system and the instructions of the fire services and administration of the Dormitory,
7. reporting the date of moving out 2-3 days before the date of leaving the room,
8. handing over the room before moving out in the condition it was received (clean fridge, walls, washed floors, cleaned cabinets and removed rubbish) and handing over the keys to the administration or reception desk,
9. handing over, before moving out, the items taken from the warehouse (bedding, blankets, lamps, vacuum cleaner, etc.),
10. handing over the room, before moving out, to the commission consisting of a representative of the Resident Council and the administration of the Student Dormitory.

**§5**

**RESIDENTS ARE PROHIBITED TO**

1. Provide accommodation to people who do not live in the Student Dormitory and handing the key to third parties.
2. Conduct business activities and gambling.
3. Keep animals, flammable and corrosive materials in the room.
4. Take items owned by the University outside the Dormitory.
5. Arrange social events disturbing the peace of roommates and residents of other rooms (including loud music) during the quiet hours.
6. Make permanent changes and cause damage to the room: destroying walls, window and door joinery and wrapping walls, entrance doors and furniture.
7. Posses and use narcotic drugs, psychotropic substances, substitutes or new psychoactive substances for purposes other than medical.
8. Drink alcohol, smoke tobacco and electronic cigarettes in the premises of the Student Dormitory
9. Use electric cookers, toasters, electric grills, etc, as well as electric heaters in the rooms.
10. Leave in the kitchen without supervision switched on gas or electric cookers
and other electrical devices.
11. Place announcements, advertisements, posters etc. outside the boards intended for this purpose.
12. Seal ventilation grids and "detectors" of the fire protection system.

**§6**

**VISITS**

1. Resident of the Dormitory bears full responsibility (including material responsibility) for his or her guests.
2. Visits of residents may take place with the approval of fellow residents

 at strictly defined hours.
3. Visits of residents last until 2200from Sunday to Thursday.
4. On Friday and Saturday, visits may be extended until 24.00 after prior arrangement with the Head of the Student Dormitory (arrangements should be made no later than on Friday by 15:00).
5. The visitor is obliged to show his/her ID with a photo at the reception desk and information about whom he/she is visiting (name and surname and room number) in order to enter the data into the register of visitors. Visitors who are under the influence of alcohol or intoxicants, psychotropic substances, substitutes or new psychoactive substances used for purposes other than medical, are not allowed to enter the Student Dormitory.
6. Representative of the administration and the porter has the right to check the identity of people staying in the Student Dormitory at any time.

**§7**

**ORDER REGULATIONS**

1. There are quiet hours from 2200to 600. During this time, only residents and guests who have been granted a written consent for accommodation by the head of the Student Dormitory should stay at the Dormitory.
2. Residents of the Student Dormitory may change the allocated place or room during the year, with the consent of the Dormitory management.
3. The head of the Student Dormitory has the right to relocate residents to another room during the academic year due to the need to fully use the accommodation base.
4. The Head and administration of the Student Dormitory have the right to review the state of the room during the academic year after prior notification to the residents (announcement on the notice board or on the website of the Student Dormitory).
5. In the absence of residents, administration of the Student Dormitory may enter the room in cases of justified concerns about safety in the Dormitory,

 in particular: if the residents have left the electricity receivers turned on, if the windows in the room are not closed, a failure of the Student Dormitory installation or the need to carry out necessary or urgent activities aimed at the proper functioning of the building, e.g. malfunctions, stocktaking, technical inspections, disinsections, defects reported by the student etc.
6. Permission to enter a student's room is issued by the Head of the Student Dormitory.
7. Entry is made by a commission appointed by the Head of the Student Dormitory.

**§8**

**FINANCIAL RESPONSIBILITY**

1. Deposit is a security for the University's receivables for losses it may incur in connection with damage to the property of the Student Dormitory (resident is responsible for damages also made in public areas) and for arrears in fees for a place in the Student Dormitory together with accrued interest for delay, and also due to the imposed contractual penalties.
2. Each resident of the Dormitory is obliged to pay a deposit in the amount of the monthly fee for the place in the room. This deposit will be collected before the resident's accommodation for the duration of his or her stay in the Student Dormitory. After the end of the agreement, in the absence of arrears and other obligations in a given academic year, the deposit is paid out or transferred to the next academic year at the resident's request.
3. After completing the studies or resigning from living in the Student Dormitory, the deposit will be returned, unless it is necessary to use the deposit for the obligations of the Dormitory resident.
4. In the case of partial or full use of the deposit towards liabilities
in a given academic year, a resident of the Dormitory pays or replenishes a deposit in the amount of the monthly fee for the occupied room.
5. Each resident of the Dormitory is financially liable for damages caused by him or her to the property of the Dormitory.
6. In the event of the destruction of equipment, room or general use facilities caused by residents or the occurrence of a shortage of equipment, residents are obliged to pay the equivalent of the damage or restore it to its original condition.
7. If the perpetrator of the damage cannot be determined, the residents of the room or floor are jointly and severally liable for the damage and losses that will be covered from the deposit.
8. The previous occupants of the room are jointly and severally liable for losses found in the room at the time of the change of the personal composition, if the perpetrator cannot be determined.
9. Value of the damage is determined each time by a commission appointed by the Head of the Dormitory. The commission includes at least one representative of the Resident Council.
10. The University is not financially responsible for private property brought to the Dormitory by residents; also in the case of theft, it does not reimburse for losses.

**§9**

**LOSS OF PLACE AND ACCOMMODATION**

1. Student, PhD student may lose the place assigned to him or her in the event of:
2. failure to fulfill the obligations set out in §2 section3,
3. arrears with payment for at least one month,
4. failure to comply with the regulations in force at the Student Dormitory,
5. failure to pay the deposit referred to in § 8 of these Regulations by the date of moving in,
6. failure to comply with the obligations arising from the announcement of the fire alarm.
7. Resident who has lost the right to housing (including the expiry of the agreement) is obliged to leave the room and move out of the Dormitory.
8. Before moving out, a resident of the Student Dormitory is obliged to comply with § 4 of these Regulations and to settle all amounts due.

**§10**

**GUEST ROOMS**

1. The Student Dormitory administration has the right to manage and allocate guest rooms.
2. During the summer holidays, free student rooms can be used as guest rooms.
3. Prices for places in guest rooms are set in agreement with the Vice-Rector

 for Education at the Medical University of Bialystok.

**§ 11**

**DISCIPLINARY PROVISIONS**

1. In the event of a violation of the provisions of these regulations by a resident of the Student Dormitory or his/her guests, the Dormitory Head, porter or representative of the Resident Council is obliged to intervene and prepare a memorandum of this event and submit it immediately to the Head of the Dormitory.
2. The Head of the Student Dormitory has the right to apply disciplinary sanctions:
3. verbal admonition of the resident,
4. written notification to the Vice-Rector for Education about the reprehensible behavior of a resident of SD,
5. removal of a student from the Dormitory with notification to the Vice-Rector for Education,
6. applying to the Vice-Rector for Education to refer the matter to the Disciplinary Committee of Students /PhD Students.

**§ 12**

**FINAL PROVISIONS**

1. These regulations also apply to entities conducting business activity located in the Student Dormitory.
2. In relation to the entities conducting the activities referred to in section 1 violating these regulations, the Head of Student Dormitory has the right to apply disciplinary sanctions:
3. verbal admonition,
4. applying to the Chancellor to draw consequences included
in agreements (for lessees),
5. applying to the Vice-Rector for Education to draw consequences
in relation to student organizations and research-didactic units.