

Annex to Ordinance No. 141/2020 of December 21, 2020
of the Rector of the University of Rzeszów on
amendments to the Rules and Regulations of Student
Dormitories of the University of Rzeszów

**RULES AND REGULATIONS
OF STUDENT DORMITORIES
OF THE UNIVERSITY OF RZESZÓW**

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§1

General Provisions

1. The Rules and Regulations of Student Dormitories of the University of Rzeszów clarify the rules of accommodation in the student dormitories, explain payment accommodation instructions and clarify the rights and obligations of the residents to ensure the proper functioning of the dormitories.
2. Rules and Regulation acronyms:
 - a. Rules and Regulations - The Rules and Regulations of Student Dormitories of the University of Rzeszów,
 - b. UR - The University of Rzeszów;
 - c. DUR - The Dormitory of UR Student;
 - d. HCD - The Housing Council of the Dormitory;
 - e. CSD - The Commission for Student Dormitories of UR;
 - f. Student - A student or a doctoral student;
 - g. Resident - A student, a doctoral student or other person accommodated in a DUR, who is not a student;
 - h. Hotel Guest - A person accommodated in a DUR, who is not a student, including a UR employee;
 - i. Regulations of Benefits - The Regulations of Benefits for students of the University of Rzeszów.
3. The DUR is the place of residence, study or rest of its residents.
4. Cultural and educational activities may take place on the premises of the DUR, each time with the consent of the Rector of UR.
5. The representative of all residents is HCD, which is an organ of the Student Government of UR. The mode of operation and functioning of the HCD is specified in its Rules and Regulations.
6. The DUR is directed by the Manager, whose tasks include, in particular:
 - 1) Performing tasks that satisfy the housing needs of its residents;
 - 2) Caring for the proper technical condition of the facility;
 - 3) Managing finances that relate to tasks assigned by the Rector;
 - 4) Cooperating with HCD;
 - 5) Supervising the observance of these Rules and Regulations.

§2

The Right to Reside in DUR.

1. The right to reside in the DUR shall be granted to:
 - 1) Students or persons admitted to the University of Rzeszów and entered on the List of UR students, who have a decision of the CSD to grant a place in the DUR., as specified in the Regulations of Benefits, provided that:
 - a) They have the status of student during the period of accommodation in DUR;
 - b) They have not lost their right to reside in the DUR on the basis of a separate decision made by the UR bodies, in particular the Rector of the UR or the competent Disciplinary Committee;
 - c) They are not in arrears with their payment for accommodation in the DUR.
 - 2) Hotel guests on the basis of a decision of the DUR manager.
2. The principles of granting accommodation in the DUR by the CSD for students and persons admitted to study at UR are specified in the Regulations of Benefits.

§3

The Reservation Fee (Deposit)

1. Persons applying for accommodation in a DUR are required to reserve a place in the selected DUR with the DUR manager.
2. A person applying for accommodation in the DUR **makes a payment of the reservation fee within 7 days** from the date of making his/her reservation with the DS manager.
3. The reservation fee is a type of deposit understood as a sum of money acting as a guarantee of compliance with the obligations specified in the Contract of Accommodation at the Dormitory of the University of Rzeszów.
4. The amount of the reservation fee is equal to the amount of the monthly fee for granting of a place in the DUR.
5. The amount of the deposit is reduced by the costs of removing material damage caused by the resident on the premises of the DUR by failure to settle the entrusted equipment.
6. The deposit may be set off against the outstanding fee, provided that it is not reduced by the amount allocated to the resident for the damage caused.
7. The deposit is returned by bank transfer to the bank account provided by the resident or in the form of a cash payment from the cash desk, unless there are claims against the resident which are satisfied from the deposit.

§4

The Contract

1. At the time of reserving a place in the DUR, a person applying for accommodation in the DUR signs a contract **(a template of the accommodation contract is provided for in Annex 1 to the Rules and Regulations)**.
2. The contract specified in paragraph 1 shall be signed by the person applying for accommodation and the Manager of the DUR, acting under the authority of the Rector of UR.
3. The contract specified in paragraph 1 shall be terminated:
 - 1) **by operation of law**, in the case of:
 - a) failure to pay the reservation fee specified in § 3;
 - b) failure to make the reservation specified in § 7, section 2;
 - c) expiry of the period for which the contract was concluded;
 - d) deletion of a resident from the List of Students;
 - e) suspension of a resident from the student's rights.
 - 2) **with one month's notice taking effect at the end of the month'** in the case of:
 - a) resignation from accommodation in the DUR before the expiry of the period for which the contract was concluded;
 - b) violation by the Resident of the provisions of the Rules and Regulations or other provisions in force in the DUR;
 - c) arrears by the resident with fees for the DUR for at least 2 months, provided that they are settled in advance.
 - 3) **by agreement of the parties**, in justified and documented cases, on the basis of an application submitted by the Resident to the DS Manager.
4. Termination of the contract and the agreement of the parties specified in paragraph 3 shall be in writing, otherwise null and void.

§5

Fees

1. The amount of fees for accommodation in the DUR is determined in consultation with the person who is authorized to conduct all matters related to the organization and functioning of the DUR at UR for one full month of accommodation on the basis of the actual costs incurred for accommodation. The amount of fees for accommodation in a DUR for a given academic year are specified in separate regulations.
2. Subject to paragraph 3, fees for accommodation in the DUR shall be paid by residents for each month on the following dates:
 - 1.) UR students, students of the Stanisław Barańczak Bilingual University High School; as well as persons studying at UR as part of the exchange programs (e.g. Most, Erasmus) and participants of a one-year further education course preparing them to study in Polish organized by UR, accommodated in the mode specified in the Regulations of Benefits - **by the 15th of each month** (starting from the first month of accommodation);
 - 2.) hotel guests - by the **10th day of each month**, starting from the 1st month of accommodation.
3. The resident of the DUR is obliged to make:
 - 1) **One half of the fee for accommodation in the DUR specified in paragraph 1** in the case of:
 - a) accommodation in the DUR after the 15th of a given month;
 - b) check-out from the DUR by the 15th of a given month.
 - 2) **The accommodation fee in the DUR specified in paragraph 1** in full in the case of:
 - a) accommodation in the DUR by the 15th of a given month;
 - b) check-out from the DUR after the 15th of a given month.
4. Payments for accommodation are made by bank transfer into the UR bank account, indicated by the DUR Manager or at the DUR cash desk.
5. Statutory interest is charged for each day of delay in fees for a given month.
6. A resident can submit to the DUR Manager a justified request **for an extension of the deadline for payment of the accommodation fee**. The application should be submitted no later than the 15th of the month for which the fee period is to be extended.
7. Charges for temporary, ad hoc accommodation (overnight accommodation) are paid on the day of accommodation.

§6

Cancellation of Accommodation Fees

1. A student who has temporarily found himself in a difficult life situation may apply for a **reduction** of his/her fees for accommodation in the DUR.
2. The student submits the application for the reduction of the fees for accommodation in the DUR to the Vice-Rector for Student Affairs and Education through **the Manager of the relevant DUR**. A template of the application is attached as **Annex 2 to the Rules and Regulations**.
3. The student is obliged to attach the following documents to the application specified in paragraph 2
 - 1) current documents confirming the life situation indicated by the student,
 - 2) **a copy of the decision of the competent scholarship authority to grant the allowance in a given academic year due to a temporary difficult life situation, which is also the basis for the application for the remission of accommodation fees.**

4. The Vice-Rector for Student Affairs and Education specifies the remission period of the fees in his decision on the remission of fees for accommodation.
5. The Decision of the Vice-Rector for Student Affairs and Education is subject to a request for reconsideration of the case submitted within 14 days of receipt of the decision.
6. Residents accommodated without the CSD decision to grant a place in the DUR cannot apply for a remission of accommodation fees.

§7

Accommodation

1. Accommodation in a DUR takes place on the dates set by the DUR Manager with the provision that the student who received a place in the DUR on the basis of the CSD decision is obliged to accommodate in the DUR:
 - 1) by **October 3 of the given academic year, or**
 - 2) **up to 7 days from the date of receipt of the decision on the allocation of a place in the DUR during the academic year.**
2. A student who, by the decision of CDS, obtained permission to stay in DUR for the entire period of his/her studies, is obliged to make a reservation of a place in DUR for the next academic year **by June 30th**. Paragraph 3, section 2 shall apply respectively.
3. Accommodation is made by the DUR Manager or a person authorized by him/her.
4. A person with the right to accommodation, in order to be able to reside in the DUR, is obliged to present an ID card or a student ID card and submit 1 photograph to be issued a Resident Card.
5. The student has the right to live in the room in which he or she was accommodated. It is possible to change the room with the consent of the DUR Manager.
6. The DUR Manager may accommodate Students and hotel guests during the vacation months, as well as after the beginning of a given academic year (if there are vacancies) under the terms of these Rules and Regulations.

§8

Checking out

1. A resident who has lost the right to reside in the DUR is obliged to:
 - 1) vacate a place in the room within the **time limit specified by the DUR Manager;**
 - 2) make a payment to UR for the due and required fees for accommodation in the DUR.
2. A resident who checks out from the DUR is obliged to:
 - 1) return the collected or rented equipment and bedding;
 - 2) leave the room clean and tidy;
 - 3) return the Resident Card and the room keys;
 - 4) take all of his/her belongings.
3. In the case of the Resident's failure to meet the deadline specified in paragraph 1, section 1, the DUR Manager calls on the Resident to check out under pain of a committee check-out involving the transfer of movable goods to the DUR warehouse.
4. The belongings of the person checked out by the committee are secured by the DUR Manager for

a period of 6 months from the date of the committee check-out. Failure of the person checked out by the committee to collect his/her items within the above-set deadline results in the items' being transferred to social welfare institutions or they are destroyed in the presence of a committee.

§9

Rules of Residence and Stay in Dormitories of UR

1. Quiet time in the DUR is from 10 p.m. to 6 a.m.
2. The DUR entrance door is closed at 10 p.m. After 10 p.m. the front desk employee opens it only for the residents upon presentation of a Resident Card.
3. Visitors may stay in the rooms with the consent of other residents between 7 a.m. and 10 p.m.
4. Visitors are required to present proof of identity at the front desk and provide the number of the room to which they are going.
5. The visitor may, in justified cases, stay in the room of the person visited after 10 p.m., with the consent of the co-residents. Visitors are each time charged a fee in accordance with the applicable price list, which is paid at the DUR front desk. The fee is not charged to the student's family member whose kinship with the student has been documented.
6. The resident is materially liable for any damage caused by visitors if it was caused by his/her fault.
7. The DUR Manager or a DUR employee authorized by the Manager have the right to prohibit access to the DUR premises to outsiders and to order people who are intoxicated and disturb the peace of the residents to leave the building immediately.
8. The DUR Manager or a DS employee authorized by the Manager and a member of the HCD have the right to enter the rooms in the presence of a commission (regardless of the time of day, also in the absence of residents) in cases of justified suspicion of circumstances threatening the life or health of residents or destruction of property. A protocol is drawn up from the commission's access to the rooms.
9. If there is a need to immediately enter the room, the Manager may authorize another DUR employee to enter the room in the company of a resident of the student's dormitory or a member of the HCD, of which a protocol is drawn up.
10. In the case of a written request of the Resident about the need to carry out repair work, the technical employee/maintenance person has the right to enter the Resident's room during his/her absence, of which he/she is informed.

§10

Rights and Responsibilities of the Resident

1. The resident is obliged to read the text of these rules and Regulations.
2. Each Resident has the right to:
 - 1) select co-residents within the limits of housing possibilities;
 - 2) use the premises, facilities and equipment intended for general use in accordance with their intended purpose;
 - 3) accept guests under the terms set out in these Rules and Regulations;
 - 4) enter and leave the building at any time;
 - 5) change bed linen at least once a month,

- 6) arrange the room (without making permanent changes) according his/her tastes and needs;
 - 7) participate in the life of the DUR and co-decide, through the HCD, on all matters relating to its functioning.
3. Each DUR Resident is obliged to:
- 1) make regular payments for their accommodation;
 - 2) behave properly on the premises of the DUR, allowing residents to study and to rest;
 - 3) keep his/her rooms and the common space clean;
 - 4) observe the designated quiet times;
 - 5) comply with the health, safety and fire protection regulations by following the instructions for use of gas and electric devices;
 - 6) inform the DUR administration of any defects, damages and failures;
 - 7) leave the keys to the room every time he/she leaves the building;
 - 8) present a Resident Card to a DUR employee when entering the building and collecting the keys to the room;
 - 9) observe HCD resolutions.
4. The resident bears material and financial liability for culpable damage to the devices or equipment of the room (segment) and the common rooms.
5. Keeping animals in the DUR is possible only with the written consent of the DUR Manager and co-residents of the room.
6. The DUR does not bear material liability for the private belongings of its residents.
7. On the premises of the DUR it is forbidden to:
- 1) conduct commercial and business activity without the consent of the UR authorities;
 - 2) smoke outside of the designated smoking area;
 - 3) sell and consume alcoholic beverages or narcotic drugs;
 - 4) make arbitrary changes to the equipment of the room and shared rooms (e.g. taking the equipment to other rooms);
 - 5) use the electric and gas stoves and heaters outside of the designated rooms;
 - 6) install, alter or repair the locks and the electrical, gas and water installations as well as duplicating the keys, etc.;
 - 7) store flammable substances in the rooms;
 - 8) gamble;
 - 9) possess firearms and pneumatic weapons;
 - 10) give up, rent or sell a place in the room to another person.

§11

Transitional and Final Provisions

1. The provisions of these Rules and Regulations apply to all Residents.

2. In matters not regulated by the provisions of these Rules and Regulations, the decision is each time made by the Vice-Rector for Student Affairs and Education.
3. The Rules and Regulations shall come into effect on the day the document is signed.
4. The Rules and Regulations of Student Dormitories of the University of Rzeszów of 1 September 2017, constituting an annex to the Ordinance of the Rector of UR No. 53/2017 of September 1, 2017 is hereby repealed.

List of Annexes:

1. Student accommodation contract;
2. Application for remission of accommodation fees.

R e c t o r
of the University of Rzeszów

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