



# DORMITORY RULES

## I. GENERAL RULES

1. Dormitory is integral part of State University of Applied Sciences in Krosno (CSC), it is place to live, rest and study for authorized students.
2. Dormitory and it's equipment is property of CSC and should be protected and cared by the tenants, expressed by respect of equipment and maintaining proper condition of dormitory and area around it.
3. Administration of dormitory is led by Head of Dormitory.  
Issues of vital matters of tenants will be taken into consideration by Head of dormitory together with students council of dormitory.  
All daily issues will be taken into consideration in working hours of the Head of dormitory or by the hours set by International Relations Office.
4. Decision about granting place in dormitory is taken by appointed committee. Referral to constant accommodation is issued by Studies Department of CSC. Rector together with Studies Department can withdraw assignment to dormitory after consultation with dormitory students council in case of breaking rules of this regulation.
5. Dormitory students council is students government body that represents all dormitory residents to all administration and authorities of CSC.
6. Head of dormitory is personally responsible for all dormitory's material goods.
7. Head of dormitory is obligated to announce this regulation and other CSC enactments in public place.

## II. STUDENTS RIGHTS

1. Tenant of dormitory has right to:
  - a) stay in dormitory for specified time basing on referral of CSC or occasionally, by using remaining free places after paying for accommodation,
  - b) use assigned room,
  - c) use all rooms and devices of dormitory intended for common use,
  - d) have visitors by the rules set in this regulation,
  - e) active and passive right to elect dormitory students council,
  - f) report remarks, proposal, demands regarding improvement of social conditions.

### III. STUDENTS RESPONSIBILITIES

1. Tenant of dormitory must:
  - a) obey the regulation of Dormitory, decisions and orders of authorities of CSC, Head of Dormitory, Dormitory students council and respect rules of social intercourse,
  - b) take care about Dormitory equipment, maintain cleanness and order in room, bathroom, places for common usage and surrounding area,
  - c) make payments for Dormitory in time according to Order of the CSC Chancellor,
  - d) close the room in sleeping hours and during resident absence,
  - e) immediately report any issues to Head of Dormitory or special notebook,
  - f) respect nocturnal silence between 23.00 and 6.00; (radio and other sound devices may be hearable only in residents room),
  - g) obey the health and fire safety regulations, especially prohibition of smoking in Dormitory area,
  - h) be pursuant to Article 14 section 1 of the *Law on sober and anti-alcoholism* from 26<sup>th</sup> October 1982 (with later changes Journal of Laws from 2012, item 1356).

### IV. ORDER RULES

1. Student is placed in Dormitory for a request of Studies Department.
2. Student that arrives to the Dormitory must submit:
  - passport,
  - filled temporary accommodation form,
3. Accommodation formalities shall be finished within a week of arrival date.
4. Moving into and out of a room in Dormitory are actions taken under protocol procedure.
5. Payment terms for constant or temporary accommodation and deposit amount in Dormitory are set by Chancellor by order.
6. Payment for a place in Dormitory shall be paid in KASA or into CSC bank account until 10<sup>th</sup> day of that month. Payment for temporary accommodation shall be paid in Dormitory staff in the day of accommodation.
7. Resident takes full financial responsibility for his room equipment and damage done in that room. In case that no culprit is set, collective responsibility is in action. For damage in room all roommates takes responsibility and for damage in floor, all floor mates takes responsibility.
8. To secure possible costs of damage done, resident is obliged to pay the deposit in amount set by Chancellors order. Deposit is returned after resident moves out and pay all required payments.
9. Residents of Dormitory may be visited by guests until 22:00.
10. Guests that use guest room must leave their ID in the reception.
11. Resident of Dormitory takes full responsibility for his guests, including financial responsibility during their stay in Dormitory area. Guest must obey regulation of Dormitory.
12. People that live in or outside Dormitory that are under influence of alcohol or drugs are not allowed to enter Dormitory.
13. Head of Dormitory with Dormitory students council has right to limit visiting days/hours in special cases. Head of Dormitory has right to forbid entrance to the Dormitory for individual persons that are not residents of Dormitory.
14. In the Dormitory area it is forbidden to:
  - a) smoke, drink alcohol, use drugs,
  - b) depart or swap living place by himself,
  - c) change, set and fix electrical, gas or water installation on his own,

- d) use electric kettles, warmers, fridges, ovens and other electrical devices above 1kW power,
  - e) bring mechanical vehicles (engine)
  - f) use sound devices in a way that interferes with other residents rest or studies,
  - g) take away equipment of Dormitory. Change of any equipment of room or common space requires acceptance of Head of Dormitory,
  - h) organize hazard games,
  - i) have a pet,
  - j) wrap the walls, doors or equipment of Dormitory,
  - k) place announcements, signs, etc. beyond places designated for that,
  - l) run a company in Dormitory,
  - l) bring and store firearms, pneumatic and gas weaponry.
15. It is forbidden to share keys to room or main doors with third parties.

## **V. LOSS OF RIGHTS TO LIVE IN DORMITORY**

1. Tenant loses his right to stay in Dormitory:
  - a) in case of having arrears for one month payments,
  - b) in case of decision of withdrawal of granting a place in Dormitory by CSC authorities,
  - c) in case of Head of dormitory, students dormitory council request in case of constant breaking the rules of this regulation,
  - d) in case of finishing studies.
2. When Student loses his/her right to live in Dormitory, (s)he is obliged to move out in three days from the date that the decision was made. After this time, Student will be expelled in administrative procedure.

## **DORMITORY STUDENTS COUNCIL**

1. Dormitory students council is main organizer of social intercourses in Dormitory.
2. Members of dormitory students council are elected from Dormitory residents in direct election.
3. Dormitory students council:
  - a) cooperates with Head of Dormitory in administrative areas, equipment matters, sanitary improvement, etc.,
  - b) takes action by Students Council to grant exceptional students prizes and awards
4. Dormitory students council in the organization of social intercourse area:
  - a) creates conditions for study and rest for residents,
  - b) takes actions to maintain order, tidiness, cleanness in Dormitory, to obey the rules of social intercourse and rules of this regulation,
  - c) initiates and organizes work for Dormitory,
  - d) organizes culture and sport life of residents.

## **END NOTES**

1. Head of Dormitory, administration, staff and Dormitory students council members are obliged to intervene in any case of breaking the rules of social intercourse or not respecting any point of this regulation
2. In case of breaking the rules of this regulation and rules of social intercourse in the Dormitory area, Head of Dormitory has a duty to give that person a warning. In case of

serious violations, Head of Dormitory should issue an request to CSC authorities to expel mentioned student and take disciplinary action.

3. Regulation shall apply to all residents of Dormitories.
4. Regulation is valid from Chancellors order.