

## **POZNAN UNIVERSITY OF TECHNOLOGY CAMPUS RULES AND REGULATIONS**

### **§ 1 General provisions**

1. Poznan University of Technology Campus, hereinafter referred to as "PUT Campus". is a place of temporary residence of students and other authorized persons, in which proper behaviour providing conditions for education and rest as well as respect for property and property protection are required.
2. Poznan University of Technology Campus Rules and Regulations, hereinafter referred to as "PUT Campus Rules and Regulations", define the general principles of its functioning, the rights and duties of residents, the Campus Council, the Residents' Council and the Head of Dormitory. They apply to all residents and other people remaining in student dormitories.
3. All PUT Campus residents are represented in individual dormitories by the Campus Council and the Residents' Council.
4. The Residents' Council is a representative of all residents of a dormitory.
5. Supervision over the proper preparation and functioning of individual dormitories is carried out by Heads of Dormitories and Head of Campus.

### **§ 2 Tasks of the Campus Administration**

1. The Campus administration is responsible for ensuring adequate housing and social-living conditions as well as safety of dormitory residents.
2. The Campus administration bodies are:
  - a) Head of Campus,
  - b) Heads of Dormitory.
3. In matters concerning the entire Campus, the Campus administration cooperates with the Campus Council.
4. The Head of Dormitory manages the overall organizational, administrative and economic activity of a dormitory.
5. The Head of Campus has the right to issue recommendations and formal information, the purpose of which is to implement the provisions of the Campus Rules and Regulations.
6. Notices or other people's information may be posted on a notice board in a dormitory or other designated places after obtaining the consent of the Head of Dormitory or university authorities. Notices and information that do not meet the above requirements shall be removed.

### **§ 3 Checking in**

1. The following persons have the right to be checked-in at PUT Campus:
  - a) PUT undergraduate, graduate and PhD students who received a decision to be checked-in at the Campus;
  - b) other PUT undergraduate, graduate and PhD students;
  - c) other persons;
2. A person who has met the following conditions related to accommodation is entitled to reside at PUT Campus:
  - a) PUT undergraduate, graduate and PhD students who received a decision to be checked-in at the Campus;
    - signing a conditional agreement (Annex No. 1);
    - completing and signing a questionnaire (Annex No. 3);
  - b) other PUT undergraduate, graduate and PhD students:
    - completing and signing a questionnaire (Annex No. 3);
  - c) other persons:
    - completing a dormitory registration (Annex No. 4).
3. When checking in, the resident shall receive a Resident Card (Annex No. 2), a room key (room entry card), bedding and necessary room equipment.

4. The checked-in person shall be entitled to enter and leave the dormitory. The permits shall be granted for the period of accommodation, in the case of students - on their student card and in the case of other persons - on the card which is at the disposal of a particular dormitory. The student can get access on a backup card, if his/her card has been damaged, stolen or lost, until it has been repaired or a new student card has been issued. In case the resident does not have a card, has damaged it, it has been stolen or lost, he/she shall receive temporary access to the dormitory by means of a special access card.
5. A resident has the right to:
  - a) submit applications regarding dormitory matters to the Residents' Council and university bodies,
  - b) use all facilities and equipment of the dormitory which are intended for shared use in accordance with their purpose, and in the case of equipment also in accordance with instructions for use,
  - c) enter and exit the dormitory in which he/she resides at any time of day and night,
  - d) receive guests subject to conditions set out in § 6 of the Campus Rules and Regulations,
  - e) exchange rooms within one dormitory based on the decision of the Head of Dormitory,
  - f) exchange rooms in another dormitory provided that a full settlement has been made for the current place, based on the decision of the Head of Campus,
  - g) make changes to the room with the consent of the Head of Dormitory provided that it does not change its content,
  - h) have bed linen changed on dates set by the Head of Dormitory,
  - i) use vacancies in the dormitory during vacations,
  - j) access and use the Student Computer Network resources and wireless network managed by a designated unit of Poznan University of Technology.
6. Persons entitled to reside in the dormitory shall receive and return the use of the room and its equipment on the basis of the Room Equipment Card.
7. The Head of Dormitory has the right to move the resident to another room in the following cases:
  - a) troubleshooting a technical fault;
  - b) renovation of the room;
  - c) activities related to disinfection and rat removal;
  - d) accommodation optimization.
8. The Head of Dormitory, in case of rat removal and disinfection, may limit access to the resident's room for a period of 6 to 10 hours depending on the manner of carrying out these operations.

#### § 4 Checking out

1. A resident may be subject to checking out of the dormitory in case of:
  - a) failure to fulfil bidding formalities related to accommodation,
  - b) defaulting on paying the rent for at least 30 days,
  - c) withdrawal of the place allocation,
  - d) non-compliance with the Campus Rules and Regulations,
  - e) being struck off the list of students.
2. A resident is subject to checking out when the period of accommodation has been terminated.
3. In cases referred to in section 1, the resident is obliged to move out of the dormitory within 7 days. In the case referred to in section 2, the resident is obliged to move out of the dormitory on the day the accommodation period has expired.
4. A resident can be checked out immediately in case of :
  - a) failing to check out within 7 days of receiving the decision to vacate the room,
  - b) gross violation of the norms of social coexistence in the dormitory,
  - c) residing in a given place of a person other than the entitled one,
  - d) a point referred to in § 5 section 4 of the Campus Rules and Regulations.subject to section 13.
5. Checking out immediately means an obligation to move out of the dormitory within 48 hours of receiving the decision. The decision to effect immediate check-out shall be taken by the Head of Dormitory after consultation with the Head of Campus, who shall inform the Chancellor of Poznan University of Technology about the immediate check-out, justifying

the decision.

6. Checking out a resident means also checking out his/her spouse if the spouse is not a student or a PhD candidate at Poznan University of Technology.
7. Immediate check-out does not exempt the resident from the obligation to pay the arrears and account for the room's possessions and equipment.
8. For those who illegally extend their stay outside the check-out period, fees shall be charged according to a daily rate. Fees shall be charged for each day of using the place, starting from the day following the expiration of the checking-out deadline until the person concerned has actually moved out.
9. If the resident does not comply with the obligation to vacate the room, the Head of Dormitory or an authorized person, in consultation with the Head of Campus and Head of Residents' Council, has the right to call security staff to remove an illegally staying person from the building.
10. After completing the formalities related to the resident's check-out, the Dormitory administration shall not be responsible for personal items left in the dormitory.
11. If the resident does not leave the room in the manner specified in the Campus Rules and Regulations, he/she may be removed administratively by a committee consisting of the Head of Dormitory or an authorized person, Head of Campus or an authorized person, one dormitory administration employee, a member of the Residents' Council or other student (resident of a given dormitory). Personal belongings shall be secured in the dormitory for a period of 3 months. After this time, and in the case of unsuccessful call to collect items left in the dormitory, the committee composed of the Head of Dormitory, Head of Campus and a Dormitory administration employee shall destroy the abandoned items, preparing a report from this activity and charging the resident with costs.
12. A report on administrative removal shall be drawn up in writing and signed by all committee members.
13. In cases of gross violation of the provisions of the Campus Rules and Regulations, jeopardizing health, life, safety and threatening to cause significant damage and exposing university property to major losses, removal may take place on the basis of a decision of university authorities immediately.
14. The deposit, refunded to the residents after fulfilling the necessary formalities related to checking out, shall be reduced by the cost of repainting the room per one inhabitant of the room.
15. In the event of checking out before the end of the accommodation period, the fee paid by the dormitory resident connected with residing in the dormitory is not refundable in whole or in part.

## **§ 5 Rights and duties of residents**

1. A dormitory resident, except for the rights referred to in § 3 section 5, has the right:
  - a) to choose and be chosen for the Residents' Council and the Campus Council. The procedure and rules for conducting elections to the Residents' Council and the Campus Council are set out in PUT Students' Union Rules and Regulations,
  - b) to participate in the creation and implementation of the Residents' Council and the Campus Council activity programme,
  - c) to be informed about the work of the Residents' Council and the Campus Council,
  - d) to resign from the place occupied during the academic year with a 14-day notice period and notification of the day of checking out passed to the dormitory administration,
  - e) to appeal against decisions taken by the Head of Dormitory to the Head of Campus within 14 days of their publication in the dormitory. The appeal does not suspend the execution of decisions which concern disciplinary matters,
  - f) to be rewarded for exceptional contribution to work for PUT Campus. The application for the reward shall be made by the Campus Council.
2. A dormitory resident is obliged in particular to:
  - a) obey the Campus Rules and Regulations and comply with the decisions of the Head of Campus, Head of Dormitory and Head of Residents' Council in the scope of their competence,
  - b) follow health and safety regulations, fire prevention rules, sanitary regulations and property protection rules,
  - c) follow the generally accepted principles of social coexistence,
  - d) respect the property of a dormitory and oppose its destruction and misuse,
  - e) maintain cleanliness and order in rooms, sanitary facilities and common areas of use, notify the dormitory

- administration of any noticed damage, breakdowns, etc.,
- f) segregate waste,
  - g) hand over his/her room in an undamaged state at the end of the academic year (any changes to the room decor and equipment need to be agreed with the dormitory administration).
  - h) observe the rules of check-ins and check-outs applicable at PUT Campus,
  - i) make payments related to living in a dormitory by the 10th day of each month for the current month,
  - j) observe silence from 23.00 to 7.00,
  - k) immediately notify the Head of Dormitory and Head of Residents' Council about an accident or contagious disease of a fellow resident occurring in the dormitory,
  - l) show the Resident Card to Campus administration and security staff,
  - m) follow parking rules applicable at Poznan University of Technology.
3. Residents and people staying in the premises of a dormitory are forbidden in particular:
- a) to use in rooms alcohol, petrol and gas stoves machines, electric cookers and heaters as well as other heat sources that are not standard room equipment,
  - b) to arbitrarily set up, modify, repair and obstruct the use of electrical, gas, water, telephone, antenna, computer installations, etc., to other users,
  - c) to tamper with locks in doors,
  - d) to use dormitory premises, equipment and fire-prevention devices for purposes other than intended,
  - e) to throw objects into sanitary facilities that could cause damage or malfunction,
  - f) to throw any objects out of windows,
  - g) to keep animals in rooms,
  - h) to gamble in a dormitory,
  - i) to possess firearms and pneumatic weapons,
  - j) to smoke in the premises of a dormitory,
  - k) to manufacture, sell and consume alcoholic beverages or other similar substances in a dormitory, in particular psychotropic drugs,
  - l) to make assigned places available to unauthorized persons,
  - m) to conduct business activity in the premises of a dormitory without the written consent of the Chancellor of Poznan University of Technology,
  - n) to arbitrarily place advertisements, posters etc. in the premises of a dormitory and its surroundings without obtaining the necessary consent, except for places designated to do so by the Head of Dormitory,
  - o) to store in rooms and public areas of a dormitory goods whose purpose and quantity may indicate commercial intentions,
  - p) to make student cards, resident cards and access cards available to unauthorized persons in a way that is not compliant with the Campus Rules and Regulations in order to enter a room or a dormitory,
  - q) to park in places not designated to do so in the premises of Poznan University of Technology.
4. Any violation of the Campus Rules and Regulations made under the influence of alcohol or other similar substances, in particular psychotropic drugs, shall be punished with particular severity, including immediate removal from a dormitory.
5. Bikes belonging to residents and their guests should be parked in designated places. Bikes parked outside designated places shall be removed after posting a note on the notice board in a dormitory or other designated place. The removed bike must be collected within 48 hours in a designated place under pain of deeming the bike abandoned without the intention of disposing of the property.
6. In the event of failure to collect the bike within the time specified in section 5, it shall be deemed as actually abandoned without intention to dispose of the property, after which it shall be transferred to the designated place, i.e. Dormitory No.2, Room No. 10. At the same time, the bike shall be subject to a procedure regulated in the Act on things found of 20 February 2015 (Journal of Laws, 2019.908).

## § 6 Visits

1. Residents can receive guests in the premises of a dormitory under the principles set out in the Campus Rules and Regulations.

2. Residents' guests can enter and leave the dormitory only in the presence of a host.
3. For security reasons, the guest's stay shall be registered. The guest's name, surname and ID number (Annex No. 5) shall be entered in the register.
4. Residents' guests can stay in a dormitory during visiting hours, i.e. from 7.00 to 22.00.
5. Residents' guests can extend visits beyond visiting hours after obtaining a written consent of a roommate or roommates of the host and approval granted by a dormitory employee or security staff (Annex No. 6).
6. A resident's guest who stays in a dormitory shall be obliged to pay a dormitory fee of PLN 12.00 net for each day of their stay. Such a situation can take place only 4 times within 30 days from the date of the first night's accommodation. Failure to fulfil the above-mentioned formalities shall be treated as a serious breach of the Campus Rules and Regulations by the host.
7. Residents' guests are obliged, at the request of a dormitory employee or security staff, to present their identity document.
8. Guests can use a paid place in a guest room, following § 3 section 2 letter c. The rules and terms of payment for a place in a guest room shall be determined by the Chancellor of Poznan University of Technology.
9. Persons who are under the influence of alcohol or other drugs acting in a similar way, in particular psychotropic drugs, shall not be allowed to enter the premises of a dormitory.
10. Access to a dormitory during the visiting hours shall be forbidden to guests of residents who have been previously removed from the dormitory on disciplinary grounds.
11. A resident living in a dormitory may stay after 23.00 in another dormitory following the rules applicable to a guest (without the obligation to pay an additional fee).
12. In special cases, concerning persons notoriously violating the Campus Rules and Regulations and established order, the ban on admission to a dormitory may be permanent or periodic.
13. The Head of Dormitory has the right:
  - a) to deny stay to a guest,
  - b) to periodically suspend visits in a dormitory (in consultation with the Head of Campus).
14. Occasional events in the dormitory may be organized in places intended for this purpose only with the written consent of the Head of Dormitory and on conditions specified by the Residents' Council and the Head of Dormitory in compliance with the applicable law. The Head of Dormitory in agreement with the Head of Campus has the right to change the duration of quiet hours.

## **§ 7 Responsibility of residents**

1. In the event of violation of the provisions of the Campus Rules and Regulations, dormitory residents bear:
  - a) liability for violation of order,
  - b) material liability for property entrusted to them.
2. Measures for failing to effect liability for violation of order in relation to dormitory residents are:
  - a) verbal admonition,
  - b) written admonition,
  - c) imposing an obligation to restore order and cleanliness in the location indicated by the Head of Dormitory,
  - d) issuing a decision to check out.
3. A verbal admonition is a measure of effecting liability for violation of order used by the Head of Dormitory for less serious offences. An application for a verbal admonition may also be submitted to the Head of Dormitory by the Campus Chairperson and the Residents' Council chairperson at the request of other residents of a given dormitory.
4. A written admonition is a measure of effecting liability for violation of order used by the Head of Campus in the event of more serious offences and in the event of further violation of the provisions despite a verbal admonition.
5. Measures of effecting material liability are:
  - a) material liability of the resident for all damage and losses in the Campus room equipment,
  - b) material liability of the resident for damage caused by his/her guests,
  - c) material liability of the resident for all intentional damage in the premises of the Campus. In the event of failure to identify the perpetrator, dormitory residents shall be equally burdened with material liability depending on the type and extent of losses (on the basis of joint and several liability), unless they prove that the damage arose only in connection with criminal activity or force majeure. The decision in this matter shall be taken by the Head of

Dormitory,

- d) joint and several liability of the resident, participants and organizers of an event for damage and disruption of the order, unless the organizer has fulfilled all the obligations imposed on him/her by the Head of Dormitory and Head of Residents' Council when granting consent and took appropriate measures to prevent damage or disorder,
  - e) material liability in the form of settling a security deposit. The deposit shall be returned to residents after fulfilling the necessary formalities related to checking out. In the case of losses, damage or destruction in the room or dormitory equipment, the deposit or part thereof shall be forfeited to a dormitory and shall serve as a source of coverage of losses incurred.
6. A dormitory resident can compensate for offences against the Campus Rules and Regulations by working for a dormitory. Decisions on this matter shall be taken by the Head of Dormitory at the request of the Head of Campus in agreement with the Residents' Council.
  7. The resident is obliged to counteract the behaviour of his/her guests leading to damage or disorder in a dormitory, and should, if necessary, notify the doorkeeper and the Residents' Council. In the case of gross negligence of the above obligations, a resident may be subject to disciplinary procedure.

### **§ 8 Inspection**

1. Dormitory rooms can be inspected.
2. The aim of inspection is:
  - a) to check rooms and common areas in terms of completeness of equipment and technical condition,
  - b) to check rooms in terms of cleanliness, sanitary requirements and their use in accordance with PUT Campus Rules and Regulations.
3. Inspection referred to in section 1 can be carried out by :
  - a) the Head of Dormitory or a person authorized by him/her,
  - b) the Head of Campus or a person authorized by him/her,the authorization shall be granted to each of the above-mentioned persons individually.
4. During inspection, a resident of a given dormitory should be present. In cases of urgent access to the room, the presence of a resident is not required.
5. If, as a result of inspection, it is found that there has been damage to property or equipment, the Head of Dormitory shall issue an order to bring the room to its original state within 14 days from the date of recording it by entities referred to in section 3. After this period, another inspection shall be carried out to determine whether the issued order has been respected by the resident. The resident's failure to comply with the order to bring the room to its original state shall be the basis for removal.