



## REGULATIONS FOR RESIDENTS OF UNIVERSITY OF GDAŃSK STUDENT HOMES

### § 1.

The aim of these Regulations is to establish the internal order of the University of Gdańsk student homes and to define the mutual relationships, rights and obligations of their residents and the student home administration.

### Chapter 1. General provisions

#### § 2.

1. The student home belonging to the University of Gdańsk (hereinafter referred to as the "UG") is a place of temporary accommodation for authorised persons.
2. Student home administration is carried out by the Department for Student Homes and Staff Hotels (hereinafter referred to as the "Department"), through the head, a specialist in charge administration or an authorised employee.
3. Supervision of the UG student homes rests with the Chancellor or the Deputy Chancellor.
4. Cases of misdemeanour, breach of the principles of community living, or violation of the rules and regulations in force at the UG which have occurred within the student home and concern its residents are forwarded to the Vice-Rector for Student Affairs.
5. On the basis of recorded violations of the rules in force at the student home, the Head of the Department or the Chair of the University Accommodation Committee may decide to transfer a resident to another student home or determine that there are grounds for refusing the allocation of a place for the subsequent housing period.
6. Repeated violation of the provisions of these Regulations may constitute grounds for the University Accommodation Committee or the Department to submit a request for the withdrawal of the allocation of a place in the student home.

#### § 3.

1. A quiet period must be observed in the student home between 10 p.m. and 6 a.m. on weekdays and between midnight and 6 a.m. at weekends.
2. The resident card is the document authorising the bearer to collect the key or room card.
3. Every person entering the student home is obliged to present a resident card, a student identity card or an identity document at the request of a reception staff member.

4. The entry and exit of visitors of the student home residents will be recorded by the reception staff in the visitor log. The data collected in the log will be used solely to ensure the safety of the building.
5. The resident hosting visitors bears full responsibility for their stay in the student home.
6. The student home administrator, in consultation with the head of the Department, is authorised to issue a written entry ban on persons who are not residents of the relevant student home and who have breached the provisions of these Regulations.
7. All administrative announcements, with which all residents are obliged to familiarise themselves, will be posted on notice boards in the buildings or on the Department's website.

## Chapter 2. Rights of residents of UG student homes

### § 4.

The resident of the student home has the right to:

- 1) take up the allocated accommodation and use the furniture and equipment assigned to the occupied room;
- 2) use the common rooms, facilities and equipment as well as rooms and equipment available for use on the basis of a valid resident card deposited in the student home reception for the duration of use;
- 3) host visitors, with the consent of fellow residents, until the start of the quiet period. The absence of fellow residents does not release the resident from the obligation to obtain consent;
- 4) organise special events (for 6 to 30 persons), provided that prior written consent is obtained from the administration of the relevant student home, specifying the location and date of the event. Cleaning the room in which the special event is held is the responsibility of the organiser (resident). The administration of the student home is obliged to inspect the condition of the room and record any damage, the cost of which must be covered by the organiser;
- 5) accommodate in their\* room, free of charge and with the consent of fellow residents, visiting members of their immediate family (parents, spouse, siblings) for a period not exceeding three days per month; (\* applies only to UG students)
- 6) accommodate in their room, only during the holiday period, free of charge and with the consent of fellow residents, another student holding a valid resident card from another UG student home, for a period not exceeding three days per month;
- 7) participate in the life of the student home and take part in decision-making in all matters concerning the functioning of the student home.

## Chapter 3. Obligations of residents of UG student homes

### § 5.

1. Upon check-in, the resident of the student home assumes full responsibility for the property entrusted to them and is obliged to return it in an unchanged condition as regards quantity and quality.

2. The amount to be paid by the resident to restore the damaged property to its original condition corresponds to the actual costs incurred and includes both the purchase of necessary materials and personnel costs, based on the cost estimate and the damage report.
3. In the event of damage to the student home's common rooms or equipment, where it is impossible to identify the persons responsible, users will be held liable in equal shares.
4. Moreover, the resident of the student home is obliged to:
  - 1) observe the provisions of these Regulations and the Regulations for the allocation of places and provision of accommodation in UG student homes;
  - 2) leave the room key/card in the reception when leaving the student home;
  - 3) immediately report the loss or theft of room keys. The resident is responsible for covering any resulting costs;
  - 4) pay the accommodation fees in a timely manner, in accordance with the current List of fees for accommodation in UG student homes and the rules of payment;
  - 5) comply with the registration regulations;
  - 6) observe the rules of community life and respect the right of other residents to undisturbed quiet during the time of study and rest;
  - 7) refrain from exposing others to the harmful or disruptive results of his/her behaviour and strictly observe the rules of hygiene, including supplying themselves with their own personal care products;
  - 8) maintain cleanliness and order in their own room as well as common rooms and areas on an ongoing basis, and use the entrusted equipment appropriately, taking care to:
    - a) immediately remove any leftover food or spilt liquids,
    - b) secure refuse bags (full bags must be disposed of in rubbish bins),
    - c) strictly observe the rules on waste segregation,
    - d) clean the bathrooms in the residential facilities and maintain cleanliness of all sanitary facilities, including washbasins, showers and toilets,
    - e) ensure that the entrusted bedding is used properly by using bed linen and changing it regularly;
  - 9) purchase their own cleaning products and equipment necessary to maintain cleanliness in all rooms made available for residents' use;
  - 10) report any identified defects, malfunctions or irregularities to the reception of the student home;
  - 11) become familiar with and observe health and safety, fire safety and sanitary regulations;
  - 12) notify the administration or the reception of the student home of any accidents, theft, infectious diseases or the need to call the emergency services;
  - 13) restore the room to its original condition prior to vacating their place in the student home.
5. Prior to moving out, the resident is obliged to settle any outstanding payments and the deposit (in the case of persons required to pay the deposit under separate regulations).
6. When moving out, the resident is obliged to remove all personal belongings.

#### § 6.

1. In the student home it is forbidden to:
  - 1) change locks, duplicate keys or install additional security devices without the consent of the student home administration;
  - 2) independently carry out any renovation or repairs to the electrical, plumbing or gas

- devices and installations;
- 3) install or use makeshift electrical devices or immersion heaters (consent to the occasional use of heaters or cookers may be granted only by the student home administration);
  - 4) cover up lightbulbs, fire detectors or ventilation grilles;
  - 5) store any flammable, corrosive or malodorous substances (including petrol, industrial alcohol, chemical reagents, etc.) in the rooms;
  - 6) store any hazardous substances, materials or weapons in the rooms;
  - 7) leave electrical appliances on without supervision;
  - 8) install aerials without authorisation (by climbing onto windowsills and roofs);
  - 9) make unauthorised alterations to the equipment of the rooms and common areas (e.g. by installing washing machines in rooms or moving furniture or equipment to other areas);
  - 10) change the allocated rooms without authorisation;
  - 11) keep any animals in the rooms, with the exception of assistance dogs within the meaning of the regulations on vocational and social rehabilitation and the employment of persons with disabilities;
  - 12) smoke tobacco or tobacco products, including electronic cigarettes, with the prohibition also applying to rooms and common areas;
  - 13) conduct business or commercial activity, or organise and participate in gambling;
  - 14) consume alcohol in common areas, corridors and staircases;
  - 15) enter the student home under the influence of alcohol if not a resident;
  - 16) cause excessive noise at any time, create unpleasant smells or any other nuisance which may disturb, harm or irritate other residents of the student home.

#### § 7.

1. Access to the communal laundry rooms requires the purchase of laundry tokens. The opening hours are set by the building's administration.
2. The student home does not bear financial responsibility for the personal belongings of its residents.
3. Failure to notify the administration prior to vacating the student home will result in personal belongings being officially collected and transferred to storage, where they may be retrieved by the owner within six months once all outstanding payments have been settled. After this period, unclaimed items will be disposed of and a formal report on the disposal will be prepared.