

Warsaw University of Life Sciences Residence Hall Regulations

I. General provisions

1. Residence halls (dormitories) are an integral part of the Warsaw University of Life Sciences SGGW and a place of temporary stay for SGGW students.
2. All residents of residence halls must follow these Regulations and any bylaws or decisions taken by the University Authorities. All residents must also cooperate with the Residence and Dining Halls Administration.
3. When checking in, a resident must become familiar with the contents of these Regulations and sign an adherence declaration.
4. The community of Residence Hall residents is represented by the Residents Council, whose Chairperson represents the residents and the Residents Council externally.
5. Residence halls may provide guest rooms designed primarily to provide short term accommodation for part time WULS/SGGW students arriving for their tutorial conventions, for the residents' guests and for other people.

II. Accommodation in the Residence Hall

1. The rules of admitting WULS/SGGW students to residence halls and of settling accommodation accounts are set forth in the “Regulations concerning Admission of WULS/SGGW Students to WULS/SGGW Residence Halls and Settlement of Accommodation Accounts”.
2. If there are vacancies which have not been filled by WULS/SGGW students during the academic year and during summer holidays, accommodation in residence halls can be provided to persons other than WULS/SGGW students.
3. Residence halls accommodation rates for persons other than WULS/SGGW students are endorsed in writing by the WULS/SGGW Chancellor.
4. Students who have been admitted to residence halls in a particular academic year are checked into their respective residence hall at the end of September and beginning of October of the academic year, on dates selected by the students in the mandatory process of location and date booking.
5. Organizational details of the booking procedure are set forth in the “Arrangements concerning reservations of accommodation locations and dates for WULS/SGGW students and candidates”, which are Appendix No. 3 to the “Regulations concerning Admission of WULS/SGGW Students to WULS/SGGW Residence Halls and Settlement of Accommodation Accounts”.
6. Upon checking in, residents receive a resident card, bedlinen, a night lamp and, to be shared with all residents in a room/suite, the room/suite key, window drapes and curtains, room furnishing equipment.
7. Upon checking in, Residents must examine the room furnishing and sign a “Room/Suite Furnishing Protocol”, which is a receipt document to confirm that the furnishing has been accepted for use.

III. Rights of Residents

1. Residents may use all residence hall facilities and areas designed for a general purpose in accordance with the functionality of such facilities and rooms.
2. Residents may hold party events in specially designated areas (meeting room) upon obtaining consent from the Residence Hall Complex Manager. Using the meeting room is free of charge and should follow in accordance with orderliness regulations set forth elsewhere, including any such regulations by the Residents Council. If a residence hall does not have a meeting room, Residents may hold a party event in their suite upon consent from all other suite resident and from the Residence Hall Complex Manager.
3. Residents may use the deposit facility and sports and leisure areas on the Residence Hall premises in accordance with the rules set forth by the Residents Council and announced in writing.
4. Residents may apply for changing their room allocation to another room allocation within the Residence Hall Complex. The Residence Hall Complex Manager must consent in writing to any such change.
5. Residents may apply, during termination of an accounting period (monthly), for changing their room allocation in a particular Residence Hall Complex to a room allocation in another Residence Hall Complex. The Residence and Dining Halls Administration Manager or Deputy Manager must consent in writing to any such change.
6. Residents may apply for a change in the room furnishings (such as providing their own furniture). Any such changes are only possible upon the consent from the Residence Hall Manager and require the "Room/Suite Furnishing Protocol" to be modified appropriately. Prior to vacating their accommodation, Residents must restore the original furnishings or provide other furnishings as indicated by the Residence Hall Complex Manager.
7. Residents may entertain visitors in their room. Any visits may only take place upon consent of co-residents between 8 a.m. and 10 p.m. or, if the visitor is a WULS/SGGW student, between 7.30 a.m. and 10 p.m. The visitor must show their ID document with a photograph or leave any such document with the Residence Hall reception staff in order for their visit to be recorded in the Visitors Register. A refusal to show or leave the ID precludes entry into the Residence Hall. Residents being visited are held responsible for their visitor's behaviour.
8. Visitors may be provided with overnight accommodation in a guest room upon payment and prior reservation with the Residence and Dining Halls Administration office.
9. If no overnight accommodation opportunity is available, a visitor may exceptionally stay, upon payment and written consent from the Residence Hall Complex Manager, in a student room. Another prerequisite is obtaining consent from co-residents. Detailed rules are provided in separate arrangements, set forth in writing and endorsed by the Prorector for Didactics.
10. During the office hours of Residents and Dining Halls Administration, a visitor obtains their consent to stay from the Residence Hall Complex Manager or another person substituting the Manager, and after office hours such consent may be obtained from the reception staff only upon proof that obtaining such consent from the Residence Hall Complex Manager during the office hours was not possible.
11. Smoking tobacco is only permitted in specially designated smoking areas.

IV. Duties of Residents

1. Residents must observe any bylaws, decisions or resolutions taken by the University Authorities, the Residence and Dining Halls Administration staff, or the Residents Council.

2. Upon allocation in the Residence Hall, Residents must check in on a fixed date. In justified cases, checking in on a different date is possible upon agreement with the Residence Hall Complex Manager and upon a written declaration to settle accommodation payments from the originally fixed check-in date. Failure to follow these formalities is deemed to signify vacating the Residence Hall accommodation.
3. Residents must keep all rooms, all shared areas and all common use facilities clean and tidy.
4. Residents must show due respect to the Residence Hall property and environment, and counteract any inappropriate handling thereof.
5. Residents must always show their resident card to the reception staff or, upon request, to other Residence and Dining Halls Administration staff.
6. On leaving the Residence Hall, Residents must leave their key with the Residence Hall reception. Carrying the room key outside the Residence Hall is not permitted.
7. Residents must pay their accommodation fees in a timely manner: by the 15th day of each month for the same month, or by the 25th day of the month if accommodation began in the middle of the same month.
8. The regular account settling period is one month, whereas half-month settlements are possible. If the accommodation time is under one month and does not begin or end at the beginning or in the middle of a month, accounts are settled on basis of accommodation days as follows: for accommodation under 15 days the fee is half the current rate, for accommodation over 15 days the fee is the whole current rate.
9. Residents must follow any regulations concerning fire prevention or occupational health and safety. In particular, residents must not
 - a. interfere in any manner with elements of the fire prevention system, on pain of immediate eviction from the Residence Hall,
 - b. use electric cookers or heaters, or other devices requiring additional power, in their rooms. Any radio or television devices must be registered in accordance with applicable laws.
 - c. tamper with electrical switchboards or with electrical, gas, water supply, sewage, telephone, radio and TV installations; modify room locks and room keys,
 - d. vandalize walls, doors and furnishings in rooms, suites and common areas,
 - e. dispose of waste and other items in sanitary, sewage, ventilating and technical systems, which may lead to faulty functioning, damage or fire of a system.
10. Residents must notify the reception staff of any technical faults they may notice.
11. Residents must notify the Residence and Dining Halls Administration or, after 4 p.m., the reception staff and the Residents Council, of any diseases or accidents that may threaten the residents' health and life.
12. Residents must contribute to any work organized for the benefit of the community of residents, the residence hall, its surroundings, and the University.
13. Residents owning cars must park them in designated areas only. Should such cars be parked in inappropriate places, the owning resident will incur disciplinary consequences, such as eviction from the residence hall, and legal liability regulated elsewhere.
14. Residents using the University Computer Network must follow rules set forth in the University Computer Network regulations and any bylaws by the WULS/SGGW Information Technology Centre. Failure to comply with these regulations or with any laws concerning electronic communications will make the resident liable before the Polish law.

V. Accountability of Residents

1. Residents are fully responsible and accountable materially and disciplinarily, and legally liable, for their behaviour while being provided accommodation in the Residence Hall.
2. Residents are fully responsible materially for areas, furnishings, bedlinen and equipment in their charge, in terms of quality and quantity.
3. Residents are fully responsible for securing their room/suite when absent (in particular closed windows and locked doors).
4. Residents must secure, of their own accord, all items of personal use (such as valuable items, computer devices, radio and TV devices).
5. Residents are fully responsible materially and disciplinarily for stays of any invited visitors on the premises of the Residence Hall.
6. Responsibility for the course of an event and for the area hired to hold such an event is incurred by the organizing resident.
7. Residents will lose their Residence Hall allocation if they:
 - a. fail to check in on the date fixed before,
 - b. are deprived of their active student status,
 - c. have obtained their room allocation upon false pretences – such eviction follows from Clause 6 Item 11 of the “Regulations concerning Admission of WULS/SGGW Students to WULS/SGGW Residence Halls and Settlement of Accommodation Accounts”,
 - d. have passed their Residence Hall allocation to a third party – such eviction is notified in writing,
 - e. fail to pay their accommodation fees in accordance with the “Regulations concerning Admission of WULS/SGGW Students to WULS/SGGW Residence Halls and Settlement of Accommodation Accounts”,
 - f. are deprived of their accommodation right following a written decision by the Rector, the Prorector for Didactics, the Chancellor, the Residence Hall Allocation Commission, or the Residence and Dining Halls Administration Manager.
8. Residents may be deprived of their accommodation right following a written decision by the Rector, the Prorector for Didactics, the Chancellor, the Residence Hall Allocation Commission, or the Residence and Dining Halls Administration Manager if they:
 - a. are in breach of these WULS/SGGW Residence Hall Regulations,
 - b. have commenced their sabbatical or health leave,
 - c. are in breach of student vows or have engaged in any kind of behaviour inappropriate to a student’s honour.

VI. Moving out of the Residence Hall

1. Residents must move out of the Residence Hall, at the latest, on the last day of the summer examination session as set forth in the Rector’s bylaw concerning the academic year schedule, or if such session terminates before the end of June, on the last working day of June, unless they have obtained accommodation in the WULS/SGGW Residence Hall for the summer holiday period.
2. If residents terminate their accommodation in the course of the academic year, they must move out, at the latest, on the 15th or the last day of a month, or if the 15th or the last day of a month is a holiday, on the nearest working day.
3. If residents lose or are deprived of their Residence Hall accommodation allocation, they must move out by the end of the half-month accounting period during which such deprivation or loss happened, or at an earlier date agreed with the Residence Hall administration.

4. Prior to moving out of the Residence Hall, residents must settle all their duties to the Residence Hall administration, following from having stayed in that Residence Hall and from these WULS/SGGW Residence Hall Regulations. In particular, they must settle any due fees for their allocation on pain of not receiving an allocation the following academic years and other consequences under applicable laws.
5. Moving out means vacating the allocated rooms on a fixed date, upon prior settlement of all fees due, including the repair cost of any damage caused by the resident, thorough and careful cleaning of the room and all shared areas/facilities, accounting for room furnishings as listed in the "Room/Suite Furnishing Protocol", accounting for bedlinen and other equipment with the storage facility, checking out of the Residence Hall and returning room/suite keys and the resident card to the Residence Hall administration.
6. Should a resident fail to move out of the Residence Hall following the procedure set forth in these Regulations, such resident may be removed in an administrative fashion by a commission consisting of the Residence Hall Manager or their substitute, a student member of the Residents Council or a student residing in the same Residence Hall, and one to three University staff members. Personal belongings of the removed resident will be secured in the Residence Hall. Administrative removal is recorded in a written protocol, to be signed by all removal commission members.

VII. The Residents Council

1. The Residents Council is elected by all WULS/SGGW students residing in each Residence Hall by the 15th of November each year, for the whole academic year. The election is recorded in a written protocol to be submitted to the Residence and Dining Halls Administration.
2. The Residents Council consists of up to five people: the Chairperson, the Deputy Chairperson and members.
3. If no Residents Council is elected, all decisions concerning the Residence Hall accommodation are taken by the Residence and Dining Halls Administration without any prior consultations.
4. Operating rules for the Residents Council may also be set forth in the WULS/SGGW Student Government Regulations.

VIII. Orderliness regulations

1. The night curfew in the Residence Hall premises is between 10 p.m. and 6 a.m.
2. The Residence and Dining Halls Administration staff or the Residents Council members in agreement with the reception staff may refuse entry into or remove from the Residence Hall to any non-residents who disturb the peace or pose a threat to the Residents or the University property.
3. The following is forbidden in the Residence Hall:
 - a. pursuing business, commercial, manufacturing or similar activities,
 - b. providing overnight accommodation to third parties,
 - c. consuming alcohol containing beverages in common areas (corridors, staircase etc),
 - d. storing any potentially dangerous (toxic, flammable etc) substances,
 - e. keeping animals,
 - f. placing notices in places other than specially designated.
4. Copying lock keys and changing locks is forbidden.

IX. Final provisions

1. The previous “WULS/SGGW Residence Hall Regulations” of 3 December 2007 are no longer valid.
2. Any issues concerning Residence Halls and not covered by these Regulations are resolved by the Residence and Dining Halls Administration Manager in agreement with the University Council of WULS/SGGW Student Government.