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LEGAL BULLETIN

of the NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

RESOLUTION

of the Rector of the Nicolaus Copernicus University in Toruń

Nicolaus Copernicus University in Toruń Halls of Residence Terms and Conditions

Pursuant to Article 23 par. 1 and par. 2 item 2 of the Higher Education and Science Act dated 20 July 2018 (Journal of Laws of 2022, item 574 as amended)

it is hereby resolved as follows:

Chapter I General provisions

§ 1

1. Halls of residence are a place of temporary accommodation for authorised persons and an integral part of the Nicolaus Copernicus University in Toruń, hereinafter referred to as the “University”.
2. The rules for assigning places and payment terms at the halls of residence are set forth in other regulations.

§ 2

1. The general rules applicable to the halls of residence as well as the rights and obligations of the residents are set forth in the present Terms and Conditions.
2. A person, who has been assigned a place at a hall of residence, shall, before moving in, read the present Terms and Conditions as well as other rules applicable to halls of residence, including fire and H&S regulations, and, as a resident, shall observe the provisions set forth therein.

§ 3

The hall of residence manager, in cooperation with the appropriate student council body, acts to ensure the halls of residence function correctly.

Chapter II Moving in

§ 4

A person who has been assigned a place at a hall of residence by 30th of September, should move in by no later than 7th of October of that same year or let the hall of residence admin staff know that they will be moving in at a later date. Failure to provide such information shall be

considered tantamount to a cancellation of the accommodation arrangements at the hall of residence.

§ 5

1. Rooms in halls of residence shall be handed over to residents in an appropriate condition together with the required furnishings on the basis of a resident's card constituting Appendix No. 1 to the present Terms and Conditions.
2. Halls of residence residents should check the condition and furnishings of the room being handed over. Residents shall notify hall of residence admin staff of missing or broken room furnishings on the day they move in.
3. Defective items shall be replaced, broken items shall be repaired or noted down on the resident's card.
4. Individual furnishings a halls of residence resident is entitled to shall be provided on the basis of a resident's card.

§ 6

1. As far as possible the residents' suggestions are taken into account when assigning halls of residence rooms and allocating roommates.
2. Co-educational accommodation may be possible upon a written request submitted by the hall of residence residents in writing and upon obtaining a prior approval by the given segment or flat roommates.

§ 7

1. It is possible to upgrade a room (by reducing the number of people) during residence in a hall of residence if there are no people waiting for accommodation. Room standard may be changed subject to a request by the residents submitted to the competent hall of residence manager. For the Toruń area a consent by the head of the Halls of Residence and Dorms Department is required, whilst consent by a competent hall of residence manager is required for the Bydgoszcz area.
2. The number of people residing in a room may be increased and room standard may be changed for duration of the stay of the additional residents subject to a request by the residents submitted to the competent hall of residence manager. For the Toruń area a consent by the head of the Halls of Residence and Dorms Department is required, whilst consent by a competent hall of residence manager is required for the Bydgoszcz area.
3. The amount due for accommodation at the hall of residence specified in the Resolution on fees for accommodation in halls of residence reflects the room standard as prescribed in the hall of residence occupancy plan for the given academic year.

Chapter III Moving out

§ 8

1. A hall of residence resident shall return the room and its furnishings in an unimpaired condition but shall not be liable for wear and tear resulting from normal use.
2. A hall of residence resident shall move out of their accommodation at the hall of residence on the day:
 - 1) the period of time for which it was assigned expires;
 - 2) which they declared in their notice;
 - 3) specified in a decision on expelling them from the hall of residence.
3. A hall of residence resident is authorised to reside at the hall of residence until the end of the month in which:
 - 1) a decision to remove them from the student register becomes final;

- 2) their student rights were suspended.
4. For organisation reasons, persons residing in September and not continuing their stay in October shall be required to move out by 27th September.

§ 9

1. A resident who has moved out shall:
 - 1) return the provided individual furnishings;
 - 2) return a cleaned room together with its furnishings;
 - 3) pay all amounts due;
 - 4) remove their property from the room.
2. A resident shall be considered as having moved out after the hall of residence manager or a person authorized by them, in the presence of the resident, inspects whether the obligations specified in paragraph 1 have been satisfied.
3. Regardless of the actions prescribed in paragraph 2, a room shall be handed back on the basis of the resident's card, wherein the condition of the room and its furnishings shall be noted separately for each resident vacating a room.
4. If a returned room is found not to be sufficiently clean, the hall of residence manager shall calculate the cleaning costs which shall then be charged to the resident vacating a place at the hall of residence.
5. If a room is vacated without an inspection, the hall of residence manager shall complete the return procedure in the presence of a commission comprising a representative of the Student Council or Postgraduate Assembly. The commission based room inspection report comprises Appendix No. 2.
6. Costs for repair or replacement of damaged furnishings, cleaning and possible re-decoration of the room shall be charged to the resident on the basis of references to the condition of the property and any damage contained in the report.
7. The costs referred to in paragraph 6 shall be deducted from the deposit in accordance with the principles specified in the Resolution on fees for accommodation in halls of residence.

Chapter IV House rules

§ 10

The following shall be forbidden in a hall of residence:

- 1) behaviour which interferes with other residents;
- 2) bringing onto the premises and keeping items which might pose a risk to life, health, property or which might cause an inconvenience for other residents;
- 3) drinking alcohol;
- 4) possession and use of intoxicants and psychotropic substances;
- 5) smoking tobacco products as well as e-cigarettes;
- 6) bringing onto the premises and keeping animals (excludes certified guide dogs);
- 7) using stoves and electric heating devices in rooms;
- 8) unauthorised installation, modification or repair of electrical wiring and gas systems;
- 9) changing locks and making additional copies of keys;
- 10) permanently decorating the room interior as well as the building's façade without the hall of residence manager's consent.

§ 11

1. A night quiet time is in force at halls of residence between 11:00 pm and 6:00 am.
2. Behaviours which interfere in the residents' peace are forbidden during night quiet time.

§ 12

1. The person overseeing the halls of residence shall be entitled to enter a student room in order to periodically inspect compliance with the Terms and Conditions. These inspections shall not be carried out more frequently than once a month, on dates determined by the halls of residence admin staff, in the presence of any resident of the given student room following a prior inspection date notice.
2. In the event of a justified suspicion that residents are in breach of the Terms and Conditions, persons referred to in paragraph 1, persons on duty in the hall of residence, as well as other authorised persons, shall have the right to enter the room whose residents are in breach of the Terms and Conditions at any time of day or night.
3. The persons referred to in paragraphs 1 and 2 shall have the right to enter a room even if the residents are absent if there is a risk to life, health or property.
4. During a hall of residence inventory, the person overseeing the building and members of the inventory committee shall have the right to enter a student room even in the absence of its residents, subject to a prior inventory date notice for that property.

Chapter V
The residents' rights and obligations

§ 13

1. Hall of residence residents shall have the right to use all rooms, devices and furnishings of the hall of residence designated for common use.
2. Hall of residence residents may submit accommodation conditions improvement requests to the hall of residence manager.
3. Hall of residence residents may only change rooms or change the furnishings in an occupied room subject to the hall of residence manager's consent.

§ 14

Every resident shall be obligated to respect and protect property constituting the substance as well as the furnishings of a hall of residence. Within that scope, halls of residence residents should, in particular:

- 1) look after the condition of rooms designated for common use;
- 2) keep rooms (segment) clean and look after the cleanliness of devices and rooms designated for common use as well as that of the immediate surroundings;
- 3) prevent the destruction of property;
- 4) sort rubbish, use utilities rationally (electricity, heat, hot and cold water);
- 5) respect the provisions on university infrastructure use, including vehicle parking rules.

§ 15

Furthermore, every resident shall be obligated to:

- 1) provide a 30 day notice on vacating a place to the hall of residence admin staff;
- 2) show an undergraduate or postgraduate student ID, passport or other proof of ID upon a request by an admin staff member or person on duty at the reception / gatehouse;
- 3) leave keys in the gatehouse every time all residents leave a room, unless otherwise dictated by separate regulations applicable in a given hall of residence;
- 4) immediately notify the hall of residence admin staff of accidents and their or their roommate's illness;

- 5) inform the hall of residence admin staff if the accommodation shall not be used for a period longer than 15 consecutive days; failure to provide such information shall be considered tantamount to a cancellation of the accommodation arrangements at the hall of residence.

§ 16

If there is no reception / gatehouse at a hall of residence, residents shall declare in writing to observe the following rules:

- 1) ensure room doors accessible using a key are closed properly;
- 2) not to allow unauthorised persons to access the building;
- 3) immediately notify the hall of residence admin staff of unauthorized persons in the building;
- 4) inform the hall of residence admin staff of all situations constituting a potential risk to persons and property.

Chapter VI Visitors

§ 17

1. Hall of residence residents may have visitors between 7:00 am and 11:00 pm.
2. In order to improve security at halls of residence, a visitors' book is kept where the guest's name and surname, ID card type, series and number, time of arrival, name and surname of the person being visited and room number are entered.
3. At a reception / gatehouse a visitor shall show their student ID or ID card and provide the surname of the hall of residence resident they are visiting as well as the room number.
4. Upon a resident's written request, approved by roommates, a hall of residence manager may, in special circumstances, agree for the visitor to stay overnight subject to a fee according to the rates prescribed in the Resolution on fees for accommodation in halls of residence.
5. A visitor, showing signs of alcohol consumption or use of intoxicants, shall not be allowed to enter halls of residence.
6. Visitors shall observe the present Terms and Conditions and conduct themselves in a manner which does not interfere with other hall or residence residents.
7. A hall of residence resident shall be responsible for visitors observing the hall of residence Terms and Conditions.

Chapter VII Residents' accountability

§ 18

1. A resident may be expelled from a hall of residence for breaching the present Terms and Conditions.
2. In the event of repeated non-compliance with the provisions set forth in §10, at the request of the hall of residence manager, a resident may, by a decision of the Vice-Rector responsible for student affairs, be expelled from the hall of residence with immediate effect.
3. A hall of residence manager shall submit a request to expel a resident from the hall of residence to the Vice-Rector responsible for student affairs.
4. Before deciding to expel a resident from a hall of residence, the Vice-Rector responsible for student affairs shall obtain an opinion by an appropriate Student Council body. The appropriate Dean shall be notified of a decision to expel a resident from a hall of residence.

5. A hall of residence resident may appeal a decision referred to in paragraph 3 within 7 days of its delivery. Appeals shall be submitted to the Rector. Appeals shall be submitted via a Vice-rector responsible for student affairs.
6. A Rector's decision on expelling a resident from a hall of residence shall be final.
7. Expulsion from a hall of residence does not exclude disciplinary accountability as prescribed by separate provisions.

Chapter VIII Final provisions

§ 19

Resolution No. 86 of the NCU Rector of 5 May 2014 – Nicolaus Copernicus University in Toruń Hall of Residence Terms and Conditions (UMK Legal Bulletin No. 2, item 208 as amended) becomes ineffective.

§ 20

The Resolution shall enter into force on 1 May 2023.

RECTOR

prof. dr hab. Andrzej Sokala



PRZYDATNE LINKI

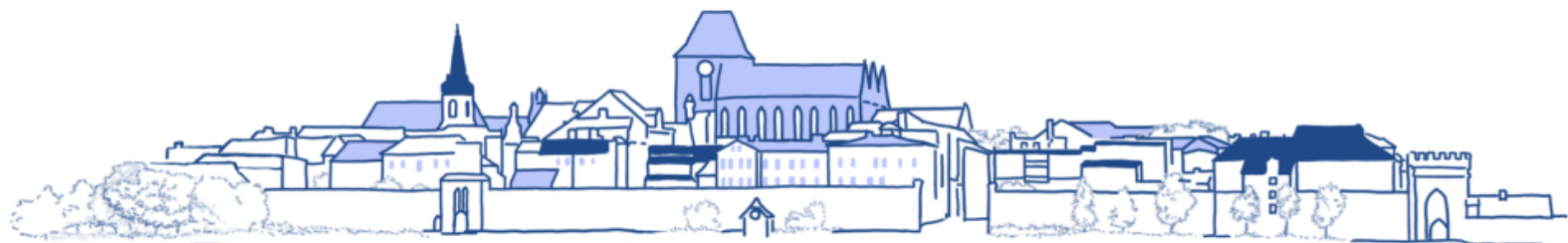
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Organizator:
Studium Kultury i Języka Polskiego
dla Obcokrajowców UMK



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- Tłumaczenia regulaminów dokonano ze środków projektu Witamy w Polsce, witamy wśród nas w ramach programu Welcome to Poland
 - Grafiki: Agnieszka Rembowska
 - Zebranie materiałów: Katarzyna Strehlke
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