

**REGULATIONS**  
for  
**DORMITORY RESIDENTS**  
Wroclaw University of Environmental and Life Sciences  
Uniwersytet Przyrodniczy we Wrocławiu

**I. General Regulations**

§ 1

1. The students are accepted for residence in the dormitory for a period of time indicated in the Learning Agreement approved by a respective person at a given Faculty.
2. The rooms are allocated by the Office for Student Affairs.
3. All residents are obliged to obey the dormitory regulations indicated below.

§ 2

1. The Manager of the Dormitory is responsible for legal and organizational issues regarding the functioning of the premises.
2. The dormitory residents are obliged to obey the rules stipulated by the Manager of the Dormitory.
3. The Manager of the Dormitory can participate in the meetings of the Residents' Council to which s/he has been invited.

§ 3

1. Each student receives the Dormitory Regulations for signing.
2. The Dormitory Regulations are available on the website [www.upwr.edu.pl](http://www.upwr.edu.pl).

§ 4

1. The Residents' Council represents the dormitory residents before the Manager of the Dormitory and the University Authorities.
2. The rights and duties of the Residents' Council are specified in the regulations of the Student Association of the Wroclaw University of Environmental and Life Sciences.

§ 5

1. The dormitory residents can be accommodated in the dormitory for a period of 9 months starting from the 1<sup>st</sup> of October. In exceptional cases the student can get permission to be accommodated in the dormitory during summer holiday time, e.g.:
  - for traineeship
  - retaking the exams.The rent is different during holiday time.  
Prolongation of the residence for the spring semester or the dates after June 30<sup>th</sup> is possible, but can be done after prior information sent by e-mail to the Institutional Coordinator.
2. The dormitory residents may lose the resident's rights and be dismissed from the dormitory in case of violation of any regulations indicated below (e.g. fighting, theft, devastation, drugs, etc.). The decision is made by the Manager of the dormitory in cooperation with the Residents' Council.
3. The dormitory residents can be dismissed from the dormitory if payment is not made in due time, as indicated in the Regulations below.
4. If the decision has been made to dismiss the resident from the dormitory, s/he must move out within 7 calendar days from the date of this decision.
5. If the resident does not move out in due time, the administrative procedure will follow and as a consequence, his/her belongings will be removed from the room. The rent has to be paid for the period from the check-in until the check-out date.

6. If the resident does not move out in due time, the Commission consisting of the Manager of the Dormitory, a representative of the Residents' Council and a staff member of the Office for Students Affairs shall make a list of all the belongings at the cost of the resident and the belongings of the resident shall be moved to the storage room of the dormitory, where they will be stored for a period of 6 months from the dismissal date. No response of the dismissed resident within this period of time shall result in transfer of the belongings to a charity organization or their destruction in the witness of the Commission.
7. The resident has the right to disagree with the decision of dismissal and write a letter of appeal, including explanation and a request for extension, to the Vice-Rector for Student Affairs and Education.

## II. Rules

### § 6

1. The students are accommodated in the dormitory according to the list made by Erasmus Institutional Coordinator, sent to and approved by the Office for Student Affairs.
2. Allocation to the rooms is done by the Office for Student Affairs not later than mid-September.
3. The dormitory resident can change/move to another room after s/he gets permission from the Manager of the Dormitory.
4. The Manager of the Dormitory is in charge of the registration procedure.
5. Each registered dormitory resident receives a Resident's Card. The dormitory resident is obliged to show it to the receptionist and other dormitory staff upon their request at any time.
6. The dormitory resident is obliged to read and follow the dormitory regulations, which s/he approves/confirms by signing the document.
7. A deposit of PLN 400 and the first monthly payment must be made to the bank account indicated by the Manager of the dormitory in due time, as indicated below.

### § 7

1. The room with all the items it contains is accommodated by the student who fills in and signs the Acceptance Protocol describing the technical condition of the room.
2. On the check-out day, the resident is responsible to show the room to the administrative staff of the dormitory. The technical condition of the room and all the items must be again described in the Acceptance Protocol.

### § 8

1. The residents of the room are fully responsible for the condition of the room and all the items it contains. The cost of each and any damage in the room will be estimated by the Manager at any time of the period of residence.
2. The cost of each damage has to be compensated/paid by the resident/s of the room or if the person to blame is unknown, the residents of the whole module will have the amount deducted from their deposit, as calculated by the Manager.
3. The cost of any missing and/or damaged items is estimated by the Manager of the dormitory, taking into account its current price reduced by the percentage of use. The cost cannot be lower than 20% of the current price of the item.
4. The way of repair of the damage is determined by the Manager of the dormitory in consultation with a member of the Residents' Council.
5. If the damage has not been repaired within 14 days from the notice of the Manager of the Dormitory, the residents of the room will be obligated to make the repair within the time limit indicated by the Manager of the Dormitory or make additional payment for the repair, otherwise the home university will be informed about the case.

## **IMPORTANT!**

The deposit shall be paid back to the resident provided that no damages are specified in the *Acceptance Protocol* (Annex to these Regulations) on the check-out date. The deposit is also a security amount in case the resident moves out at an earlier date than specified upon arrival. If the check-out date of the students coming for the first semester is earlier than January 30<sup>th</sup> or June 1<sup>st</sup> for the students coming for the second semester or the whole year, the deposit shall not be paid back.

### § 9

#### **Residents' rights**

The residents can:

1. Use the facilities of the dormitory as intended in accordance with the rules.
2. Change the room and make some changes in the decoration of the room after they get permission from the Manager of the Dormitory.
3. Receive guests in accordance with the rules of the dormitory.
4. Get clean bed linen at three-week intervals.

### § 10

#### **Residents' obligations:**

The residents are obliged to:

1. Show the Resident's Card on getting the key from the Reception Desk if the receptionist so requires,
2. Leave the room key at the reception desk each time when leaving the dormitory,
3. Keep quiet at night between 23.00 and 6.00 a.m. The music, TV, etc. must be at low volume, so that the other residents can sleep and rest,
4. Obey safety and fire regulations,
5. Keep the rooms and all the facilities in and outside the dormitory clean and tidy,
6. Take care of the furniture and all the facilities and notify the Manager of the Dormitory about any damages or misuse of any of them,
7. Obey the rules and directives applying to the residents,
8. Make **payment for the rent** by the day **25<sup>th</sup> each month**, except the month of December for which the deadline is **December 15<sup>th</sup>**,
9. Return the room upon departure in the same hygienic and technical condition as received on the first day of accommodation,
10. **Prior to the check-out day, collect a Certificate (in Polish language) from the Manager of the dormitory confirming the rent payments until the last day of residency. This document must be delivered to the office of the Erasmus Institutional coordinator,**
11. Return the room key to the receptionist on the check-out day.

### § 11

The residents are not allowed to:

1. Go off with or get rid of any single item being the property of the dormitory,
2. Make damages to the walls, floor, etc.,
3. Keep any flammable, caustic or stinking materials in the room,
4. Bring and keep any animals,
5. Park bicycles on the corridor and in the rooms (bicycles can be parked only in specifically designated points),
6. Move and change furniture,
7. Put any advertisements and information on the walls (only notice-boards can be used for this purpose),
8. Make noise, listen to loud music, having any players on at too high a volume that may disturb the peace and quiet of the roommates at night time,

9. Turn on central light in the room without agreement of the roommate,
10. Drink, serve or sell alcohol and do any drugs,
11. Smoke cigarettes in the dormitory,
12. Gamble,
13. Do any kind of soliciting and trading.

**SMOKING** is allowed only in smoking areas indicated by a special sign.

#### § 12

##### **NIGHT SILENCE**

is obligatory **from 23.00 to 6.00 a.m.**

Entrance door is closed **from 23.00 to 6.00 a.m.** It can be opened only to the dormitory residents.

#### § 13

1. The Manager of the dormitory or his/her representative can enter each accommodated room before 22.00, and in some justifiable situations, also after 22.00.
2. In exceptional situations, when safety of the residents is threatened, or the rules described in § 2, are violated, the rooms of the residents can be entered by the Management of the University and Security Staff at any time.

#### § 14

The University does not take any responsibility for the loss of any belongings, money and valuables of the dormitory residents.

#### § 15

##### **Guests non-residents**

1. Visits of non-residents are allowed from 7.00 a.m. to 23.00.
2. Guests non-residents can enter the dormitory after presenting their ID, giving the number of room and the name of the resident to be visited at the reception desk for registration purposes.
3. Guests non-residents can stay in the dormitory for a longer period of time (until 1.00 a.m.) only if they get prior permission of the Student-Chairman of the Residents' Council.
4. After 1.00 a.m. the visiting person staying at the dormitory is obliged to make payment for one hotel day according to the price regulations of the dormitory.
5. In case of unbooked visits, the guests will be allocated to the guest rooms on the conditions described in point 6 of the present section.
6. If all the rooms have been fully booked, the resident of the dormitory can accommodate his/her guest in his/her room provided that:
  - a) at least one of the roommates is missing;
  - b) the other roommates give their permission for receiving the guest;
  - c) permission in writing from a member of the Residents' Council has been obtained;
  - d) bed linen has been taken from the reception;
  - e) payment has been made according to the current price list;
7. The resident can get permission to accommodate a guest of the opposite sex provided that the other roommates are missing.
8. No guests who are under the influence of alcohol or drugs shall be allowed to enter the dormitory.
9. Full responsibility of the behavior of the guests non-residents is taken by the resident receiving the guest.
10. Guests non-residents are obligated to obey the Regulations of the dormitory.
11. No residents of the city of Wrocław are allowed to stay in the dormitory after 1.00 a.m.

§ 16

**Leisure time - partying**

1. Parties and other events can be organized at the dormitory premises only in specified rooms and other places within the time limit not exceeding 23.00. Each party requires permission of the Manager of the Dormitory.
2. The organizer of the party/event takes full responsibility for its running and safety. The Residents' Council has to be informed about the forthcoming party/event each time.
3. In justifiable cases the Director for Student Affairs can give permission to extent the length of the party/event after 23.00 specifying the exact end up time.
4. If the parties/events cause disturbances and/or damages, the Director for Student Affairs has the right to forbid making other parties/events for a specified period of time.
5. The use of the dormitory club rooms for private purposes is possible provided that the fee is paid as specified in the price list.

§ 17

Inspection for cleanliness in the rooms/modules is performed by members of the Residents' Council at least once a month. If the hygienic condition of the room/module is found unacceptable for 3 times, the Manager of the Dormitory after consultation with the Residents' Council has the right to dismiss the resident(s) of the room/module from the dormitory.

§ 18

1. If any disputes arise between the residents of the dormitory and/or the residents and the dormitory staff, the members of the Residents' Council shall take the role of the conciliator.
2. The residents who fail to obey the rules of the present Regulations and other laws of the University will be charged with the accusations in the witness of the Peer Jury of the Local Student Association or Disciplinary Commission for the students of the University.

§ 19

Each resident of the dormitory is obliged to obey the Regulations described in this document.

The above document has been translated and adapted to Erasmus and other international students

by:

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and

approved by:

Kazimiera Anioł – Director of the Office for Student Affairs

Wrocław, 1<sup>st</sup> September, 2016

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**I hereby confirm the receipt of this document. I declare I have read it and will apply to the rules indicated herein.**

**Name of the signatory (printed): .....**

**Date:.....**

**Signature:.....**