Appendix to the Ordinance of the Rector of 22.06.2022

**REGULATIONS OF THE STUDENT HOUSE OF THE MEDICAL UNIVERSITY OF BIAŁYSTOK**

# §1 GENERAL PROVISIONS

1. Each resident of the Student House shall comply with the provisions contained in these Regulations of the MUB Student House, the MUB Student House Agreement constituting Appendix 4 and all Ordinances issues by the MUB Rector and the MUB Chancellor regarding Student Houses.
2. The residents of the Student House are represented by the Council of Residents, which acts in consultation with the head of the Student House.
3. The Regulations of the Council of Residents containing their rights and obligations are attached as Appendix 2.
4. The Regulations of the Elections to the Council of Residents of the Student House No. 1 and No. 2 are attached as Appendix 3.

# §2 ALLOCATION OF PLACES IN THE STUDENT HOUSE FOR THE ACADEMIC YEAR

1. Places in the Student House are allocated by the Housing Committee consisting of:
2. Council of Residents,
3. A representative of the Student House administration.
4. Members of the Housing Committee shall process personal data of students and doctoral students to the extent required for the performance of their tasks, as authorised by the Data Controller.
5. The members of the Housing Committee shall be obliged to maintain confidentiality of the personal data to which they gain access during the performance of the tasks of the Committee.
6. A person applying for a place in a Student House submits an application for a place in only one, selected Student House DS1 or DS2 on Appendix no. 1a or 1b respectively. Applications for places:
7. newly admitted students submit their applications to the administration office or send it by post (to the address indicated in the application);
8. MUB students – via the University’s website – Virtual Dean’s Office;
9. Contractors – in person at the Student House administration.
10. Each resident of the Student House shall be required to submit a deposit equivalent to the monthly fee for the room they occupy for the duration of their stay at the Student House:
11. the time limit for paying the deposit and providing proof of payment is 3 working days from the date of allocating the space. Confirmation of payment should be submitted to the Student House office in person or by e-mail. Failure to pay the deposit shall result in the cancellation of the allocated place,
12. the deposit is returned or transferred towards the subsequent academic year upon written request of the resident at the end of the agreement, if there are no arrears and no other liabilities during the academic year,
13. in the event of a resignation from the assigned place before the start of the academic year, a written request for the cancellation of the place and the request of reimbursement of the paid deposit must be submitted at the latest by 2 September; the date of receipt of the request at the administrative office applies, subject to sub-item d). In the event that the resignation is submitted after the lapse of the time limit, the University shall retain the deposit. The application must be legibly signed and delivered to the Student House office in person, or alternatively a scanned copy should be submitted by e-mail,
14. persons who have been assigned a place after 22 August are required to pay the deposit within the time limit specified in sub-item a); in the event that resign from their assigned place prior to the start of the academic year, they shall submit a written request of resignation and a request of deposit reimbursement paid within 10 calendar days after the date on which the place was assigned, the date on which the request is received by the office of the Student House applies; resignation submitted after the specified time limit shall result in the retention of the deposit by the University. The application shall be legibly signed and delivered to the Student House office in person, alternatively a scanned copy may be submitted via e-mail.
15. The person applying for a place at the Student House shall become acquainted with the regulations of the Student House, and to undertake to act in accordance with the regulations and confirm that fact with his or her handwritten signature placed on the application for a place as well as on the agreement (attached as Appendix 4).
16. The places in the Student House are allocated for the academic year (October-June).
17. The Student/Doctoral Student/Contractor who has been allocated a place in the Student House shall:
18. pay a deposit;
19. accommodate between 1 and 7 October; in the event that a person who has been allocated a place in the Student House wishes to accommodate at a later date, he or she shall notify the administration of the Student House; otherwise the person shall lose the allocated place, the deposit shall be retained and the place shall be allocated to another person;
20. sign the agreement attached as Appendix 4.
21. The room charge covers the period from the 1st of the month to the last day of the calendar month. The payment for a place in the dorm room shall not be divided into smaller periods.
22. In the event that a person resigns from the space at the Student House during the academic year, the Student/Doctoral Student/Contractor shall notify the administration of the Student House in writing not later than on the 15th day of the month at the end of which the Student/Doctoral Student/Contractor intends to move out – failure to do so shall result in a charge for the amount due for the subsequent month of stay in the Student House.
23. In the event that a person(s) moves out of the room, the manager of the Student House shall have the right to accommodate an authorised person(s) there or reaccommodate the other residents to another room.
24. In the event that the resident(s) do not agree to be re-housed or moved to another room, they shall pay the fee due for the entire room.
25. The right to accommodate in rooms shall not apply in the following cases:
26. failure to account for accommodation in the Student House in previous years,
27. gross violations of the regulations of the Student House in previous years,
28. A student who has been subjected to a disciplinary sanction stated in §12 section 2, sub-item b, c or d,
29. A student who has been subjected to a disciplinary sanction stated in §12 section 2, sub-item b, c or d.
30. The Housing Committee shall have the right to refuse to allocate a place to a person who has been subject to the sanction listed in § 12 section 2, sub-item a.

# §3 ALLOCATION OF PLACES IN THE STUDENT HOUSE FOR THE HOLIDAY PERIOD

1. During the holiday period (July-September), the places in the Student House are allocated by the administration. Places are allocated on a monthly basis within the capacity.
2. A person applying for a place in the Student House shall submit an application for a place for the summer holiday period on a form constituting Attachment 1a or 1b respectively (MUB students shall submit their application via the Virtual Dean’s Office).
3. Each resident of the Student House shall be required to submit a deposit equivalent to the monthly fee for the room they occupy for the duration of their stay at the Student House. The deposit shall be paid 3 days before moving in.
4. In the case of applying for a place in a student residence during the holiday months and failure to inform the administration about the cancellation by e-mail, the fee for the stay for the entire period indicated in the application shall be automatically charged.
5. The accommodation fee shall be paid by the 10th day of the month to which the payment applies, subject to statutory interest. The payment for a place in the dorm room shall not be divided into smaller periods.
6. The person applying for a place at the Student House shall become acquainted with the regulations of the Student House, and to undertake to act in accordance with the regulations and confirm that fact with his or her handwritten signature placed on the application for a place as well as on the agreement (attached as Appendix 4).
7. In the event that a person resigns from the space at the Student House during his or her stay, the Student/Doctoral Student/Contractor shall notify the administration of the Student House in writing not later than on the 15th day of the month at the end of which the Student/Doctoral Student/Contractor intends to move out – failure to do so shall result in a charge for the amount due for the subsequent month of stay in the Student House.
8. The right to accommodate in rooms shall not apply in the following cases:
9. failure to account for accommodation in the Student House in previous years,
10. gross violations of the regulations of the Student House in previous years,
11. A student who has been subjected to a disciplinary sanction stated in §12 section 2, sub-item b, c or d,
12. A student who has been subjected to a disciplinary sanction stated in §12 section 2, sub-item b, c or d.
13. The Administration shall have the right to refuse to allocate a place to a person who has been subject to the sanction listed in § 12 section 2, sub-item a.

# §4 RIGHTS OF THE RESIDENT OF THE STUDENT HOUSE

A resident of the Student House shall have the right to:

1. use the premises and facilities intended for general use,
2. to submit requests and comments to the administration of the Student House Home and to the Council of Residents,
3. appeal against the orders and decisions issued by the Council of Residents and the management of the Student House to the Vice-Chancellor for Education,
4. to make a non-permanent decoration of the interior of the occupied room without leaving marks or damage.

# §5 RESPONSIBILITIES OF THE RESIDENT OF THE STUDENT HOUSE

A resident of the Student House shall have the following responsibilities:

1. to comply with the rules of order in force in the Student House, with health and safety, fire and sanitary regulations and with the provisions of the Vice-Chancellor for Education and the Head of the Student House,
2. to use the allocated place in the Student House in a manner consistent with the generally applicable norms of social coexistence,
3. to pay the fees for accommodation at the Student House – the accommodation fee shall be paid by the 10th day of the month to which the payment applies, subject to statutory interest,
4. to report any technical faults, damage or missing equipment to the administration on an ongoing basis,
5. to maintain the room and the generally available areas (kitchens, toilets, corridors, stairs, etc.) and the surroundings (hall, TV room, quiet study room) in good order and cleanliness,
6. in the event of a fire alarm, the resident of the Student House must strictly adhere to the announcements made by the public address system and the instructions of the fire services and the administration of the Student House,
7. to notify the check-out date 2-3 days in advance before leaving the room,
8. to ensure that the room is handed prior to check-out in the same condition in which he or she received the room (clean fridge, walls, washed floors, cleaned cupboards and removed rubbish), and to hand over the keys to the porter’s lodge,
9. to return the items taken from storage (bed linen, blankets, lamps, hoover, etc.) before check-out,
10. to hand over the room prior to check-out to a member of the administration of the Student House; outside of administration working hours, the room shall be handed over to the porter on duty.

# §6 RESIDENTS SHALL BE PROHIBITED FROM:

1. Providing overnight accommodation to persons who are not the regular occupants of the Student House without the consent of the administration of the Student House and from giving the keys to third parties.
2. Conducting economic activity and gambling.
3. Keeping animals as well as flammable and corrosive materials in the room.
4. Bringing items that are the property of the University outside the Student House.
5. Hosting social events that disturb the co-occupants and residents of other rooms (including playing loud music) during quiet hours.
6. Making permanent alterations and damage to the room: damaging walls, windows and door frames and taping walls, front doors and furniture.
7. Possessing and using narcotic drugs, psychotropic substances, substitutes or new psychoactive substances for other than medical purposes.
8. Possessing and consuming alcohol and smoking tobacco and electronic cigarettes inside the Student House and on the grounds of Student House.
9. Using electric cookers, toasters, electric barbecues, etc. or electric heaters in the rooms.
10. Leaving gas cookers, electrical appliances unattended in the kitchen.
11. Placing notices, advertisements, posters, etc. outside the boards designated for this purpose.
12. Sealing of ventilation grilles and fire system detectors.

# §7 VISITS

1. The resident of the Student House bears full responsibility (including material responsibility) for the behaviour of their guests.
2. Visits or overnight stays by persons invited by the resident may be permitted upon the approval of all room and segment co-residents.
3. Visits to residents are permitted from Sunday to Thursday and last until 10 p.m.
4. On Friday and Saturday, visits may be extended until midnight by prior arrangement with the Head of the Student House (arrangements must be made by 3 p.m. on Friday at the latest).
5. The visitors must present a photo ID at the reception desk and provide details of the person they are visiting (name and room number); the information are entered in the register of visitors. Visitors who are under the influence of alcohol or drugs, psychotropic substances, substitutes or new psychoactive substances used for other than medical purposes are not permitted to enter the Student House.
6. A representative of the administration and the porter have the right to check the identity of persons staying in the Student House at any time.

# §8 RULES OF ORDER

1. Curfew applies between 10.00 p.m. and 6.00 a.m. During this time, only residents and guests who have been given written permission by the manager of the Student House to stay overnight or for extended visits are allowed on the premises of the Student House in accordance with § 6 section 4.
2. Residents of the Student House have the right to change their allocated place or room during the year upon the approval of the management of the Student House.
3. The manager of the Student House has the right to reassign residents to another room during the academic year due to the need to fully utilise the accommodation or at the request of the Council of Residents.
4. The manager and the administration of the Student House have the right to review the condition of a room during the academic year after prior notification to the residents (announcement on the notice board or announcement on the website of the Student House).
5. When the residents are not present, the administration of the Student House shall have the right to access the room in cases of justified concern for safety in the Student House, or in other cases of suspected non-compliance with safety regulations, fire safety regulations, and the provisions of these regulations related to the use of the room, in particular: when the residents leave the electricity, lights or water on, when the windows in the room are not closed, when the installations of the Student House are faulty, or in case of a need to carry out necessary or urgent activities aimed at the proper functioning of the building, e.g. breakdowns, inventories, technical inspections, disinfecting, faults reported by a student, etc.
6. Permission to enter a student’s room is granted by the Head of the Student House.
7. Entry is made by a committee appointed by the Head of the Student House.

# §9 FINANCIAL LIABILITY

1. The deposit serves as security for the University’s claims for losses it may incur due to damage to the property of the Student House and for arrears in fees for a place in the Student House together with accrued interest for late payment, as well as for imposed contractual penalties contained in the Agreement for renting a place in the Student House, as well as pursuant to the provisions of §2 section 5 sub-items c) and (d), §2 section 8 sub-item b).
2. In the event of a partial or complete use of the deposit towards the liabilities for the academic year or a change of room and increased charges and adjustment of the fee amounts – the resident of the Student House shall pay again or replenish the deposit in the amount equivalent to the monthly fee for the occupied room.
3. Each resident of the Student House shall be financially responsible for any damage caused to the property of the Student House.
4. In the event of damage to furnishings, rooms or common areas caused by residents or the occurrence of equipment shortages, residents shall be obliged to pay the equivalent of the damage caused or to restore the furnishings to their original condition.
5. In the event that the person responsible for the damage cannot be identified, the occupants of the room or floor shall be jointly and severally liable for the damage and loss which shall be covered by the deposit.
6. The previous occupants of the room shall be jointly and severally liable for losses found in the room at the time of the change of occupancy in cases where the person responsible for the damage cannot be identified.
7. The value of the damage caused is determined in each case by a committee appointed by the Head of the Student House. The committee shall include at least one representative of the Council of Residents.
8. The University is not materially responsible for private property brought into the Student House by residents; also in the event of theft, the University will not reimburse the loss.

# §10 LOSS OF PLACE AND EVICTION

1. The resident whose agreement has expired loses the place allocated to him or her and shall be obliged to vacate the room he or she occupies and move out of the Student House on the last day of the current agreement.
2. The student/doctoral student/contractor may lose their allocated place in the event of:
3. being at least one month in arrears,
4. failure to comply with the rules of the Student House,
5. failure to pay the deposit referred to in the Regulations by the date of accommodation,
6. failure to comply with obligations arising from the sounding of the fire alarm.
7. A resident who has lost the right to housing – section 2 shall be obliged to vacate the occupied room and move out of the Student House within 7 days after receiving the decision on the loss of the place.
8. The resident of the Student House shall be obliged to comply with § 4 points 7-10 of these Regulations and to pay all dues before check-out.
9. Leaving personal belongings in your room shall be subject to a fee for the occupied place/room and an agreement to hand them over to social welfare institutions or have them disposed of by committee.
10. In the event that the Student/Doctoral Student/Contractor does not vacate the room by the specified date, the Head of the Student House shall carry out an eviction with a committee and charge the Student/Doctoral Student/Contractor for the subsequent month and the check-out costs.
11. Failure to pay the financial obligations results in debt collection proceedings.

# §11 GUEST ROOMS

1. The Student House administration has the right to manage and allocate guest rooms.
2. During the summer holidays, vacant student rooms can be used as guest rooms.
3. Prices for guest room accommodation are set in agreement with the Chancellor of the Medical University of Bialystok.
4. The regulation of payment and guest room regulations are governed by separate legal provisions.

# §12 DISCIPLINARY PROVISIONS

1. In the event of a breach of these regulations by a resident of the Student House or his or her guests, the Head of the Student House, the porter or a representative of the Council of Residents is obliged to intervene and make a note of the incident and submit it immediately to the Head of the Student House.
2. The Head of the Student House has the right to apply disciplinary sanctions:
3. a verbal or written warning to the resident,
4. written notification to the Vice-Chancellor for Education of the reprehensible behaviour of a resident of the Student House,
5. removal of the student from the Student House with notification to the Vice-Chancellor for Education,
6. requesting the Vice-Chancellor for Education to refer the case to the Student /Doctoral Disciplinary Committee.

# §13 FINAL PROVISIONS

1. These rules and regulations also apply to operators located on the premises of the Student House.
2. The Head of the Student House has the right to impose orderly sanctions on the operators referred to in section 1 who violate these regulations:
3. an oral or written warning,
4. requesting the Chancellor to draw the consequences provided for in the contracts (applies to tenants),
5. requesting the Vice-Chancellor for Education to draw consequences for student organisations and research and teaching units,
6. making a request to the Chancellor in the event of a breach of the regulations for the use of guest rooms.

**Rector**

**Prof. Adam Krętowski, PhD**