

Rules and regulations for the residents of the Hall of Residence of the Medical University in Łódź.

I. General statements

1. The Hall of Residence is an integral part of the University, it acts as accommodation for authorized students and other persons who are temporarily given living accommodation, in which a proper behavior is required in order to provide suitable conditions for study, work and relaxation.
2. The Board of Residents, which is a branch of the Student Council, represents the community and functions as a co-manager of the Hall of Residence. All the residents are obliged to cooperate with the Board of Residents, to observe the regulations and respect their decisions.
3. All the residents of the Hall have the right to elect and be elected as members of the Board of Residents.
4. The Head of the Hall of Residence is responsible for its proper functioning and manages the administrative and economic affairs. The Head of the Student's Residence Hall acts in cooperation with the Board of Residents.
5. The Accommodation Office is responsible for matters concerning the Hall of Residence.
6. Both the residents and persons to whom rooms have been assigned temporarily are obliged to strictly follow the guidelines included in these Regulations and the directives issued by the Authorities of the Medical University of Łódź.

II. General Regulations

1. Quiet hours are observed in the Hall of Residence:
 - a. Weekdays: 11.00 p.m. – 7.00 a.m.
 - b. Friday, Saturday, Sunday and Holidays: 12.00 p.m. – 7.00 a.m.
2. The door to the Hall of Residence is locked during quiet hours; only the residents, supervising personnel, persons authorized by the Rector of the Medical University of Łódź and others who have been given permission by The Head of the Hall of

Residence or - if absent – the President or Vice- President of the Board of Residents, are allowed to enter.

3. Receiving guests (with other room-mates' approval) can strictly occur
 - between 8.00 a.m. and 11.00 p.m. on weekdays
 - between 8.00 a.m. and 12.00 p.m. at weekends

Prolonging visitation hours can exclusively take place with the permission of the President or Vice- President of the Board of Residents.

4. Visitors entering the Hall of Residence are obliged to show and leave a valid ID card at the Front Desk and give the number of the room and its resident's name. The resident assumes full responsibility for the actions of the resident's guest in the Hall of Residence.
5. Visitors who are inebriated or under the influence of psychoactive substances, or persons banned from entering the Hall of Residence for their former disorderly conduct, are not accepted in the Hall of Residence.
6. Administration and the security service acting in co-operation with the Board of Residence reserve the right to expel non-residents for disorderly and disruptive conduct.
7. The administrative personnel of the Hall of Residence, members of the Board of Residents and other authorized persons may enter onto the premises at any time without the resident's consent or knowledge, or without a search warrant, as long as an official witness is present.
8. Activities that are prohibited in the Hall of Residence include:
 - Business and economic activity, trading, production, catering and gastronomic business unless settled in separate binding contracts with the Medical University of Łódź
 - Bringing in, using and distributing psychoactive substances
 - Organizing gambling games
 - Changing door locks, duplicating keys or giving access to room keys to unauthorized persons
 - Giving up own lodgings to unauthorized persons
 - Changing residences unless given permission by the Head of the Hall of Residence
 - Keeping pets

- Making any changes in the technical systems and services
- Smoking and using fire in rooms designated for public use
- Organizing private parties/ events in common areas unless given permission by the Head of the Hall of Residence, the President or Vice-President of the Board of Residents

III. Rules of accommodation

1. Students are accommodated by the Head of the Hall of Residence on the basis of enrollment lists and personal referrals issued by the Office for Student Affairs.
2. The accommodation process takes place according to the assignment of rooms by the Head of the Hall of Residence and the Board of Residents. *Students can apply to be assigned accommodation with their husband/ wife or children.*
3. Students to whom rooms have been assigned for the academic year can occupy their rooms in September on the last three weekdays between 7.30 a.m. and 3.30 p.m. Lodging on these three days is free of charge.
4. Before moving into the accommodation, students are obliged to sign a confirmation that they are familiar with the rules and regulations of the Hall of Residence and will respect them.
5. At the time of occupancy, students receive a ROOM INVENTORY FORM with a detailed list of room contents, for which they are responsible. Students will be charged replacement costs for missing and damaged items.
6. At the time of occupancy, each resident is issued an ENTRANCE CARD, which is valid for the Hall of Residence and should be shown if asked.
7. The accommodation fee is to be paid **by the last day of each month**, except for the fee for October, which is to be paid before the occupancy.
8. A deposit slip is the basis for occupation and so must be presented upon registration by persons who obtained a place in the Hall of Residence .
9. For students who fail to pay their monthly rates (point 7) by the due date, the Head of the Hall of Residence will charge a late fee equal to 10 per cent of the required sum- for each month in which the payment is overdue, which is to be paid into the Hall of Residence bank account.

10. The accommodation fee is to be paid directly into the bank account of the given Hall of Residence

Due payment for a given month is calculated proportionally to the period of stay (applies to the months of accommodation and vacation of the room):

- a. 1 to 10 days in a month – 1/3 of the monthly fee
- b. 11 to 20 days in a month – 2/3 of the monthly fee
- c. More than 20 days – total monthly fee

The detailed price list for accommodation in the Hall of Residence is issued every year by the Rector of the Medical University.

11. The decision on reduction or postponement of payment until a later date is undertaken by the Vice-Rector for Student Affairs only upon a student's written request submitted to the Accommodation Office.

12. The right to accommodation in the Hall of Residence can be denied for the future academic year in the case of residents whose accounts are overdue.

13. The resident loses the right for accommodation in the Hall after the end of the period of the allocation of the premises, or as a result of:

A/ not using the assigned accommodation for 7 days starting from the intended moving-in date

B/ being two months in arrears

C/ revoking the residency

D/ gross violation of the Hall of Residence Rules and Regulations

E/ *suspension or expulsion from the Medical University of Łódź*

F/ *graduation*

The loss of the right to accommodation as a result of conditions mentioned above in points A/, B/ occurs automatically and the Head of the Hall of Residence is obliged to execute the termination of the accommodation. The President of the Office for Student Affairs decides on the loss of the right to accommodation because of the above-mentioned reasons.

14. In special situations, on the proposal of the President of the Hall of Residence and subsequent verification by the Board of Residents, the student can lose his/her right to accommodation immediately as a result of the failure to obey these rules and regulations, making his/her room available to unauthorized persons or because of a gross violation of student conduct code.

15. The resident who loses the right to residency is bound to vacate his/ her room within 7 days. Failure to do this results in official eviction, which is executed by an official in the presence of the Head of the Hall of Residence. A written eviction notice terminating any rights to occupy will be given to the student.
16. The committee mentioned in point 14 would prepare eviction protocol in writing.
17. The Head of the Hall of Residence will inform the Office for Student Affairs about the demand to collect personal items from the Hall of Residence deposit.
18. The information mentioned in point 16 and a request for payment would be sent to the resident's permanent address.
19. The resident is bound to return all the devices received when lodging, discharge any other obligations and leave the room in a condition not worse than had initially been found.

IV. Rights of Residents

The residents of the Hall have the right to:

- A/ take part in decisions about all issues concerning the Hall
- B/ put forward motions and formal proposals to the Board of Residents, concerning the amelioration of living conditions of the residents, to raise critical questions and obtain answers for them
- C/ use the assigned rooms, public rooms and devices designated for common use
- D/ transfer to another room during the academic year with the permission of the Hall authorities
- E/ get privacy in their own room
- F/ decorate the room in a manner which would not cause damage and does not prevent the room being restored to the original state
- G/ use their own equipment (e.g. audiovisual aids, computers, radio sets, etc.)
- H/ organize individual and group cultural events in public rooms with the permission of the Board of Residents and the Head of the Hall of Residence; the organizers accept responsibility for the course of events

V. Duties of Residents

The residents of the Hall are obliged to:

A/ respect these Rules and Regulations, directives issued by the University Authorities, rules made by the Head of the Hall and the Board of Residents and decisions of the Administrative Board and the Board of Residents,

B/ complete accommodation and registration procedures in due time; the student is obliged to inform the Administrative Board of any intention to leave the Hall seven days before eviction,

C/ make accommodation payments within the due time,

D/ keep own room and rooms for general use clean,

E/ respect University property,

F/ respect the rules of the Hall of Residence community,

G/ obey both the health and safety and the fire regulations, and particularly observe a ban on the use of ovens and electric heaters in rooms; cooking can take place only in rooms designated for this purpose,

H/ show the ENTRANCE CARD while taking the key to the assigned room from the front desk as well as on the request of the porter, administrative personnel of the Hall and the members of the Board of Residents,

I/ return the room key to the front desk when leaving the Hall,

J/ inform the administration staff about all equipment damages and faults that have been noticed,

K/ inform the administration staff or the Board of Residents about cases of gross violation of these Rules and Regulations,

L/ pay for any damage to the room caused by the resident or any guests,

M/ observe a ban on gambling, organizing parties with alcoholic beverages, using drugs and psychoactive substances within the Hall; students guilty of breaching this ban (organizers and participants) will be suspended from the Medical University and evicted. All offences committed under the influence of alcohol or drugs will be severely punished.

VI. Protection of the property of residents

A/ The Medical University can pay damages in case of proved theft, but exclusively for objects indispensable for accommodation in the Hall and for study.

B/ These expenses are covered in the form of a single allowance from the fund of financial assistance granted by the Faculty Commissions and proposed by the Board of Residents.

C/ The Medical University offers the opportunity to insure the rooms with all roommates' consent. These expenses are covered by the residents and are not reimbursed when leaving.

V. Closing regulations

A/ These Rules and Regulations come into force from April 2, 2013.

B/ Vice-Rector for Organizational and Student Affairs reserves the right to decide on issues that are not regulated by these Rules and Regulations. The Vice-Rector for Organizational and Student Affairs is the only appeal authority for all issues included in these Rules and Regulations.

C/ The Hall of Residence Rules and Regulations from April 7, 2009 are null and void.

Vice-Rector for Organizational and Student Affairs
of the Medical University of Łódź
Prof. Radziśław Kordek M.D., Ph.D.

Glossary:

Hall of Residence – Dom Studenta

Board of Residents – Rada Mieszkańców

Student Council – Samorząd Studentów

Head of the Residence Hall – Kierownik Domu Studenta

Accommodation Office – Dział Spraw Bytowych