

Dormitory Regulations

The University of Wrocław

General Provisions

Dormitory regulations are binding on all students and non-students in residence in Wrocław University housing and on their visitors, whether from Wrocław or elsewhere.

Each dormitory is an integral part of the University and serves as a positive living-learning environment for all residents by providing staff, resources, programs, services, and facilities that promote and support educational achievement, social development, and civility through local and global cultural awareness and understanding.

The manager of each dormitory and the vice rector for student affairs are in charge of all dormitory affairs, including housing. In all dormitory affairs the residents are represented by the board of residents.

Residence

Occupying and Vacating Rooms

Rooms are assigned for the period of nine months starting from the first day of the academic year. Students planning to stay for the summer recess must obtain the consent of the vice rector for student affairs.

The rooms are assigned by decision of the vice rector for student affairs. To obtain a room for the following year, a resident must receive a positive recommendation from the board of residents and the dormitory manager. Continuing students have higher priority over new students in room assignment in the same dormitory.

Married students may apply for rooms in a family dormitory. In such case they should include such request in the application.

Each resident receives a Letter of Referral from the Youth Division. This document confirms the room assignment. The procedures of room assignment are determined annually by the vice rector for student affairs and announced on message boards in all dormitories and dean's offices.

The dormitory manager is in charge of the check-in procedure. Rooms are assigned on the basis of the Letter of Referral and the decision of the board of residents. Married couples and families with children are assigned separate rooms in separate family dormitories.

Residents may change their rooms during the academic year by moving to a vacant room or exchanging rooms with other residents, provided all the other roommates agree. To change rooms a resident must submit a written application to the dormitory administration and obtain a written consent of each resident involved. Residents must accept a new resident if there is a vacancy.

When occupying a room the residents become responsible for all equipment and furnishings in the room. This fact is noted on the Inventory Sheet and the room report which must be signed by all residents and the dormitory manager. A sample of an Inventory Sheet is annexed to the present regulations as Annex 1.

The Inventory Sheet is used during check-out to assess charges for damages or missing University property. The condition of the room and its furnishings is noted on the room report.

Changes in the assembly of residents are noted in the Inventory Sheet.

Before occupying a room, residents must get acquainted with the present regulations by signing the Student Sheet, which is annexed to the present regulations as Annex 2.

After check-in the residents receive a Resident ID Card with their name on it, which is used to confirm their identity in the dormitory. A sample of the Resident ID Card is annexed to the present regulations as Annex 3. Residents may choose additional equipment, which is noted in the Student Sheet and confirmed by their signature.

Students shall lose their residential rights in the following cases:

1/ if they have not completed the check-in process before the required date, except for cases when they have informed the dormitory manager about their absence on the required date,

2/ after the date established in the Letter of Referral or on the day following the end of the final exam period in the summer,

3/ after withdrawing or being withdrawn from the University,

4/ during a leave of absence or year repetition, except for cases permitted by the vice rector for student affairs,

5/ if they failed to pay room rent for two months, except for cases permitted by the vice rector for student affairs,

6/ after disciplinary action by the Disciplinary Committee for Students or the Disciplinary Committee of Appeal for Students,

7/ by decision of the vice rector for student affairs.

The loss of residential right by a resident is equivalent to the loss of residential rights by his/her spouse.

Students who lose their residential rights must vacate their rooms within 5 days of such decision.

Students lose their residential rights after the date established in the Letter of Referral.

Resident rights and responsibilities

Every resident is entitled to the following rights:

The rights to read and study free from undue interference in one's room.

The right to sleep, the right to one's personal belongings, the right to access one's room or apartment, and the right to a certain environment in which to live.

The right to privacy. All persons should have freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.

The right to host visitors. All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of residents and to adhere to all regulations.

The dormitory ensures fire safety, proper functioning of technical equipment and visitor control.

Residents are entitled to use common equipment and facilities in the dormitory.

Residents are entitled to decorate their rooms to suit their personal taste. Any permanent changes in the room furnishings or decoration must be consulted with the dormitory manager.

Residents have the right to use their own technical equipment. The University is not responsible for residents' personal equipment.

Residents have the right to protection of their personal information stored in University databases. The University administration ensures such protection. After check-out the data of former residents is immediately deleted.

Residents may organize parties in common facilities providing they receive permission of the boards of residents and the dormitory manager. Parties may not be organized during quiet hours, except for special occasions authorized by the vice rector for student affairs.

Wrocław University, their directors, servants, agents or employees shall neither be responsible nor liable for property of the resident(s) which may be lost, stolen, or damaged in any way.

All residents are bound by the present regulations and the decisions of the dormitory manager and the board of residents. In case of disputes the final decision is made by the vice rector for student affairs.

Residents must endeavor to foster a healthy dormitory culture and to create an atmosphere conducive to studying and actively participate in ensuring safety and security. Residents must:

1/ comply with the safety regulations

2/ refrain from noise during quiet hours

- 3/ live in the rooms to which they have been assigned
- 4/ make regular payments for room rent before the 25th day of each month
- 5/ present their Resident ID Card at the front desk and whenever they are asked to by the dormitory manager or other staff
- 6/ maintain the cleanliness of their dormitory rooms
- 7/ lock the windows and doors when temporarily vacating their dormitory rooms and return the room keys to the front desk
- 8/ turn off all electrical appliances when temporarily vacating their dormitory rooms
- 9/ maintain the cleanliness in common areas and refrain from misusing common equipment
- 10/ make sure that food stored in common refrigerators is fresh
- 11/ maintain the cleanliness in areas surrounding the dormitory
- 12/ inform the dormitory manager about the intent to relinquish the room
- 13/ complete the Inventory Sheet and clean the room when checking out
- 14/ report behaviors or items that violate dormitory or University policy to a staff member

Conduct in Dormitories

Quiet hours are in effect from 11 p.m.-6 a.m.

Visitors are allowed from 6 a.m.-11 p.m. All visitors must register at the front desk of the building. All visitors must show an acceptable form of identification. Visitors who do not provide acceptable ID will be denied entrance into the building. The actions of all visitors are the responsibility of their resident host.

In special cases visitors may obtain permission to stay up to 2 a.m. or stay overnight with prior authorization from all roommates. Visitors who wish to stay in guest apartments must obtain permission from the dormitory manager and pay for accommodation.

Each overnight stay of visitors must be recorded at the front desk. One visitor is entitled to four overnight stays per month.

The quiet hours, visiting rules and use of common rooms and facilities is subject to change in family dormitories. All decisions in this matter are made by the vice rector for student affairs.

Drunk or intoxicated visitors will be denied entrance to the building.

In cases of serious or repetitive violations of the dormitory regulations the dormitory manager may ban such offenders from entering the dormitory for a period of one to six months.

No resident or visitor, regardless of age, is permitted to consume or possess any alcohol or alcohol containers in dormitories.

Residents must refrain from engaging in any of the following behavior in the dormitories.

- 1/ organizing parties that can cause inconvenience to other residents
- 2/ gambling
- 3/ possession, use, distribution, selling or manufacturing of illegal drugs, narcotics or controlled substances
- 4/ possession of dangerous or flammable materials
- 5/ raising pets
- 6/ smoking in rooms without authorization of all roommates
- 7/ smoking in common rooms and unauthorized locations
- 8/ disturbing other residents by causing noise
- 9/ causing disturbance during quiet hours
- 10/ turning on ceiling lights during quiet hours without authorization of all roommates
- 11/ using electrical heaters without automated switching-off mechanism
- 12/ plugging devices that consume electricity without the permission of the dormitory manager
- 13/ damaging the furnishings and equipment in rooms and other facilities in the building
- 14/ using antennas outside windows
- 15/ throwing objects of any kind from windows
- 16/ removing furnishings or any objects that are part of the room inventory
- 17/ storing baby carriages and bikes in places other than those designated by the dormitory manager
- 18/ parking cars in places which hinder communication between buildings
- 19/ duplicating keys
- 20/ loaning keys
- 21/ offering rooms to other people

22/ swapping rooms without approval of the dormitory manager

23/ receiving guests during quiet hours and accommodating them without permission

24/ leaving guests unsupervised in rooms

The dormitory staff reserves the right to enter a room in situations that endanger the safety and peace of other residents.

Resident responsibility

Residents will be held responsible for any damages or vandalism to building property, which were incurred by the resident or their guests in a room, on the floor or any other public area in the building. Damage assessments or fines may be charged in a variety of situations. If it is unclear who damaged furniture all of the occupants of the suite will be billed for a share of the repair or replacement.

The property listed in the Inventory Sheet becomes a resident's responsibility. Residents will be charged for repair or replacement of damaged furnishings or equipment. When individual responsibility cannot be assigned all of the occupants of the room will be billed for a share of the repair or replacement.

Resident must immediately notify the dormitory manager about damages to furnishings or equipment.

Violation of the dormitory regulations may be subject to disciplinary action and culprits may be denied access to dormitories and its facilities based upon the severity of the incident. Serious violations of the present regulations are reported by the receptionist to the dormitory manager.

In certain cases, the dormitory manager, in consultation with the board of residents, will decide that the appropriate punishment for persistent or serious disregard for the regulations is to require the resident in question to move to a different room.

The present regulations are made public by announcing them on message boards in dormitories.

Annex 1
Inventory Sheet Sample

.....
(dormitory stamp)

date:.....

Inventory Sheet for room number

EQUIPMENT	AMOUNT	INVENTORY NO.	NOTES
ROOM - ROOMS			
WARDROBE			
BOOKCASE			
BOOKCASE			
BOOKCASE			
SOFA			
TABLE			
CHAIR			
SPEAKER			
KITCHEN			
CUPBOARD			
SINK			
KITCHEN TABLE			
STOOL			
ELECTRICAL OVEN			
REFRIGERATOR			
COAT HANGER			
BATHROOM - HALL			
MIRROR			
COAT HANGER			
BIN			
BOWL			
BROOM			
BRUSH			
DUSTPAN			
BUCKET			

LIABILITY STATEMENT

I hereby confirm my financial liability for the equipment listed above and agree to immediately inform the dormitory administration in the event of its damage or loss. I agree to return all equipment to the dormitory administration and cover the costs of repair or replacement of damaged or lost equipment.

Staff member:.....

Signatures of residents

- | | |
|---------|---------|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Annex 2
Student Sheet Sample

.....
(dormitory stamp)

date:.....

STUDENT SHEET

.....
(name)

.....
(year and department)

.....
(room no.)

EQUIPMENT	AMOUNT	DATE RETURNED
BLANKET	ONE (1)	
QUILT	ONE (1)	
PILLOW	ONE (1)	
BED LINEN	ONE (1)	
TABLECLOTH		
NET CURTAINS		
CURTAINS		
LAMP		

LIABILITY STATEMENT

I hereby confirm my financial liability for the equipment listed above and agree to immediately inform the dormitory administration in the event of its damage or loss. I agree to return all equipment to the dormitory administration and cover the costs of repair or replacement of damaged or lost equipment.

I hereby confirm that I have read the Dormitory Regulations and agree to adhere to its provisions.

I understand and agree that the University shall not be held responsible for equipment carried into the dormitory such as:

1. Money and securities, valuables, objects of scientific or artistic value,
2. Audio-video equipment, computers and radios whose value exceeds 100 PLN (net),
3. Any other utility equipment.

Staff member

Resident

.....
(dormitory staff signature)

.....
(student's signature)

Page 1

Resident Identity Card

DORMITORY

dormitory stamp

Room no

Valid thru: 200.../....

Page 2

Mr/Mrs.....

Department

The Resident ID Card is used only within the Dormitory. The card must be presented to the receptionist on entry to the building and when asked by the University authorities and the board of residents. The card expires after the loss of residential right and should be returned to the Dormitory manager. The card is valid only with an ID.