

**The annex to the Rector's Ordinance No. 72/14 from September 1, 2014**

**RULES FOR THE RESIDENTS OF STUDENT HOUSES**

**at the Wrocław University of Economics**

**§1**

**GENERAL PROVISIONS**

- 1.1. Student Houses are an integral part of the University and are a place of temporary accommodation for students and other entitled persons, and they require proper behaviour securing conditions for learning and leisure, as well as respect and protection of property assets.
- 1.2. The organiser of life in a Student House and representative of the residents is the Residents Council of the Student House.
- 1.3. The annual celebration of the residents of Student Houses are Akademalia organised by the Residents Councils and they are an integral part of Ekonomalia
- 1.4. Proceeds from the accommodation of guests not using the guest rooms are at disposal of the Residents Councils.
- 1.5. The Head of the Student House is responsible for compliance with the provisions of legal and ordinal functioning of the House.
- 1.6. All residents of the Student House are obliged to cooperate with the Residents Council and Administration of the Student House.

**§2**

**THE RIGHTS OF THE RESIDENT**

A resident has the right to:

- 2.1. The use of the allocated room and all facilities and equipment in the Student House for general use under the terms of these Regulations and their annexes.
- 2.2. Free use of the Internet on the terms specified in Annex 6
- 2.3. Change of the assigned room with the consent of the Head of the Student House.
- 2.4. Making design and equipment changes in the room with the written consent of the Head of the Student House.

- 2.5. Electing and being elected to the Residents Council and its appointed Commissions.
- 2.6. Making requests, through the Residents Council, to the Court of Arbitration and with proposals for improving the functioning of the administration, improving the management of equipment, improvement of sanitation in the Student House, etc.
- 2.7. Expecting of the administration and of the Residents Council the fulfilment of the tasks for which they were appointed.

### §3

#### **RESPONSIBILITIES OF THE RESIDENT OF THE STUDENT HOUSE**

All residents of the Student House shall:

- 3.1. Read and strictly comply with these regulations, safety regulations, fire regulations.
- 3.2. Comply with the provisions of the Manager of the Student House and the Residents Council, issued within their assigned jurisdiction.
- 3.3. Respect the property of the Student House, keep the occupied room/unit clean and tidy, and incur material liability for damages (Annex 1 § 1).
- 3.4. Respond to any violation of regulations by the occupants or other persons and inform the employees at the Student House or the Residents Council of these cases.
- 3.5. Notify the administration of the Student House about:
  - a) any observed malfunction, damage, etc.,
  - b) prolonged absence of a roommate,
  - c) other situations threatening the life or property of the residents.
- 3.6. Respect the principles of peer coexistence, the right to silence at night, without exposing other residents to harmful or troublesome effects of one's behaviour.
- 3.7. Payment of the fee specified in the contract within 15 days of each month for the fiscal month, e.g. for October till October 15.
- 3.8. Showing residence card:
  - a) each time to the doorman at the entrance to the Student House,
  - b) at the request of the employee of the Student House.

c) at the request of the security guard and a representative of the Residents Council.

3.9. When checking out of the Student House, the resident is obliged to take all the objects they own (including § 7.10).

## **§4**

### **RESPONSIBILITIES OF THE RESIDENT OF THE STUDENT HOUSE**

4.1. A resident of the Student House is responsible in a material and disciplinary way for any injury or damage caused by them or their guests in the Student House (Annex 1 § 1 and Appendix 2).

4.2. For damage to public spaces, and in particular for the inappropriate use of the fire protection system, in case of inability to determine the guilty, the residents of the Student House are held liable altogether. (Annex 1 § 2 and Appendix 2).

4.3. The value of damage and the way to remedy it is determined by the Manager of the Student House according to the price list, taking into account the opinion of the residents.

## **§5**

### **ACQUISITION AND LOSS OF RIGHT TO RESIDENCE IN STUDENT HOUSE**

5.1 Rules for the granting of places in the Student House are defined in the Rules for granting places in Student Houses of the Wrocław University of Economics.

5.2. A student who has been granted a place in the Student House is directed to a specific room by the Residents Council.

5.3 Residents Council, in consultation with the Manager of the Student House, has the right to set the rules for allocating a specific room (place).

5.4 One person can apply for a place in a 2-person room if they are of poor health identified by the medical specialist. Such a place can also be claimed by a person acting as the President of the Residents Council or the administrator of the internet network.

5.5. A place in the Student is awarded annually for the period of time determined in Rector's Ordinance.

5.6 In justified cases, the student may be permitted to reside in a Student House for the holiday period, for a fee fixed in the Rector's Ordinance on the implementation of the Regulations determining the amount, the granting and the payment of welfare benefits for students of the Wrocław University of Economics. The referral is issued by the Department of Student Houses and Social Services.

5.7 During the summer resit session, the student has the right to live in a Student House. The fee is determined according to the price list.

5.8 The loss of right of residence in the Student House happens:

- 1) as a result of non-payment of the fees for residence in the Student House at least 2 months,
- 2) at the expiry of the date in the contract concerning the residence in the Student House,
- 3) after expulsion of the student from the University,
- 4) after graduation,
- 5) when a student repeatedly violates the Rules for the residents of the Student House.

In the above cases, except for point 2, the student is obliged to leave the Dormitory within 7 days from the date of notification.

## §6

### **VISITS AND CONTROL OF IDENTITY OF THE PERSONS STAYING IN THE STUDENT HOUSE**

6.1 A resident of the Student House can receive visitors in their room only in their presence and only if their roommates have no objection.

6.2 Visits are possible every day from 600 till 2300. After 2300 there will be a fee according to a current price list.

6.3 A resident has the right to a free accommodation for a guest on the principles set out in Annex 4.

6.4 Non-residents of the Student House in the state indicating the use of alcohol or other drugs have no right to access the premises of the Student House.

6.5 Visitors of a resident of a Student House are obliged to provide the doorman with the name of the person being visited and their room number. They must also leave a valid ID with a picture confirming their identity with the doorman.

6.6 The Manager of the Student House, where appropriate, has the right to restrict or prohibit entry to non-residents of the Student House.

## §7

### ORDER REGULATIONS

7.1 Curfew takes place between 2300 and 600.

7.2 The use of general-purpose halls (gym, TV room, study, laundry, etc.) Is possible on the principles set out in Appendices 3.1 to 3.5.

7.3 In justified cases, the Manager of the Student House or an employee of the administration in the presence of a representative of the Residents Council has the right to inspect the room in the absence of the residents. The inspection will be immediately followed by a written report.

7.4 The Manager of the Student House or a person authorized by them has the right to remove non-residents from the premises if their behaviour disturbs the peace of the residents.

7.5 On the premises of the Student House, the residents are prohibited from:

- a) business activities,
- b) bringing, using and distributing alcohol and other drugs,
- c) changing door locks to the rooms/modules and duplicating keys without the consent of the Manager of the Student House,
- d) renting the room to other persons or introducing arbitrary changes in accommodation,
- e) storing flammable, toxic and other dangerous items that could have a negative impact on the environment in the room/module and other public spaces,
- f) possession and keeping of animals,
- g) making technical changes to systems and equipment in the rooms/modules
- h) removing mobile equipment from the room/module without the consent of the Manager of the Student House,
- i) sharing the keys to the rooms and common areas (laundry, deposits, etc.) with the guests
- j) placing ads, inscriptions etc. outside of places intended for this purpose,
- k) smoking.

7.6 Organising parties in the Student House is allowed with the written consent of the Manager in rooms designed for this purpose.

7.7 Renovations and repairs in the rooms can be performed in the absence of the resident with their knowledge and consent (entry in a notebook for malfunctions is synonymous with the expression of such consent). This requirement does not apply to sudden malfunctions.

7.8 Repairs can be carried out throughout the calendar year.

7.9 The University is not responsible for private property of the resident of a Student House or the property of their guests.

7.10 A resident leaving the Student House for the holiday period (i.e. having been granted a place for the next academic year) has the right to leave their property in the deposit on the principles set out in Annex 3.3.

## **§8**

### **ACCOMMODATION AND CHECK OUT**

8.1 Accommodation must be completed within 7 days from the date of commencement of the quartering, advertised each time in an annex to the Rules of granting places, or from the date of the referral.

8.2 Check-out can take place:

a) on the day of the expiry of the contract,

b) due to the reasons given in § 5.8,

c) due to the termination of the contract by the resident, with a 2 weeks' notice.

8.3 A resident is obliged to settle the financial and material obligations with the administration of the Student House (the detailed rules are set out in Annex 5.2).

8.4 The resident receives the confirmation of the settlement after completing all the formalities related to the check out.

## **§9**

### **FINAL PROVISIONS**

9.1 The right to examine all matters related to non-compliance with these regulations and standards of social coexistence in the Student House is held by the Managers of Student Houses, the Residents Council, Peer Courts and the Disciplinary Committee for Students.

9.2 Current organisational and procedural matters included in the Annexes to this Regulation shall be updated by the Commission composed of the Manager of the Student House and a minimum of two

representatives of the Residents Council of individual Student Houses, appointed each time by the Manager of Student Houses and Social Services.

9.3 In all cases of conflict, the residents have the right to appeal to:

- a) the Manager of the Department of Student Houses and Social Services
- b) the Vice-Rector for Didactics,
- c) the Rector of the Wrocław University of Economics.

9.4 The Rules for granting places in Student Houses of the Wrocław University of Economics shall enter into force on September 1, 2014.

9.5 The previously applicable Rules for granting places in Student Houses of the Wrocław University of Economics is hereby repealed.

9.6 An integral part of the Rules are the following annexes:

- 1) No. 1 Principles of settlement for collective and individual damages generated at a Student House,
- 2) No. 2 Procedural financial penalties - to the Rules for the residents of Student Houses at the Wrocław University of Economics,
- 3) No. 3.1 The Terms of use of the studying room,
- 4) No. 3.2 The Terms of use of the TV hall in the Student House,
- 5) No. 3.3 The Terms of use of the deposit in the Student House,
- 6) No. 3.4 The Terms of use of the laundry room,
- 7) No. 3.5 The Terms of use of the billiard room,
- 8) No. 4 The Terms of use of free accommodation for the guest in the resident's room
- 9) No. 5.1 The rules of accommodation in the Student House,
- 10) No. 5.2 The rules of the check out from the Student House,
- 11) No. 6 The Terms of use of the Academic Computer Network.

**RULES FOR ACCOUNTING FOR COLLECTIVE AND INDIVIDUAL DAMAGES  
IN A STUDENT HOUSE**

**§1**

Individual damage concerns:

- the utilized rooms/modules
- rented public spaces
- perpetrators of the damage.

**§2**

Collective damage concerns the damage caused in the Student House when the perpetrator cannot be determined

**§3**

The value of damage is determined by the Manager of the Student House in consultation with the Residents Council on the basis of the purchase price or valuation estimate made by the eligible employees of the Repair and Maintenance Group of the Wrocław University of Economics.



**PROCEDURAL - FINANCIAL PENALTIES TO THE RULES FOR THE RESIDENTS OF  
STUDENT HOUSES AT THE WROCLAW UNIVERSITY OF ECONOMICS**

**§1**

There are hereby established the following penalties:

1. Unjustified use of emergency exits - PLN 50
2. Keeping the key to the laundry room for over 2h - PLN5 for the first hour  
- PLN2 for every following hour
3. Unjustified triggering of the manual fire alarm (ROP) - PLN600
4. Unjustified use of fire-fighting equipment - Fivefold value of the damage
5. Other damage - Trifold value of the damage
6. Habitual leaving of garbage in the hallways and kitchens - PLN20
7. Failure to follow § 3.3 of the Rules for the residents of Student Houses at the Wrocław University of Economics - PLN40
8. Parking on the fire road - PLN50 for the first hour

**§2**

Proceeds from the collected fees will be used to equip and furnish Student Houses according to current needs.

**TERMS OF USE OF THE STUDY ROOM**

**§1**

By signing the confirmation for the rent of the key, the resident confirms their knowledge of these rules and agrees to respect them.

**§2**

The study room is available to all residents of the Student House 24/7, with respect for curfew at 23.00 - 6.00.

### §3

The key to the study room as well as accessories (markers, sponges) can be rented from the lodge after leaving the residence card and signing an appropriate register.

### §4

After using the room, it should be closed and the key with all the accessories should be immediately returned to the lodge.

### §5

The resident using the study room is responsible for its opening/closing. If the person does not close the room, they will be required to cover any costs that arise as a result of their oversight.

### §6

It is forbidden to lend the key to the study room to a third party.

### §7

The residents using the study room accept full responsibility for the equipment in the room. The Residents Council and the administration may apply certain sanctions for damage caused by improper use of the equipment in the room.

### §8

The destruction of equipment/property is punishable by the sanctions mentioned in § 7 and may be financial (Annexes 1 and 2) or fulfilled by social work.

## **TERMS OF USE OF THE TV ROOM IN THE STUDENT HOUSE**

### **§1**

By signing the form required to collect the key, a resident confirms their knowledge of these rules and agrees to respect them.

### **§2**

The TV room is available to all residents of the Student House and the persons/entities who possess relevant permission.

### **§ 3**

The permission mentioned in § 2 is issued:

- for a resident of the Student House by the Manager of the Student House
- for another entity, by the Manager of the Department of Student Houses and Social Security.

### **§4**

The use of the TV room is allowed 24/7 with respect for curfew at 23.00 – 6.00.

### **§5**

The key to the TV room and the appropriate accessories (remote control, cables, etc.) can be rented from the lodge after leaving the residence card and signing an appropriate register.

### **§6**

After using the TV room and closing it, the key and all accessories must be immediately returned to the lodge.

### **§7**

The lender is the person who left an identity document at the lodge and received the key to the TV room.

### **§ 8**

In case of failure to return the key to the TV room or the rented accessories, lenders are obliged to cover any costs arising from this oversight.

### **§ 9**

The lender is responsible for opening/closing the TV room. If the lender does not close the TV room, they will be obliged to cover any costs resulting from this oversight.

#### **§ 10**

It is prohibited to lend the key to the TV room to a third party.

#### **§ 11**

Persons using the TV room are fully responsible for the equipment in it. The Residents Council and the administration may apply certain sanctions for damage caused by improper use of the equipment in the TV room.

#### **§ 12**

The destruction of equipment/property is punishable by the sanctions mentioned in § 8 and 9 and may be financial (Annexes 1 and 2) or fulfilled by social work.

#### **§13**

Students using the TV room are required to comply with the Law on Copyright and Related Rights of 4 February 1994. (Journal of Laws of 1994, no. 24 pos. 83, with subsequent amendments) and other provisions of the law.

## **TERMS OF USE OF THE DEPOSIT IN THE STUDENT HOUSE**

### **§1**

Deposits will be organised on the premises designated by the Manager of the Student House in consultation with the Residents Council.

### **§2**

The deposit is available to every resident of the Student House.

### **§3**

The terms of use for deposits will be announced annually on the bulletin board.

### **§4**

During the holidays, deposits are unavailable.

### **§5**

Items unavailable for deposit are: food, plants and substances prohibited by law.

### **§6**

Items submitted to the deposit should be packed in a cardboard box with dimensions up to 1m x 1m x 1m, signed in two visible places with the owner's name and room number, and entered in the register of deposits.

### **§7**

In case of failure to collect items from the deposit within three months from the date of completion of issuing the items, and in case of lack of contact from the depositor, the Residents Council in consultation with the Manager of the Student House may donate the abandoned deposits for social purposes.

### **§8**

The Wrocław University of Economics is not responsible for items left on deposit.

### **TERMS OF USE OF THE LAUNDRY ROOM**

#### **§1**

By signing the confirmation for renting the key, the resident confirms their knowledge of these rules and agrees to respect them.

#### **§2**

The laundry room can be used by all residents of the Student House with respect to the curfew at 23.00 - 6.00.

#### **§3**

The users of the laundry room are required to maintain the cleanliness and order. Washing machines can be used only after reading the instruction manual available in the room.

#### **§4**

The key to the laundry room and a token (for a fee) can be rented from the lodge after leaving the residence card and student card.

#### **§5**

The fee for the token is set in a separate Ordinance of the Chancellor of the Wrocław University of Economics.

#### **§6**

After completion of washing the resident should immediately return the key to the lodge. Keeping the key to the laundry room is subject to sanctions set out in Annex 2 to the Regulations for the residents of the Student Houses at the Wrocław University of Economics.

#### **§7**

The users of the laundry room are responsible for its opening/closing. Failure to do so will result in covering the costs resulting from the negligence.

#### **§8**

It is prohibited to lend the key to the laundry room to third parties.

#### **§9**

Persons who use the laundry facilities are fully responsible for the equipment located in the room. The Residents Council and the administration may apply certain sanctions for damages resulting from improper use of the equipment located in the laundry room.

#### **§10**

The destruction of equipment/property is punishable by the sanctions mentioned in § 7 and 9 and may be financial (Annexes 1 and 2) or fulfilled by social work.

### **TERMS OF USE OF THE BILLIARD ROOM**

#### **§1**

By signing confirmation of renting the key, the resident confirms their knowledge of these rules and agrees to respect them.

#### **§2**

The billiards room is available every day between 700 and 2300. Note that the room is monitored.

#### **§3**

The billiard room is available to the residents of every Student House at the Wrocław University of Economics.

#### **§4**

The user of the billiard room is obliged to:

- leave their residence card and a student ID in the lodge,
- pay a fee of six zł gross per hour of play,
- rent two billiard cues, a rack and a set of 16 billiard balls.
- confirm renting of the abovementioned equipment and the key with their signature.

#### **§5**

Entering the billiard room, it is necessary to:

- check the technical and ordinal state of the room,
- any potential damage to the table (breakage, flooding, etc.),
- any damage to other furniture, blinds, etc.

In the case of irregularities, it is important to immediately notify the employee in the lodge.

## §6

On the premises, the following actions are prohibited in particular:

- opening windows,
- turning the lights off in the evening,
- moving the table, sitting on the table,
- using the table for other activities than playing billiards.

## §7

It is forbidden to use the billiard room for a longer period than has been paid for playing. In order to use the billiard room for a longer time, the resident must pay for the next hour of play.

## §8

Users of the billiard room are responsible for its opening/closing and for returning the rented equipment. Failure to do so will result in covering the costs of the negligence.

## §9

Sala bilardowa może być udostępniona nieodpłatnie na wniosek Rady Mieszkańców Domu Studenckiego „Ślężak” i za zgodą Kierownika.

The billiards room can be made available free of charge at the request of the Residents Council of the Student House "Ślężak" and with permission of the Manager.

## §10

The destruction of equipment/property is punishable by the sanctions mentioned in § 8 and may be financial (Annexes 1 and 2) or fulfilled by social work.



**TERMS OF USE OF FREE ACCOMMODATION FOR A VISITOR IN THE RESIDENT'S  
ROOM**

**§1**

Every resident is entitled to two free nights a month for the visitors in their room with the consent of a roommate.

**§2**

Free accommodation only applies to visitors who are immediate family members of the resident or who have the status of a university student and a valid student ID.

**§3**

The limit of two free nights a month applies to a resident and a visitor.

**§4**

The application with the roommates' signatures should be delivered to the Manager of the Student House at the latest the day before the scheduled overnight visit.

**§5**

Up to 10 people a day may benefit from the free overnight visits.

## **THE RULES OF ACCOMMODATION IN THE STUDENT HOUSE**

### **§1**

A student who has acquired the right to accommodation in a Student House is obliged to fulfil lodging formalities in the office of the Student House.

### **§2**

For the accommodation, there is required:

- An ID card or passport for a foreigner,
- two photos,
- filled-in registration forms available in the porter's lodge or in the office of the Student House,
- cash covering the costs of accommodation for the month of September.

### **§3**

With the documents mentioned in § 2, the applicant should report to the office of the Student House where they will sign an Agreement for the use of space in the Student House and they will be given a key to their room.

## **THE RULES OF THE CHECK-OUT FROM THE STUDENT HOUSE**

### **§1**

Check-out takes place at the latest on the day of expiry of the Agreement on the use of space in the Student House. If the check-out occurs before April 30 of a particular year, it is required to submit a written notice two weeks prior to the fact.

### **§2**

For the check-out, there is required:

- settlement with the storehouse (returning the bedding and other rented items),
- financial settlement for the accommodation i.e. the settlement of all claims,
- the preparation of the room (i.e. general clean up, cleaning the furniture and the refrigerator after thawing, doors, floors, etc.) to be received by an employee or presentation of a statement of roommates about taking responsibility for the room/module,
- the keys and residence cards,
- the signing of an annex of termination of the Agreement on a use of space in the Student House if the check-out occurs before April 30 of a specific year.

## **TERMS OF USE OF THE ACADEMIC COMPUTER NETWORK**

### **§1**

The Academic Computer Network hereinafter referred to as ASK is designed solely for the purposes of learning and research.

1. An ASK user is any person using a device connected to the ASK.
2. The right to use the ASK is available to the residents of Student Houses and employees of the Wrocław University of Economics.
3. It is forbidden to use ASK for commercial purposes, in particular for business.
4. The person responsible for the proper functioning of ASK is the ASK administrator in each Student House, hereinafter referred to as administrator.
5. Due to the Act on the Protection of Personal Data, access to personal information registered in the ASK is granted only to the administrator, the Manager of the Student House and the Manager of the Department of Student Houses and Social Services at the Wrocław University of Economics.
6. The user agrees to the processing of personal data by the administrator and management of Student Houses at the Wrocław University of Economics for the purpose related to the administration of ASK.

### **§2**

1. The user has the right to use the ASK, provided that they follow the rules specified in the Terms of use, as well as the general use of the Internet (netiquette).
2. The user is responsible for each device connected by them to ASK.
3. The user agrees to use the services in accordance with the requirements of the law.
4. The user is obliged to notify the administrator of the change of room.
5. The user assumes full legal and financial responsibility for all connections and outgoing or shared data on their equipment, as well as any damages that arise from the use of the equipment.
6. The user is prohibited from taking action aimed at obtaining unauthorized access to the resources of ASK.
7. The user agrees not to attempt to use protected resources without the appropriate authorization.

8. It is forbidden for the user to create their own subnet (e.g. using routers) without the knowledge and written permission of the administrator.
9. Every resident of the Student House can apply for the creation of subnets.
10. Permission to create a new subnet must be expressed by all the inhabitants of the room.
11. The Administrator has 7 working days to process the application.
12. The correct connection and router configuration is the responsibility of the user with permission.
13. It is forbidden for the users of servers to run services without a written permission of the administrator.
14. It is not allowed to impede or block other users from using the resources of ASK.
15. The user is responsible for the proper functioning of their equipment.
16. The user agrees not to lend the use of the ASK resources to unauthorised persons.
17. It is forbidden to arbitrarily create or alter network connections.
18. The user is obliged to protect their own devices connected to them to ASK against malware or third parties.
19. The user is obliged to report any security flaws or breaches to the ASK administrator.

### §3

1. The function of the ASK administrator is fulfilled by the person authorised by the Wrocław University of Economics.
2. The administrator supervises the ASK from external connection to the socket in the room or access point in the dormitory.
3. The administrator is responsible for maintaining ASK in a state that allows the users to use the resources of ASK.
4. The Administrator has the right to monitor the ASK with proper tools in order to ensure its proper functioning.
5. The administrator is not responsible for the configuration of user devices.
6. The Administrator is not liable for any losses incurred due to the malfunction of the users' equipment.

7. The Administrator is not liable for any interruption in the operation of ASK due to random reasons, such as lack of electricity, equipment failures, etc.
8. The administrator can be visited only at scheduled times, in a designated place and may refuse to offer assistance outside these hours. The time and place of reception may change.
9. The Administrator has the right to impose sanctions in case of non-compliance with the provisions of these Terms in accordance with § 4 of these Terms.
10. At the user's request, the administrator is obliged to provide information about the cause of the sanctions.
11. The Administrator has the right to check the configuration of the user's device.
12. The Administrator has the right to revoke permission to create a new subnet.

#### §4

1. In the case of non-compliance with these rules, the user can be punished with one of the following sanctions:
  - a) temporary deprivation of access to parts of the network services available in ASK,
  - b) temporary deprivation of access to ASK,
  - c) perpetual deprivation of access to ASK,
  - d) physical disconnection of the room from ASK.
2. The user has the right to know the reason for the imposition of sanctions.
3. The user has the right to appeal against the sanctions. Appeals must be submitted in writing to the administrator.
4. The Administrator, in consultation with the Manager of the Department of Student Houses, has three working days to process an appeal.
5. The penalties are set individually depending on the offense.
6. In the case of endemic or serious violation of the provisions of these Terms, sanctions are determined by the Management of Student Houses.

#### §5



1. Neither the Wrocław University of Economics nor administrator can be held responsible for the materials or software installed on users' computers, or the way they work.
2. Using the available network infrastructure means accepting these Terms.

**ADDITIONAL RULES FOR CHECK-IN IN THE STUDENT HOUSE**

**§1**

A student who has acquired the right to accommodation in a Student House is obliged to fulfil lodging formalities in the office of the Student House.

**§2**

For the accommodation, there are required:

- an ID card or passport for a foreigner,
- two photos,
- filled-in registration forms available in the porter's lodge or in the office of the Student House,
- payment covering the costs of accommodation for the month of September.
- payment or confirmation of payment of deposit in the sum of 300 zł

**§3**

With the documents mentioned in § 2, the applicant should report to the office of the Student House where they will sign an Agreement for the use of space in the Student House and they will be given a key to their room.

The signatures of the Commission

1. Małgorzata Makuszyńska
2. Justyna Małolepsza
3. Bartosz Snoch
4. Jakub Kasprzyk



## **ADDITIONAL RULES OF THE CHECK-OUT FROM THE STUDENT HOUSE**

### **§1**

Check-out takes place at the latest on the day of expiry of the Agreement on the use of space in the Student House. If the check-out occurs before April 30 of a particular year, it is required to submit a written notice two weeks prior to the fact.

### **§2**

For the check-out, there is required:

- settlement with the magazine (returning the bedding and other rented items),
- financial settlement for the accommodation i.e. the settlement of all claims,
- the preparation of the room (i.e. general clean up, cleaning the furniture and the refrigerator after thawing, doors, floors, etc.) to be received by an employee or presentation of a statement of roommates about taking responsibility for the room/module,
- handing in the keys and residence card
- signing an annex of termination of the Agreement on a use of space in the Student House if the check-out occurs before April 30 of a specific year.

### **§3**

After all the formalities mentioned in § 2, the deposit of 300 zł will be settled.

It is possible to deduce a certain amount from the deposit for:

- individual damages on the basis of a protocol,
- group claims,
- outstanding fees, interest,
- other receivables.

The remaining amount due will be paid by bank transfer to the given account.

The University reserves the right to assert claims to the full extent of the damage or debt exceeding the amount of the deposit.

The signatures of the Commission

1. Małgorzata Makuszyńska
2. Justyna Małolepsza
3. Bartosz Snoch
4. Jakub Kasprzyk

**RULES**  
**the granting places in Student Houses**  
**at the Wrocław University of Economics**

**§ 1**

**General rules for granting places in Student Houses**

1. Priority for accommodation in Student Houses is granted to students of the Wrocław University of Economics:

- 1) for whom the commute to the University prevents or significantly hinders the study,
- 2) who are in a difficult financial situation (receiving a housing scholarship).

2. In the case of the influx of applications over the limit of seats in the Student Houses, the Vice-Rector for Didactics appoints a Commission for Granting Places, hereinafter referred to as the "Commission" composed of:

- 1) a representative of the Department of Student Houses,
- 2) Managers of Student Houses,
- 3) representatives of the Residents Council.

3. Appeals against the decision of the Commission are considered by the Vice-Rector for Didactics within 14 days of the publication of the list of persons who have been granted a place in a Student House.

4. The reserve of places in Student Houses for candidates accepted for the first year of studies is determined by the Department of Student Houses and representatives of the Residents Council.

5. Places in the Student Houses are granted in the following order:

- 1) to the University of Economics students studying continuously,
- 2) married couples where both spouses are students of the Wrocław University of Economics, studying continuously,
- 3) married couples where one spouse is a student at the Wrocław University of Economics, while the other is a student of another university, and they both study continuously,
- 4) students of the Wrocław University of Economics on sick leave or emergency leave (if the treatment or the emergency require it)

5) married couples where one spouse is a student of the Wrocław University of Economics and studies constantly, and the other does not have the status of a student.

6) if there are vacancies in dormitories:

a) students repeating a year due to insufficient progress in studies,

b) students waiting to repeat a year,

c) doctoral students at the Wrocław University of Economics,

d) other students of the University,

e) other persons.

7. The decision about granting places in Student Houses depends on:

1) the distance from the place of residence;

2) the average of all grades (i.e. of credits and exams) entered in the index:

a) for the previous year of studies - for students of a third or fourth year of study,

b) for the first semester - in the case of students of the first year of study;

3) the sum of points obtained by the candidate in the recruitment process in the current academic year - in the case of those starting their studies at the University;

4) monthly income per person in the student's family.

8. Places in the dormitory are awarded annually for a period of nine months, i.e. from October till June of the following calendar year.

9. At the request of the Manager of the Student House, students who are residents of the Student Houses and who grossly violate the provisions of the Rules can be deprived of the right to place in the Student House for the following academic year. The decision not to allocate a place in the Student House is made by the Commission referred to in § 1 section 2.

10. Students can obtain approval for accommodation during the summer holidays with the consent of the Vice-Rector for Didactics, given in consultation with the Department of Student Houses.

## §2

### **Rules for granting places in Student Houses**

1. Students applying for a place in a Student House in the new academic year submit applications according to the formula (Annex 1) in the Department of Student Houses within the deadlines announced annually by the Department of Student Houses (Annex 2).
2. Every applicant should pay a deposit for the place in a Student House, in cash, at the Department of Student Houses. The amount of the deposit is specified in Annex 2.
3. Return of the deposit referred to in section 2, may happen if the student resigns from the allocated place in the Student House until August 15 of that year.
4. Return of deposit for students of the second-degree studies can occur until October 7 of that year. In the case of student accommodation within the period referred to in § 2 section 7, the deposit will be credited towards the fee for the month of October of a given academic year.
5. In the event of non-resignation within the period referred to in section 3, the student loses the right to retrieve the deposit.
6. Lists of students who have been granted a place in the Student House, signed by the Head of Student Houses or the Chairman of the Commission and a representative of the Residents Council, are sent to:
  - 1) dean's offices,
  - 2) specific Student Houses.
7. Student who has been granted a place in a Student House is required to accommodate within seven days from the date of commencement of the academic year; after this period, the student loses the right to live in a Student House and the deposit.

## §3

### **Rules for granting places in Student Houses for candidates accepted for the first year of study**

1. For the candidates accepted for the first year of studies there are available places left as a reserve.
2. Every applicant should pay a deposit for the place in a Student House, in cash, at the Department of Student Houses. The amount of the deposit is specified in Annex 2.
3. Return of the deposit referred to in section 1 may occur if the candidate resigns from the allocated space in the Student House by September 15 of that year.
4. The candidates referred to in section 1 submit applications (Annex 1) in the Department of Student Houses within the deadlines announced annually by the Department of Student Houses (Annex 2).

2. A candidate who has been granted a place in the Student House is obliged to accommodate within 7 days from the date of commencement of the academic year, after this period, the student loses the right to live in a Student House and the deposit.

#### §4

##### **Rules for granting places and accommodation in Student Houses for other applicants**

1. Students who are foreigners have the same rights and obligations as students who are the citizens of Poland.
2. PhD students, including graduate students who are foreigners, submit applications in the Department of Student Houses on an appropriate form (Annex 3), confirmed by the supervisor. Applications are examined by the Department of Student Houses, and the results depend on the vacancies in Student Houses. If the number of applications is higher than the number of vacancies, the applications will be considered with the participation of the representatives of the PhD council.
3. Students of other universities submit their applications to the Department of Student Houses together with a certificate from their university. Applications are considered, if there are still vacancies, by the Department of Student Houses.
4. Students who have not been granted places in the Student Houses have the right to accommodation on the principle of density, so called "extra-legal".
5. To receive the "extra-legal" status, the student is obliged to:
  - a) find a room whose residents agree to accept the person as a roommate and submit an appropriate declaration to the Manager of the Student House (contents of the statement - Annex 4)
  - b) complete all formalities relating to the accommodation (i.e. the same way as a student who was formally granted a place in the Student House).
6. The fee paid by an "extra-legal" resident is determined by the Annex to the Ordinance of the Rector No. 20/2009 on the implementation of the Rules of financial support for students at the Wrocław University of Economics.

#### § 5

##### **Fee for a place in a Student House**

1. Every resident of the Student House makes full payment for a place in the House. The amount of the fees is included in the Annex to Rector's Ordinance No. 20/2009 on the implementation of the Rules of financial support for students at the Wrocław University of Economics.
2. A resident of the Student House is obliged to pay a fee for the occupied place by the 15th of each month to the account of the Student Houses: PKO SA Bank, Wrocław Branch 17 1240 6814 1111 0000 4936 4112. After the deadline, the student will be charged with statutory interest.

3. A student of the Wrocław University of Economics, being a resident of one of the Student Houses, for specific reasons spending a night in another Student House of the University is exempt from payment for accommodation only if they submit a valid student ID and residence card at the lodge.

## **§6**

### **Final provisions**

1. At the request of the student applying for a place in a Student House, the Manager will hand in the decision and the reasons or sent them to the indicated address.
2. All matters not regulated by the Rules are subject to the decisions of the Rector or Vice-Rector authorized by them.



Rector

R/DOP-014-1-21/12

**RECTOR'S ORDINANCE NO. 21/2012**  
**by the Wrocław University of Economics of 30 March 2012**  
**on the amendment of the Rules of granting places in the Student Houses**  
**at the Wrocław University of Economics**

**§1**

The Rules of granting places in the Student Houses at the Wrocław University of Economics The Rules of award seats in the dormitories of the Wrocław University of Economics, annexed to the Rector's Ordinance No. 19/2010, are amended as follows:

1) § 2 section 3 is replaced by the following:

"3. Return of the deposit referred to in section 2 may occur if the student resigns from the allocated place in the Student House by August 16 of the year in question";

2) § 2 section 4 is replaced by the following:

"4. Return of the deposit for first-year students of second-degree studies can occur until October 7 of that year. In the case of accommodating the student within the period referred to in § 2 section 7, the deposit will be credited towards the fee for the month of October in the academic year in question";

3) Annex No 2 to the Rules of granting places in Student Houses at the Wrocław University of Economics is replaced by the following:

"Rules of granting places for the academic year 2012/2013

1. Applications for places in Student Houses for the academic year 2012/2013 should be submitted to the Department of Student Houses within:

16.04 - 27.04.2012

The lists of allocated places will be posted on notice boards by 15.05.2012



2. Students admitted to the first year of study submit their applications between:

16.07 - 10.08.2012

The lists of allocated places will be posted on notice boards by 31.08.2012.

3. The amount of the deposit in the current year is 100 zł."

## **§2**

Other provisions of the Rules of granting places in Student Houses at the Wrocław University of Economics do not change.

## **§3**

The ordinance comes into force upon signature.

Rector

Prof. dr. hab. Bogusław Fiedor