



LEGAL BULLETIN

NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ

2023; item 257

Order no. 147

of the Rector of Nicolaus Copernicus University in Toruń

of 10 July 2023

Regulations for Student Houses of Nicolaus Copernicus University in Toruń

Pursuant to Article 23(1) and (2)(2) of the Act of 20 July 2018 on Higher Education and Science
(Journal of Laws of 2023, item 742)

it is resolved, as follows:

Chapter I General Provisions

§ 1

1. Student houses form an integral part of Nicolaus Copernicus University in Toruń, hereinafter referred to as 'the University', and serve as temporary accommodation for eligible persons.
2. The rules governing the allocation of places and payment arrangements in the student house are set out in separate regulations.

§ 2

1. The regulations for student houses set out the general principles governing their operation, as well as the rights and responsibilities of their residents.
2. Any person who has been allocated a place in a student house is required to familiarise themselves with these regulations and other provisions governing the operation of student houses, including fire safety and health and safety regulations, prior to moving in, and to comply with the provisions set out therein whilst residing there

§ 3

The manager of the student house takes steps to ensure its proper running, in cooperation with the relevant student self-government body.

Chapter II Check-in

§ 4

Any person who has been allocated a place in a student house by 30 September must move in by 7 October of that year, or notify the student house administration of a later move-in date. Failure to provide such notification will be treated as a withdrawal from the student house.

§ 5

1. Rooms in the student house are handed over to residents in good condition, together with the necessary furnishings, on the basis of a resident's card, a template of which is set out in Appendix 1 to these regulations.
2. Residents of the student house should check the condition of the room they are being allocated and its furnishings. Residents should report any missing items or damaged furnishings to the student house administration on the day they move in.
3. Defective items are replaced, whilst faults are rectified or recorded in the resident's file.
4. Residents of the student house are entitled to individual equipment, which is issued on the basis of their resident card.

§ 6

1. When allocating rooms in the student house and deciding on the composition of roommates, residents' suggestions are taken into account wherever possible.
2. Upon written request from the residents concerned, mixed-sex accommodation may be arranged, subject to the prior consent of the other residents of the segment or flat.

§ 7

1. Whilst living in a student house, it is possible to upgrade the standard of the room (by reducing the number of residents) provided there are no people on the waiting list for accommodation. A change in room standard is made upon application by the residents to the relevant student house manager, subject to the approval of the Head of the Department of Student and Academic Houses in the Toruń section or the relevant student house manager in the Bydgoszcz section.
2. Upon application by the room's residents, submitted to the relevant student house manager, and subject to the approval of the Head of the Department of Student and Academic Houses for Toruń section or the relevant student house manager for Bydgoszcz section, it is possible to increase the number of residents and change the room standard for the duration of their stay with the increased occupancy.
3. The amount of the fee for accommodation in a student house, as set out in the order on fees for accommodation in student houses, relates to the room standard specified in the student house allocation plan for the academic year in question.

Chapter III **Check-out**

§ 8

1. A student house is obliged to return the room and its furnishings in the same condition as when they moved in; however, they are not liable for wear and tear resulting from normal use.
2. A student house resident is required to vacate their room on:
 - 1) the date on which the period for which it was allocated expires;
 - 2) the date on which the notice of resignation from the room expires;
 - 3) the date specified in the decision to remove the student from the student house.
3. A resident of a student house is entitled to remain in the student house until the end of the month in which:
 - 1) the decision on withdrawal from the list of students becomes final;
 - 2) his/her student status has been suspended.
4. For organisational reasons, the stay of those residing in the student house in September who are not continuing their stay in October is limited to 27 September.

§ 9

1. A checked-out resident is required to:
 - 1) any individual equipment issued to them;
 - 2) hand over the room, having cleaned it, together with its furnishings;
 - 3) settle any outstanding charges;
 - 4) remove their personal belongings from the room.
2. Check-out takes place after the student house manager, or a person authorised by them, has verified, in the presence of the resident, that they have fulfilled the obligations referred to in paragraph 1.
3. Regardless of the procedures set out in paragraph 2, the handover of a room shall be carried out on the basis of a resident's card, which sets out – separately for each resident vacating the room – the condition of the room and its furnishings.
4. In the event that a room is vacated without being cleaned, the student house manager calculates the cleaning costs, which are charged to the resident vacating the room.
5. If a room is vacated without settling the account, the student house manager shall carry out an inspection of the room in the presence of a representative of the Student Self-Government or the Postgraduate Student-Self Government, as appropriate. A report shall be drawn up of the inspection, a template for which is set out in Annex 2.
6. On the basis of the observations contained in the report regarding the condition of the room and possible damage, the resident is liable for the costs of repairing or replacing damaged furnishings, cleaning and any necessary refurbishment of the room.
7. The costs referred to in paragraph 6 shall be deducted from the deposit in accordance with the rules set out in the order on fees for accommodation in student houses.

Chapter IV House Rules

§ 10

The following are prohibited in the student house:

- a) behaviour disturbing the peace of other residents;
- b) bringing in and storing items which may pose a danger to life, health or property, or cause inconvenience to other residents;
- c) drinking alcohol;
- d) possession and use of narcotic drugs and psychotropic substances;
- e) smoking tobacco products, as well as using e-cigarettes;
- f) bringing animals onto the premises and keeping them there (this restriction does not apply to certified guide dogs);
- g) the use of cookers and electric heating appliances in rooms;
- h) the unauthorised installation, alteration or repair of electrical and gas installations;
- i) rekeying locks and making spare keys;
- j) permanent decoration of the room's interior and the building's external walls without the permission of the student house manager.

§ 11

1. There is a curfew in the student house from 11.00 pm to 6.00 am.
2. During quiet hours, it is forbidden to behave in a manner that disturbs the peace of residents.

§ 12

1. The person in charge of the student house is entitled to enter a student's room for the purpose of carrying out periodic checks to ensure compliance with the rules and regulations. Inspections shall be carried out no more frequently than once a month, on dates set by the person managing the student house, in the presence of any resident of the student room, following prior notification of the date of the inspection.
2. Where there are reasonable grounds to believe that residents are breaching the rules and regulations, the persons referred to in paragraph 1, staff on duty at the student house, and other authorised persons, shall have the right to enter, at any time of the day or night, the room in which the residents are committing the aforementioned breach.
3. The persons referred to in paragraphs 1 and 2 shall have the right to enter the room even in the absence of the residents in the event of a threat to life, health or property.
4. During an inventory check of a student house, the person in charge of the premises and the members of the inventory commission have the right to enter a student's room even in the absence of the residents, provided they have given prior notice of the date on which the inventory check is to be carried out in that room.

Chapter V **Residents' rights and duties**

§ 13

1. Residents of the student house are entitled to use all the rooms, facilities and equipment in the student house intended for communal use.
2. Residents of the student house may submit requests to the student house manager regarding improvements to their living conditions.
3. Residents of the student house may only change rooms or make changes to the furnishings in their room with the permission of the student house manager.

§ 14

It is the duty of every resident to respect and protect the property comprising the structure and furnishings of the hall of residence; in this regard, they should, in particular:

- 1) look after the condition of the communal areas;
- 2) keep the rooms (section) clean and ensure that communal facilities and areas, as well as the immediate surroundings, are kept clean;
- 3) prevent damage to property;
- 4) sort waste, use utilities (electricity, heating, hot and cold water) sensibly;
- 5) comply with the regulations governing the use of the university's facilities, including those relating to vehicle parking.

§ 15

Every resident is also required to:

- 1) notify the student house management of the date on which they will be vacating their room at least 30 days in advance;
- 2) present their student card, PhD student card or identity card when asked to do so by a member of the administrative staff or the person on duty at reception/the porter's lodge;

- 3) hand in the keys to the reception desk each time all residents leave the room, unless other rules have been introduced in the relevant student house;
- 4) notify the student house management immediately in the event of an accident or illness affecting themselves or a flatmate;
- 5) notify the student house management about not using the room for a period of more than 15 consecutive days; failure to provide such notification shall be treated as a withdrawal from further use of the room in the student house.

§ 16

If there is no porter's lodge or reception desk in the student house, the resident undertakes in writing to:

- 1) ensure that doors to rooms accessible by key are properly locked;
- 2) prevent unauthorised persons from entering the premises;
- 3) to report immediately to the student house administration the presence of any persons not authorised to be on the premises;
- 4) notify the student house management of any situations that pose a potential threat to residents and property.

Chapter VI Visits

§ 17

1. Visitors to the student house are welcome between 7.am and 11.pm.
2. In order to improve safety in student houses, a visitors' register is kept, in which visitors must enter their full name, the type, series and number of their identity document, the time of entry, the full name of the person they are visiting and the room number.
3. Visitors are required to present their student card or identity document at reception/ the porter's lodge and to state the name of the resident they are visiting and their room number.
4. Upon a written request from a resident, supported by fellow residents, the student house manager may, in exceptional circumstances, authorise a visitor to stay overnight for a fee, in accordance with the rates set out in the regulation on fees for accommodation in student houses.
5. Any visitor who appears to have consumed alcohol or taken drugs shall not be permitted to enter the student house.
6. Visitors are required to comply with these rules and regulations and to behave in a manner that does not disturb the peace of the residents of the student house.
7. A resident of a student house is responsible for ensuring that visitors comply with the student house rules and regulations.

Chapter VII Odpowiedzialność mieszkańców

§ 18

1. A resident may be evicted from the student house for breaching the rules and regulations.
2. In the event of repeated failure to comply with the prohibitions referred to in § 10, for student affairs, be expelled from the student house with immediate effect.
3. The student house manager submits a request to terminate a student's place in the student house to the relevant Vice-Rector for Student Affairs.
4. The decision to withdraw a place in a student house is taken by the Vice-Rector responsible for student affairs, after consulting the relevant Student Self-Government body. The relevant Dean is to be notified of the decision to withdraw a place in a student

- house.
5. Following the decision referred to in paragraph 4, a resident of a student house is entitled to lodge an appeal with the Rector within 7 days of the date of its delivery. The appeal must be lodged via the Vice-Rector for Student Affairs.
 6. The Rector's decision regarding the withdrawal of a place in student house is final.
 7. The withdrawal of a place in a student house does not exclude disciplinary liability as provided for in separate regulations.

Chapter VIII

Final Provisions

§ 19

Regulation No. 86 of the Rector of Nicolaus Copernicus University of 5 May 2014 – Regulations of Nicolaus Copernicus University Student House in Toruń (NCU Legal Bulletin No. 2, item 208, as amended) – is hereby repealed.

§ 20

The order becomes effective on 10 July 2023.

RECTOR

prof. dr hab. Andrzej Sokala