

WARSAW UNIVERSITY OF TECHNOLOGY

Decision No. 119/2021  
of the Rector of the Warsaw University of Technology  
of 8 December 2021

on the introduction of the Regulations of the Hall of Residence (HR) of the Warsaw University of Technology

Pursuant to Article 23 section 1 of the Act of 20 July 2018 - Law on Higher Education and Science (Journal of Laws of 2021 item. 478, as amended) and § 52 sec. 5 point 12 of the Statute of the Warsaw University of Technology, it is ordered as follows:

§ 1

Regulations of the Hall of Residence of the Warsaw University of Technology are introduced, constituting an appendix to the decision.

§ 2

Decision No. 10/2014 of the Rector of the Warsaw University of Technology of 25 February, 2014 on the introduction of the Regulations of the Hall of Residence (HR) of the Warsaw University of Technology is repealed.

§ 3

The Decision shall enter into force on the day of signing.

RECTOR

Professor Krzysztof Zaremba

## HALL OF RESIDENCE REGULATIONS

### § 1

The following terms used in these Regulations shall have meanings as set forth below:

- 1) **Hall of Residence**, hereinafter also referred to as "HR" is an integral part of the University, a place of residence, study, work and leisure for eligible students, doctoral students and, in the cases specified in the HR Regulations, other persons. HR is the property of the University and should be the subject of special protection and care of the residents;
- 2) **student** – a person enrolled in first-degree, second-degree or uniform master's studies;
- 3) **resident** - a person accommodated in the Hall of Residence;
- 4) **guest** - a person visiting a resident of the Hall of Residence, temporarily staying on the premises of the HR;
- 5) **Hall of Residents Self-Government** - are all residents of the Hall of Residence;
- 6) **Residents' Council**, hereinafter also referred to as "RC" - elected from among the residents who are students, representatives of all HR residents;
- 7) **Disciplinary Committee of the Hall of Residence** - a committee appointed by RC from among the residents, whose task is to ensure that the HR Regulations are observed by its residents;
- 8) **Hall of Residence Commission**, hereinafter also referred to as "HRC" - a committee that participates in the process of managing Halls of Residence. Prepares resolutions specifying the rules of accommodation, fees for places in halls of residence, both for the academic year and the holiday period. Participates in the creation and implementation of the renovation plan as well as the modernization and improvement of the residents' living conditions.

### General provisions

### § 2

The regulations of the Hall of Residence of the Warsaw University of Technology define the general principles of its operation, the rights and duties of residents, RC, HD manager and guests.

### Rights and duties of residents

### § 3

1. Residents have the right to:
  - 1) use all rooms, facilities and equipment of the Hall of Residence (HR) provided for common use, in accordance with the rules laid down in the relevant regulations,
  - 2) take guests on the HR premises within visiting hours,
  - 3) appeal against decisions taken by the HR Manager to the Vice-Rector for Student Affairs in accordance with the relevant procedures within 14 days of making the decision available at the HR. The appeal shall not suspend the implementation of decisions of disciplinary character;

- 4) elect and be elected to the Residents' Council if they are students. The procedures of elections to Residents' Councils are laid down in WUT Students' Self-Government Regulations;
  - 5) attend all Residents' Council meetings;
  - 6) be informed on Residents' Council work;
  - 7) make complaints and suggestions on resolutions and decisions of representatives of the Residents' Council to the Head of the Committee for Halls of Residence.
2. Residents are obliged to:
- 1) adhere to health and safety regulations, fire regulations and property security regulations and follow generally accepted rules of social conduct;
  - 2) observe the check-in and check-out procedures valid at the HR;
  - 3) pay fees related to the accommodation; in the case of short-term accommodation, at the check-in and in the case of long-term accommodation, by the 15th day of each month, unless the detailed regulations of the respective accommodation action or the main price list provide otherwise. In the event of late payment, interest will be charged for delay in payment of the amount due;
  - 4) follow the HR regulations and abide with the decisions and resolutions of the Residents' Council, HR Manager and HR staff, as well as WUT Academic Guards when they are on call at the HR, within their competence;
  - 5) present the resident's card or student ID on demand to the receptionist, WUT Academic Guards, representatives of the University Authorities, HR administration staff, Residents' Council members and the Disciplinary Committee;
  - 6) keeping the rooms and their equipment and other property of HR in proper order and condition, and in the event of damage or failure to fulfill the obligation to maintain cleanliness, to pay an appropriate fee determined by the manager of a given HR, taking into account the value of the damage caused, in accordance with its valuation and the method of repair.

#### Check-in of residents

#### § 4

1. The rules for assigning places in HR are specified in a separate decision of the WUT Rector.
2. There are two types of accommodation in the Hall of Residence:
  - 1) short-term - accommodation for a period of up to 30 days inclusive;
  - 2) long-term - accommodation for a period of over 30 days;
3. Accommodation at the Hall of Residence may be provided to a person who has received a referral for a specific period, has completed the necessary formalities related to the accommodation and registration of residence, and has paid the required fees – in accordance with the applicable regulation
4. At the check-in, the resident should be provided with the necessary equipment of the room.
5. A room for accommodation should be ready for check-in, cleaned and equipped with facilities in working order and furniture.
6. The room with its equipment should be occupied and vacated in the presence of a person authorised by the HR Manager in consultation with the Residents' Council, against a handover/receipt report. The type of the report shall be defined by the HR Manager
7. The resident is financially liable for the received bedding, equipment and other furnishings, except for damage resulting from normal use and wear.
8. The residents are responsible for all damages and deficiencies in the equipment of the room.
9. Residents have the right to change the room equipment with the written consent of the HR manager. This consent should be attached to the protocol of moving into the room.

10. Residents may change and switch rooms upon the consent of the HR Manager or a person authorised, depending on availability of places. Rooms may be switched only upon a written consent of the room residents (in the case of segments, residents of the whole segment) submitted to the HR administration.
11. Regulations on check-out and check-in apply accordingly to changing or switching rooms
12. The HR Manager may take the decision to move residents so as to fill specific rooms. One resident may be moved only two times within the academic year or the holiday period at the HR.
13. The HR Manager, in consultation with the Residents' Council, may take a decision not to check in a person who is in gross breach of these regulations.

## Eviction

### § 5

1. A resident is evicted from an HR if:
  - 1) he or she has fallen behind with payment of the accommodation till the lastday of a given month;
  - 2) his or her accommodation allocation has been revoked;
  - 3) he or she has been deprived of the right to accommodation at the HR.
2. In the cases laid down in section 1, the resident shall check out of the HR within 7 days unless the HR Manager, in consultation with the Residents' Council, decides otherwise. The resident may be evicted with immediate effect if:
  - 1) he or she fails to check out within 7 days of the receipt of the decision;
  - 2) he or she is in gross breach of rules of social conduct at the HR;
  - 3) another person than the authorised one is staying in the specific room.
3. Eviction with immediate effect shall constitute the obligation to check out of the HR within 48 hours after the receipt of the written decision of the HR manager.
4. Compulsory eviction shall not exempt the resident from the obligation to pay the fees due and to account for equipment and facilities. Persons who unlawfully prolong their accommodation beyond the eviction date shall be charged with fees five times higher than fees payable for short-term accommodation. The fees shall be charged for each day of using the place, starting on the day following the date of eviction until the moment of the actual check-out of the person.
5. If a resident fails to check out as obliged, the HR Administration in consultation with RC shall be entitled to:
  - 1) remove from the building a person who is not allowed to be present in it;
  - 2) change locks and move the person's belongings which are in the room to the HR storage in the presence of a representative of the HR Administration and Residents' Council. The belongings shall be kept for 90 days. The resident may collect his or her belongings only in person and upon fulfilment of all obligations related to checking out of the HR. Leftover food products are disposed of immediately.
6. A resident who has checked out shall be understood as a resident who has fulfilled all check-out procedures valid in a given HR and who has paid all due fees.

## Visits

### § 6

1. On the HR premises, except for residents, HR staff and persons with special authorisation may be present at all times.
2. Residents may take guests on the premises in accordance with the rules laid down in these regulations unless the HR Manager decides otherwise, in consultation with the Residents' Council.
3. Residents shall prevent misbehaviour of their guests which may lead to damage or nuisance on the HR premises. If needed, the resident shall inform the Residents' Council, HR administration or WUT Academic Guards. In case of gross breach of the obligations described above, the resident may render himself or herself liable to disciplinary action.
4. The resident shall be financially liable for damage done by his or her guests.
5. Guests of HR residents may enter the HR within visiting hours, i.e., from 7 am to 11 pm. Visiting hours may be changed for a period of time by the HR Manager in consultation with the Residents' Council.
6. Persons whose behaviour suggests they may be under the influence of abusive substances or alcohol are not allowed to enter the HR premises.
7. Guests of residents should leave their current ID with a photo at the reception.
8. In consultation with the Residents' Council, the HR Manager may, in justified cases, introduce the obligation to confirm visits by the persons visited or to register visits.
9. In consultation with the Residents' Council, the HR Manager may suspend visits at the HR for a specific period of time.
10. Guests of HR residents may extend visits beyond the visiting hours upon the consent of the Residents' Council or the HR Manager and upon fulfilment of the requirements.
11. Extension of a guest's visit shall be reported to the Residents' Council or HR Manager no later than at 11 pm on the day of the guest's visit unless the HR Manager decides otherwise, in consultation with the Residents' Council.
12. A resident who wishes to extend his or her guest's visit shall leave the Residents' Council's or HR Manager's permission to extension of the visit at the reception.
13. If a resident of the room or the Residents' Council raise an objection, the permission to a longer stay of the guest becomes null and void.
14. In accordance with the issued permission, a guest may stay at the HR for:
  - 1) no longer than 3 consecutive nights;
  - 2) no more than 5 nights per month.
15. The Residents' Council may keep a register of permissions issued. The register of permissions issued by the Residents' Council must include:
  - 1) the guest's name and surname;
  - 2) surname, first name and room number of the host;
  - 3) date of the overnight stay of the guest.
16. Guests are obliged to familiarise themselves with these Regulations.
17. Detailed regulations on visits and use of guest rooms shall be laid down by the HR Manager in consultation with the Residents' Council.
18. The overnight permit must include:
  - 1) date of the overnight stay;
  - 2) the guest's name and surname, the host's name and surname;
  - 3) room Number
  - 4) signatures of the host, guest and representative of the Residents Council or the HR manager.

5) guest liability statement.

## Residents' Council

### § 7

1. The Residents' Council represents all residents of the HR and on their behalf
  - 1) co-manages the HR;
  - 2) organises social life on the premises;
  - 3) presents opinions, suggestions related to the functioning of the HR.
2. The Residents' Council shall be chosen in equal, direct and secret elections by HR residents who are students. Detailed regulations are laid down in relevant elections procedures of the WUT Students' Self-Government.
3. The Residents' Council work shall be managed by the Residents' Council Head.
4. The Residents' Council Head shall be responsible for the equipment handed over to the Residents' Council.
5. In its work, the Residents' Council shall look into and take into consideration suggestions and opinions of residents.
6. The Residents' Council shall generally supervise all student agendas operating on the HR premises even if they are separate entities in organizational and programme terms.
7. In consultation with the HR Manager, the Residents' Council may be given rooms to conduct and organise social life on the HR premises and the required equipment and facilities. Proper use thereof shall be the responsibility of the Residents' Council.
8. The Residents' Council shall be entitled to:
  - 1) in consultation with the HR Manager, forbid entry to the HR premises of outsiders who broke the HR Regulations or HR Manager's or Residents' Council's decisions issued within their competence;
  - 2) enter a room in the absence of the residents in case of life or health hazard of residents or serious danger posed to HR property;
  - 3) in case of breach of the HR Regulations by its residents, apply to the administration and Vice-Rector for Students' Affairs for initiation of disciplinary proceedings;
  - 4) carry out a cleanliness check of the room in consultation with the HR head.
9. The Residents' Council shall be obliged to:
  - 1) forward to the HR Manager opinions and suggestions given by residents;
  - 2) take care of the HR condition and property and supervise the order on the premises;
  - 3) inform the HR Manager on incidents of property damage by residents or guests;
  - 4) inform the HR manager about any faults noticed in the HR,
  - 5) in the absence of the HR Manager, call the WUT Academic Guards if residents breach the Regulations and do not respond to the Council's intervention; as well as inform the WUT Academic Guards Chief if the WUT Academic Guards do not arrive within 30 minutes;
  - 6) inform residents about their rights.
10. A detailed scope of the rights and duties of the Residents' Council not included in these Regulations and the procedure of election of the Council shall be laid down in the regulations of the Students' Self-Government and the Residents' Council regulations.

## Disciplinary Committee

### § 8

1. Residents' Council may appoint a Disciplinary Committee from among the residents, whose task is to ensure that the HR Regulations are observed by its residents;
2. The Disciplinary Committee consists of at least 3 people, including the chairman of the Residents Council.

3. Disciplinary Committee is obliged to:
  - 1) exercise control over the order in the HR area;
  - 2) inform the HR Manager on incidents of property damage by residents or guests;
  - 3) call the WUT Academic Guard in the event of the residents breaking these Regulations and not responding to its interventions;
  - 4) notify the commander of the WUT Academic Guards in the event of non-arrival of the WUT Academic Guards within 30 minutes.
4. The detailed scope of rights and obligations of the Disciplinary Committee is determined by the RC in consultation with the head of the SD.
5. The mandate of a disciplinary commission member expires with the resignation from the SD, except for the holiday period.

## HR Manager

### § 9

1. The HR manager is an employee of the WUT central administration and, with the help of subordinate employees, performs the tasks specified in para. 5.
2. The HR manager reports directly to the deputy chancellor for basic activities.
3. The HR manager is the direct superior of all HR employees.
4. In their work, the HR manager uses all means of transmitting information on the premises of the HR. For this purpose, he can ask RC for help.
5. HR manager is obliged to:
  - 1) check in and check out of residents in accordance with the referrals received;
  - 2) equip public spaces with regulations for the use of these rooms and manuals for the operation of mechanical devices located in these rooms;
  - 3) keep the HR public spaces clean, except for living rooms;
  - 4) carry out sanitary procedures, such as: disinfection, deratization;
  - 5) cooperate with RC, DC and the quartermaster;
  - 6) notify RC about serious cases of property damage by residents;
  - 7) provide RC a room for statutory activities;
  - 8) at the request of the RC, provide information on the implementation of the budget, material and financial plans, renovation plans and other matters related to the activities of HR;
  - 9) consult the RC on a financial and material plan and renovation proposals, in the event of no agreement, the decision is made by the coordinator;
  - 10) consult with RC on the purchase of equipment for the needs of HR and its distribution;
  - 11) inform the residents as soon as possible, at least one day in advance, about the planned works in a manner agreed with the RC.
6. Internal regulations are issued by the HR Manager in consultation with the Residents' Council.
7. The HR manager or persons authorized by him may enter the living room for business purposes only in the presence of the RC representative, unless the RC chairman or a resident agrees for the entry without the participation of a RC member.
8. The limitations referred to in paragraph 7 shall not apply in the event of a higher necessity related to the threat to the life or health of HR residents or the risk of serious damage to property, in particular in the event of a water, gas, electrical failure or disinfestation, protective measurements, inventory or fire risk.

9. In the event of a drastic violation of the norms of social coexistence in the HR, the HR manager, in consultation with the RC, has the right to evict the perpetrators of damages and disturbances from the HR with immediate effect.
10. HR manager, in consultation with RC, defines the rules of handing over and picking up rooms and equipment for a given HR.

#### Order regulations

##### §10

1. On the HR premises, the curfew is from 11pm to 7 am. In consultation with the Residents' Council, the HR Manager may change the curfew in justified cases.
2. In particular, Residents are forbidden to:
  - 1) use open fire sources, electric heating devices and other heat sources in the rooms that do not constitute permanent room equipment, except for small household appliances adapted to the existing electrical installation;
  - 2) on one's own install, alter or repair installations of any type;
  - 3) alter locks in doors, make spare keys and put in additional locks without the consent of the HR administration;
  - 4) misuse HR rooms, facilities and fire equipment,
  - 5) put any objects that could damage sanitary facilities or cause their malfunctioning;
  - 6) throw any objects out of the window;
  - 7) keep animals in rooms;
  - 8) gamble on the HR premises;
  - 9) have firearms, pneumatic weapons or side arms, as well as explosives;
  - 10) smoke on the HR premises;
  - 11) produce, sell, give and consume alcoholic drinks and drugs on the HR premises;
  - 12) give the allocated places over to unauthorized persons;
  - 13) conduct and register activity on the HR premises;
  - 14) provide guests with room keys and common room keys;
  - 15) permanently decorate the interior and the front of the buildings;
  - 16) use sound systems in a way interfering with other residents' studying or leisure.
3. Every breach of the HR Regulations under the influence of alcohol or narcotic drugs shall be severely punished, including deprivation of the right to be accommodated at the HR with immediate effect.
4. The resident may make up for his or her offences against the HR Regulations (in particular those resulting in material losses) through work for the HR. Decisions on these issues shall be taken by the HR Manager in consultation with the Residents' Council.
5. Residents shall be held financially liable for any damage done by them on the HR Premises.
6. Parties and events may be organized on the HR premises only upon a written consent of the HR Manager and on the conditions determined by the Residents' Council and HR Manager, unless more detailed regulations valid in a given HR state otherwise.
7. Besides the offenders, the event organizer shall be held responsible for damage and nuisance caused by event participants.

#### Final provisions

##### §11

1. The provisions of these Regulations shall be valid for all people staying on the HR premises.
2. The provisions of these Regulations related to the WUT Academic Guards do not apply to the WUT Branch in Płock.

3. The cases of breach of these Regulations and other internal regulations valid on the HR premises shall be investigated and settled by the HR Manager in consultation with the Residents' Council.
4. Each resident shall make himself or herself familiar with the provisions of these Regulations and confirm this with his or her own signature.
5. To matters not regulated herein, the provisions of the Civil Code shall apply.