

ORDER NO. 62
OF THE RECTOR OF CRACOW UNIVERSITY OF TECHNOLOGY

of 20 September 2017

Ref. No. R.0201-71/17

**on implementation of Rules and Regulations for Student Residence at Cracow University of
Technology (CUT)**

Pursuant to Art. 66 section 1 of the Act of 27 July 2005 on Higher Education (Journal of Laws of 2016, item 1842, as amended), it is hereby resolved as follows:

§ 1

1. Rules and Regulations for Student Residence at Cracow University of Technology, constituting the Appendix hereto, shall be implemented.
2. The Order and the Appendix shall be published in the Public Information Bulletin of Cracow University of Technology.

§ 2

1. Heads of all organizational units of CUT are obliged to inform their employees about the contents of this Order.
2. All employees, students and doctoral students of CUT are obliged to abide by the rules set out therein.

§ 3

1. Order No. 45 of the Rector of Cracow University of Technology of 10 November 2011 on implementation of Rules and Regulations for Student Residence at Cracow University of Technology shall be repealed.
2. This Order shall become effective as of 20 September 2017.

RECTOR

Prof. Jan Kazior, PhD, Eng.

**RULES AND REGULATIONS FOR STUDENT RESIDENCE AT CRACOW
UNIVERSITY OF TECHNOLOGY**

§ 1

General Provisions

1. Student Housing Complex of Cracow University of Technology, hereinafter referred to as “SHC of CUT”, is the place of residence, work, leisure and cultural entertainment for the persons entitled to residential status. Those include: residents, employees of CUT, contractors.
2. SHC of CUT and other accompanying building structures are the property of CUT and shall be considered objects of special care and maintenance and be kept in good condition and order by their residents.
3. The premises of SHC of CUT and individual Student Residence Halls are covered by video surveillance. Entering this area means consenting to being filmed and photographed.
4. All residents of SHC of CUT are represented by the General Council of Student Housing Complex and the Residents Councils in individual Student Residence Halls.
5. Rights and responsibilities of the General Council and the Residents Council shall be set out in the Rules and Regulations of the Student Government of Cracow University of Technology.

§ 2

Responsibilities of Student Housing Complex Management

1. Student Housing Complex Management, hereinafter referred to as “SHCM”, assume responsibility for providing proper living conditions, social welfare, sanitation and safety to their residents, and shall be especially responsible for:
 - 1) allocating accommodation in Student Residence Halls as well as parking places at SHC, pursuant to a proper orders of the Rector of CUT,
 - 2) keeping the records and accounts of charges for accommodation in Student Residence Halls, hereinafter referred to as “SRH of CUT”,
 - 3) repairing the equipment, fittings and furnishings, except for the equipment rented by individuals by name and bearing traces of devastation or improper use,
 - 4) renting and delivering equipment,
 - 5) accommodating persons entitled to residential status,
 - 6) inspecting technical and sanitary condition of toilets and bathrooms on the residents’ check-in and checkout,

- 7) undertaking sanitary measures such as pest control,
 - 8) keeping common areas clean, and in the case of leaving private belongings in those areas – the right to remove them,
 - 9) keeping records of the equipment rented by individuals by name,
 - 10) preparing plans for complete refurbishment, renovation or repair of the facilities, as well as carrying out orders of the Sanitary Inspectorate, fire brigade, etc.
 - 11) preparing data for material and financial plan as well as keeping records of receipts and expenditures according to the defined limits,
 - 12) conducting analyses to ensure financial security,
 - 13) enforcing the provisions of the Rules and Regulations referred to in § 3,
 - 14) ensuring continuous screening of persons entering and leaving SRH of CUT by the reception staff,
 - 15) ensuring order and safety on the premises of Student Residence Halls,
 - 16) equipping and maintaining sports and leisure amenities and facilities,
 - 17) conducting cleanliness inspections of rooms and common areas.
2. SHC of CUT shall be managed by the Head of Student Housing Complex (hereinafter referred to as the Head of SHC).
 3. The Head of SHC shall report directly to the Director of Administration of CUT.
 4. The Head of SHC shall be the immediate superior to the Deputy Head of SHC, the Heads of SRHs and the Safety Coordinator.
 5. The Deputy Head of SHC shall be held responsible for the proper functioning of SHC administration.
 6. The Financial Services and Administration Team shall be held responsible for managing financial affairs of SHC of CUT and handling matters related to selling accommodation in SRHs.
 7. The Safety Coordinator shall be held responsible for the supervision of safety-related matters at SHC of CUT
 8. The Heads of SRHs shall be held responsible for managing the respective SRH.
 9. The Heads of SRHs shall be the immediate superiors to the employees of respective SRHs.
 10. The organizational structure of SHC of CUT is contained in the Appendix enclosed hereto.
 11. In matters concerning the entire Student Housing Complex, SHCM shall cooperate with the General Council of Student Housing Complex.

12. The remaining responsibilities of the Student Residence Hall Management, hereinafter referred to as “SRHM”, and the Student Housing Complex Management (SHCM), as well as the appeal procedure against their decisions, shall be set out in separate internal normative acts enforced at CUT.

§ 3

Standard of Conduct Policies in SRH and on the Premises of SHC

1. Accommodation in SRH shall be granted for a specific academic year, vacation, and for the time of the September examination session, pursuant to the respective orders of the Rector of Cracow University of Technology.
2. Residence privileges shall be granted subject to the application for housing in SRH of CUT, paid deposit by the due date, no outstanding debts or other financial obligations towards SHC of CUT, and reservation approved by the SHCM.
3. Deposit payment deadlines shall be set out by a proper order of the Rector of CUT. Deposit money shall be used towards payment of any balance owed and due in October. If a resident decides not to move in, the above advance payment shall go towards the SHC Fund. If such a resignation results from a resident’s illness or circumstances beyond control preventing their residence in SRH, the deposit shall be returned on condition a detailed explanation of circumstances is provided. The decision on returning the deposit pursuant to a written application of the interested party shall be made by the Head of SHC.
4. Possession of an Electronic Resident Card (ERC) within the Access Control System (ACS) or a temporary card allowing to access the SHC premises is mandatory. The above mentioned documents are issued after accommodation at SRH of CUT.
5. Depending on their status, residents shall be obliged to pay the monthly rate for the accommodation they have been assigned in SRH of CUT as follows:
 - 1) residents with student status - before the 15th day of each month,
 - 2) residents with other status - before the 5th day of each month
6. Detailed principles of calculating payment amounts and manners of payment for SRH of CUT shall be as follows:
 - 1) rates for accommodation at SRH shall be calculated in accordance with the applicable price list for a given academic year included in the Rector's Order,
 - 2) residents who move in before or on the 15th day of the month pay the monthly housing rate,
 - 3) residents who move in after the 15th day of the month pay 50% of the monthly housing rate,
 - 4) residents who move out before or on the 15th day of the month pay 50% of the monthly housing rate,

- 5) residents who move out after the 15th day of the month pay the monthly housing rate,
- 6) residents who reside in SRHs during the vacation period pay at the pro-rata amount based on the daily rate according to Holiday Tariffs,
- 7) residents who reside in SRHs during the September examination session pay at the pro-rata amount based on the daily rate according to Holiday Tariffs, referred to in clause 6) above,
- 8) payment for residence in SRHs shall be paid into individual resident bank accounts in the HMS system by the agreed-on due dates,
- 9) in special circumstances residents may be allowed to postpone due dates for balances owed; interested persons should contact the Head of SHC and submit a relevant application; failure to pay the account balance in full by the 15th day of the following month shall result in eviction and denial of any future applications for CUT housing,
- 10) if any outstanding past due balances are not paid in full by the 15th calendar day of each month, residents shall be charged interest rates pursuant to a currently binding order of the Minister of Justice on calculating statutory interests for delay, assessed according to the following formula:

$$\frac{\textit{pro-rated daily fee} \times \textit{number of calendar days past date due} \times \textit{interest rate} \%}{365}$$

The interests calculated shall be rounded off to the nearest whole Polish zloty and the interests below 1 Polish zloty shall be disregarded.

- 11) if a resident decides to terminate their pre-paid residence privileges in SRH during the academic year, they shall be allowed to retain residence status and remain on the premises up to the date for which the payment has been made (e.g. till the end of the month); if such termination results from circumstances beyond the resident's control, they may apply to the Head of SHC for a pro-rata refund of any pre-paid housing payment calculated from the date of such termination to the end of the payment period; the Head of SHC shall have no liability for reimbursement or compensation of any kind in case of residents losing residential privileges on disciplinary grounds.
 - 12) the loss of registered student status shall entail changes in the rates for accommodation, commencing from the month following the month in which the student status was lost.
7. Residents shall reside in rooms they have been assigned. Authorized transfers shall be possible within a given SRH in justified cases (joint accommodation of married couples, siblings, etc.) after a prior authorization of the SRHM.
 8. Transfers to another SRH shall be possible after the deposit paid for reservation of accommodation has been settled. Detailed principles of re-housing residents to another SRH shall be established for a given academic year by the Head of SHC.

9. Residents of SRHs shall be fully financially responsible for the equipment of the rooms, toilets and bathrooms, entrusted to them once they have been acquainted with their actual condition. Residents shall also be obliged to obey fire and safety regulations.
10. In justified cases, the Heads of SHC and SRH, together with the Residents Council, shall have the right to enter any residence hall room during the absence of its residents. A written report of such an entry shall be made each time it occurs. It shall also be possible for representatives to do so, but without the participation of the Residents Council members. The Student Housing Complex Management shall report the above-mentioned measures to the Vice Rector for Students Affairs.
11. Guests may visit SHR rooms from 6.00 am to 10:00 pm.
12. When justified, entitled members of the Residents Council shall grant visitors a one-time permit to stay in the room from 10:00 pm to 6:00 am (overnight), provided a prior consent of its co-residents in writing is obtained and delivered to the hall reception before 10:00 pm. Having obtained the above-mentioned consent, the visitor shall pay for their accommodation. The accommodation rate and detailed manner of prolonging the stay shall be set out in the *Rules and Regulations of Prolonging Visits*, approved by Vice-Rector for Students Affairs together with the SHCM and the General Council of Student Housing Complex.
13. Residents of SHC of CUT shall have the right to visit other SRHs on condition of checking in on the Access Control System reader located at the SRH reception upon entering; such a visit shall only be possible from 6:00 am to 10:00 pm. Failure to do so shall entitle proper authorities to treat the visitor as a non-resident; in such a case the visitor shall be charged for their overnight stay according to the current non-resident tariff.
14. Each non-resident visitor shall be obliged to present their ID at the reception, allowing to enter their personal details in the register of visitors; the entry shall include visitor's name and surname, type and number of their ID, date and time of their entry and exit, name and surname of the inviting resident; keeping the register is aimed at ensuring safety at SRHs of CUT, and the provided personal details are processed. The visitor shall additionally grant their written consent to process personal details.
15. The person receiving non-resident guests shall be obliged to personally confirm their identity at the reception and shall take responsibility for their compliance with SHC regulations and policies, and shall be held accountable in case of their misconduct.
16. Residence halls quiet hours shall be in effect from 11:00 pm to 6:00 am.
17. In the leisure premises of SHC of CUT (places for grilling, playing fields, park benches, green areas, entryways to SRHs, etc.), quiet hours shall be in effect from 10:00 pm to 6 am. The Head of Student Housing Complex together with the General Council of Student Housing Complex and with the consent of the Vice-Rector for Students Affairs, shall be entitled to a periodical change of the quiet hours in the leisure premises.
18. On demand of security personnel, SHCM staff member, or other authorized persons, the person staying on the SHC premises shall be obliged to produce the Electronic Resident Card or a temporary card allowing to access the SHC premises. Failure to produce a document

confirming the entitlement to stay on the SHC premises shall result in police action in order to identify such a person.

19. From 10:00 pm to 6:00 am, only the SHC residents, their invited guests and other persons authorized by SHCM by being entered in the register of visitors at the reception of individual SRHs, shall be allowed to stay on the premises. Persons not authorized shall be forced to leave the premises by the SHC staff.
20. When justified, SHCM together with the General Council of Student Housing Complex, shall reserve the right to change the course and hours of visits, or suspend them temporarily.
21. Prohibited behaviour shall include but shall not be limited to:
 - 1) using spirit or propane-butane burners, electric cookers, heaters and deep fryers,
 - 2) bringing in refrigerators to SRHs,
 - 3) arbitrary tampering with any systems, fittings or wirings,
 - 4) throwing any objects into sanitary facilities which could damage them or cause their faulty operation,
 - 5) modifying any existing locks, making duplicate keys to them or fitting additional locks,
 - 6) throwing out of the window any bottles, sacks filled with water, waste, fireworks or any other objects,
 - 7) leasing or letting somebody reside in a residence hall room,
 - 8) letting unauthorized persons occupy the room on extended or permanent basis,
 - 9) using the room for commercial or business purposes,
 - 10) organizing parties in common spaces such as corridors, halls, kitchens, laundries, thematic rooms.
 - 11) playing loud music
22. The residents shall be obliged to leave their room keys at the reception. Room keys shall be collected from the reception by room residents only upon production of a current Electronic Resident Card or a temporary card allowing to access the SHC premises.
23. At the time of performance of sanitary works (e.g. disinsection, deratization, disinfection), resident of SRH is obliged to leave the room or building at designated times and to prepare the room earlier, in order to carry out the aforementioned works as instructed by the Head of SRH.
24. Storing any objects in communication routes, especially on evacuation routes, is strictly prohibited.
25. Smoking is prohibited in all SHC buildings and on its premises.

26. It is strictly prohibited to bring, possess, or consume any alcoholic beverages in all SHC buildings and on its premises.
27. It is strictly prohibited to bring, possess, or use any narcotic drugs in all SHC buildings and on its premises. The police shall be notified of any such breach.
28. It is strictly prohibited to carry and possess weapons.
29. It is strictly prohibited to store and use objects or substances that may pose a risk to human health or life.
30. Animals are not permitted on the premises of SHC of CUT except for certified service animals for the disabled.
31. It is strictly prohibited to park any vehicles or bicycles in the areas other than those specifically designated.
32. During the period of a substantial number of vacancies, SHCM reserves the right to reassign housing to residents who singly occupy rooms, so as to use available space more efficiently and recover all the vacant rooms. Should the residents singly occupying rooms not be willing to relocate, they shall be charged for the remaining vacant places in the room, starting from the following month.
33. In exceptional cases, the Head of SHC shall have the right to refuse to grant accommodation in SRH. This decision may be appealed to the Vice-Rector for Students Affairs - in cases involving students, or to the Director of Administration – in the cases involving other persons. The decisions of the Vice-Rector for Students Affairs and of the Director of Administration are final.

§ 4

Rights and Obligations of SRH residents

1. SRH residents shall have the right to:
 - 1) choose representatives to and be chosen as representatives of the Residents Council and the General Council of Student Housing Complex (it refers to the residents who have the status of the CUT student in a given academic year); the procedures and principles of conducting elections to the Residents Councils and the General Council of Student Housing Complex shall be set out in the *Electoral Regulations for Student Government Authorities*,
 - 2) participate in the making and implementing the programme of activities of the Residents Council and the General Council,
 - 3) be informed on an on-going basis about the work of the Residents Council and the General Council,
 - 4) use all the facilities, rooms and common use equipment according to the rules and regulations of their use; the rules and regulations are available on the website: www.akademiki.pk.edu.pl

- 5) receive guests during normal visiting hours,
 - 6) use a parking space located on the premises of SHC after renting the aforementioned space, in accordance with with the Regulations on the use of parking on the premises of SHC; the rules and regulations are available on the website: www.akademiki.pk.edu.pl
 - 7) apply to improve the living conditions in SRH to the Head of SRH through the Residents Council,
 - 8) file complaints about the actions of the SRH staff to the Head of SRH through the Residents Council,
 - 9) file complaints about the actions of the Head of SRH to the Head of SHC through the General Council of Student Housing Complex,
 - 10) file complaints about the actions of the Head of SHC to the Director of Administration through the General Council of Student Housing Complex.
2. Residents of SRH shall be obliged to:
- 1) observe generally accepted standards of social behaviour,
 - 2) observe fire protection regulations and in the case of evacuation of the building, leave the building and go to the designated meeting point,
 - 3) respect SRH property and counteract instances of acts of vandalism and improper use,
 - 4) observe the Rules and Regulations of SHC of CUT,
 - 5) submit to the decisions and resolutions of the Residents Council and the General Council, as well as of the SHCM and SRHM taken within limits of their authority,
 - 6) abide by the orders of the security staff,
 - 7) arrive at the appointed time to talk to the Disciplinary Commission,
 - 8) keep rooms, toilets, bathrooms and common rooms and areas clean and orderly (notify the SRHM or Residents Council of any noticeable damage, failures or breakdowns, etc.). Cleanliness inspections shall be carried out by the Head of SRH accompanied by a member of the Residents Council. A double breach of this Terms during the academic year may result in the application of the procedure set out in § 5, sec. 2, clause 2 of the Regulation,
 - 9) carry out a periodical exchange of bed linen on the basis of the rules adopted in the given SRH,

- 10) at the end of the academic year, leave the room in good order and repair (any alterations in the room attire or furnishings shall be subject to permission and approval of the Head of SRH),
 - 11) immediately notify the reception staff of the loss or theft of a room key or the Electronic Resident Card; the resident shall cover the costs of lost or stolen keys or ERCs.
3. The resident of SRH is held financially responsible for any intended damage to the fittings or equipment. If such damage occurs and the responsible person cannot be determined, the costs of restitution for the damage shall be equally divided among the room residents, bathroom users, or floor or the resident hall residents respectively – depending on location of damage. A current cost of damages shall be determined by the Head of SHC.
 4. A student of university other than CUT is obliged to submit a proof of student status twice during the academic year (before November 15 and March 30). In the event of failure to submit the aforementioned certificate, they shall lose the right to accommodate in SRH of CUT or, upon their written request, shall be accommodated as a non-student.

§ 5

Conditions for Eviction from Student Residence Hall of CUT

1. Residents shall lose their right to residence if:
 - 1) they have failed to apply for accommodation in accordance with the schedule of accommodation in SRH set out in the relevant order of the Rector of CUT. Upon a written request of the interested party, the Head of SHC may extend the period of accommodation,
 - 2) beyond the period covered by the schedule of accommodation, with no well-grounded reason, they have failed to occupy the room assigned within 5 days from the reservation date,
 - 3) they have lost their registered student status; however, in such a case the SHCM may permit further accommodation if vacancies are available, subject to the provisions set out in § 3 section 6 clause 12 of these Rules and Regulations,
 - 4) they have lost their right for accommodation in SRH pursuant to the decision of the Vice-Rector for Students Affairs – in the case of CUT students, and of the Head of SHC – in the case of non-student residents,
 - 5) with no justified reason, they have failed to make payment for accommodation by the 14th day of the following month,
 - 6) they have been found occupying someone else's place in a room – eviction from SRH shall apply to both the person occupying the place and the one subletting it (i.e. the one

reselling the place); the above-mentioned persons shall be ineligible to reside for the remainder of their enrolment at CUT,

- 7) they have been found allowing unauthorized persons to occupy the place – in such a case all residents of a given room shall be evicted,
 - 8) they notoriously fail to keep their rooms, toilets and bathrooms neat and clean.
2. When a resident has been found responsible for violating the Rules and Regulations of the Student Housing Complex, especially in the case of violations committed under the influence of alcohol or drugs, the Head of SHC, in agreement with the Head of SRH and the Safety Coordinator, shall appoint a Disciplinary Commission composed of the Head of the specific SRH, SHC Safety Coordinator and a member of the Residents Council of the specific SRH. The above-mentioned Commission, after explaining the case, reserves the right to:
- 1) give a warning along with the entry on the list of persons violating the Rules and Regulations of the Student Housing Complex (re-violation of the Regulations within the next 12 months results in the proceedings set out in §5 section 2 clause 2 contained herein). The above-mentioned motion shall be subject to an opinion by the General Council of Student Housing Complex. The list of persons violating the Rules and Regulations is run by the Safety Coordinator.
 - 2) apply for permission to evict a CUT student in disciplinary proceedings to the Vice-Rector for Students Affairs (after an opinion issued by the Head of SHC and the Residents Council member) or, in the case of non-student resident, to the Head of SHC. SHCM reserves the right to waive the procedure described above in the event of a threat to the safety and life of third parties and devastation of the CUT property - the resident shall be evicted immediately.
3. If a resident loses accommodation privileges on disciplinary grounds, they may be ineligible to reside in SRHs of CUT for the fixed period specified in the decision.
 4. Students of CUT are entitled to appeal against the eviction decision to the Rector of CUT within 14 days of receiving the decision. The Rector's decision is final.
 5. Non-student residents are entitled to appeal against the eviction decision to the Director of Administration within 14 days of receiving the decision. The Director's decision is final.

§ 6

Awards and Punishments

1. For exemplary conduct and voluntary work on the premises of SHC of CUT, its residents may receive recognition and awards from the University authorities on recommendation from the Head of SHC and the General Council.
2. Sale of alcohol and drugs, as well as violations committed while under the influence, shall be punished especially severely.

3. The procedures and sanctions stipulated in the *Act on Higher Education* may be applied in the case of violating the provisions of these Rules and Regulations.
4. Unjustified use of the manual fire alarm and mechanical locking of fire detectors entails financial liability of 300 zlotys for the incident. In the case of a failure to determine the responsible person, material liability shall be equally divided among the room residents, bathroom users, or floor or the resident hall residents respectively – depending on location of the detector/button.

§ 7

Final Provisions

1. The detailed terms of use of the thematic rooms (billiard, TV, exercise, music, table tennis and Cellar Club) and of the laundry rooms will be set out in the relevant regulations or procedures developed by SHCM in agreement with the General Council and approved by the Vice-Rector for Students Affairs; they will be made available on the website www.akademiki.pk.edu.pl.
2. At least once a year in the academic year, residents of SHC will be surveyed about the living conditions in SRHs, the level of administrative services and the expectations of the residents about raising the standard of accommodation in SRHs. Detailed rules for conducting the survey will be governed by a separate procedure.
3. All matters not settled herein shall be subject to a decision of the Rector of Cracow University of Technology.

Appendix to the Rules and Regulations for Student Residence
at Cracow University of Technology

**ORGANIZATIONAL STRUCTURE FOR STUDENT HOUSING COMPLEX
OF CUT**

HEAD OF SHC

SAFETY COORDINATOR

DEPUTY HEAD OF SHC

FINANCIAL SERVICES AND ADMINISTRATION TEAM

STUDENT RESIDENCE HALL 1

STUDENT RESIDENCE HALL 2

STUDENT RESIDENCE HALL 3

STUDENT RESIDENCE HALL 4

STUDENT RESIDENCE HALL B-1