

RULES AND REGULATIONS OF THE STUDENT HOUSING COMPLEX OF CRACOW UNIVERSITY OF TECHNOLOGY

Chapter I

General Provisions

§ 1

The Student Housing Complex of Cracow University of Technology is a place of residence, work, leisure and cultural entertainment for the persons entitled to residential status. Those include: residents, employees, tenants and contractors of Cracow University of Technology.

§ 2

1. The Student Housing Complex of Cracow University of Technology and other accompanying facilities are the property of Cracow University of Technology and shall be considered objects of special care and maintenance and be kept in good condition and order by the residents.
2. The premises of the Student Housing Complex of Cracow University of Technology and individual Student Residence Halls are covered by video surveillance. Detailed provisions regarding the management of CCTV are set out in the CCTV Monitoring Policy, constituting Appendix No. 17 to the Personal Data Protection Policy.

§ 3

1. All residents of the Student Housing Complex of Cracow University of Technology shall be represented by the Student Housing Complex Committee.
2. Powers and responsibilities of the Student Housing Complex Committee shall be set out in the Rules and Regulations of the Student Association of Cracow University of Technology.

§ 4

These Rules and Regulations shall define the rules and conditions for the use of facilities and area being part of the Student Housing Complex of Cracow University of Technology.

§ 5

The terms used in these Rules and Regulations shall denote:

- 1) CUT - Cracow University of Technology,
- 2) SHC of CUT – the Student Housing Complex of Cracow University of Technology,
- 3) SRH of CUT – Student Residence Hall of Cracow University of Technology,
- 4) SHCA - Student Housing Complex Administration,
- 5) SRHA - Student Residence Hall Administration,

- 6) SHC Committee – the Committee of the Student Housing Complex of Cracow University of Technology,
- 7) Head of SHC - Head of the Student Housing Complex of Cracow University of Technology,
- 8) Head of SRH - Head of a Student Residence Hall of Cracow University of Technology,
- 9) Security Coordinator - Security Coordinator of the Student Housing Complex of Cracow University of Technology,
- 10) ERC - Electronic Resident Card of a Student Residence Hall of Cracow University of Technology,
- 11) ACS - Access Control System.

Chapter II

Administration of the Student Housing Complex of Cracow University of Technology

§ 6

1. The SHCA's responsibility is to ensure proper living conditions, social welfare, sanitation and safety on the premises of the SHC of CUT to the residents of SRHs.
2. The SHCA consists of:
 - 1) the Head of SHC,
 - 2) the Deputy Head of SHC,
 - 3) the Financial and Administrative Staff.

§ 7

The responsibilities of the SHCA shall include in particular:

- 1) allocating accommodation in SRHs, pursuant to the relevant regulation of the Rector of CUT,
- 2) granting permissions enabling residing in SRHs,
- 3) maintenance and providing equipment to the external sports and recreational facilities,
- 4) planning major and current repairs, implementation of the orders of the Sanitary Inspectorate, fire brigade, etc., taking into account the needs to ensure accessibility to people with disabilities, in particular by progressively adapting the building infrastructure, communication routes, communal rooms and living spaces to meet architectural and functional accessibility standards,
- 5) preparing data for the material and financial plan and keeping records of receipts and expenditures in accordance with specified limits,
- 6) conducting analyses to ensure financial security,
- 7) enforcing observance of the provisions of the Rules and Regulations of the Student Housing Complex,
- 8) ensuring order and safety on the premises of the SHC,

9) subject to room availability, offering persons with disabilities relocation to another hall of residence if the accommodation conditions there are more suitable to their needs.

§ 8

1. The Head of the SHC manages the operations of:
 - 1) the SHC of CUT,
 - 2) the SHCA,
 - 3) the SRHA.
2. The Head of the SHC reports directly to the Chancellor of CUT.
3. The Head of SHC is the immediate superior to:
 - 1) the Deputy Head of SHC,
 - 2) the Heads of SRHs,
 - 3) Reception staff,
 - 4) Housekeeping staff.

§ 9

The Head of a SRH is responsible for the management of the respective SRH of CUT and the proper operation of the SRHA.

§ 10

1. The Safety Coordinator is an independent position that cooperates with the Head of the Student Housing Complex.
2. The Security Coordinator supervises matters related to the security at the SHC of CUT and the operation of the Integrated Security Policy at CUT within the scope concerning the SHC.
3. Security services operate on the premises of the SHC of CUT and are supervised by the Safety Coordinator.

§ 11

The organisational structure of the SHC of CUT is presented in Attachment no.1 to these Rules and Regulations.

§ 12

The SHCA shall cooperate with the SHC Committee in important matters concerning the entire SHC of CUT.

§ 13

The remaining responsibilities of the SHCA and SRHA, as well as the appeal procedure against their decisions are set out in separate internal normative acts in force at CUT.

Chapter III

Administration and Management of Student Residence Halls of CUT

§ 14

1. The SRHA's responsibility is to ensure proper living conditions, social welfare, sanitation and safety to the residents of SRHs of CUT.
2. The SRHA consists of:
 - 1) the SRH Head,
 - 2) the SRH Deputy Head;
3. The Staff of SRH of CUT consists of:
 - 1) Reception staff,
 - 2) Housekeeping staff.
4. The reception staff are tasked with enforcing the observance of the Rules and Regulations of the SHC of CUT, as well as order regulations, by the residents of SRHs of CUT.
5. The housekeeping staff is tasked with keeping general-access spaces appropriately clean and preparing the rooms and sanitary facilities for receiving residents.

§ 15

The responsibilities of the SRHA shall include in particular:

- 1) placing individuals entitled to accommodation, taking into account the needs of persons with disabilities, especially concerning the allocation of single rooms, subject to available space at the CUT SHC.
- 2) handling financial matters related to the settlement of fees for residing in a SRH of CUT,
- 3) handing over and approving the technical and sanitary condition of residential facilities to residents,
- 4) accepting payments (cash and non-cash) and supervising the timeliness of payments made by residents of SRHs of CUT,
- 5) coordinating the repairs of equipment, fittings and furnishings, with the exception of the equipment rented by individuals by name and bearing traces of damage or improper use,
- 6) keeping personal records of equipment rentals,
- 7) supervision over the maintenance of cleanliness in generally accessible spaces,
- 8) coordination of sanitary procedures, such as disinfestation or deratization,
- 9) enforcing the observance of the Rules and Regulations of the CUT SHC,
- 10) ensuring continuous screening of people entering and leaving SRHs of CUT by reception staff as well as keeping a register of people entering and leaving SRHs,
- 11) ensuring that the reception staff have up-to-date information on residents requiring assistance during evacuation and providing this information to emergency services in the event of a threat

or rescue operation; the list of residents requiring assistance is provided to the reception by the head of the SHR, in consultation with the Accessibility Centre,

- 12) maintaining in good condition and equipping indoor sports and recreational facilities,
- 13) conducting cleanliness inspections of rooms and communal rooms (under the terms set out in Chapter IX).
- 14) cleaning and maintaining sanitary facilities for residents with disabilities who are unable to clean them independently,
- 15) providing individual informational support to persons with disabilities during the moving in process.

§ 16

The SRHA cooperates with the SHC Committee in important matters concerning SRHs of CUT.

Chapter IV

Terms of Conduct in Student Residence Halls of CUT

§ 17

1. Accommodation in a CUT SRH shall be granted for a given academic year, vacation, and the time of the September examination session, pursuant to the relevant regulation of the Rector of CUT.
2. Accommodation shall be granted subject to:
 - 1) submitted application for a placement in a CUT SRH,
 - 2) advance payment, in the case of a reservation of accommodation at SRH of CUT made before the beginning of a new academic year,
 - 3) no financial arrears with respect to the SHC of CUT,
 - 4) reservation of accommodation, confirmed by the SHCA.
3. Under special circumstances, the Head of SHC shall reserve the right to refuse to grant a place in a SRH of CUT. The decision may be appealed against to the Vice-Rector for Student Affairs (in the case of CUT students) or to the Chancellor (in the case of other individuals) within 14 calendar days. The decision of the Vice-Rector for Student Affairs and the Chancellor shall be made within 14 calendar days of filing the appeal, and it is final.
4. Students whose total period of residence in CUT Halls of Student Residence prior to submitting the application amounts to 14 semesters or more are not entitled to accommodation.
5. After the expiration of the specified period, the resident is obliged to vacate the CUT SRH.
6. It is possible to extend the period of residence in the CUT SHC on the basis of a written request from the resident, including a justification for continued stay.

7. The request for extension of stay must be submitted to the Head of the SHC after obtaining a positive opinion from the Heads of the SRHs in which the resident has stayed.
8. The final decision on extending the stay is made by the Head of the SHC.
9. For underage students, it is required that a legal guardian or a person notarized and authorized by them be present during moving into the CUT SRH to represent the student's interests and perform necessary procedures.
10. Detailed information on granting accommodation in SRHs of CUT shall be set out in the relevant regulation of the Rector of CUT.

§ 18

1. The resident shall reside in the room in which he/she was placed in. A room change within a given SRH of CUT is possible in justified cases (e.g. reunification of spouses, siblings, etc.) upon a written request approved by the SRHA.
2. Upon handover of the room, the resident of SRH of CUT assumes full financial responsibility for the room and appurtenant facilities, together with the equipment and fittings. The resident is also obliged to comply with fire as well as health and safety regulations.
3. Change of accommodation between CUT SRHs is possible after settling the advance payment paid during the SRH room reservation.
4. The condition for a placement in a SRH of CUT is the possession of an Electronic Resident Card (ERC) within the Access Control System (ACS) or a temporary entry card. The above-mentioned documents shall be issued after being accommodated at a SRH of CUT.
5. Residents of SRHs of CUT are obliged to leave their keys at the reception. Collection of the key from the reception desk is subject exclusively to the presentation of a valid ERC of a given SRH of CUT or a temporary entry card.
6. For the time of sanitary works performed on the premises of a SRH of CUT (e.g. disinfestation, deratization, disinfection, etc.), the SRH residents are obliged to leave their rooms or building at specified times and to prepare their rooms in advance for the above-mentioned works, as instructed by the Head of SRH of CUT. In the case of sanitary works lasting more than 1 day, the SRHA shall transfer the resident to another free room of a similar standard, if possible. The administration shall provide suitable organizational support and assistance in transferring to temporary accommodation for persons with disabilities or other special needs who request it.
7. In the period of high vacancy rates, the SRHA reserves the right to make a decision to relocate single students residing in double and triple rooms so as to recover whole free rooms. Should the resident refuse to agree to such relocation, they shall be charged an additional fee for the remaining vacancies in the room starting from the following month. This principle does not apply to persons with disabilities or special needs who provide justification for the need to live independently.

§ 19

1. There is a free Internet network in the area of the SHC of CUT.
2. The rules of using the Internet network are available on the website www.akademiki.pk.edu.pl in the “Internet” tab.

§ 20

The following are strictly prohibited in SRHs of CUT:

- 1) using spirit burners fueled by propane-butane burners, as well as household appliances exceeding 1000W in the rooms,
- 2) bringing in refrigerators,
- 3) bringing in bicycles, electric bicycles and scooters to the premises of the SRH of CUT, with the exception of the “bicycle room”,
- 4) charging the equipment specified in pt. 3 without supervision,
- 5) arbitrary installation, tampering with or carrying out repairs of any systems, fittings or equipment provided in the rooms,
- 6) throwing items into sanitary facilities that could cause their damage or malfunction,
- 7) modifying any locks, making duplicate keys or fitting of additional locks,
- 8) throwing bottles, water bags, garbage, firecrackers and any other items out the windows,
- 9) reselling or transferring the assigned placement in a CUT SRH to another person,
- 10) letting unauthorised third parties use the keys and the room,
- 11) running any business or commercial operations,
- 12) organising student parties on the premises of the SRS, with the exception of the club *Piwnica*
- 13) playing loud music.

§ 21

1. Guests may visit residents’ rooms from 6:00 to 22:30, subject to section 3.
2. The night quiet time in SRHs of CUT is in effect from 23:00 - 6:00.
3. In justified cases, reception staff may grant visitors a one-time permit to stay in the resident’s room from 22:30 to 6:00, provided a consent of their co-residents is obtained in writing. Detailed rules are specified in the Rules for Extending Stays, approved by the Chancellor.
4. Residents of SHC of CUT have the right to visit other SRHs upon prior check-in using the ERC on the ACS reader located at the SRH reception desk; entering other CUT SRHs is only possible from 6:00 to 22:00. Failure to check in on the ACS reader will result in the visitor being treated as a person who is not a resident of the CUT SHC. In such a case, the SRHA will charge the host for the overnight stay costs in accordance with the applicable price list.

5. Each non-resident visitor is obliged to present their ID to the reception staff, allowing them to enter their personal details in the register of visitors in accordance with the applicable visit rules. Keeping the register of visitors is aimed at ensuring safety at SRHs of CUT, and the provided personal details are processed. The visitor shall additionally grant their consent in writing to having their personal details processed.
6. A resident of SHC of CUT is obliged to personally collect the visitor from the reception and take responsibility for their stay as well as bear the consequences of their misconduct.
7. The SHCA in agreement with the SHC Committee may change the mode and hours of visits or suspend them temporarily for justifiable reasons.

Chapter V

Rules of conduct at recreation areas of the Student Housing Complex of CUT

§ 22

1. In the recreation areas of the SHC of CUT (sports fields, park benches, green areas, entrance areas to SRHs, the parking lot, etc.), the night quiet time is in effect from 22:00 to 6:00.
2. The Head of the SHC, acting in consultation with the SHC Committee and with the consent of the Vice-Rector for Student Affairs, is entitled to periodically change the night quiet hours in the recreation area.

§ 23

1. On demand of the security personnel, the SHCA/SRHA staff member or reception staff, the person staying on the SHC premises is obliged to present their ERC or a temporary entry card confirming their accommodation in a CUT SRH. Refusal to present the document may result in the police being called for the purpose of confirming the identity of such a person.
2. Non-residents of the SHC of CUT staying on the premises of the SHC of CUT are obliged to present a document confirming their identity on demand of the security or reception personnel. Refusal to present the document may result in the police being called for the purpose of confirming the identity of such a person.

§ 24

1. From 22:30 to 6:00, the only persons allowed to stay on the premises of SHC of CUT are residents of the SHC of CUT, guests invited by the residents of the SHC of CUT and visitors included in the register of the SHCA-authorized persons that can be found at the reception desks of individual SRHs.
2. Unauthorized persons shall be removed from the premises of SHC of CUT. If necessary, the security officer shall call the police for help.

Chapter VI
Rights and Obligations of CUT SRH residents

§ 25

On the premises of the SHC of CUT, it is strictly prohibited to:

- 1) store any items in communication routes, especially on designated escape routes,
- 2) smoke tobacco products or electronic cigarettes,
- 3) bring, possess and consume any alcoholic beverages,
- 4) bring, possess and use any intoxicants,
- 5) bring, carry and use any weapons,
- 6) store and use items or substances that may pose a threat to human health or life,
- 7) bring and keep animals, with the exception of animals intended to help people with disabilities,
- 8) park motor vehicles and bicycles outside the specifically designated places,
- 9) use sports fields in the hours of the night quiet time.

§ 26

A resident of a SRH of CUT has the right to:

- 1) join the SHC Committee (it refers to the residents who have the status of the student of CUT in a given academic year). The procedures and principles of joining the SHC Committee are set out in the Electoral Regulations for Student Association organs.
- 2) participate in the creation and implementation of the SHC Committee's programme of activities and events,
- 3) be informed on an ongoing basis about the SHC Committee's activities,
- 4) use all the facilities, rooms and equipment intended for general use, in accordance with the Regulations for their use (the Regulations are available on the website www.akademiki.pk.edu.pl),
- 5) receive guests during visiting hours,
- 6) use the parking lot located on the premises of the SHC of CUT following rental of a parking space, in accordance with the Regulations on the use of parking spaces on the premises of the CUT SHC (the Regulations are available on the website: www.akademiki.pk.edu.pl); additionally, for persons with disabilities holding valid access permits, designated parking spaces are provided exclusively for their use.
- 7) submit applications for the improvement of living conditions in SRHs of CUT to the Head of the SRH through the SHC Committee,

- 8) file complaints about the conduct of the SRH employees to the Head of the SRH through the SHC Committee,
- 9) file complaints about the conduct of the Head of SRH to the Head of the SHC through the SHC Committee,
- 10) file complaints about the conduct of the SHCA employees and contractors to the Head of the SHC through the SHC Committee,
- 11) file complaints about the conduct of the Head of the SHC to the Chancellor through the SHC Committee.

§ 27

A resident of a CUT SRH is obliged to:

- 1) comply with these Rules and Regulations of the CUT SHC,
- 2) observe generally accepted standards of good social conduct,
- 3) observe fire protection regulations (in the case of an order to evacuate from the building, leave the building and go to the designated meeting point),
- 4) respect the CUT SHC property and, when noticing instances of its damaging or improper use, notify the SHCA, the SRHA or the SHC Committee immediately,
- 5) abide by the decisions and resolutions of the SHCA, the SRHA and the SHC Committee issued within the limits of their authority,
- 6) abide by the instruction and orders of the security staff, issued within the limits of their authority,
- 7) arrive at the appointed time when summoned by the Head of a SRH,
- 8) arrive at the appointed time when summoned by the Disciplinary Committee,
- 9) keep rooms, sanitary facilities and communal spaces clean and orderly. Cleanliness inspections shall be carried out by the Head of a SRH (under the terms specified in Chapter IX). A double breach of this point of the Rules and Regulations during the academic year may result in the application of the procedure set out in Chapter VII §31,
- 10) periodically change bed linen,
- 11) obtain the Head of SRH's written consent to change the interior design and furnishings of the room, where they interfere with or leave a trace in the room. In the case of persons with special health needs, modifications to a room to accommodate individual functional needs (such as the installation of specialized equipment) are allowed, provided they are reported and approved in advance by the Head of the SRH.
- 12) hand over the room and the sanitary facilities in good order and undamaged upon checkout from the SRH,
- 13) immediately notify the reception staff of the loss or theft of the room key or the ERC (the resident shall cover the costs of lost or stolen keys or ERC).

§ 28

The resident of a CUT SRH shall be held financially responsible (in accordance with the applicable damage price list specified for a given academic year by the SHCA) for any intended damage to the fittings or equipment. Should such damage occur and the responsible person has not been determined, the costs of restitution for the damage shall be equally divided among the residents of the room, unit, floor or block, respectively – depending on the location of the damage).

§ 29

1. A student of a university other than CUT is obliged to submit a proof of student status twice during the academic year:
 - 1) by 20 November,
 - 2) by 20 March.
2. Failure to submit the aforementioned proof within the specified time limits shall result in the loss of the right to be accommodated in a CUT SRH. The accommodation may be extended upon obtaining a written consent of the SHCA, under the terms specified in the relevant regulation of the Rector of CUT.

§ 30

Detailed rules for dealing with movables left behind by the residents of the CUT SHC are set out in Attachment no 2 to these Rules and Regulations.

Chapter VII

Conditions for Eviction from CUT SRHs

§ 31

Residents shall lose their right to reside in a CUT SRH if:

- 1) they have failed to turn up for check-in in accordance with the schedule of check-ins to CUT SRHs set out in the relevant regulation of the Rector of CUT. Upon a written request of the interested party, the Head of the SHC may extend the check-in period,
- 2) beyond the period specified in the schedule of check-ins for a new academic year, with no well-grounded reason, they have failed to check in to the room assigned to them for a period longer than 5 days from the reservation date,
- 3) they have lost their student status; however, in such a case the SHCA may permit further stay if vacancies are available, subject to the provisions set out in Chapter VIII §36 pt 13 of these Rules and Regulations,
- 4) they have lost their right for accommodation in a SRH pursuant to the decision of the Vice-Rector for Students Affairs, or of the Head of SHC in the case of non-student residents,

- 5) they have failed to make payment for accommodation by the 14th day of the following month, and have not obtained a written consent of the Head of SHC for the deferment of the payment date,
- 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,
- 7) they repeatedly fail to keep their room and sanitary facilities clean,
- 8) they repeatedly break the provisions of these Rules and Regulations.

§ 32

1. Should a breach of these Rules and Regulations by a resident of the CUT SHC be found, especially should the violations be committed under the influence of alcohol or intoxicants, the Head of the SHC, in agreement with the Head of the SRH and the Security Coordinator, shall appoint a Disciplinary Committee.
2. The Disciplinary Commission shall be composed of:
 - 1) the Head or the Deputy Head of the relevant SRH,
 - 2) the Security Coordinator,
 - 3) a representative of the SHC Committee.
3. The above-mentioned Committee, having investigated the case, has the right to:
 - 1) give a warning and enter the resident on the list of persons violating the Rules and Regulations of the CUT SHC (a repeated violation of the Rules and Regulations within the next 12 months results in the proceedings set out below). The list of persons violating the Rules and Regulations of the CUT SHC is kept by the Security Coordinator,
 - 2) apply to the Vice-Rector for Students Affairs for permission to evict and/or deprive a student of CUT of the right to accommodation in disciplinary proceedings (having obtained an opinion of the Head of SHC and the SHC Committee) or, in the case of a non-student resident, apply for such permission to the Head of the SHC.
 - 3) The Vice-Rector for Student Affairs, or, in the case of residents who are not CUT students, the Head of the SRH, is obliged to make a decision within 14 days on a submitted request concerning disciplinary eviction and/or the revocation of the right to accommodation of the CUT student or the resident who is not a CUT student.
4. The Head of the SHC, in consultation with the Security Coordinator and the Chairperson of the SHC Committee, has the right to waive the procedure described above in the event of a threat to the safety and life of third parties or damage to the CUT property, which may occur should this resident continue to reside on the premises of SHC/SRH of CUT. In this case, the resident shall be evicted immediately.

§ 33

1. If a resident loses accommodation privileges in a CUT SRH on disciplinary grounds, they may be ineligible to reside in SRHs of CUT for a period specified in the decision.
2. Students of CUT have the right to appeal against the eviction decision to the Rector within 14 days of the issuance of the decision. The Rector's decision is final.
3. Residents who are not CUT students have the right to appeal against the eviction decision to the Chancellor within 14 days of the issuance of the decision. The Chancellor's decision is final.

Chapter VIII

Payments at the Student Housing Complex of Cracow University of Technology

§ 34

The deadlines for the payment of fees for occupying a place in a CUT SRH are as follows:

- 1) residents with the status of a CUT student or doctoral student,
 - a) who have checked in before the 15th day of the month – the payment is due by the 15th day of each month,
 - b) who checked in on the 15th day of the month or later – the payment is due 7 days from the check-in in the first month, and in the following months – by the 15th day of each month,
- 2) residents without the status of a CUT student or doctoral student:
 - a) who have checked in before the 5th day of the month – the payment is due by the 5th day of each month,
 - b) who checked in on the 5th day of the month or later – the payment is due 7 days from the check-in in the first month, and in the following months – by the 5th day of each month.

§ 35

1. The advance payment referred to in Chapter IV §17 section 2 pt 2 of these Rules and Regulations shall be taken into account when settling the amounts due for the month of October/November.
2. The deadline for paying the advance payment and its amount shall be determined by the relevant regulation of the Rector of the CUT.
3. In the event of resignation from the place in a CUT SRH, the advance payment is transferred to the CUT SHC Fund. Should the resignation result from an illness or other unforeseen event that makes it impossible for the person to reside in a CUT SRH, the advance payment may be reimbursed, provided that the circumstances have been documented in detail. The decision on the reimbursement shall be made by the Head of the SHC upon a written request of the interested party.

§ 36

Detailed principles of calculating payment amounts and manners of payment for a place in a CUT SRH in the current academic year are as follows:

- 1) rates for accommodation in CUT SRHs are calculated in accordance with the applicable price list for a given academic year specified in the relevant regulation of the Rector of CUT,
- 2) residents who move in before or on the 15th day of the month is obliged to pay the whole monthly rate,
- 3) residents who move in after the 15th day of the month are obliged to pay 50% of the monthly rate
- 4) residents who move out by the 15th day of the month are obliged to pay 50% of the monthly rate,
- 5) residents who move out after the 15th day of the month are obliged to pay the whole monthly rate,
- 6) residents who reside in SRHs during the vacation period shall pay the amount specified in the price list for ad hoc accommodation set out in the relevant regulation of the Rector of CUT. The payment is made to the administration of the given Student Residence Hall.
- 7) CUT students who reside in CUT SRHs during the September examination session shall pay the amount specified in the price list for ad hoc accommodation set out in the relevant regulation of the Rector of CUT,
- 8) payments for residence in CUT SRHs are made into individual resident bank accounts and credited in the HMS system during the academic year (October – June),
- 9) in extraordinary circumstances, residents may be allowed to postpone due dates for payments owed. Interested residents should contact the Head of the SHC and submit a relevant application,
- 10) failure to pay the account balance in full by the 14th day of the following month constitutes the grounds for disciplinary eviction without the right to single-night stays,
- 11) should any arrears be found in payments for occupying a place in a CUT SRH, the resident shall be charged interest rates for delayed payments, pursuant to the currently binding order of the Minister of Justice on calculating statutory interest rates for delays in payment, starting from the 15th day of each month, assessed according to the following formula:

$$\frac{\text{payment} \times \text{number of calendar days past date due} \times \text{rate} \%}{365}$$

The accrued interest rates shall be rounded off to the nearest whole Polish zloty, and the interests below 1 Polish zloty shall be disregarded,

- 12) if a resident decides to terminate their pre-paid accommodation in a CUT SRH during the academic year, they shall be allowed to remain in the CUT SRH until the end of the period for which the payment has been made (e.g. till the end of the month). Should such termination result from unforeseen circumstances, they may apply to the Head of the SHC for a refund of the excess payment. The above does not apply to residents evicted from the CUT SRH on disciplinary grounds,

- 13) the loss of the CUT student status entails a raise in the rates for accommodation in CUT SRH (pursuant to the applicable price list), commencing from the month following the month in which the CUT student status was lost,
- 14) a resident who obtained a CUT student status during residence may apply for a rate reduction (pursuant to the applicable price list), after submitting an appropriate application to the SHCA. The payment shall be reduced from the month following the month in which the resident obtained the CUT student status.

Chapter IX

Supervised Forced Entry

§ 37

1. A supervised forced entry into a room in the absence of its residents is possible in justified cases, and an official report is to be drawn up in each such case.
2. The committee shall consist of:
 - 1) the Head or Deputy Head of the SRH, the Head or Deputy Head of the SHC, the receptionist, cleaning staff.
3. Sanitary and service-related entries are exempt from the regulations governing supervised forced entries and may be carried out in the absence of the resident.

Chapter X

Penalties

§ 38

1. Trade in alcohol and intoxicants as well as violations committed while under the influence thereof, shall be punished with particular severity.
2. The disciplinary procedures and sanctions stipulated in the Act on Higher Education and Science may also be applied to the cases of violating the provisions of these CUT SHC Rules and Regulations.
3. Unjustified use of the manual fire alarm and mechanical blocking of fire detectors shall entail financial liability of 300 zlotys for each confirmed incident. In the case of a failure to determine the responsible person, financial liability shall be equally divided among the residents of the room, floor or block, respectively – depending on the location of the detector/button.

Chapter XI
Final Provisions

§ 39

The detailed terms of use of the thematic rooms, the *Piwnica* Club and the laundry rooms shall be set out in the relevant regulations or procedures developed by the SHCA in agreement with the SHC Committee and approved by the Chancellor and the Vice-Rector for Students Affairs; they will be made available on the website www.akademiki.pk.edu.pl.

§ 40

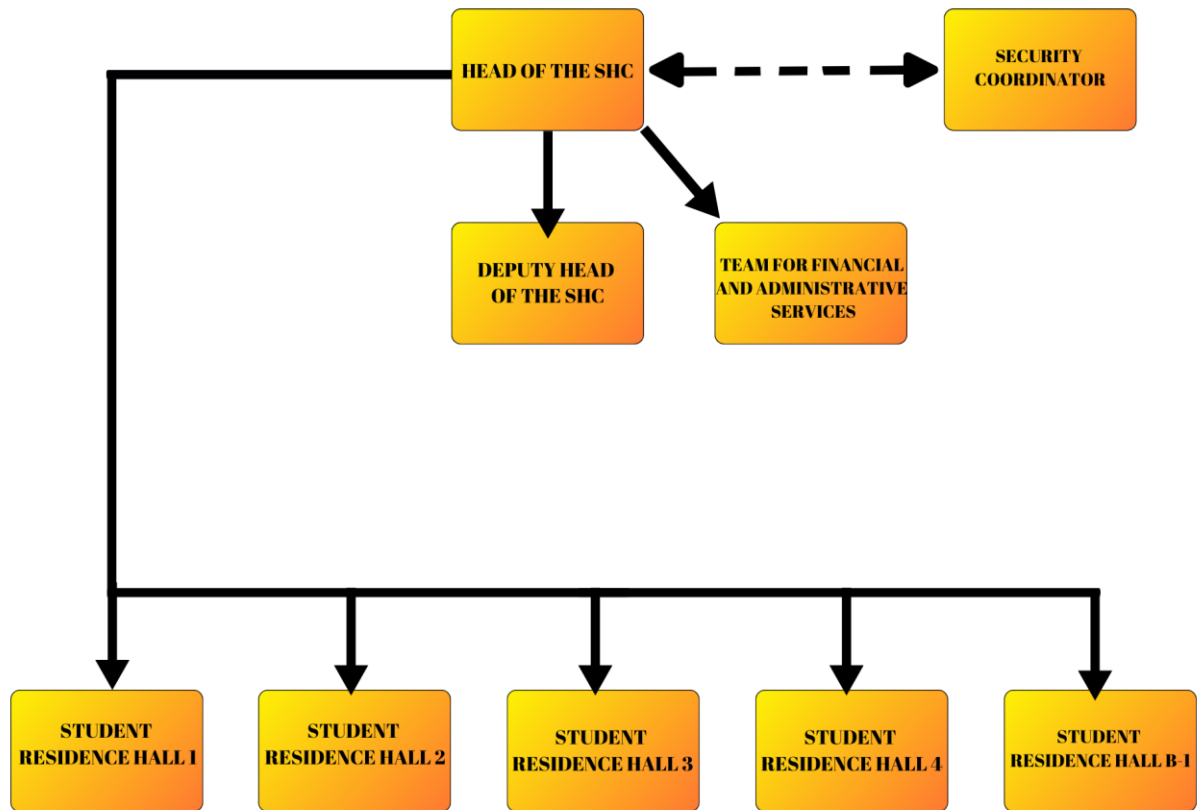
At least once in the academic year, residents of the CUT SHC shall be surveyed about the living conditions in CUT SRHs, the quality of administrative services and the expectations of the residents about raising the standard of accommodation in CUT SRHs. Detailed rules for conducting the survey will be set out in a separate procedure.

§ 41

All matters not settled in these Rules and Regulations shall be subject to decisions made by the Rector of CUT.

Attachment no. 1 to the Rules and Regulations of the Student Housing Complex

ORGANISATIONAL STRUCTURE OF THE CUT STUDENT HOUSING COMPLEX



Attachment no. 2 to the Rules and Regulations of the CUT Student Housing Complex

Rules for dealing with movables left behind by residents of the CUT SHC

In the event of a CUT SHC resident leaving the premises without completing the formalities related to checking out (in particular, handing over the room and furnishings), the SRHA will make a double attempt to establish contact with the resident - directly and through the university unit that has referred the person for accommodation (if the resident was referred by such unit of CUT). If there is no possibility of contact (no reply to e-mail, no telephone contact, no feedback from the university unit), within 3 working days, or if the person with whom contact has been established fails to report within 3 working days, the SRHA – together with a representative of the SHC Committee – will dispose of items listed in group 1, and place personal items listed in group 2 in deposit, with the exception of identity documents (i.e. passports, ID cards), documents confirming identity (i.e. student IDs, driving licenses, residence cards), bank cards, and official documents, which will be sent back to the issuer or to the consulate (in the case of foreigners).

<u>1. Items that must be disposed of immediately:</u> a) food, b) underwear, c) municipal waste, d) dirty kitchen utensils.	<u>2. Items to be placed in deposit:</u> a) electronic equipment, b) household appliances, c) clothing, d) shoes, e) jewellery, watches, f) books, g) printouts and magazines, h) clean kitchen utensils.
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During the activities of the appointed supervising committee, photographic documentation and an appropriate report shall be prepared, together with a detailed list of objects left behind (movables). If the resident was referred for accommodation by a university unit, the SRHA shall provide a copy of the report to the above-mentioned unit.

The SRHA reserves the right to invite a representative of the university unit referring the resident for accommodation to participate in the works of the committee.

Items to be placed in deposit will be stored in a room designated specifically for this purpose, for a maximum period of 30 calendar days from the date of deposit. All these items left behind by the resident and not collected within the above-mentioned period will be treated by the SRHA as

abandoned by their owner (pursuant to Article 180 of the Civil Code) and in such a case will be transferred to the Waste Management Section.

The SRHA will charge the resident the following fees:

- for cleaning the room and disposal of items listed in group 1 – 250 PLN,
- if the student reports to collect the deposited items – 250 PLN,
- in the case of disposal of items left behind after 1 month - no fees,
- for damages found in the room and/or missing elements of the property of CUT - according to the applicable damage price list.

In other cases, not mentioned in the above rules, decisions will be made by the Chancellor at the request of the Head of the CUT SHC, approved by the SHC Committee.

Attachment no. 3 to the SHC Rules and Regulations

Information Clause

In accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR), we inform you that:

1. The administrator of your personal data is Cracow University of Technology, with its registered office in Kraków at 24 Warszawska street, 31-155 Kraków, represented by the Rector of Cracow University of Technology.
2. You may contact the administrator:
 - 1) by e-mail: kancelaria@pk.edu.pl
 - 2) by mail or in person at the administrator's registered office.
3. The administrator has appointed a Data Protection Officer (hereinafter: DPO), whom you may contact regarding personal data processing. Contact with the DPO is possible via:
 - 1) e-mail: iodo@pk.edu.pl
 - 2) telephone: 510 894 675
 - 3) mail to the administrator's registered office
 - 4) in person at the administrator's registered office – in this case, we encourage prior e-mail contact to arrange a convenient meeting time.
4. Your personal data will be processed to ensure safety and public order, protect persons and property, and secure data in the event of potential claims, based on Article 6(1)(f) GDPR and Article 6(1)(c) GDPR.
5. Personal data will be processed for the period necessary to achieve the objectives described above. Depending on the legal basis, this will in particular be: no longer than 3 months from the date of recording. In cases where video recordings serve as evidence in proceedings conducted under the law, or if the Administrator becomes aware that they may serve as evidence in such proceedings, the storage period is extended until the final conclusion of the proceedings, for the period required by applicable provisions of law, or until the statute of limitations for any claims expires.
6. Recipients of your personal data are entities providing services under a data processing agreement with the administrator, such as IT services (provision or maintenance of IT systems), legal services, consulting, accounting, postal and courier services, as well as entities and authorities authorized to receive data under applicable provisions of law.
7. Your data will not be transferred to third countries, and no automated decisions, including data profiling, will be made based on your data.

8. In connection with the processing of personal data, you have the following rights:
- 1) the right of access to your data, the right to rectification, the right to erasure – in cases provided for by the provisions of law, the right to restrict processing, and the right to object – where your data are processed on the basis of legitimate interest;
 - 2) if you believe that your data are being processed in a manner inconsistent with applicable provisions of law, you may also exercise your right to lodge a complaint with the President of the Personal Data Protection Office – however, before exercising this right, we suggest contacting our DPO to clarify any potential doubts.