

**DORMITORY RULES AND REGULATIONS OF
THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN**

GENERAL PROVISIONS

§1

1. The student dormitory, called SD henceforth, is an integral part of the John Paul II Catholic University of Lublin and the residence of students entitled to it, called SD residents henceforth, and the place of their study and leisure.
2. In case of vacant places, other persons, also called SD residents, may be accommodated in SD.
3. The SD Housing Supervisor, called the Supervisor henceforth, manages SD on behalf of the University authorities and watches over the observance of the present Rules & Regulations.
4. The Supervisor takes care of work and leisure conditions of SD residents.
5. The self-governing body of SD residents is the Council of Residents, henceforth called the Council.
6. The manner of appointing the Council and its rights are established in separate Rules and Regulations.

PRINCIPLES OF ACCOMODATION

§ 2

1. Students are accommodated in SD on the basis of the decision of the Scholarship Committee, henceforth called SC, or the Appellate Scholarship Committee, henceforth called ASC, on granting a place in SD.
2. The plan of student accommodation is prepared by the Supervisor, if possible, considering the suggestions of SD residents.
3. A student who received a place in SD has to confirm the fact of residing in the appointed SD until 5 October, under the penalty of losing the place. The student entitled to a place in SD will be informed about the consequences of the lack of confirmation in the decision of SC or ASC on being granted a place in SD.
4. In justified cases making it impossible to get accommodated within the time limit indicated in item 3, students have to inform the Supervisor about the date of accommodation in a written form (by post or e-mail).
5. Regardless of the date of accommodation, students bear financial responsibility for the place in SD since the month it was granted.
6. On the day of getting accommodated; however, not later than till 5 October, students are obliged to get acquainted with the following:
 - a. Rules & Regulations of SD – this fact is to be certified with one's own signature on the declaration (a template of the declaration – appendix No. 1);
 - b. Rules & Regulations of Granting Material Aid to Students and Doctoral Students of KUL;
 - c. Health, safety and fire regulations.
7. On the day of accommodation students are obliged to submit:
 - a. the decision of SC or ASC on granting a place in SD;
 - b. ID (identity card or passport);
 - c. 2 up-to-date photos for student ID.
8. On check-in, students receive an SD Resident Card (a template of the card – appendix 2).
9. The decision to grant a place in SD during the academic year is taken by the Supervisor.
10. The Supervisor is entitled to move a resident to another room or another building during the academic year with the aim to use the place in SD more effectively or to keep order. In case a resident of SD does not agree to be moved to another room, he/she bears full costs of upkeep of the occupied room proportionally to the number of places.

CONDITIONS OF PAYMENT

§ 3

1. A resident of SD is obliged to pay the residence fee till the 15th of each month, in the amount corresponding to the regulations of the competent vice rector.

2. In case of exceeding this time limit, statutory interests will be charged for each day of delay if the arrears in payment exceed 10 PLN.
3. A student may be refused a place in SD for the next academic year if at the end of the academic year they have been behind with payments for at least one month. Information on arrears in payment for the place in SD will be transferred by the Supervisor to the competent Committee granting places in SD.

PRINCIPLES OF CHECKING OUT

§ 4

1. A student checking out from SD is obliged to:
 - a. settle all payments connected with accommodation in SD;
 - b. take personal belongings from an assigned room with the exception of § 6, item 1 point g of Rules & Regulations;
 - c. cover the costs of damage;
 - d. return the hired equipment;
 - e. leave the Resident Card;
2. At the end of the period of stay in SD in a given academic year, i.e. before 28 February or 30 June, all SD residents are obliged to prepare the room or apartment for checking-out in accordance with the regulations from item 1.
3. The time limit is prolonged automatically until the end of an exam session, if its duration is longer than till 30 June.
4. A SD resident may check out from SD before the fixed leaving time and does not have to pay for the rest of the planned period of stay if he/she:
 - a) passed an exam session,
 - b) completed his studies or graduated,
 - c) transferred to another university,
 - d) received a leave permit,
 - e) takes part in a student exchange programme,
 - f) lost student status as a result of a final decision of a competent administrative organ,
 - g) special circumstances occurred.
5. Resignation from an assigned place in SD in the case described in the item 4, point g requires a written consent from the Supervisor. A request for resignation from a place in the SD, providing a reason for an early resignation, is to be submitted not later than 14 days before a planned resignation from SD place.
6. In case of an early checking out from SD and violating the procedure specified in item 5, the full monthly residence fee will be charged for a month following the date of resignation.
7. A SD resident may appeal to the competent vice rector for student's affairs against a decision of the Supervisor, no longer than 14 days from submitting the decision; the procedure does not suspend the necessity of paying the residence fee.
8. Checking out from SD is performed according to § 4, item 2 of Rules & Regulations in February or June in the following days:
 - a. 14 February
 - b. 28 February
 - c. 10 June
 - d. 20 June
 - e. 30 June
9. A SD resident, who is checking out according to the item 8 has to pay the residence fee for February or June in the following amount:
 - a. $\frac{1}{2}$ of a monthly fee for residing in SD in the case of checking out till 14 February,
 - b. the whole amount of a monthly fee for residing in SD in the case of checking out till 28

February,

- c. 1/3 of a monthly fee for residing in SD in the case of checking out till 10 June,
 - d. 2/3 of a monthly fee for residing in SD in the case of checking out till 20 June,
 - e. the whole amount of a monthly fee for residing in SD in the case of checking out till 30 June,
 - f. for the period of an exam session, after 30 June of a given academic year, the residence fee is not charged from students, who have their exams appointed after 30 June, unless this is a retake of examinations.
10. A SD resident and the Supervisor have to decide on the date of leaving SD by the student, according to § 4, item 2 of Rules & Regulations, till 25 January or 25 May.

MATERIAL LIABILITY

§ 5

1. A resident of SD bears material and financial liability for the damage to the walls, doors, devices or equipment in SD.
2. Estimation of the damage is made on the basis of the actual cost of repairs or exchange of the equipment. The decision on repairs or exchange is taken by the Superior or a worker authorized by the former.
3. In case the persons causing the damage are not found, the residents in the room or apartment will be jointly burdened with material responsibility, depending on the character and place of the damage.
4. A resident of SD is obliged to report to the workers of the reception on any damage or failures in the functioning of the equipment in SD and the occupied room or apartment.

RIGHTS AND DUTIES OF SD RESIDENTS

§ 6

1. SD residents have the right to:
 - a) participate in all forms of activity organized on the premises of SD;
 - b) express their opinions and put forward postulates on all matters connected with the functioning of SD;
 - c) elect and be elected to the bodies of the Council;

 - d) request intervention from the Council in case their rights are violated;
 - e) receive guests in rooms according to the principles established in the present Rules & Regulations;
 - f) use the space and facilities intended for common use according to the principles established by the Superior;
 - g) leave a part of their belongings for safekeeping if the proper place was assigned by the Superior for the period of holidays, strictly according to the principles established by the Superior;
 - h) undisturbed night silence.
2. SD residents have the duty to:
 - a) behave according to the oath referred to in the Statute of KUL;
 - b) observe the norms of social coexistence in accordance with Christian values and good manners;
 - c) observe the present Rules & Regulations as well as the decisions and orders of the University authorities and the Supervisor;
 - d) observe the health, safety and fire regulations;
 - e) register within the fixed time limit;
 - f) take care of the property of SD, keep the room, apartment and common utility space clean and in order;

- g) dispose of the rubbish in the place meant for it according to the rules binding in SD;
- h) pay the fees for a place in SD on time;
- i) present the receptionist a valid SD Resident Card together with an up-to-date photo every time when entering the premises of SD and when taking the key from the reception;
- j) leave the key to the room at the reception every time when leaving SD;
- k) observe the night silence between 10 PM and 6 AM.

ORDER REGULATIONS

§ 7

1. SD is open from 6 AM to 11 PM.
2. Entering the premises of SD is possible after notifying the reception about the later hour of return. Leaving SD after 11 PM is allowed only in justified cases.
3. The night silence in SD is between 10 PM and 6 AM.
4. The rules of the functioning of SD in the period of Christmas break, half term break, Easter break and summer holidays are established in detail by the Supervisor in agreement with the competent vice rector.

§ 8

On the premises of a Student Dormitory it is strictly forbidden to :

- a) enter and stay under the influence of alcohol or other psychoactive substances;
- b) consume, possess, distribute or trade alcoholic beverages, drugs or other psychoactive substances;
- c) smoke outside the designated smoking area;
- d) move to other rooms or segments without permission;
- e) use audiovisual equipment in any way that disturbs other residents when they study or relax;
- f) carry in and store objects that can pose threats to life, health, property or cause inconvenience to other residents (e.g. fire arms, ammunition, explosives etc);
- g) install, change or fix electric wiring, fire fighting, water, gas fitting or computer wiring systems;
- h) change door locks or make new door keys;
- i) use the items which are the source of high electric power consumption and can pose fire threat (e.g. microwaves, electric cookers etc);
- j) carry out of the building the items that belong to the premises' furnishings or change the fittings of a room, apartment or shared area;
- k) veneer furnishings, paint walls, doors and the premises' furnishings;
- l) place adverts, notices, printed matter or the like information outside the designated area without the permission from the Student Dormitory staff;
- m) pursue trade, business or fund raising activity without the consent of the university authorities;
- n) enter mechanical vehicles into the Student Dormitory premises;
- o) let in and keep animals;
- p) dispose of rubbish outside the designated area;
- q) organize gambling games;
- r) undertake any kind of activity that can make living in a Student Dormitory difficult;

§ 9

1. In justified cases (e.g. urgent repairs, emergencies), the Supervisor or a person appointed by him/her, accompanied by yet another person, may enter a room or apartment in the absence of the residents. This situation is to be documented with a protocol, briefly describing the reasons for entering the room and the actions performed. The protocol is to be signed by the people present and a copy of the

document is to be received by the relevant SD residents.

2. The Supervisor or a person appointed by him/her in order to perform actions specified in § 5 and § 6, item 2, letter b, c, d, f, g, k is permitted to inspect a room or segment in order to check SD residents' observance of Rules & Regulations.
3. An additional inspection of a room or segment may be performed by the Supervisor or a person appointed by him/her in order to implement competence of a relevant vice rector.

VISITING RULES

§ 10

1. Visitors are allowed after gaining the consent of co-resident(s) between 10AM and 10PM when the following rules are obeyed:
 - a) the visitor leaves his/her photo identity card at the reception desk;
 - b) the visitor is obliged to inform the receptionist of the name, surname and room number of the resident he /she is visiting;
 - c) the visitor is obliged to abide by SD Rules& Regulations;
 - d) the resident who is being visited is fully responsible, also financially, for the conduct of his/her visitor.
2. The visitors who are under the influence of alcohol, psychoactive substances or who misbehave are prohibited from entering SD.
3. In justified cases the Supervisor may refuse to let in a person who does not possess a Student Dormitory Resident Card.
4. The resident cannot allow the visitor to stay overnight under the penalty of being expelled from the student house.
5. Upon making a prior booking it is possible for the visitor to stay overnight in SD in one of the guests' rooms. The service is payable.

LOSS OF THE RIGHT TO RESIDE IN SD

§ 11

1. The resident loses the right to reside in SD when:
 - a) he/she graduates
 - b) drops out (is removed from the list of students)
 - c) receives a leave
 - d) takes part in a student exchange programme (MOST or Erasmus)
2. A SD resident is obliged to inform the Supervisor immediately about the circumstances specified in item 1.
3. In case one of the situations described in item 1 above occurs the resident is removed from the list of SD residents by the Supervisor who informs about this fact the Scholarship Committee.
4. In special cases, upon the written request of the resident, the Supervisor may allow the resident specified in the item 1 above to continue living in SD.
5. In case of gross abuse of regulations of Student Dormitory Rules& Regulations, especially ones specified in§ 8 as well as when the resident violates the rules of social conduct, the Supervisor may take immediate action for exclusion from SD informing about this fact in writing the relevant resident and the competent Vice-Rector.
6. The decision of the Supervisor to remove the resident from the list of Student Dormitory Residents can be appealed to the relevant Vice-Rector within 14 days from the day the decision is delivered. The appeal does not have the immediate effect of terminating the decision made by the Supervisor.

FINAL PROVISIONS

§ 12

1. Should the resident violate the provisions of the above Student Dormitory Rules& Regulations, the Supervisor is entitled to
 - a) issue a verbal or written warning against the resident;
 - b) remove the resident from the list of SD Residents;
 - c) take the decision to remove the resident from the list of SD Residents immediately;
2. If the resident received two written warnings in the previous academic year, this fact is reported by the Supervisor who informs the committee that allocates rooms in SD.
3. The above regulations of SD Rules also apply to doctoral students and residents specified in § 1, item2.
4. All matters concerning student accommodation in SD are the subject to the Regulations for Granting Material Support to Students and Doctoral Students at the John Paul II Catholic University of Lublin.
5. The appeal body in all matters concerning the above SD Rules& Regulations is the competent Vice Rector.
6. An integral part of Rules & Regulations are appendices No. 1 and 2.
7. The above SD Rules& Regulations shall enter into force on the day they are signed by the Rector of the John Paul II Catholic University of Lublin.

Appendix no 1

.....
(name and surname)
.....
.....
.....
(place of residence)
.....
(student record no)

Lublin (date)

STATEMENT

I, the undersigned student of (name of programme)

.....

1. accept the place in the SD in accordance with the decision of the Scholarship Committee/ the Appellate Scholarship Committee/the SD Supervisor of the SD (address of the SD) for the period:
 - a) from October to February
 - b) from October to June
 - c) from to

2. hereby declare and state that I acquainted myself with the Student Dormitory Rules of the John Paul II Catholic University of Lublin, the Regulations for Granting Material Support to Students and Doctoral Students at John Paul II Catholic University of Lublin, Health and Safety Regulations and the Fire Code.

3. I declare to submit the residential fee payment systematically by the 15th of each month. Should any arrears occur I consent to have the appropriate amount subtracted from my scholarship.

.....
/legible signature/

Appendix no2

**STUDENT DORMITORY RESIDENT CARD
(THE JOHN PAUL II CATHOLIC UNIVERSITY OF LUBLIN)**

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