

RULES OF THE DORMITORY OF MEDICAL UNIVERSITY OF BIALYSTOK

§1

GENERAL PROVISIONS

1. A Student/PhD Student seeking accommodation in the dormitory should submit an application for granting accommodation in the Dormitory (Annex no. 1). Applications for granting accommodation shall be submitted:
 - a) by new students in the administration office or sent by post;
 - b) year two and higher – via MUB website – Wirtualny Dziekanat (Virtual Students' Office).
2. Before lodging, the resident is bound to read the binding Rules of the Dormitory and hold themselves responsible for observing the Rules, which is proved by their signing the agreement (Annex no. 4).
3. All residents are represented by the Council of Residents, which collaborates with the Dormitory Manager.
4. The Rules of the Council of Residents, which specify the Council's rights and obligations, constitute Annex no. 2
5. The provisions on election of the Council of Residents in the Dormitory no. 1 and no. 2 constitute Annex no. 3

§2

CERTIFICATE OF OCCUPANCY

1. Accommodation in the dormitory is certified by the Housing Board, composed of:
 - a) the Council of Residents,
 - b) a representative of the Dormitory Management.
2. Accommodation in the Dormitory is certified for an academic year (October-June), with the exception of summer holiday months (July-September), when accommodation is certified for month long periods within the limits of vacancies.
3. A student/PhD student, who was granted accommodation, should
 - a) pay a deposit in the amount of 200 PLN before September 1; pay the remaining amount of the deposit, i.e. the amount of the accommodation fee, before the of appearance for accommodation,
 - b) appear for accommodation between October 1 and 7; if they are granted accommodation during the academic year – within 3 days after the day accommodation is granted
 - c) sign the agreement that constitutes Annex no. 4.
4. Accommodation fee covers the period between the first and last day of the calendar month.
5. Accommodation fee cannot be divided into shorter periods.
6. In the case of waiver of accommodation in the Dormitory before the start of the

academic year, the student/PhD student should inform the Dormitory management office about this fact, in writing, no later than by September 1. In the case of waiver of accommodation in the Dormitory after September 2, the 200 PLN deposit shall not be recoverable.

7. In the case of waiver of accommodation in the Dormitory during the academic year, the student/PhD student should inform the Dormitory management office about this fact, in writing, no later than by the 15th day of the month before the end of which the student intends to move out. Failure to conform to this procedure will result in being charged the accommodation fee due for the next month of stay in the Dormitory.
8. If a resident or residents of a room has/have left causing a vacancy, the Dormitory Manager may accommodate an authorized individual(s) in the room or relocate the remaining residents to another room.
9. If a resident or residents refuse(s) to accept the accommodation of another individual in the room or their relocation to another room, they are obliged to pay the full fee for the whole room.
10. Individuals are denied residence in the Dormitory in the following cases:
 - a) failure to settle the Dormitory accommodation fees in the previous years,
 - b) a grave violation of the Rules of the Dormitory in the previous years,
 - c) a student having disciplinary punishment imposed on by the Senate's Disciplinary Commission for Students;
 - d) a PhD student having disciplinary punishment imposed on by the Senate's Disciplinary Commission for PhD Students.

§3

DORMITORY RESIDENT'S RIGHTS

A resident of the Dormitory has the right to:

1. Use common rooms and equipment.
2. Submit proposals and comments to the management office and the Council of Residents.
3. Appeal decisions taken by the Council of Residents and the Dormitory Management to the Vice-Rector for Student Affairs.
4. Make removable decorations in the room without leaving any mark or damage.

§4

DORMITORY RESIDENT'S OBLIGATIONS

A resident of the Dormitory is obliged to:

1. Obey the internal order regulations, safety and hygiene regulations, fire and sanitary regulations as well as directives by the Vice-Rector for Student Affairs and the Dormitory Manager.
2. Use the accommodation in the Dormitory in a way consistent with principles of community life.
3. Make dormitory rent payments – the accommodation fee should be paid by the 10th day of the month for which it is due; if delayed, statutory interest shall be charged.

4. Report to the management office in an ongoing manner any equipment defect, property damage or missing equipment.
5. Maintain proper order and cleanliness in the accommodation room, the common areas (the kitchen, toilets), and the surroundings (corridor, TV room, quiet study room).
6. In the event of a fire alarm, the resident must follow the instructions provided via the acoustic warning system and the orders given by members of the fire services and the dormitory management.
7. Before moving out, make the room available in the condition it was received in, i.e. clean fridge and walls, mopped floors, tidy cupboards and lockers, empty dustbins, keys returned to the management office or the reception.
8. Return items taken from the store room (bed covering, lamps, vacuum cleaner, etc.) before moving out.
9. Inform about the time of moving out within 2-3 days before the date.
10. Make the room available, before moving out, to the committee consisting of a representative of the Residents Council and a representative of the dormitory management, or to a representative of the dormitory management.

§5

THE RESIDENTS ARE FORBIDDEN FROM

1. Putting overnight accommodation to non-residents and providing the room key to any third party.
2. Carrying out business activity or gambling.
3. Keeping pets and inflammable or corrosive materials in the room.
4. Removing objects belonging to the University from the Dormitory.
5. Organizing parties or listening to loud music that would disturb roommates' or other residents' peace.
6. Making permanent changes to the room, causing damage to the walls, window and door woodwork, and pasting the walls, the front door, or the furniture.
7. Possessing and using drugs.
8. Drinking alcohol and smoking tobacco or electronic cigarettes in Dormitory rooms on the Dormitory premises.
9. Using electric cookers, ovens, electric grills, etc. as well as "farelkas" or other electric heaters in the rooms.
10. Leaving gas and electric cookers or other electric heaters turned on and unattended in the kitchen.
11. Putting up announcements, advertisements, posters, etc. in areas other than specially designated boards.
12. Covering or tampering with ventilation grilles or fire system sensors

§6

VISITORS

1. The resident of the dormitory holds full responsibility (including financial liability) for their visitors.
2. Visitors are allowed to stay in the room only if the room's other residents give their

acceptance and during precisely defined periods.

3. Visitors are allowed to come and stay up to 10:00 p.m., Sunday to Thursday.
4. On Fridays and Saturdays visitors are allowed stay up to 0:00 upon prior consent granted by the Dormitory Manager (agreement must be reached by 3:00 p.m. on Friday at the latest).
5. Visitors have to produce to the porter their identification document with a photo and inform who they are visiting (name, surname and room number). Visitors under the influence of alcohol or drugs have no right to enter the Dormitory.
6. A representative of the management or the porter may check the ID of visitors at any moment.

§7

INTERNAL ORDER REGULATIONS

1. Lights-out is between 10:00 p.m. and 6:00 a.m. Only the residents and the visitors with written overnight accommodation consent granted by the Dormitory Manager are allowed to stay on the Dormitory premises.
2. Residents of the Dormitory may change the place or room they were assigned during the year with dormitory management consent.
3. The Dormitory Manager has the right to relocate residents to another room during the academic year for the purpose of a full use of the accommodation facilities.
4. The Dormitory Manager and Management have the right to inspect the condition of the room during the academic year after prior notification of the residents (announcement put up on the notice board or a notice on the Dormitory website).
5. During the residents' absence, Dormitory Management may enter the room in the event of reasonable concern for the security of the Dormitory, particularly: when the resident(s) have left electric equipment turned on; windows have been noticed to have been left open in the room; there are failures of the Dormitory installation system; or there is a necessity to perform works required for proper operation of the building, for example: inventorying, technical reviews, disinfestation, failures reported by students, etc.
6. The Dormitory Manager gives permission to enter a student's room.
7. Rooms are entered by a committee established by the Dormitory Manager.

§8

FINANCIAL LIABILITY

1. Deposit is paid to secure the University's receivables for possible losses resulting from damage to Dormitory property (the resident is also responsible for damage done to common areas), and for late payments for Dormitory accommodation, including the resulting interest and contractual penalties.
2. Each resident of the Dormitory shall pay a deposit in an amount equal to the monthly rent paid for the room. The amount is charged before lodging in the room for the whole period of stay in the Dormitory. Following the end of the agreement, provided that there are no financial liabilities or other debts owed the Dormitory, the deposit is

- returned, upon request, to the resident or transferred to next academic year.
3. After graduation or waiver of residence in the Dormitory, the deposit shall be returned, unless there is need to balance the deposit against the Dormitory resident's liabilities.
 4. In the event of the deposit being in part or in full offset against liabilities during the academic year, the Dormitory resident shall pay the deposit again in full or supplements the deposit in an amount equal to a monthly rent paid for the room.
 5. Each resident of the Dormitory is financially liable for any damage to Dormitory property caused by them.
 6. In the event of damage to the fittings or furnishings of the room or of the common area caused by the residents or missing pieces of the fittings or furnishings, the residents are obliged to pay an amount equal to the amount of the damage done, or restore the room to its previous condition.
 7. If it is impossible to determine the perpetrator of the damage, the residents of the room or the floor are liable jointly and severally for the damage or loss, which shall be deduced from the deposit.
 8. For damage in the room identified at the time of residents moving in/out and if the perpetrator(s) of the damage cannot be determined, the existing resident(s) of the room become(s) liable jointly and severally.
 9. The amount of damage is estimated by members of the committee established by the Dormitory Manager. The committee must include at least one representative of the Council of Residents.
 10. The University is not financially liable for residents' private property brought to and kept in the Dormitory; therefore, in the event of theft, the University shall not compensate the loss.

§9

ACCOMMODATION LOSS AND MOVING OUT

1. A Student/PhD Student may lose their accommodation if they:
 - a) fail to move in within 3 days of being granted accommodation,
 - b) are late with payment for at least a month,
 - c) fail to abide by the regulations in force in the Dormitory,
 - d) fail to pay the deposit specified in § 8 of these Rules before moving in,
 - e) fail to fulfil duties ensuing from fire alarm instructions for a second time.
2. A resident who lost their right for accommodation is obliged to leave the occupied room and move out of the Dormitory.
3. Before moving out, the Dormitory resident must abide by § 4 of these Rules and settle all due payments

§10

GUEST ROOMS

1. The Dormitory Management has the right to manage and allocate the guest rooms.
2. During summer holidays, free student rooms may function as guest rooms.

3. Prices for places in guest rooms are determined together with the Vice-Rector for Student Affairs of Medical University in Białystok

§ 11

DISCIPLINARY PROCEDURES

1. Following a breach of these Rules by the resident of the Dormitory or their visitors, the Dormitory Manager, the porter, or a representative of the Council of Residents should act accordingly, make an official report, and submit it immediately to the Dormitory Manager.
2. The Dormitory Manager shall impose the following disciplinary punishments:
 - a) verbal warning,
 - b) written notice on wrongful conduct on the part of a Dormitory resident presented to the Vice-Rector for Student Affairs,
 - c) expulsion of a student from the Dormitory, with a notification sent to the Vice-Rector for Student Affairs,
 - d) a request to the Vice-Rector for Student Affairs for referral of the case to the Disciplinary Commission for Students/PhD Students.

§ 12

FINAL PROVISIONS

1. These Rules also apply to any legal body carrying out activity on Dormitory premises.
2. The Dormitory Manager has the right to impose the following disciplinary punishments on legal bodies carrying out activity specified in par. 1 above that violate these Rules:
 - a) verbal warning,
 - b) a request to the University's Chancellor to take disciplinary action as specified in the contracts (pertains to tenants),
 - c) a request to the Vice-Rector for Student Affairs to take disciplinary action against student organizations or scientific and didactic units

§ 13

The Rules of the Dormitory introduced by Rector's Decree no. 53/13, of 01.08.2013 becomes void.

§14

These Rules come in full force and effect on 01.07.2017.