

RULES OF ALLOCATION AND USE OF HOUSING IN THE UNIVERSITY OF LODZ DORMITORIES.

CHAPTER 1: GENERAL REGULATIONS

§1

1. The following Rules of allocation and use of housing in the University of Lodz dormitories, hereinafter referred to as "Rules", have been prepared on the basis of Article 66, Parts 1-2, in connection with Article 14 of the Act of 27 July 2005 – Law on Higher Education.
2. The present Rules shall specify templates for request as well as determine the terms of: application for housing accommodation in the UL dormitories; allocation of rooms; accommodation procedure; fees; rights and obligations of the Dormitory residents; terms of, and order regulations for proper maintenance of every Dormitory of the UL.
3. The provisions of the present Rules shall be applied as appropriate to the UL students of all cycles, as well as to participants of the School of Polish for Foreign Students.

§2

The following terms used in the Rules, shall have the following meaning:

1. UL – University of Lodz,
2. Rector – Vice-Rector in Charge of Student Affairs,
3. COSiD-SB – Student Service Centre – Social Affairs Department,
4. BWZ – International Relations Office,
5. SJPdC – School of Polish for Foreign Students,
6. Rules of Study – the binding Rules of Study at the UL, applied as appropriate to students of first and second cycle, as well as doctoral students,
7. DS – Dormitory (of the University of Lodz),
8. URS – University Students' Council,
9. UKS-S – Institutional Commission for grants and social affairs, as appropriate to students of first and second cycle, as well as doctoral students,
10. UK-DS – Institutional Commission for allocation of rooms in Dormitories, as appropriate for students of first and second cycle, as well as doctoral students,

11. Resident – a person who resides in a UL dormitory,
12. ROA – University Campus Council,
13. RM DS – Residents’ Council of specified Dormitory.

§3

1. Dormitories are an integral part of the UL.
2. A Dormitory is designed for housing, learning, and leisure needs of entitled persons.
3. Dormitories and accompanying objects are a property of the UL and they are to be a matter of special concern for the residents, who are all involved in the maintenance of their good condition and order.
4. Residents of a particular dormitory are represented by the RM DS.
5. The residents of UL Campus are represented by the University Campus Council.
6. The administration of each Dormitory is directed by the Dormitory Manager, who is subject to the Student Service Centre director, with the scope of activities defined by the UL Organizational Rules.
7. The Dormitory Manager is obliged to display the present Rules in Polish and English version in a commonly accessible place. The same applies to any further binding regulations from the UL authorities, concerning the functioning of the Dormitories.

§4

1. The Institutional Commission for allocation of rooms in Dormitories (UK-DS) shall be appointed by the Rector upon request of URSS and URSD (as appropriate) and it shall include at least five members, four of whom are students, and one is a staff member of COSiD-SB or, as appropriate – four of whom are doctoral students and one is a COSiD-SB staff.
2. The UK-DS shall operate all year round.

CHAPTER 2: RULES OF DIVISION OF PLACES IN DORMITORIES; PROCEDURE FOR UL STUDENTS OF POLISH CITIZENSHIP

§5

1. The location and deadline to which requests for granting/reservation of a place in a Dormitory shall be submitted, is specified in Annex No. 1 to the present Rules.

2. A place in a Dormitory is granted for the period of duration of the daytime/evening/weekend study programme, as adequate to a specific undergraduate, graduate, long-cycle, or doctoral level programme.
3. A person granted the place in the Dormitory has the right to stay in the Dormitory from 1 October to the last day of the Summer examination session in the same academic year, as defined by the Decree on Organization of the Academic Year.
4. Priority in granting a place shall be given to a student of a full-time (daytime) undergraduate, graduate, or doctoral programme, who would have major difficulties, or be unable to study, if forced to commute on a daily basis.
5. The difficulty in commuting shall be documented with a copy of a bus / train ticket or a printout from the GoogleMaps browser (or a counterpart), showing distance from a place of domicile to the University – attached to the request whose template is Annex No. 3 to the present Rules.
6. For allocation of places in Dormitories, the Commission uses the following criteria:
 - a. distance from the place of residence,
 - b. retaining full-time (daytime) degree student status at the UL,
 - c. particular conditions, e.g. orphanhood or disability,
 - d. documented chronic disease,
 - e. residence of the spouse in the same Dormitory,
 - f. continuing education at a different study field or at an upper study cycle.
7. Before the start of another level of studies, the procedure of granting places in Dormitories is started from the beginning.
8. A student who has not been granted a place in a Dormitory under the UK-DS decision, made in the period from 1 September to 30 October, may apply again for consideration of his/her previously submitted application for housing accommodation, whose template is Annex No. 3 to the present Rules if he/she sustains willingness to apply for this place.

§6

1. In order to hold a place in a Dormitory for the following academic year, one is to submit an online reservation request via the USOSweb, and submit its printout version to the COSiD (the location and deadline specified in Annex No.1 to the present Rules).

2. A person granted reservation of the place in the Dormitory has the right to stay in the Dormitory from 1 October to the last day of the Summer examination session, as set by the Decree on Organization of the Academic Year.
3. The reservation of a place in a specific Dormitory for the following academic year may only be made by a person who had stayed in it till 30 April of a given year.

§7

1. A Student who intends to change the housing from the place granted hitherto to a place in another Dormitory, is obliged to submit a request for change of dormitory, whose template is Annex No. 4, to the unit and before the deadline set in the Annex No. 1 to the present Rules.
2. If the change of dormitory is denied due to lack of available places, then the request stipulated in Part 1 may be reviewed only on two consecutive sessions of the UK-DS. Between October and June, the UK-DS is to review a request for the ongoing academic year, not later than a month of its submission.
3. A Student who is given consent for a change of dormitory, is obliged to move within 7 days from the date of the decision of the UK-DS. Failure to comply with this term will result in the loss of allocated place.
4. The request for change of Dormitory is processed on condition that a prior request for reservation of place (in the current Dormitory) for the upcoming year is submitted. The provisions of Section 6 of the Rules shall be applied as appropriate.
5. Between November and June, the appeals from negative decisions shall be seen by the Rector after hearing the opinion of the UK-DS.

§8

1. The period of stay in the Dormitories can be prolonged to include summer vacation (i.e. from 1 July to 20 September of a given year), on request for reservation of place for holiday period, whose template is Annex No. 5 to the present Rules, submitted to the body and prior to the deadline set in the Annex No. 1 to the present document.
2. A Student who continues studies and has been allocated a place based on the request submitted for reservation of place for the following academic year, and has paid reservation fees, may extend the accommodation period with the holiday period between 1 July and 30 September of a given calendar year.

3. Priority in reservation a place in a particular Dormitory for holiday period shall be given to students who stayed in that Dormitory during the academic year.
4. A Student who fails to submit the request for place in Dormitory for holiday period prior to the deadline stipulated in Annex No.1 to the present Rules, may apply for a place in Dormitory on terms pertaining to guest rooms on condition that the period of stay is no shorter than 7 days. The rules for application, allocation and payment of fees for guest rooms are regulated by separate provisions.
5. Having settled all the accommodation payments for the academic year shall be the condition for granting a place during holiday period or granting a guest room.

§9

Persons of opposite genders who wish to be accommodated together in a double room, shall submit a declaration of willingness to share a room to the Dormitory Manager, with a reservation that each of them agrees to be relocated in case they split. It is also necessary to obtain a written consent of co-residents of the common housing unit, if the room forms a part thereof.

§10

1. The Rector may, upon hearing the opinion of the UK-DS, grant a room together with child to:
 - a. A Student who raises a child alone (a photocopy of the child's abbreviated birth certificate should be attached),
 - b. A parent couple (a photocopy of the child's abbreviated birth certificate should be attached),
2. The template of the request referred to in Part 1 is the Annex No. 6 to the present Rules. The request, together with attachments, shall be submitted to the COSiD-SB.

§11

1. The Rector may, upon hearing the opinion of the UKD-S, agree for a student to be accommodated in a single room if he/she is a:
 - a. Student with a valid certificate of disability degree (a copy of it should be attached),

- b. Student with a medical practitioner's certificate of at least one of the following: prolonged therapy, chronic disease, or necessity for adapted housing conditions.
 - c. Student of other category, in exceptional justified cases.
2. The template for the request referred to in Part 1 is the Annex No. 7 to the present Rules. The request, together with attachments, shall be submitted to the COSiD-SB.

§12

1. The Dormitory Manager may, upon hearing the opinion of the RM DS, agree to lodging a single student in a double room or triple room, or to lodging two students in a triple room.
2. The template of the request referred to in Part 1 is the Annex No. 8 to the present Rules.

CHAPTER 3: PROCEDURE FOR INTERNATIONAL STUDENTS OF THE UL, AND SJPdC PARTICIPANTS

§13

1. International students taking up higher studies at the UL, who apply for a place in a Dormitory for the first time, shall submit the request (Annex No.9 to the present Rules) to the International Relations Office (BWZ).
2. International students taking up courses at the SJPdC, who are applying for a place in a UL Dormitory, shall submit their declaration of stay to the SJPdC.

§14

1. International students accommodated at a UL Dormitory, who continue higher studies at the UL, shall submit the request for reservation of place in the dormitory for the following academic year to the administration of the Dormitory they stay in, or to the BWZ (International Relations Office), prior to the deadline stipulated in Annex No. 1. to the present Rules, using the template stipulated in the Annex no. 10 to the present Rules.

2. The administrations of the Dormitories shall immediately transfer the requests referred to in the above Part 1 to the BWZ in order to enter them into the database, as well as provide the decision on granting or rejecting the requests, at the USOS platform.

§15

1. For the summer holiday period, international UL students shall submit a request to the administration of the Dormitory they stay in, prior to the deadline set in the Annex No. 1 to the present document. The template for the request is Annex No. 11 to the present Rules.
2. The requests for holiday period shall be examined by the UK-DS. The decisions shall be announced in the USOS online platform and directly to the students.
3. SJPdC participants shall submit their requests for holiday period to the SJPdC. This organizational unit shall enter their decisions into the USOS platform and they shall be the basis for the allocation of places.
4. Having settled all the accommodation payments for the academic year shall be the condition for granting a place during holiday period or granting a guest room.

§16

The BWZ may, within the pool of places attributed to specified Dormitories (Annex No. 12 to the present Rules), change the Dormitory on the request of an international UL student. The request, whose template is Annex No. 4 to the present Rules, should be submitted to the BWZ. The Dormitory's administration should be notified of the change in writing.

§17

The detailed scope of activities that particular UL units perform as their responsibility for allocation, reservation or change of places in the UL Dormitories to particular students being foreign citizens or SJPdC participants, shall be specified by Annex No. 13 to the present Rules.

CHAPTER 4: FEES

§18

1. A UL Student who is a Polish citizen, shall provide confirmation of willingness to stay in the Dormitory by:
 - a. paying the reservation fee by 16 August, in the case of decisions made in June,
 - b. paying the reservation fee by 21 September in the case of decisions made in September, and submitting the payment confirmation to the administration office of a specified Dormitory by 22 September.
2. The reservation fee shall be credited towards accommodation fee for October. Failure to check in between 1 and 15 October shall result in losing Dormitory accommodation.
3. The provision of Parts 1-2, 4 and 6 shall not apply to international UL students and SJPdC participants for that they shall pay the deposit fee to the relevant deadline stipulated. The procedures of collection and settling the deposit fee as well as the deposit refund application template, are specified by Annexes No.14 and 15 to the present Rules.
4. Persons who, in accord with the present Rules, are granted places in the Dormitory after 20 September, are liable for payment within 7 days from the date of arrival to the place as well as immediate delivery of the proof of payment to the administration office of a specified Dormitory. The referral to Dormitory, referred to in Part 4, is valid for 7 days from its date of drawing up.
5. Rules and deadlines concerning fees and rent rates per place in a specific Dormitory are defined in Annex No. 2 to the present document.
6. Failure to pay the reservation fee in time shall result in losing the Dormitory accommodation allocated.

CHAPTER 5: RULES OF USE OF DORMITORY FACILITIES

§19

1. Any person who applies for accommodation is requested to fill in and sign the following:
 - a. form of registration for a temporary stay,

- b. personal questionnaire,
 - c. statement of liability for damages to the property of the Dormitory,
 - d. statement of acknowledgement of the present Rules and the fire safety instructions,
 - e. inventory list.
 - f. the applicant shall also submit a valid identity document with a photograph, such as:
 - valid student ID,
 - national identity card,
 - passport,
2. During accommodation procedure, a resident confirms the assignment of the room and is issued a Dormitory ID card.
 3. The resident is obliged to attend formalities concerning the registration for a temporary stay, without delay from the date of moving in.
 4. Both moving in and checking out shall take place in the presence of the resident and the employee of the Dormitory authorized by the Dorm Manager.
 5. The resident shall report, in writing, any defects or lacks in the equipment of the room to the reception office in the period of 2 days from moving in.
 6. The resident shall bear financial responsibility for damages to the property in the entrusted room and its furnishings.
 7. In case the person doing damage cannot be determined, all residents of the room are jointly and severally liable. The value of the damage is assessed by the Dorm Manager or the authorized employee of the Dormitory.
 8. Before the check-out date, the Resident shall pay the damages fee and sign the book of receipts at the administration of the Dormitory.

§20

1. The resident is entitled to have visitors who are not residents of the Dormitory if he/she obtains written consent of all roommates – the maximum number of visitors shall be four persons per room, and the visitation hours shall be from 6 am to 11:30 pm. In case of second-time violation of visitation hours, the Dormitory Manager has the right to impose ban on visitations to a specified room, for the period of 1 month. Third time violation in the course of one academic year shall result in ban on visitations valid till the end of the academic year.

2. Visitors to the Dormitory are, for the purpose of registration, requested to leave an identification document with a photograph (such as a student ID, or a national identity card) at the reception of the Dormitory, as well as they are to give the name and the room number of the resident they are going to visit.
3. The Resident who receives visitors shall bear full, including financial, responsibility for their stay in the Dormitory. The visitors are requested to obey the present Rules.
4. The Dormitory Manager, in consultation with the Residents' Council, is, in justified cases, entitled to limit the number of visitation hours in a specified Dormitory, as well as to deny non-residents access to the Dormitory.
5. The Dormitory Manager, or an authorized employee of the Dormitory shall have the right to enter any room or housing unit, without the necessity to inform the residents, in the case of any kind of emergency, as well as upon suspicion there is a life- or health-threatening activity, or illegal activity (i.e. one that is a breach of the present Rules, or of commonly applicable law), taking place in the rooms.

§21

1. Within the Dormitory, it is prohibited to:
 - a. transfer his/her room to anybody, change the room arbitrarily, transfer his/her resident card, or student ID to unauthorized persons,
 - b. admit unauthorized persons to the Dormitory,
 - c. install without permission, repair without permission, or tamper with the entrusted electric, gas, and water fittings, or computer hardware equipment,
 - d. alter the door locks, or copy the keys without permission,
 - e. keep motor vehicles, or bicycles, in enclosed rooms,
 - f. use sounding equipment in a way that impedes other residents' study or rest,
 - g. sell tobacco products or alcoholic beverages,
 - h. possess, distribute, sell, or consume abusive substances, especially narcotic drugs,
 - i. accept third parties, while intoxicated or under the influence of abusive substances, in the dormitory premises,
 - j. take the equipment of the Dormitory outside the Dormitory premises,
 - k. organize gambling games,
 - l. keep animals,
 - m. keep firearm or pneumatic weapon,

- n. paste any coverings on the doors, walls, or equipment of the Dormitory,
- o. put signs, advertisements, notices, or printed information outside places designated for this purpose, and without the permission of the Dormitory Manager,
- p. practice door-to-door selling or distribute handbills in the Dormitory premises,
- q. conduct business activity without the permission of the Rector,
- r. throw litter outside places designated for this purpose,
- s. put objects on the exterior windowsills or throw objects outside the windows,
- t. smoke tobacco in the corridors or rooms designated for common use,
- u. organize social meetings in rooms designated for common use without the written permission of the Resident's Council and the Dormitory Manager
- v. boil things and use electric equipment for this purpose in student rooms and in the kitchenette foyers adjunct to student rooms.

CHAPTER 6: RESIDENT'S RIGHTS AND OBLIGATIONS

§22

1. The resident of the Dormitory has the right to:
 - a. use all the rooms and equipment of the Dormitory, intended for common use, according to the rules formulated by the Dormitory Manager and the Residents' Council,
 - b. change the furnishings of the room if it does not deface any structure, with the obligation to return the room to its initial condition. This right does not apply neither to furniture which are permanently fixed to walls, or floor, nor "major" pieces of furniture, such as wardrobes, desks with add-on units, or beds,
 - c. store the fridge for the period of vacation break, according to the rules and in a space stipulated by the Dormitory Manager,
 - d. make use of the ceiling lighting after 11.30 pm by common consent of the co-residents,
 - e. change the room with the consent of the Dormitory Manager,
 - f. accept guests following the principles listed in order regulations,
 - g. vote in election and be elected to the Residents' Council,
 - h. report any comments, requests, or suggestions concerning the operation of the Dormitory,

- i. insure the room at one's own expense.

§23

1. The resident of the Dormitory is obliged to:

- a. observe the provisions of commonly applicable law, and the present Rules, as well as decisions, and directives of the UL Authorities and the Dormitory Manager,
- b. be acquainted with, and observe work safety regulations and fire safety regulations, such as the ban on electric heating appliances in the Dormitory rooms,
- c. maintain order and cleanliness in the room assigned, be cautious with the UL property, the Dormitory equipment and facilities, as well as maintain cleanliness in common rooms, observe the instructions given by the Manager, reception desk employees, and the Residents' Council of the Dormitory,
- d. pay accommodation fees by deadline,
- e. show the Dormitory ID Card on each request from the Manager, a reception desk employee, or a member of the Residents' Council of the Dormitory, as well as administration employees of the Campus,
- f. lock the door of the room on leaving the room or during hours of sleep,
- g. leave the key to the room with the Dormitory porter whenever outside the Dormitory,
- h. report any breakages to the equipment of the Dormitory or entrusted room to the Dormitory Manager, or directly by submitting them to the Dormitory's defect report book. By reporting the defect, the Resident agrees that the room/unit he occupies may be entered into, also during the absence of its residents, until the breakage is fixed,
- i. respect the quiet hours between 11.30 pm and 6 am,
- j. observe the provisions of the Upbringing in Sobriety and Alcoholism Prevention, as well as of the Act on Protection of Health Against the Effects of Use of Tobacco and Tobacco Products, as well as of the Misuse of Drugs Act.

CHAPTER 7: FORFEITURE TO THE RIGHT TO A PLACE IN THE DORMITORY

§24

1. The resident shall forfeit his right to a place in the dormitory in the following cases:
 - a. the residence period defined with the place assignment decision has expired,
 - b. the deprivation of the right to reside in the Dormitory by the Rector's decision,
 - c. with the end of the month removal from the list of students, or suspension in student's rights pronounced by a valid decision of the disciplinary board,
 - d. being in arrears with payments of accommodation costs for full two months, in compliance with the provisions of Part 3.
2. The Rector may, on the motion of: the UL Student Self-Government bodies, the UL Doctoral Student Self-Government, the Dormitory Manager, or the Head of COSiD, deprive a Resident of his place, or deliberately transfer him to another Dormitory in case the Resident:
 - a. has been granted the place on the basis of false personal data,
 - b. has transferred his place in the Dormitory to another person,
 - c. breaks the provisions of the present Rules,
 - d. violates the principles of community life,
 - e. or for any other good case shown.
3. The Dormitory Manager is obliged to notify in writing the BWZ / SJPdC immediately after a situation referred to in Part 2 occurs in relation to international UL students or SJPdC participants.
4. In case the Resident is in arrears with payment, the Dormitory Manager shall give a written notice requesting the Resident to pay the debt in 14 days.
5. Dormitory Managers are obliged to notify in writing the BWZ / SJPdC about international UL students or SJPdC participants being in arrears for more than 1 month with their payment of accommodation fees.

CHAPTER 8: FINAL PROVISIONS

§25

1. Keys shall be handed only to Dormitory ID Card holders.
2. Bedding shall be dispensed to the student/SJPdC participant only on his/her request.

3. The administration office of the Dormitory shall not be liable for private property left in the Resident's room or common rooms.
4. All correspondence addressed to the Resident of the Dormitory is delivered to the Dormitory reception desk.
5. By check-out shall be meant: leaving the entrusted room after payment of all fees or debts, including possible damage costs of the Resident's liability, settlement with the depository, de-registration from the Dormitory and returning the key to the Dormitory administration office. Any matters not provided herein shall be governed by the provisions of the Act of 23 April 1964 – Polish Civil Code.