

MEDICAL UNIVERSITY OF BIAŁYSTOK RESIDENCE HALL

RULES AND REGULATIONS

§1

GENERAL REGULATIONS

1. Accommodation at the Residence Hall is provided to students on the basis of a written application (annex No. 1). The accommodation application must be submitted to the administration department.
2. Prior to the occupancy, the resident is obliged to thoroughly examine the Residence Hall Rules And Regulations and resolve to conform to them, which is to be certified with his/her signature.
3. All residents are represented by the Council of Residents which operates with the approval of the Deputy Rector for Student Affairs and the administrator of the Hall of Residence. The Council of Residents' rules and regulations are defined in annex No. 2.
4. Rules regarding election to the Council of Residents for Residence Halls No.1 and No.2 are defined in annex No. 3.

§2

ALLOCATION OF ACCOMMODATION

1. Allocation of rooms is undertaken by the Residents Committee composed of
 - a. Council of Residents
 - b. Hall of Residence administration representative
2. Accommodation at the Residence Hall is allocated for the period of one academic year (1st October – 30th June).
3. Following the assignment of residence, the student is obliged to agree on the room they wish to occupy. Failing to do so shall result in being assigned a room by the administration.
4. Students who have been assigned accommodation at the Hall of Residence should occupy their rooms between 1st October and 7th October. In the case of being

assigned accommodation during the academic year, the student is obliged to occupy the room within 7 days of the assignment date and sign the accommodation contract defined in annex No. 4.

5. Should a resident wish to resign from the accommodation they have been allocated before the beginning of the academic year, they are required to give a notice of their intention to resign to the administration before 15th September.
6. Should a resident wish to break their contract during the academic year, they are required to give notice of their intention to leave to the administration no later than 30 days before moving out. Failing to follow the procedure results in the student being charged one month's accommodation fee at the Residence Hall.
7. Accommodation shall not be assigned in the following cases:
 - a. student has taken a year off
 - b. student has been suspended from university
 - c. student has not paid residence fees in the previous years.

§3 RESIDENTS' RIGHTS

Occupants of the Residence Hall are entitled to:

1. Use their rooms and the equipment provided.
2. Submit proposals and comments to the Residence Hall administration and the Council of Residents.
3. Submit appeals against decisions made by the Council of Residents and the Residence Hall administration to the Deputy Rector for Student Affairs.
4. Temporarily decorate the interior of occupied rooms without leaving any visible marks or damage.

§4 RESIDENTS' DUTIES

Occupants of the Residence Hall are obliged to:

1. Comply with the Residence Hall rules and regulations, follow emergency, fire, hygiene and safety regulations and abide by the decisions made by the Deputy Rector for Student Affairs and the Residence Hall administration.
2. Use their rooms at the Residence Hall in compliance with social norms.

3. Systematically notify the administration of any technical faults, damages and defective equipment.
4. Keep their rooms and the Residence Hall common areas in a clean condition.
5. Pay the residence fees – the accommodation fee is due to be paid until the 10th of each month. Failing to pay the fees in time shall result in executing interest for late payment.

§5

RESIDENTS ARE NOT ALLOWED TO

1. Host non-resident guests overnight in the Residence Hall or loan the room key to anyone.
2. Operate a commercial business from their rooms or from any part of the Residence Hall or indulge in any gambling practice.
3. Keep pets and flammable or caustic substances.
4. Take out any University property from the Residence Hall.
5. Organise parties that disturb other roommates and residents (including playing loud music).
6. Carry out substantial changes to the room's interior, damage walls and woodwork.
7. Possess and take illegal drugs.
8. Drink alcohol and smoke in the Residence Hall.
9. Use electric heaters and leave cookers and electrical appliances in operation unattended.
10. Display posters, advertisements, etc. in places not designated for this purpose.

§6

VISITS

1. Visitors are not allowed after 10pm.
2. Each visitor is obliged to show an identification card with their photo at the reception and give the receptionist details of the visited person (name and surname, room number).
3. The receptionist's duty is to make a note of each visit in the register of visits.

4. Visitors under the influence of alcohol or narcotic drugs are not allowed to enter the Residence Hall.
5. Residents take full responsibility for their guests (including financial responsibility).
6. Residence Hall administration representative is allowed to check the identity of all people present at the Hall at any time.

§7

HOUSE REGULATIONS

1. The following quiet hours are in effect for all units: 10pm - 6am. Only residents are allowed in the Residence Hall during quiet hours.
2. Residents are allowed to change rooms they have been assigned with the approval of the Residence Hall administrator.
3. The Residence Hall administrator has the right to reassign residents to other rooms during the academic year as a result of the need for the optimal use of the bedding capacity of the Residence Hall.
4. Residents cannot refuse a new roommate assigned by the administrator to occupy a vacant bed.
5. A resident's room may be entered by the Residence Hall administrator and other authorized employees for inspections, cleaning, inventory, maintenance, safety alterations, repair, etc. without advance notice and whether or not the resident is present.

§8

FINANCIAL RESPONSIBILITY

1. Each resident is obliged to pay one month's accommodation fee deposit. The deposit shall be collected prior to accommodating the student at the Residence Hall. Upon terminating accommodation, the deposit shall be used to pay the last month's accommodation fee, provided that there are no debts or obligations before the Residence Hall.
2. Each resident is financially liable for any damage caused by him/her to the Residence Hall property.
3. In the case of damaging the room or any common area, residents are obliged to compensate for the damage or repair the damage.
4. If individuals responsible for damage cannot be identified, the residents of the room or floor will become collectively responsible for the cost of repair and/or replacement.

5. The cost of damages reported by new residents shall be covered by the previous room residents.
6. The cost of damages shall be established by a committee nominated by the administrator every time a need arises. At least one representative of the Council of Residents shall be included in the committee.
7. The University is not responsible for any damage or loss of the residents' personal property in the Residence Hall premises. The Residence Hall does not accept responsibility for the theft of residents' personal property.

§9 EXPULSION AND RELOCATING

1. Students are no longer entitled to reside in the Residence Hall if:
 - a. they have not occupied their room within 7 days of being assigned residence,
 - b. they have not paid one month's accommodation fee,
 - c. they do not comply with the Residence Hall rules and regulations,
 - d. hasn't paid the deposit fee until the day of check-in, mentioned in section 8, paragraph 1 of Dormitory Rules and Regulations,
 - e. for the second time didn't follow the fire-alarm behaviour procedure.
2. Students who have been excluded from the Residence Hall must vacate their rooms and move out of the Hall. Prior to leaving, the students must
 - a. pay all the fees due,
 - b. return objects borrowed from the storehouse,
 - c. tidy their rooms.

§10 GUEST ROOMS

1. Guest rooms are offered by the Residence Hall administration depending on their availability.
2. The Residence Hall administration is in full charge of the guest rooms.
3. Vacant students' rooms can be used as guest rooms during summer holidays.
4. Guest room prices are set by the Bursar of the Medical University of Białystok.

5. Guest rooms can be made available free of charge in special cases with the approval of the Deputy Rector of Student Affairs.
6. The Hall of Residence administrator is responsible for cost calculation for the guest rooms and all the expenses connected with their maintenance.

§11 DISCIPLINARY REGULATIONS

1. Violating rules and regulations presented in this document by residents and/or their guests is the basis for administrative sanctions to be implemented by the Residence Hall administrator, the receptionist or the Residents Council representative. The sanctions shall be immediately reported in writing to the administrator.

The administrator has the right to impose the following sanctions:

- a) verbal reprimand,
 - b) written reprimand copied to the Deputy Rector for Student Affairs,
 - c) excluding the student from the Residence Hall copied to the Deputy Rector for Student Affairs,
 - d) petition to the Deputy Rector for Student Affairs to present the case at a Students' Disciplinary Committee meeting.
2. Gross violation of the regulations (§9 paragraph 1) entitles the administrator and the Council of Residents to exclude the student from the Residence Hall with immediate effect.

§12 FINAL REGULATIONS

The rules and regulations included herein take immediate effect from the date of signing.

Directive No. 46/12
of the Rector of the Medical University in Bialystok
of 25 September, 2012
on introducing Medical University of Bialystok Residence Hall Rules and Regulations

In accordance with the Statute of the Medical University of Bialystok, §42 paragraph 15, I hereby establish:

§ 1

I introduce the Medical University of Bialystok Rules and Regulations defined in the annex to this document.

§2

The directive included herein takes immediate effect from the date of signing.

§3

Chancellor Regulation No 15/09 and 39/11 expires.

Rector

prof. Jacek Nikliński, PhD