

Directive No. 53/13
of the Rector of the Medical University in Białystok,
of 01.08.2013,
on introduction of the Rules of the Dormitory of the Medical University in Białystok

Pursuant to § 42 subpara. 15 of the Statute of the Medical University
it is directed as follows:

§ 1

I hereby introduce the Rules of the Dormitory of the Medical University in Białystok, which
constitute the annex to this Directive.

§ 2

The Directive No. 46/12 of the Rector, of 25.09.2012 becomes void.

§ 3

This Directive becomes effective on the day of its signing.

The Rector

Prof. Jacek Nikliński, PhD

Annex to the Directive No. 53/13 of the Rector

THE RULES OF THE DORMITORY OF THE MEDICAL UNIVERSITY IN BIAŁYSTOK

§ 1

General Provisions

1. The Student/PhD Student seeking accommodation in the dormitory should make an application for granting accommodation in the dormitory (annex no. 1). Application forms should be submitted to the dormitory management 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 signature thereon.
3. All residents are represented by the Council of Residents, which collaborates with the Deputy Rector for Students' Affairs and the manager of the dormitory.
4. The Rules of the Council of Residents, which specify the Council's rights and obligations, constitute the annex no. 2
5. The provisions on election of the Council of Residents in the dormitory no. 1 and no. 2 constitute the annex no. 3.

§ 2

Certificate of Occupancy

1. Accommodation in the dormitory is certified by the Housing Board, a composition of which is:
 - the Council of Residents
 - a representative of the management of the dormitory
2. Accommodation is certified for an academic year.
3. After the application is granted, the student/PhD student are obligated to agree on a number of their room with the management of the dormitory in which they wish to reside. If they fail to meet such obligation, then the number of their room will be decided by the management of the dormitory.
4. The student/PhD student, who were granted accommodation, should
 - appear to have a lodging between 01st and 7th October; if they are granted accommodation in the time of the academic year – within 7 days after the day of granting accommodation,
 - sign a copy of contract attached as annex no. 4
 - pay an amount of deposit before the day of lodging
5. Accommodation fee covers the period between first and last day of the calendar month and may not be divided into shorter periods.
6. In case of waiver of accommodation in the dormitory before the start of the academic year, the student/PhD student should inform of that the dormitory management office not later than by 01st September.
7. In case of waiver of accommodation in the dormitory in the time of the academic year, the student/PhD student should inform of that the dormitory management office at least 1 calendar month before the date of relocation. If not, they will be charged 1 month's accommodation payment.

8. If a resident or residents of the room has left and there is a vacancy there, the manager of the dormitory may give permission to an authorized individual(s) to move in there or may relocate the remaining residents of the room to another room. In case where a resident or residents refuses that another individual move in or their relocation to another room, they should make a rent payment of due amount.
9. Students are denied residence in the dormitory in the following cases:
 - due dormitory accommodation fees not paid in the previous years
 - a grave violation of the Rules of the Dormitory in the previous years
 - a student having disciplinary punishment imposed by the Senate's Disciplinary Commission for Students; a PhD student having disciplinary punishment imposed by the Senate's Disciplinary Commission for PhD Students

§ 3

Dormitory Resident's Rights

The resident of the dormitory has got the right:

1. to use common rooms and equipment
2. to tender proposals and comments to the management office and to the Council of Residents
3. to appeal to the Deputy Rector for Students Affairs against decisions taken by the Council of Residents and the management of the dormitory
4. to make removable decorations in the room without leaving any mark or damage

§ 4

Dormitory Resident's Obligations

The resident of the dormitory is obliged to

1. obey the internal order regulations, safety and hygiene regulations, fire-control and sanitary regulations as well as directives by the Deputy Rector for Students Affairs and the manager of the dormitory
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 each month; if delayed, overdue interest be imposed
4. report to the management office any equipment defect, property damage or missing equipment
5. keep in order and tidy the accommodation room and common areas (the kitchen, toilets, corridor, TV room, study room)
6. in the event of fire alarm, the resident should leave the dormitory instantly and follow instructions provided by the sound security system or orders by members of fire service and the management of the dormitory
7. make the room available before their relocation and in such conditions in which they started their accommodation in the room, that is the clean fridge, fresh walls, mopped floor, tidy cupboards and lockers, empty dustbins, the keys given back to the management office
8. give back things taken from the store room (bed covering, lamps, vacuum cleaner etc) before the relocation
9. inform of the time of their relocation within 2-3 days before leaving the room
10. make the room available, before their relocation, to the committee consisting of a representative of the Residents Council and a representative of the management of the dormitory, or a representative of the management of the dormitory.

§ 5

The Resident is banned from

1. putting non-residents up for a night and giving the key to any third party to have access to the room
2. carrying out economic activities or gambling games
3. keeping pets and hazardous materials in the room
4. taking away from the dormitory objects belonging to the University
5. having noisy parties or listening to loud music which would disturb other residents' peace
6. rearranging the room permanently, making damage to the walls, windows, doors or sealing things on the walls, the front door or furniture
7. possessing and using drugs
8. drinking alcohol or smoking in the rooms of the dormitory
9. using electric heaters in the room and leaving gas cookers or electric appliances turned on and uncontrolled
10. putting announcements, advertisements, placards etc. in the area other than a billboard or notice board
11. to cover or tamper with a ventilation grille or fire system sensors

§ 6

Visitors

1. The resident of the dormitory holds full responsibility (including financial liability) for their visitors.
2. Visitors may stay in the room only if room's other residents agree so and during the time specified.
3. Visitors may come and stay up to 10:00 pm from Sundays to Thursdays.
4. On Saturdays and Sundays the visitor may stay up to 24:00 upon prior consent by the manager of the dormitory (consent must be granted by Friday at the latest).
5. The visitor has to produce to the porter their identification document with a photo and tell whom they want to visit (resident's full name and room number). If the visitor stays in the dormitory overnight between 22:00 and 6:00, then the management may request a payment in an amount equal to 1 day's rent. Such a payment must be made either by the visitor or the host.
6. Individuals under the influence of alcohol or intoxicants are not allowed to come to the dormitory.
7. A representative of the management or the porter may check identification of the visitor at any time

§ 7

Internal Order Regulations

1. Quiet hours are between 10:00 pm and 6:00 am. In that time only the residents may remain in the dormitory.
2. The resident of the dormitory may change their room by the management consent.
3. In the academic year the manager of the dormitory may relocate the resident to another room for the purpose of full use of the accommodation facilities.
4. The manager or the management of the dormitory has got the right to inspect the state of the room in the academic year upon the prior notification of the residents (announcement on the notice board or on the dormitory website).

5. While the residents of the room are absent, a representative(s) of the management may enter the room in case of reasonable need to ensure security in the dormitory, especially: when the resident(s) left the electric equipment turned on, the windows open in the room, faults in dormitory's installation system or to do work required for a proper operation of the building, for example: inventorying, technical maintenance, extermination of insects, failures or faults reported by the student etc.
6. The manager of the dormitory gives permission to enter a student's room.
7. The commission established by the manager of the dormitory enters the room.
8. The residents of the room are notified without any delay of the inspection made as soon as they come to the dormitory.

§ 8

Financial Liability

1. Deposit is paid to secure School's receivables for possible damages, which may be caused as a result of property damage in the dormitory (the resident is also responsible for damages done to common areas), and for late payments for the dormitory accommodation, added to interest surcharges and overdue penalties.
2. Every resident of the dormitory shall pay a deposit in an amount equal to the monthly rent paid for the room. The amount should be paid before lodging in the room for the whole time of residence in the dormitory. When the contract is not longer in effect, and there are no financial liabilities or other debts owed to the dormitory, the deposit is transferred for next academic year.
3. After graduation or waiver of residence in the dormitory, the deposit will be an offset against the last payment unless there is need to balance the deposit against the resident's liabilities owing to the dormitory.
4. In case where a partial amount or full amount of the deposit was used to secure liabilities during the academic year, the resident should pay again a full amount of deposit or make it up for an amount equal to the monthly rent paid for the room.
5. Every resident of the dormitory is obligated to financially compensate any damage caused by them to the property of the dormitory.
6. In case of damage to the fittings or furnishings of the room or of the common area made by the resident or missing pieces of the fittings or furnishings, then the residents shall pay a sum equal to an amount of the damage or restore the room to the previous condition.
7. When it is impossible to name a perpetrator of the damage, the occupants of the room or the floor are liable jointly and severally and their deposit will cover the damage or loss.
8. For damage to the property of the room identified at the time of residents moving in/out and if a perpetrator(s) of the damage is unknown, the latest resident(s) become liable jointly and severally.
9. A value of the damage is estimated by members of the committee established by the manager of the dormitory. At least one representative of the Council of Residents should be a member of the committee.
10. The University is not responsible for resident's property kept in the dormitory and therefore if stolen the University will not compensate it.

§ 9

Accommodation Lost and Relocation

1. The Student/PhD Student may lose their accommodation provided that they
 - a. do not move in within 7 days after receiving a letter of occupancy
 - b. are late with a rent payment for at least one month
 - c. do not abide by the regulations in force in the dormitory
 - d. have not paid a deposit as specified in § 9 of these Rules
 - e. for the second time have not followed the fire alarm instructions

§ 10

Visitor Rooms

1. Visitor rooms are designated by the management of the dormitory from the reserves possessed.
2. The management of the dormitory is in possession of and disposes of the visitor rooms.
3. In the time of holidays the residents' unoccupied rooms may be used as visitor rooms.
4. The price for a visitor room is agreed with the Deputy Rector for Students' Affairs, the Medical University in Białystok.

§ 11

Disciplinary Procedures

1. Following a breach of these Rules by the resident of the dormitory or by their visitors, the manager of the dormitory, the porter or a representative of the Council of Residents should act and make an official report, and present it immediately to the manager of the dormitory.
2. The manager of the dormitory shall impose the following disciplinary punishments:
 - a. oral warning
 - b. a copy of written reprimand, which be sent to the Deputy Rector for Students' Affairs
 - c. an act of relocation from the dormitory and a letter of notification be sent to the Deputy Rector for Students' Affairs
 - d. a request to the Deputy Rector for Students' Affairs to report the case to the Disciplinary Commission for Students/PhD Students

§ 12

Final Provisions

1. These Rules also apply to any legal body carrying out activities in the dormitory.
2. A legal body referred to as in subpara. 1 above which violates these Rules, shall be punished by the manager of the dormitory by:
 - oral warning
 - a request to the University's Chancellor to take a disciplinary action as specified in the contract with a tenant
 - a request to the Deputy Rector for Students' Affairs to take a disciplinary action against students' organizations or scientific and teaching units hosted in the dormitory.

§ 13

The Rector's Directive no. 46/12, of 25.09.2012 becomes void.

These Rules come in full force and effect on the day of their signing.