



ANNOUNCEMENT  
Vice-Rector for Education  
Lodz University of  
Technology  
30 September 2015

Regulations of Student Dormitories at the Lodz University of Technology Residential  
Area

§1

1. Student Dormitories are places of temporary residence, study and leisure for those entitled to reside there.
2. Dormitories and accompanying facilities are the property of the Lodz University of Technology and are an integral part of the Lodz University of Technology Residential Area and should be treated with special care and protection, by ensuring that they are kept in proper condition and order.

§2

1. These Regulations define the rights and obligations of Residents related to accommodation and staying in Student Dormitories of Lodz University of Technology.
2. In the content of the following Regulations, the following terms and abbreviations the following terms and abbreviations shall be used:
  - a) DS — Student Dormitory/Hall of Residence of Lodz University of Technology;
  - b) KZ SSPŁ — Student Government Accommodation Committee of Lodz University of Technology;
  - c) OA PŁ — Lodz University of Technology Residential Area;
  - d) Regulations - Regulations of Student Dormitories at the — Lodz University of Technology Residential Area;
  - e) RM — the Council of Residents of a given Dormitory;
  - f) SSPŁ - Student Government of Lodz University of Technology;
  - g) Resident – a student or any other person entitled to occupy a room in the Student Dormitory;
  - h) Guest — a person staying in the Student Dormitory at the invitation of the Resident.

§3

1. The Student Government Accommodation Committee of Lodz University of Technology is a committee operating under the Regulations of the Student Government of Lodz University of Technology, which handles accommodation at the Lodz University of Technology Residential Area.
2. The KZ SSPŁ consists of the Chairperson of the KZ SSPŁ, and one representative delegated by RM from each DS.

3. The headquarters of KZ SSPL are located in the facility of Lodz University of Technology (CI 5) in Lodz at Politechniki 3a.

#### §4

Members of KZ SSPL of Lodz University of Technology may be TUL students who are residing at OA PL

#### §5

KZ SSPL publishes the schedule of the accommodation procedure by 30 November of the calendar year preceding the year in which the given deadlines will apply.

#### §6

1. The following may apply for a place in the Student Dormitory:
  - a) students of Lodz University of Technology;
  - b) doctoral students of Lodz University of Technology referred by the Government of Doctoral Students of Lodz University of Technology in consultation with KZ SSPL;
  - c) foreign students and doctoral students — referred for accommodation by IFE or by the Section for Internationalization of Education of Lodz University of Technology
  - d) TUL employees;
  - e) students and doctoral candidates from other universities
  - f) persons undergoing internships, scientific internships.
2. Students and doctoral candidates may apply for accommodation in the DS together with their spouse and/or children.

#### §7

In the event that, following completion of the accommodation procedure (in accordance with the agreed timetable referred to in §5), there are still vacant places, persons not listed in §6 may apply for accommodation.

#### §8

1. In addition to the persons specified in §6, the DS may accommodate persons who have received a referral to use guest rooms from the Director of the Residential Area of Lodz University of Technology or from a person authorized by them.
2. The rules of accommodation and use of guest rooms shall be determined by the Director of OA PL.

#### §9

1. Residents of the Dormitory are represented by the Council of Residents of a given Dormitory.
2. The procedure for electing the Council of Residents is specified in the Electoral Ordinance of the Student Government of Lodz University of Technology.
3. The competences of the RM are specified in the Regulations of the Student Government of Lodz University of Technology.

## Chapter II. Accommodation Rules

### II.1 Granting accommodation

#### §10

1. Priority in granting a room in the Student Dormitory at the Residential Area is granted to a student who, at the same time, would be prevented or significantly hindered by daily commute from their place of permanent residence to Lodz University of Technology and who is in a difficult financial situation.
2. The student may receive only one place in the Student Dormitory.
3. In justified cases, due to a special life situation, the student may apply for a single room. In this situation, the application should be supported by additional documentation and a description of the applicant's situation. The decision to reclassify a room for several people as a single room, and consequently to reduce the number of normative places, is made by the relevant Vice-Rector through the Director of the Residential Area.
4. The rules for applying for a place in the 1st DS are set out in a separate regulation "Rules for Accommodation in the 1st Dormitory".
5. Students and doctoral candidates may apply for accommodation in a room together with children and/or spouse.

#### §11

In order to be qualified in the procedure for granting the right of residence, it is necessary to fill in the form for granting a place in the Student Dormitory at OA PŁ in accordance with the announced schedule.

#### §12

1. The condition for applying for a place in the Student Dormitory at OA PŁ is to fill in the relevant application form within the time specified in the relevant schedule.
2. Persons who have been pre-qualified by the KZ SSPŁ on the basis of the application for accommodation should provide the KZ SSPŁ office with the following documents within the time limit specified by KZ SSPŁ:
  - a) printed and signed application form, for granting accommodation at OA PŁ;
  - b) in accordance with the application form completed earlier, documents confirming the financial situation of the student applying for a place at OA PŁ, specified in the currently applicable Financial Assistance Regulations for TUL Students.
3. In the event that KZ SSPŁ finds a substantial discrepancy between the submitted documents and the data presented in the submitted application form, the person applying for a place at OA PŁ by decision of KZ SSPŁ may lose the right to apply for accommodation in that academic year.
4. The decision on granting accommodation for the academic year is made by KZ SSPŁ.
5. The person applying for a place at OA PŁ, against whom KZ SSPŁ issued a refusal decision, has the right to lodge a written appeal within 14 days to the Rector.

### §13

1. Accommodation of Residents in the DS for the new academic year is carried out by the DS Administration on the basis of personal lists of persons directed to accommodation, drawn up by the KZ SSPL. Lists of students allocated accommodation should be arranged alphabetically by surname and first name, stating the student's register number, PESEL number, the name of the Faculty, College or Institute, and the year of study in which the student will be enrolled during the academic year in question. In the case of a spouse and/or child, only the name and surname are required.
2. During the academic year, accommodation for Residents is provided by the DS administration, on the basis of a valid referral issued by KZ SSPL.

### § 14

1. A place in the Student Dormitory is granted for the period until the end of the summer semester in a given academic year, excluding the summer holiday period.
2. To be eligible to reside in the Student Dormitory, residents must have no outstanding accommodation fees. Those with outstanding fees are not entitled to reside there until these have been settled.
3. Upon written request from a resident, accommodation may be provided during the summer holiday period. An application for a place, together with supporting documents justifying the reason for remaining during the summer holidays, should be submitted to the administration of the dormitory where the person lives during the academic year. The assessment of the application is carried out by the DS administration. Priority in accommodation is given to Residents residing in a given DS during the academic year and persons undergoing student internships.
4. The person to whom KZ SSPL has granted accommodation in the DS should be accommodated within the time limit announced in the announcement of the Committee for Accommodation.
5. In the event of failure to move in within the indicated time limit, the person loses their place in the DS. However, this does not preclude the possibility of reapplying for a place in the DS under the terms set out in §11 and §12
6. A person whose reasonable circumstances make it impossible to accommodate within the time limit indicated in sec. 4, is obliged to notify in writing the DS Administration to which it has been assigned.
7. The person who has been granted a place in the Student Dormitory for the new academic year is obliged to pay the fee for the entire October, also in the case of accommodation at a later date, and to pay a deposit in the amount of the first month's fee for a place in the room within two weeks from the date of accommodation.
8. In the event of early check-out, before the date specified in point 1 of this paragraph, the Resident submits an application to the DS Administration stating the reasons for resigning from the granted place.
9. When checking out of the DS by the 15th day of a given month, the daily conversion rate applies (except for October, for which the fee is paid in full). When checking out of the DS after the 15th day of a given month, the monthly rate applies in full.
10. The resident is obliged to pay the fee for residence in advance by the 20th day of each month, in the amount determined by the competent Vice-Rector in consultation with the Resolution Body of the TUL Student Government. Temporary absence from the dormitory does not release them from the obligation to pay the fee.
11. In the event of a delay in payment for a place in the DS, late fees are charged for late payment of fees. Late fees are also charged in the event of payment of an incomplete fee. The penalty is calculated after the end of a given month by the banking system. The amount of the penalty is regulated by the price list adopted by the competent Vice-Rector in consultation with the Resolution Body of the TUL Student Government.
12. In exceptional cases justified by a Resident's financial circumstances, the relevant Vice-Rector, acting through the Director of the University Residence Area, may extend the payment deadline or exempt the Resident from the obligation to pay a penalty.

13. In the event of a delay in payment for a place in the DS for two full payment periods, the Resident loses the right to reside within 7 days from the written notification of the decision to remove the Resident from OA PŁ. In special cases, it is possible to change the decision by the Director of the Residential Area.
14. In the event of an appeal against the decision referred to in point 13, the execution of the expulsion of the Resident from the DS is suspended for the duration of the examination of the application.

## § 15

Before you move in you must:

- a) fill in the registration questionnaire;
- b) sign the room equipment card after becoming acquainted with its actual state;
- c) read these Regulations and undertake to comply with them by signing them.

## §16

Each person who has been granted a place in the Student Dormitory for a given academic year pays a deposit as a confirmation of the use of accommodation. The amount of the deposit and the date of its payment will be announced in the KZ SSPŁ announcement. Failure to pay within the set time limit will result in the loss of the granted place.

## § 17

1. The resident lives in the room to which they have been accommodated.
2. Once accommodated, a person becomes a resident of the Student Dormitory and bears full responsibility, including financial liability, for the room entrusted to them and its furnishings.
3. Acceptance and return of the room and its equipment shall be recorded in two copies (one for the Resident, the other for the Administration).
4. The Resident bears full responsibility for the property entrusted to them and is obliged to return it unchanged in terms of quantity and quality, as part of proper use. The Residents living in the room are responsible for the state of the room. They are also responsible for cleaning the room/segment before check-out, regardless of the order in which they move out of the room/segment.
5. Residents are liable for financial compensation and, where justified, disciplinary action for any damage or destruction caused to university property entrusted to them. The Resident confirms the assumption of financial responsibility at the time of accommodation by signing the room equipment card.
6. In the event of damage or shortages in the equipment, the Resident is obliged to cover the costs of repair, destruction and purchase of new equipment (the amount intended to cover the repair, damage is deducted from the refundable deposit). The damage is valued on the basis of the actual cost of repair or replacement of the equipment.
7. If it is not possible to determine the person responsible for causing the damage in the condition of the rooms and technical installations and in the equipment of the room, the persons cohabiting in the room will be jointly and severally liable for the damage.
8. Making a change in the equipment and a significant change in the design of the room/segment requires the prior consent of the DS manager.
9. During the period of a large number of vacancies in Student Dormitories, the DS Administration, in consultation with RM, decides to relocate Residents living individually in rooms. In the event of such a decision, the Resident is obliged to relocate to the indicated room.
10. The resident may change a given DS only by submitting a signed appropriate application to the KZ SSPŁ.

11. In the absence of Residents, an employee of the Residential Area authorized by the DS manager may enter the room only in cases of life and health hazard, failure requiring immediate repair, control of the Sanitary and other authorized services.
12. In all other cases, a residential property may only be entered in the absence of its occupants by a committee and only for valid reasons. The committee should consist of at least three people. It is appointed by the DS manager, together with RM. In the case of a committee entry into the room/segment during the absence of the Residents, it is necessary to draw up a report and notify the Residents of this fact.
13. In the case of inventory taking, it is possible to enter the room after posting information about the inventory on the notice board and notifying the RM of a given DS.

## §18

1. A graduate of Lodz University of Technology may live in the DS for up to 30 days from the date of graduation or doctoral studies.
2. The Director of OA PL, in consultation with KZ SSPL, may agree to extend the period of residence by a graduate of PL beyond the period provided for in point (1).

## II.2 Mixed-gender rooms

### §19.

The mixed-gender room at the Lodz University of Technology Residential Area is a room located in the Dormitory of Lodz University of Technology, where a man and a woman can live at the same time.

### §20

This chapter sets out the rules for granting mixed-gender rooms at the Residential Area for:

- a) siblings;
- b) marriages;
- c) people of different genders who are not married.

### §21

1. Only married couples, at least one of whom is a student at Lodz University of Technology, may apply for a mixed-gender room for the persons referred to in § 20(b).
2. Only married couples, at least one of whom is a student at Lodz University of Technology, may apply for a mixed-gender room for the persons referred to in § 20(b).
3. Unmarried individuals may apply for a mixed-gender room for the persons referred to in § 20(c), provided that both individuals are students at TUL.

### §22.

The priority in granting mixed-gender rooms is given to married couples and siblings who are students of Lodz University of Technology, married couples in which one person is a student of Lodz University of Technology and people who are not married.

## §23.

1. In the event that, as a result of the Resident moving out of the room, the room ceases to be a mixed-gender room, another Resident of the same gender as the Resident remaining will be accommodated in the room.
2. In the event of resignation from living in the mixed-gender room, the resident will be relocated to a different room, only if such a possibility exists, otherwise he/she loses the opportunity to use a place in the dormitory.

## §24

Married students who want to reside together in a coeducational room, after initial qualification by the KZ SSPŁ for accommodation, should additionally provide an application for a coeducational room and a marriage certificate.

## §25

Siblings who want to reside together in a coeducational room, after initial qualification by the KZ SSPŁ for accommodation, should additionally provide an application for a coeducational room and a statement on kinship signed by each of the siblings.

## §26

1. Loss of the right to reside in a mixed-gender room occurs in the case of:
  - a) a written declaration of any of the persons living in the mixed-gender room to stop living together;
  - b) loss of the status of a student of Lodz University of Technology by one of the persons living together, except in the case of marriages of TUL students, one of whom will lose the student's rights;
  - c) finding that false statements and documents confirming entitlement to use the mixed-gender room have been submitted.
2. If a student loses their right to accommodation in a mixed-gender room, they
  - a) are obliged to move to another room with the knowledge and consent of the Council of Residents and the administration of the dormitory in which he lives, in the event that there are vacancies;
  - b) receive a referral to another Student Dormitory from KZ SSPŁ in the absence of a place in the Student Dormitory where he/she lives;
  - c) lose a place in the Student Dormitory in the absence of vacancies.

## II.3 Single rooms

## § 27

Students whose health or personal circumstances make it difficult for them to reside with a flatmate may apply for a single room.

The student applying for a single room should additionally provide the following documents:

- a) application for a single room;
- b) a certificate of the health condition of the person applying for the room;
- c) any relevant documentation regarding the student's circumstances.

## II.4 Accommodation together with a child and/or spouse

### § 28

1. A student or doctoral student applying for accommodation together with a child and/or spouse is obliged to:
  - a) present the child's birth certificate and/or marriage certificate;
  - b) submit together with the application a statement on the waiver of claims arising from the Dormitory not being adapted to the needs of the child and/or spouse;
  - c) present the current civil liability insurance of the spouse and/or child.
3. A resident bears full liability, including financial liability, for damage caused by a spouse and/or a child.

## II.5 Extension of the period of accommodation

### § 29

1. In order to apply for accommodation at the Lodz University of Technology Residential Area for the next academic year, the procedure described in § 11 and § 12 must be carried out again.
2. A prerequisite for applying for accommodation for the next academic year is a positive opinion of the Administration and the Residents' Council of a given Dormitory. The decision on accommodation is made by KZ SSPL.
3. In the event of a negative opinion of the Administration or RM of a given DS, the Resident has the option of staying at the Residential Area provided that the existing Student Dormitory is changed.
4. In a situation where the Resident has negative opinions of the Administration and the Resident Council of a given DS, the Resident is suspended from the possibility of accommodation at the Lodz University of Technology Residential Area for one academic year.
5. In the event of receiving a negative opinion of the Administration or the Council of Residents of a given Dormitory during the entire period of residence at OA PŁ, the Resident loses the possibility of accommodation at OA PŁ.

### § 30

The rules for allocating remaining vacant places throughout the Residential Area are set by the Director of OA PŁ, KZ SSPL, with the approval of the SSPL Resolution Body.

## Chapter III. Rights and responsibilities of the Resident

### § 31

A resident of the Dormitory has the right to:

- a) respect for privacy in the assigned room;
- b) participate actively and passively in the elections to the Council of Residents, if it has the status of a student at TUL.
- c) participate in the life of the DS and, through the RM, to have a say in all matters concerning its operation;
- d) enter and leave the building at any time;
- e) select co-residents within the limits of housing possibilities;
- f) consent to the accommodation of a co-resident and change of accommodation;

- g) organize non-alcoholic social meetings at the Dormitory in rooms intended for this purpose, with the consent of the Dormitory Administration and the Residents' Council;
- h) participate in all cultural, recreational, events organized for Residents by the Council of Residents or with its consent and under the conditions specified by DS administration;
- i) have the bed linen changed once every three weeks;
- j) receive Guests at the Dormitory from 6 a.m. to 11 p.m.;
- k) use the DS first aid kit after having recorded the medicines taken.

## § 32

1. The DS resident can be visited by people outside the DS from 6.00 to 23.00.
2. From 23.00 to 6.00, the entrance to the DS is closed to persons who are not Residents of a given DS or Guests of a person living in a given DS.
3. Possible accommodation of a person who is not a DS Resident should be reported to the DS Administration.
4. For a person staying as a guest in the DS, a fee should be paid on the first working day in the DS Administration at the rate set by the DS Administration in consultation with the SSPL.
5. It is forbidden to provide accommodation without completing the necessary formalities related to it. The resident providing such accommodation is at risk of losing their place in the DS.
6. A guest staying at the DS is obliged to present a student ID card or other identity document with a photo at the reception or gatehouse and provide the room number and name of the person with whom they will be staying.
7. Points 1-6 of this paragraph do not apply to persons who are holders of the Resident Card. The detailed rules of conduct towards such persons are set out in §33.

## § 33

1. The OA PL Resident Card, hereinafter referred to as the Resident Card, is a personal document entitling its holder to stay in any DS room throughout the day, without the need to pay additional fees.
2. The Resident Card is available to every Resident of OA PL.
3. The Resident Card is issued by KZ SSPL.
4. In order to obtain the Resident Card, please contact the SSPL Office.
5. In the case of minors, the Resident Card is issued to parents or legal guardians. Handing over the Resident Card to a minor is tantamount to consent to its use.
6. The holder of the Resident Card has the right to stay in any DS room after presenting the Resident Card in the gatehouse of a given DS and with the consent of the Residents of the room.
7. Only the holder of the Resident Card may use it. It is forbidden to share the card with third parties.
8. Loss of the right to reside in the DS (Chapter IV.) is tantamount to the loss of the possibility of using the Resident Card and the need to return the Resident Card to the Office of SSPL within 7 days.
9. In the event of loss or destruction of the card, its holder is obliged to immediately notify the card issuing authority in writing.
10. For the issue of a damaged or lost duplicate, its holder shall pay a fee in the amount determined in a separate announcement.

11. The resident card must be returned to the issuing authority within 7 days from the date of loss of the right to reside in OA.
12. The design and cost of the Resident Card are specified in a separate message.

#### § 34

1. Guests visiting Residents are obliged to comply with these Regulations. A resident bears full liability, including financial liability, for the consequences of the Guest's behaviour under the Regulations.
2. In the event of a serious breach of order, the DS Administration or a security employee, in consultation with RM, has the option of removing Guests from the DS area.
3. In justified cases, the DS administration has the right to prohibit persons who have previously committed offenses against the Regulations from entering the DS premises.
4. People whose behaviour indicates being under the influence of alcohol, drugs or behaving contrary to the principles of good manners (brawling, aggressive, using words commonly considered offensive) are not allowed to enter the DS area.

#### § 36

The resident is obliged to:

- a) comply with the provisions of the Regulations of Student Dormitories at the Residential Area of the Lodz University of Technology;
- b) observe generally accepted principles of social coexistence;
- c) behave appropriately at the Dormitory allowing other Residents to study and rest;
- d) pay the fees for residence in the DS in a timely manner;
- e) pay the deposit before accommodation, referred to in §14;
- f) comply with the decisions of the DS Administration and the RM on procedural matters;
- g) observe the night-time quiet hours between 11 pm and 6 am;
- h) take care of the DS's property and prevent its improper use;
- i) maintain cleanliness and order in rooms/segments, sanitary facilities and general use rooms;
- j) comply with health and safety and fire protection regulations, comply with the operating instructions for gas and electrical equipment;
- k) report to the administration of the Dormitory any noticed defects, damage and failures;
- l) in justified cases, present a document confirming identity at the request of the DS Administration or the DS security officer;
- m) dispose of rubbish only in the areas designated for that purpose.

In the DS area it is forbidden to:

- a) remove or make DS equipment available to third parties without the consent of the DS Administration;
- b) install, alter or repair any fixtures and fittings without authorisation, to tamper with locks, to cut duplicate keys, to fit additional locks without the Administration's consent, or to damage walls;
- c) install or use machinery and equipment posing a threat to health and life;
- d) use in the rooms cookers, heaters and other electrical devices consuming more than 3 kW, as well as extension cords and splitters without electric shock protection systems;
- e) use audio equipment in a way that makes it difficult for other Residents to study or rest;
- f) throw items into sanitary and sewage devices that may cause their damage or malfunction;
- g) smoke tobacco products throughout the facility;
- h) breed and keep animals;

- i) conduct any economic and commercial activity;
- j) organize gambling;
- k) bring motor vehicles into the buildings;
- l) bring and store firearms, ammunition, explosives and other items posing a threat to human or animal life, health or that may cause damage to property;
- m) remove equipment belonging to the DS from its premises;
- n) provide accommodation to persons who are not DS Residents, without the consent of the Administration or RM;
- o) organize events in the DS area and its surroundings in a way that creates difficulties for other people;
- p) transfer, rent or share the granted place with another person;
- q) abuse alcohol;
- r) possess, consume, deal in or be under the influence of drugs and intoxicating substances;
- s) endanger one's own life and health, as well as that of fellow residents;
- t) throw any objects and devices out of the window;
- u) post notices, advertisements, etc. outside the areas designated for this purpose.

### § 37

In the event of damage caused by the Resident in the occupied room or in the premises of general use, the Resident will be charged with the costs on the basis of the actual cost of repair or replacement of the equipment. The DS Administration may agree to repair or renovate the premises by the Resident.

### § 38

The administration has the right to check the condition of cleanliness in rooms/segments.

## Chapter IV. Loss of the right of residence

### § 39

A resident may lose the right to reside in the DS (except for the points listed in §26):

- a) after the time for which they were assigned a place has elapsed;
- b) after the decision on removal from the list of students has come into force;
- c) in the event of a two-month delay in payment of the accommodation fee;
- d) where, without good reason, they fail to take up the place allocated to them within the specified period for a period exceeding 5 days from the date on which the referral was issued by the KZ SSPL or from the specified date of accommodation;
- e) after 30 days from the date of graduation, completion of doctoral studies, or obtaining a doctoral degree, respectively;
- f) in the event of transfer of the granted place to another person, the person who moved in and transferred the place loses the right to reside in the DS until the end of the studies;
- g) when they do not have TUL student status, and their spouse or parent loses their right of residence in the OA;
- h) in the event that the DS Administration finds the rooms/segments to be unclean on three occasions.

## § 40

At the request of the DS Administration, in consultation with RM, KZ SSPŁ has the right to deprive a person who does not comply with these Regulations, in particular the points listed in 534 and S35, of a place in the DS. A resident is required to vacate the dormitory within 14 working days of receiving the final decision on expulsion from OA PŁ.

## § 41

1. The decision on the deprivation of the right of residence, referred to in §40, is issued by KZ SSPŁ.
2. The decision may be appealed to the Rector within 14 working days. A resident has the right to remain at OA PŁ until the appeal is considered.

## Chapter V. Final provisions

## § 42

1. In relation to DS Residents guilty of violating the provisions of the Regulations and the provisions of other regulations applicable to DS Residents, the following late fees may be applied by the DS Administration:
  - a) a verbal or written warning;
  - b) refer the matter to the Rector or the relevant Vice-Rector, who, having considered the application, may refer the matter to the Peer Court or the Student Disciplinary Committee.
2. Student disputes regarding residence in the DS are considered by RM in consultation with the DS Administration.
3. Doubts regarding the interpretation and application of the Regulations are resolved by the Director of the Residential Area in consultation with KZ SSPŁ.
4. In matters not covered by these regulations, the final decision is made by the Rector.
5. These Regulations enter into force on the day of its adoption by the Parliament of the Student Self-Government of Lodz University of Technology and approval by the Rector or the competent Vice-Rector, i.e. on 30 September 2015.

Vice Rector for Education

Lodz University of Technology

Prof. dr hab. inż.

Sławomir Wiak

[30 Sep 2015]