



**Politechnika Krakowska  
im. Tadeusza Kościuszki**

**ORDER NO. 75  
OF THE RECTOR OF CRACOW UNIVERISTY OF TECHNOLOGY  
of 1 June 2021**

**Ref. No. R.0201.82.2021**

**on implementation of Rules and Regulations for Student Residence at Cracow University of Technology  
(CUT)**

Pursuant to Art. 23 section 1 of the Act of 20 July 2018 on Higher Education and Science (Journal of Laws of 2021, item 478, as amended), it is hereby resolved as follows:

**§ 1**

1. Rules and Regulations for Student Residence at Cracow University of Technology, constituting the Appendix hereto, shall be implemented.
2. The Order and the Appendix shall be published in the Public Information Bulletin of Cracow University of Technology.

**§ 2**

Order No. 62 of the Rector of Cracow University of Technology of 20 September 2017 on implementation of Rules and Regulations for Student Residence at Cracow University of Technology shall be repealed, as amended.

**§ 3**

1. This Order shall become effective as of 1 June 2021.

RECTOR  
Prof. Andrzej Białkiewicz, PhD., Eng. Arch.

**RULES AND REGULATIONS OF STUDENT HOUSING COMPLEX  
OF CRACOW UNIVERSITY OF TECHNOLOGY**

**Chapter I  
General Provisions**

**§ 1**

Student Housing Complex of Cracow University of Technology is a place of residence, work, leisure and cultural entertainment for the persons entitled to residential status. Those include: residents, employees of Cracow University of Technology, contractors.

**§ 2**

1. Student Housing Complex of Cracow University of Technology and other accompanying facilities are the property of Cracow University of Technology and shall be considered objects of special care and maintenance and be kept in good condition and order by the residents.

2. The premises of Student Housing Complex of Cracow University of Technology and individual Student Residence Halls are covered by video surveillance. Entering the area of Student Housing Complex of Cracow University of Technology means consenting to being filmed and photographed.

**§ 3**

1. All residents of Student Housing Complex of Cracow University of Technology shall be represented by the General Council of Student Housing Complex.

2. Powers and responsibilities of the General Council of Student Housing Complex shall be set out in the Rules and Regulations of the Student Government of Cracow University of Technology.

**§ 4**

These Rules and Regulations shall define the rules and conditions for the use of facilities and area being part of the Student Housing Complex of Cracow University of Technology.

**§ 5**

The terms used in these Rules and Regulations shall denote:

- 1) CUT - Cracow University of Technology,
- 2) SHC of CUT - Student Housing Complex of Cracow University of Technology,
- 3) SRH of CUT – Student Residence Hall of Cracow University of Technology,
- 4) SHCA - Student Housing Complex Administration,
- 5) SRHA - Student Residence Hall Administration,

- 6) General Council of SHC – General Council of Student Housing Complex of Cracow University of Technology,
- 7) Head of SHC - Head of Student Housing Complex of Cracow University of Technology,
- 8) Head of SRH - Head of Student Residence Hall of Cracow University of Technology,
- 9) Security Coordinator - Security Coordinator of Student Housing Complex of Cracow University of Technology,
- 10) ERC - Electronic Resident Card of Student Residence Hall of Cracow University of Technology,
- 11) ACS - Access Control System.

## **Chapter II**

### **Administration of Student Housing Complex of Cracow University of Technology**

#### **§ 1**

1. SHCA shall assume responsibility for providing proper living conditions, social welfare, sanitation and safety on the premises of SHC of CUT to the residents of SRHs.
2. SHCA consists of:
  - 1) the Head of SHC,
  - 2) the Deputy Head of SHC,
  - 3) the Financial and Administrative Staff,
  - 4) the Security Coordinator.

#### **§ 2**

The responsibilities of SHCA shall include in particular:

- 1) allocating accommodation in SRHs as well as parking places at SHC, pursuant to proper orders of the Rector of CUT,
- 2) granting permission to reside in SRHs,
- 3) maintenance and providing equipment to the external sports and recreational facilities,
- 4) planning major and current repairs, implementation of the orders of the Sanitary Inspectorate, fire brigade, etc., taking into account the needs to ensure accessibility to people with disabilities,
- 5) preparing data for the material and financial plan and keeping records of receipts and expenditures in accordance with specified limits,
- 6) conducting analyses to ensure financial security,
- 7) enforcing the provisions of the Rules and Regulations of Student Housing Complex,
- 8) ensuring order and safety on the premises of SHC.

#### **§ 3**

1. The Head of SHC shall manage the activities of:
  - 1) SHC of CUT,

2) SHCA,

3) SRHA.

2. The Head of SHC shall report directly to the Administrative Director of CUT.

3. The Head of SHC shall be the immediate superior to:

1) the Deputy Head of SHC,

2) the Heads of SRHs,

3) the Security Coordinator.

#### **§ 4**

The Deputy Head of SHC shall manage the work and is the immediate superior to the Financial and Administrative Staff.

#### **§ 5**

The Head of SRH shall be held responsible for the management of the respective SRH of CUT and the proper operation of SRHA.

#### **§ 6**

The Security Coordinator shall supervise matters related to the security at the SHC of CUT. In cooperation with the Fire Protection, Safety and Defence Affairs, the Security Coordinator shall supervise the functioning of the Integrated Security Policy at CUT with regard to SHC.

#### **§ 7**

The organisational structure of the SHC of CUT is illustrated in Appendix 1 hereto.

#### **§ 8**

SHCA shall cooperate with General Council of SHC in important matters concerning the entire SHC of CUT.

#### **§ 9**

The remaining responsibilities of SHCA and SRHA as well as the appeal procedure against their decisions shall be set out in separate internal normative acts enforced at CUT.

### **Chapter III**

#### **Administration and Management at Student Residence Halls of CUT**

#### **§ 1**

1. SRHA shall assume responsibility for providing proper living conditions, social welfare, sanitation and safety to the residents of SRHs of CUT.

2. SRHA consists of:

1) the Head of SRH,

2) the Deputy Head of SRH;

3. The Staff of SRH of CUT consists of:

1) Receptionists,

2) Chambermaids.

4. The receptionists shall be held responsible for enforcing the observance of the Rules and Regulations of Student Housing Complex of CUT as well as order regulations by the residents of SRH of CUT.

5. The chambermaids shall be held responsible for keeping public spaces and sanitary facilities properly clean and preparing the rooms for accommodation.

## **§ 2**

The responsibilities of SRHA shall include in particular:

1) accommodating persons entitled to residential status, taking account of the needs of those with disabilities,

2) handling financial matters related to the settlement of fees for residing in SRH of CUT and occupying parking spaces,

3) handing over and accepting the technical and sanitary condition of residential facilities to residents,

4) accepting payments (cash and non-cash) and supervising the timeliness of payments made by residents of SRH of CUT,

5) renting equipment and keeping relevant registers,

6) coordinating the repairs of equipment, fittings and furnishings, with the exception of the equipment rented by individuals by name and bearing traces of devastation or improper use,

7) keeping personal records of equipment rentals,

8) supervision over the maintenance of cleanliness in public spaces,

9) coordination of sanitary procedures, such as disinfection or deratisation,

10) enforcing the observance of the Rules and Regulations of Student Housing Complex of CUT,

11) ensuring continuous screening of people entering and leaving SRH of CUT performed by receptionists as well as keeping a register of people entering and leaving SRH,

12) maintaining in good condition and equipping indoor sports and recreational facilities,

13) conducting cleanliness inspections of rooms and common areas (on the terms set out in Chapter IX).

## **§ 3**

The Head of SRH shall be the immediate superior to the employees of a given SRH of CUT.

## **§ 4**

SRHA shall cooperate with the General Council of SHC in important matters concerning SRH of CUT.

## **Chapter IV**

### **Terms of Conduct in Student Residence Halls of CUT**

## **§ 1**

1. Accommodation in SRH shall be granted for a given academic year, vacation, and the time of the September examination session, pursuant to the respective orders of the Rector of CUT.

2. Accommodation shall be granted subject to:

1) submitted application for a placement in SRH,

2) advance payment made, and in the case of early reservation of accommodation at SRH of CUT, before the beginning of the new academic year,

3) no financial arrears with respect to SHC of CUT,

4) reservation of accommodation, approved by SHCA.

3. Under special circumstances, the Head of SHC shall reserve the right to refuse to grant a place in SRH of CUT. The decision may be appealed against to the Vice-Rector for Student Affairs (in the case of CUT students) or to the Administrative Director (in the case of other persons). The decision of the Vice-Rector for Student Affairs and the Administrative Director shall be final.

4. Detailed information on granting accommodation in SRH of CUT shall be set out in the relevant order of the Rector of CUT.

## **§ 2**

1. The resident shall reside in the room in which he/she was accommodated in. A room change within a given SRH of CUT shall be made possible in justified cases (e.g. reunification of spouses, siblings, etc.) upon a written request approved by SRHA.

2. Upon handover of the room, the resident of SRH of CUT shall assume full financial responsibility for the room and appurtenant facilities, together with the equipment and fittings. The resident is also obliged to comply with fire as well as health and safety regulations.

3. Change of accommodation between SRHs shall be made possible after settling the advance payment paid during SRH room reservation. Detailed rules for re-accommodation between SRHs of CUT shall be determined by the Head of SHC in consultation with the General Council of SHC for a given academic year.

4. The condition for a placement in SRH of CUT is the possession of an Electronic Resident Card (ERC) within Access Control System (ACS) or a temporary entry card. The above-mentioned documents shall be issued after being accommodated at SRH of CUT.

5. Residents of SRH of CUT shall be obliged to leave their keys at the reception (not applicable to residents of SRH B-1). Key collection from the reception desk shall be subject to the presentation of a valid ERC of a given SRH of CUT or a temporary entry card.

6. At the time of sanitary works performed on the premises of SRH of CUT (e.g. disinfestation, deratisation, disinfection, etc.), the resident shall be obliged to leave the room or building at specified times and to prepare the room in advance for the above-mentioned works, as instructed by the Head of SRH of CUT. In the case of sanitary works lasting more than 1 day, SRHA shall transfer the resident to another free room, of a similar standard, if possible.

7. In the period of high vacancy rates, SRHA reserves the right to make a decision on the relocation of single students residing in double and triple rooms so as to recover free rooms. Should the resident refuse to

agree to such relocation, they shall be charged an additional fee for the remaining vacancies in the room starting from the following month.

### **§ 3**

There is a free Internet network in SHC of CUT. The rules of using the Internet are available on the website [www.akademiki.pk.edu.pl](http://www.akademiki.pk.edu.pl) in the "Internet" tab.

### **§ 4**

In SRHs of CUT, prohibited behaviour shall include but shall not be limited to:

- 1) using spirit or propane-butane burners, electric cookers, heaters and deep fryers in the rooms,
- 2) bringing in refrigerators,
- 3) bringing in bikes to the premises of SRH of CUT, with the exception of the "bicycle room",
- 4) arbitrary installation, tampering with or carrying out repairs of any systems, fittings or equipment,
- 5) throwing items into sanitary facilities that could cause their damage or malfunction,
- 6) modifying any locks, making duplicate keys or fitting of additional locks,
- 7) throwing bottles, water bags, garbage, firecrackers and any other items through the windows,
- 8) reselling or transferring the assigned placement in SRH to another person,
- 9) letting unauthorised third parties occupy the room,
- 10) conducting any business or commercial activity,
- 11) organising student parties in common spaces such as corridors, halls, rooms, kitchens, laundry rooms and thematic rooms,
- 12) playing loud music.

### **§ 5**

1. Guests may visit SRH rooms from 6:00 am to 10:30 pm, subject to Section 3.
2. The night quiet time in SRHs of CUT shall be in effect from 23:00 - 6:00.
3. In justified cases, authorised members of the General Council of SHC shall grant visitors a one-time permit to stay in the room from 10:30 pm to 6:00 am, provided a prior consent of its co-residents in writing is obtained and delivered to the SRH reception before 10:00 pm. Having obtained the above-mentioned consent, the visitor shall pay for their accommodation pursuant to the Rules and Regulations of Extending Visits, approved by the Vice-Rector for Students Affairs for a given academic year and available on the website [www.akademiki.pk.edu.pl](http://www.akademiki.pk.edu.pl).
4. Residents of SHC of CUT shall have the right to visit other SRHs on condition of checking in using the Electronic Resident Card on the Access Control System reader located at the SRH reception upon entering; such a visit shall only be possible from 6:00 am to 10:00 pm. Failure to do so shall entitle proper authorities to treat the visitor as a non-resident of SHC. In such a case the visitor shall be charged by SRHA for their overnight stay according to the current non-resident tariff.

5. Each non-resident visitor shall be obliged to present their ID at the reception, allowing to enter their personal details in the register of visitors in accordance with the applicable visit rules. Keeping the register of visitors is aimed at ensuring safety at SRHs of CUT, and the provided personal details are processed. The visitor shall additionally grant their consent in writing to process personal details.

6. A resident of SHC of CUT shall be obliged to personally collect the visitor from the reception and take responsibility for their stay as well as bear the consequences of their misconduct.

7. SHCA in agreement with the General Council of SHC may change the mode and hours of visits or suspend them temporarily for justifiable reasons.

## **Chapter V**

### **Rules of conduct at recreation areas of Student Housing Complex of CUT**

#### **§ 1**

1. In the recreation areas of SHC of CUT (sports fields, park benches, green areas, entrance to SRH, parking lot, etc.), the night quiet time shall be in effect from 10:00 pm to 6:00 am.

2. The Head of SHC, acting in consultation with the General Council of SHC and with the consent of the Vice-Rector for Student Affairs, shall be entitled to periodically change the night quiet hours in the recreation area.

#### **§ 2**

1. On demand of the security personnel, SHCA/SRHA staff member or receptionist, the person staying on the SHC premises shall be obliged to present the Electronic Resident Card or a temporary entry card allowing to access the SHC premises. Failure to present the document shall result in police action in order to confirm the identity of such a person.

2. Non-residents of SHC of CUT staying on the premises of SHC of CUT shall be obliged to present a document confirming their identity on demand of the security or reception personnel. Failure to present the document shall result in police action in order to confirm the identity of such a person.

#### **§ 3**

1. From 10:30 pm to 6:00 am, only residents of SHC of CUT, guests invited by the residents of SHC of CUT and visitors included in the register of SHCA-authorized persons that can be found at the reception desks of individual SRHs, shall be allowed to stay on the premises of SHC of CUT.

2. Unauthorized persons shall be removed from the premises of SHC of CUT. If necessary, the security officer shall call the police for help.

#### **§ 4**

On the premises of SHC of CUT, it is strictly prohibited to:

- 1) store any items in communication routes, especially on escape routes,
- 2) smoke tobacco products,



- 3) bring, possess and consume any alcoholic beverages,
- 4) bring, possess and use any intoxicants,
- 5) bring, carry and use any weapons,
- 6) store and use items or substances that may pose a threat to human health or life,
- 7) bring and keep animals, with the exception of animals intended to help people with disabilities,
- 8) park motor vehicles and bicycles outside the specifically designated places,
- 9) use sports fields when night quiet time is in effect.

## **Chapter VI**

### **Rights and Obligations of Residents of Student Residence Halls**

#### **§ 1**

A resident of SRH of CUT shall have the right to:

- 1) join the General Council of SHC (it refers to the residents who have the status of the student of CUT in a given academic year). The procedures and principles of joining the General Council of SHC shall be set out in the Electoral Regulations for Student Government Authorities.
- 2) participate in the creation and implementation of the General Council of SHC's programme of activities and events,
- 3) be informed on an ongoing basis about the General Council's activities,
- 4) use all the facilities, rooms and equipment intended for general use, in accordance with the Regulations for their use (the Regulations are available on the website [www.akademiki.pk.edu.pl](http://www.akademiki.pk.edu.pl)),
- 5) receive guests during visiting hours,
- 6) use a parking space located on the premises of SHC of CUT after renting the aforementioned space, in accordance with with the Regulations on the use of parking on the premises of SHC (the Regulations are available on the website: [www.akademiki.pk.edu.pl](http://www.akademiki.pk.edu.pl)),
- 7) submit applications for the improvement of living conditions in SRH of CUT to the Head of SRH through the General Council of SHC,
- 8) file complaints about the actions of SRH employees to the Head of SRH through the General Council of SHC,
- 9) file complaints about the actions of the Head of SRH to the Head of SHC through the General Council of SHC,
- 10) file complaints about the actions of SHCA employees and contractors to the Head of SHC through the General Council of SHC,
- 11) file complaints about the actions of the Head of SHC to the Administrative Director through the General Council of SHC.

#### **§ 2**

A resident of SRH of CUT shall be obliged to:

- 1) comply with these Rules and Regulations of SHC of CUT,
- 2) observe generally accepted standards of social behaviour,
- 3) observe fire protection regulations (in the case of evacuation of the building, leave the building and go to the designated meeting point,
- 4) respect SHC property and counteract instances of acts of vandalism and improper use by notifying SHCA, SRHA or the General Council of SHC immediately,
- 5) observe the decisions and resolutions of SHCA, SRHA and the General Council of SHC issued within limits of their authority,
- 6) abide by the orders of the security staff, issued within limits of their authority,
- 7) arrive at the appointed time on demand of the Head of SRH,
- 8) arrive at the appointed time on demand of the Disciplinary Council,
- 9) keep rooms, toilets, bathrooms and common rooms and areas clean and orderly. Cleanliness inspections shall be carried out by the Head of SRH (on the terms specified in Chapter IX). A double breach of this Terms during the academic year may result in the application of the procedure set out in Chapter VII §2 of these Rules and Regulations,
- 10) periodically change bed linen,
- 11) obtain the Head of SRH's written consent to change the interior design and furnishings of the room,
- 12) hand over the room in good order and undamaged upon checkout from SRH,
- 13) immediately notify the reception staff of the loss or theft of a room key or the Electronic Resident Card; the resident shall cover the costs of lost or stolen keys or ERC.

### **§ 3**

The resident of SRH of CUT shall be held financially responsible (in accordance with the applicable damage price list specified for a given academic year by SHCA) for any intended damage to the fittings or equipment. Should such damage occurs and the responsible person cannot be determined, the costs of restitution for the damage shall be equally divided among the residents of the room, floor or the Student Residence Hall, respectively – depending on the location of damage.

### **§ 4**

1. A student of university other than CUT is obliged to submit a proof of student status twice during the academic year:

- before November 20,
- before March 20.

2. Failure to do so shall result in the loss of the right to be accommodated in SRH of CUT. Their accommodation may be extended upon SHCA's written consent, on the terms specified in the relevant ordinance of the Rector of CUT.

### **§ 5**

Detailed rules for dealing with movables left behind by the residents of SHC of CUT are set out in Appendix 2 hereto.

## **Chapter VII**

### **Conditions for Eviction from Student Residence Hall**

#### **§ 1**

Resident shall lose their right to reside in SRH of CUT if:

- 1) they have failed to turn up for accommodation in accordance with the schedule of accommodation in SRH set out in the relevant order of the Rector of CUT. Upon a written request of the interested party, the Head of SHC may extend the period of accommodation,
- 2) beyond the period covered by the schedule of accommodation for a new academic year, with no well-grounded reason, they have failed to occupy the room assigned within 5 days from the reservation date,
- 3) they have lost their registered student status; however, in such a case the SHCA may permit further accommodation if vacancies are available, subject to the provisions set out in Chapter VIII §3 clause 13 of these Rules and Regulations,
- 4) they have lost their right for accommodation in SRH pursuant to the decision of the Vice-Rector for Students Affairs, or of the Head of SHC in the case of non-student residents,
- 5) they have failed to make payment for accommodation by the 14th day of the following month, and have not obtained a written consent of the Head of SHC for the extension of the payment date,
- 6) they have been found occupying someone else's place in a room. Eviction from SRH shall apply to both the person occupying the place and the one subletting it,
- 7) they notoriously fail to keep their rooms, toilets and bathrooms neat and clean,
- 8) they repeatedly break the provisions of these Rules and Regulations.

#### **§ 2**

1. In the event of a breach of these Rules and Regulations by a resident of SHC of CUT, especially in the case of violations committed under the influence of alcohol or intoxicants, the Head of SHC, in agreement with the Head of SRH and the Security Coordinator, shall appoint a Disciplinary Commission.

2. The Disciplinary Commission shall be composed of:

- 1) the Head or the Deputy Head of the specific SRH,
- 2) the Security Coordinator,
- 3) a representative of the General Council of SHC.

3. The above-mentioned Commission, after explaining the case, reserves the right to:

1) give a warning and enter a resident on the list of persons violating the Rules and Regulations of the Student Housing Complex (re-violation of the Regulations within the next 12 months results in the proceedings set out below). The above-mentioned list of persons violating the Rules and Regulations of the Student Housing Complex shall be kept by the Security Coordinator,

2) apply for permission to evict and/or deprive a student of CUT of the right of accommodation in disciplinary proceedings to the Vice-Rector for Students Affairs (after an opinion issued by the Head of SHC and the General Council of SHC) or, in the case of non-student resident, to the Head of SHC.

4. The Head of SHC, in consultation with the Security Coordinator and the Chairperson of the General Council of SHC, shall reserve the right to waive the procedure described above in the event of a threat to the safety and life of third parties and devastation of the CUT property related to further stay of this resident on the premises of SHC/SRH of CUT. In this case, the resident shall be evicted immediately

### **§ 3**

1. If a resident loses accommodation privileges on disciplinary grounds, they may be ineligible to reside in SRHs of CUT for the fixed period specified in the decision.

2. Students of CUT are entitled to appeal against the eviction decision to the Rector of CUT within 14 days upon receiving the decision. The Rector's decision is final.

3. Non-student residents are entitled to appeal against the eviction decision to the Administrative Director within 14 days upon receiving the decision. The Administrative Director's decision is final.

## **Chapter VIII**

### **Payments at Student Housing Complex of Cracow University of Technology**

#### **§ 1**

The deadlines for the payments of fees for occupying a place in SRH of CUT are as follows:

1) residents with the student status,

a) who are accommodated during the month before the 15<sup>th</sup> day of the month – the payment period is by the 15<sup>th</sup> day of each month,

b) who are accommodated on the 15<sup>th</sup> day of a given month or later - the payment period is 7 days from the accommodation in a given month, and in the following months before the 15<sup>th</sup> day of each month,

2) residents without the student status:

a) who are accommodated during the month before the 5<sup>th</sup> day of the month – the payment period is by the 5<sup>th</sup> day of each month,

b) who are accommodated on the 5<sup>th</sup> day of a given month or later - the payment period is 7 days from the accommodation in a given month, and in the following months before the 5<sup>th</sup> day of each month.

#### **§ 2**

1. The advance payment referred to in Chapter IV §1 section 2 clause 2 herein shall be taken into account when settling the amounts due for the month of October.
2. The deadline for paying the advance payment and its amount shall be determined by the appropriate order of the Rector of the CUT.
3. In the event of resignation from the place in SRH of CUT, the advance payment is transferred to the SHC Fund. Should the resignation results from an illness or other random event that makes it impossible to reside in SRH of CUT, the advance payment may be reimbursed, provided that the circumstances have been documented in detail. Decision on the reimbursement shall be made by the Head of SHC upon a written request of the interested party.

### § 3

Detailed principles of calculating payment amounts and manners of payment for a place at SRH shall be as follows:

- 1) rates for accommodation at SRH shall be calculated in accordance with the applicable price list for a given academic year included in the relevant Rector's Order,
- 2) residents who move in before or on the 15<sup>th</sup> day of the month shall pay the monthly rate,
- 3) residents who move in after the 15<sup>th</sup> day of the month shall pay 50% of the monthly rate
- 4) residents who move out before or on the 15<sup>th</sup> day of the month shall pay 50% of the monthly rate,
- 5) residents who move out after the 15<sup>th</sup> day of the month shall pay the monthly rate,
- 6) residents who reside in SRHs during the vacation period shall pay according to the rates set in the price list for ad hoc accommodation specified in the relevant Rector's Order,
- 7) residents who reside in SRHs during the September examination session shall pay according to the rates set in the price list for ad hoc accommodation specified in the relevant Rector's Order,
- 8) payment for residence in SRHs shall be paid into individual resident bank accounts in the HMS system by the agreed-on due dates,
- 9) under special circumstances, residents may be allowed to postpone due dates for balances owed; interested persons should contact the Head of SHC and submit a relevant application,
- 10) failure to pay the account balance in full by the 14<sup>th</sup> day of the following month shall result in eviction and denial of any single-night accommodation,
- 11) if any outstanding past due balances for occupying a place at SRH are not paid, residents shall be charged interest rates pursuant to a currently binding order of the Minister of Justice on calculating statutory interests for delay, starting from the 15<sup>th</sup> day of each month, assessed according to the following formula:

$$\text{rate} \times \text{number of calendar days past date due} \times \text{rate} \%$$

365

The accrued interest rates shall be rounded off to the nearest whole Polish zloty and the interests below 1 Polish zloty shall be disregarded,

12) if a resident decides to terminate their pre-paid accommodation in SRH during the academic year, they shall be allowed to retain residence status and remain accommodated in SRH up to the date for which the payment has been made (e.g. till the end of the month). Should such termination result from circumstances beyond the resident's control, they may apply to the Head of SHC for a pro-rata refund. This does not apply to residents losing residential privileges on disciplinary grounds,

13) the loss of registered student status shall entail raise in the rates for accommodation in SRH (pursuant to the applicable price list), commencing from the month following the month in which the student status was lost,

14) a resident who obtained a CUT student status during residence may apply for a rate reduction (pursuant to the applicable price list), after submitting an appropriate application to SHCA. The payment shall be reduced from the month following the month in which the resident obtained the student status.

## **Chapter IX**

### **Forced Entry**

#### **§ 1**

1. It is possible to execute a forced entry to the room in the absence of residents in justified cases, including:

1) the need to carry out services that ensure proper living conditions (inspection of fire detectors, window cleaning, disinfection, disinfestation, deratisation, etc.),

2) in order to carry out a cleanliness inspection,

3) in the case of suspicion of a resident leaving the room without completing the relevant checking-out formalities.

2. The commission supervising the entry shall consist of:

1) the Head or Deputy of SRH and/or the Head of SHC,

2) a representative of the General Council of SHC.

3. The commission shall be obliged to draw up a report from each forced entrance.

#### **§ 2**

It is allowed to execute a forced entry to the room under the commission supervision without the participation of a representative of the General Council of SHC after informing the Chairperson of the General Council of SHC about the intention to do so.

## **Chapter X**

### **Awards and Punishments**

#### **§ 1**

For exemplary conduct and voluntary work on the premises of SHC of CUT, its residents may receive recognition and awards from the University authorities upon recommendation from the Head of SHC and the General Council, in accordance with the Study Regulations at CUT (Chapter 9 §37).

## **§ 2**

1. Trade in alcohol and intoxicants as well as violations committed while under the influence, shall be punished especially severely.
2. The disciplinary procedures and sanctions stipulated in the Act on Higher Education may be applied in the case of violating the provisions of these Rules and Regulations.
3. Unjustified use of the manual fire alarm and mechanical locking of fire detectors shall entail financial liability of 300 zlotys for the incident. In the case of a failure to determine the responsible person, material liability shall be equally divided among the residents of the room, floor or the Student Residence Hall, respectively – depending on the location of the detector/button.

## **Chapter XI**

### **Final Provisions**

## **§ 1**

The detailed terms of use of the thematic rooms (billiard rooms, TV rooms, fitness rooms, music rooms, table tennis rooms, quiet study rooms, the Piwnica Club) and of the laundry rooms shall be set out in the relevant regulations or procedures developed by SHCA in agreement with the General Council of SHC and approved by the Vice-Rector for Students Affairs; they will be made available on the website [www.akademiki.pk.edu.pl](http://www.akademiki.pk.edu.pl).

## **§ 2**

At least once in the academic year, residents of SHC shall be surveyed about the living conditions in SRHs, the level of administrative services and the expectations of the residents about raising the standard of accommodation in SRHs. Detailed rules for conducting the survey will be governed by a separate procedure.

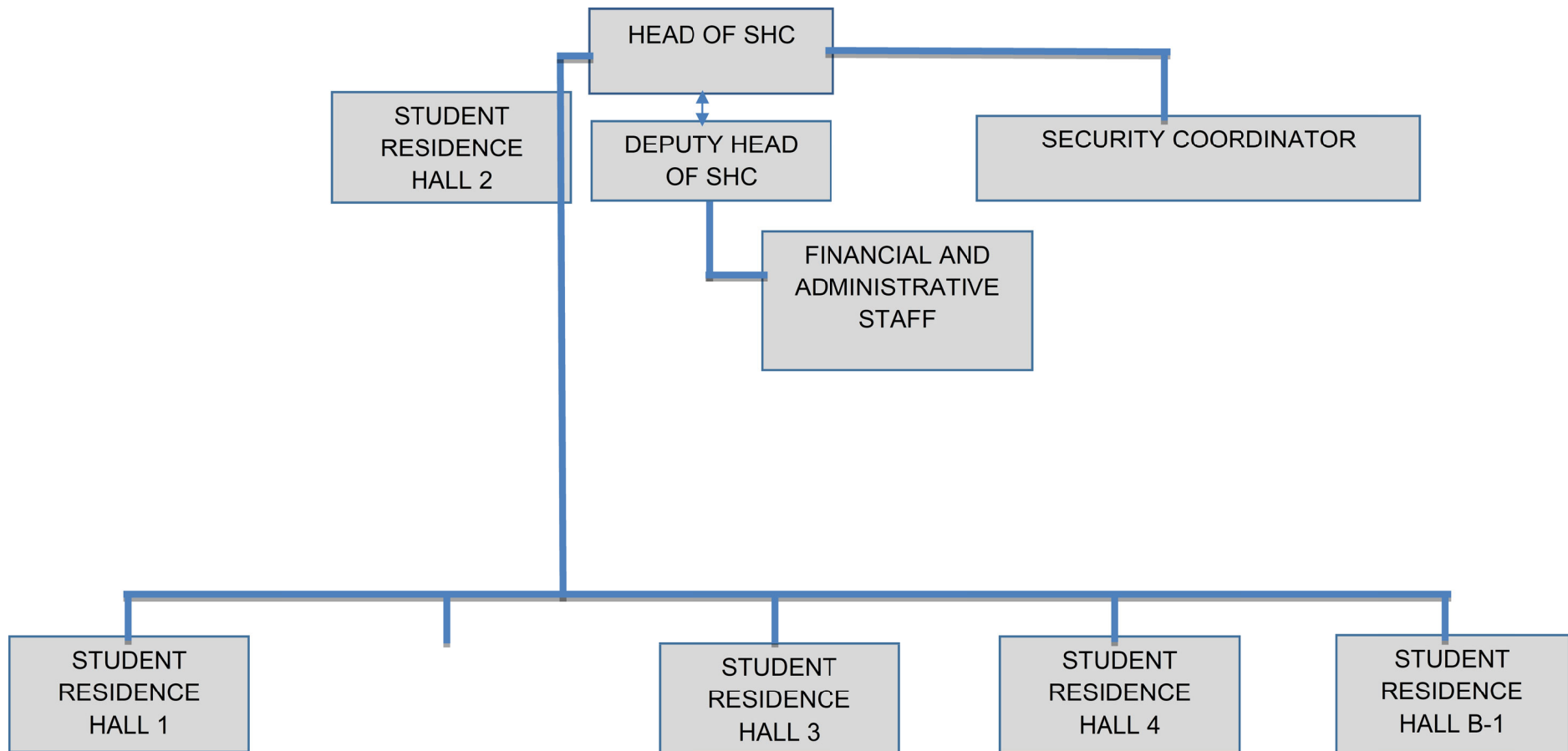
## **§ 3**

All matters not settled herein shall be subject to a decision of the Rector of Cracow University of Technology.





### ORGANISATIONAL STRUCTURE OF STUDENT HOUSING COMPLEX OF CUT



## Appendix 2 to the Rules and Regulations of Student Housing Complex

### Rules for dealing with movables left behind by the residents of SHC of CUT

In the event that a resident of SRH of CUT leaves the premises without completing the formalities related to checking out (in particular, handing over the room and equipment), SRHA will make a double attempt to establish contact with the resident - directly and through the university unit referring the person for accommodation (if the resident was referred by a unit of CUT). If there is no possibility of contact (no reply to e-mail, no telephone contact, no feedback from the university unit) within 3 working days or if the contacted person fails to report within 3 working days, SRHA together with a representative of the General Council of SHC will dispose of items listed in group 1, will place personal items listed in group 2 in deposit, with the exception of identity documents (i.e. passport, ID card), documents confirming identity (i.e. student ID, driving license, residence card), bank cards, official documents, which will be sent back to the issuer or to the consulate (in the case of foreigners).

<u>1. Items that must be disposed of immediately:</u> a) food, b) underwear, c) municipal waste, d) dirty kitchen utensils.	<u>2. Items to be placed in deposit:</u> a) electronic equipment, b) household appliances, c) clothing, d) shoes, e) jewellery, watches, f) books, g) printouts and magazines, h) clean kitchen utensils.
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During the activities of the appointed supervising Commission, photographic documentation and an appropriate report shall be prepared, together with a detailed list of objects left behind (movables). If the resident was referred for accommodation by a university unit, SRHA shall provide a copy of the report to the above-mentioned unit.

SRHA of CUT reserves the right to invite a representative of the university unit referring the resident for accommodation to participate in the works of the Commission.

Items to be placed in deposit will be stored in a room designated specifically for this purpose, for a maximum period of 30 calendar days from the date of deposit. All these items left by the resident and not collected within the above-mentioned period will be treated by SRHA as abandoned by their owner (pursuant to Article 180 of the Civil Code) and in such a case will be transferred to the Waste Management Section.

SRHA of CUT will charge the resident the following fees:

- for cleaning the room and disposal of items listed in group 1 – 250 zlotys,
- if the student reports to collect the deposited items – 250 zlotys,
- in the case of disposal of items left behind after 1 month - no fees,
- for damages found in the room and/or deficiencies in the property of CUT - according to the applicable damage price list.

In other cases, not mentioned herein, decisions will be made by the Vice-Rector for Student Affairs at the request of the Head of the SHC of CUT, approved by the General Council of SHC.