

Opole University of Technology Campus Regulations

I General regulations

1. Hereby Campus Regulations define the general rules of functioning the Dormitories, rights and duties of dormitory residents and dormitory administration at the Opole University of Technology, hereinafter referred to as „University”.
2. Each dormitory is an integral part of the University. It is a place of residence for entitled students as well as a place for they study, work and repose.
3. Dormitory residents are represented by the Board of Residents.
4. Dormitory is managed directly by the Dormitory Manager.
5. Students are assigned to the dormitory for their period of study at Opole University of Technology on condition that they obey the hereby Regulations.

II Campus management duties.

- 1) Campus management shall accommodate the students in the dormitories regarding the places given by the Commission.
- 2) Campus management shall provide students with rooms/segments and take them back at the proper time.
- 3) Campus management shall conduct financial affairs related to the accommodation
- 4) Campus management shall keep the personal facility and equipment registers
- 5) Campus management shall repair facilities and equipment in the property of the University.
- 6) Campus management shall maintain cleanliness of the common areas with the exception of students' rooms.
- 7) Campus management shall take care of good condition of the equipment and apparatus being available in the Dormitory.
- 8) Campus management shall claim the need for sanitary treatment as disinfection and deratization.
- 9) Campus management shall report the need for current and general renovation, including the ones recommended by the Sanitary Inspectorate, Fire Brigade etc.;
- 10) Campus management shall provide constant control of incoming and outgoing visitors by the security employees .

The detailed duties of Campus Management has been described in the separated regulations of University.

III Order Regulations

1. Dormitory residents are obliged to respect the academic property as well as keep common areas clean.
2. Dormitory residents are obliged to keep quiet at night and obey curfew between 10pm to 6am.
3. A visitor is obliged to report to the security officer the reason of the visit (provide the surname of the visiting person and the room number) as well as to leave an appropriate ID card at the Reception/Porter's desk, which will allow to establish the identity of the visitor (student ID Card, driving license, etc.) However the person who uses a ID, Passport or Military service book shall present the document to the security staff. The visitor may stay in the dormitory until 10pm.
4. The dormitory resident who receives a visitor is responsible for the behaviour of his/her visitor.
5. The main dormitory entrance remains closed at night hours. Dormitory residents enter the building using the student ID card or a residency card issued by administration.
6. Campus Residents may enter all campus dormitories at night hours after producing and leaving a Student ID Card at the Reception/Porter's desk.
7. Dormitory residents shall buy cleaning products on their own.
8. The Dormitory Manager along with at least one member of the Board of Residents or one dormitory resident is entitled to enter a dormitory room in the if necessary.
9. The University conservator is allowed to enter the room during the absence of the resident only under the condition of emergency or the equipment defect claimed previously by the room's resident.
10. Dormitory residents shall be held liable for the negative effects (damage toward property or persons) of inappropriate use or technical malfunctioning of electrical devices as well as other equipment brought by themselves to the area of dormitory.
11. Any disputes between the Dormitory Manager and residents shall be decided in the presence of at least one member of the Board of Residents or the representative of the Student Council
12. In a case of violation the Campus Regulations for the very first time, the resident receives the warning information (valid for the whole stay). The next violations of rules will result in losing the right of staying in University Dormitories.
13. Dormitory residents shall protect their property by locking the room door with a key that shall be left at the Reception/Porter's desk
14. All people who stay in the dormitory shall obey the hereby Regulations as well as the Opole University of Technology Rector's valid decrees.

IV Deposit

1. Before accommodating the student is obliged to pay a deposit on the indicated University bank account in case of:
 - 1) Unpaid fees;
 - 2) Costs of repairing the damages made in the area of Campus Dormitories;
 - 3) Check-out incompatible with regulations (paragraph 3 of chapter X), 100 zł fee.
2. The deposit shall amount of monthly payment for staying in a dormitory.
3. The deposit payment shall be done before lodging.
4. The deposit is interest-free.

5. The deposit will be returned after checking-out, delivering the signed circulation card and contingent deduction unpaid debt of monthly fee or the damages done by the resident.
6. The deposit will be returned to the bank account indicated by the resident in prior.
7. During accommodating residents without the current Student Card of Opole University of Technology, the pledge in the amount of 10 zł (in cash) will be toll to cover the costs of the reader card which allows to enter the Dormitory area.
8. After the Check-out procedure being accomplished, and giving back the card, the resident receives the pledge back.

V Payments

1. The payment amount for the dormitory room is proposed by the Dormitory Manager and sent to Chancellor who requests the opinion of Student Council. After receiving the opinion, Chancellor makes the decision which is the basis for issuing Rector's order regarding the payment for residency in Dormitory.
2. The monthly payment for the dormitory room shall be submitted by the 25th day of each month. The interest of 0,10 % will be charged for each day of delay. The date of the payment is the date when the money has been accounted at the indicated bank account of the University.
3. The Dormitory Manager has a right to prolong the deadline for submitting payment up to one month in response to a written request of the dormitory resident.
4. The payment shall be made:
 - 1) To the indicated bank account by the students of Opole University of Technology;
 - 2) With cash in the Administration of the Sokrates or Zygzak Dormitory
5. Submitting payment on time will be taken into consideration while making the decision on assigning accommodation for following year.
6. The freshmen students being accommodated the two days before the beginning of academic year, are not obliged to pay for these additional days.
7. In July and August the payments will differ from the regular fees.

VI Accommodation

1. The date of accommodating the students for the whole academic year is being published on the internet website of the University.
2. Students are assigned to accommodation by the Management of Dormitory
3. The accommodation takes place applicable to regulations of admission the places in the dormitory.
4. Prior to check-in student shall become acquainted with the Dormitory Regulations available on a dormitory notice board.
5. In order to check-in a student shall submit the following documents:

- 1) Personal ID Card or Passport;
 - 2) Student ID (does not apply to freshmen)
 - 3) Military service book;
 - 4) ID Photograph;
 - 5) Confirmation of deposit payment
6. During the Check-in the student is obligated to:
- 1) Fill in the personal questionnaire with the appropriate declaration of knowing the Dormitory Regulations
 - 2) Fill in the document of temporary stay lasting more than two months;
 - 3) Keep the confirmation of paying the deposit.
7. After the Check-in students receive:
- 1) Resident Card;
 - 2) Receipt with the room equipment with the shortened rules of fire prevention applicable to residents of Opole University of Technology Dormitories;
 - 3) The residents of the room receive a one key to the room's door;
8. The dormitory resident shall become acquainted with the actual state of the assigned space in the dormitory and accept full pecuniary responsibility for the entrusted room and segment furnishing and equipment. A resident shall then sign the register.
9. The resident has a right to get the bedding including a quilt, a blanket, a pillow and a sheet from bedding storage with the full responsibility for the borrowed things, confirmed by signing the proper document.
10. Dormitory residents are not allowed to change rooms or make changes to the furnishings without the permission of the Dormitory Manager.
11. A student who remains in the multi-person room on its own may be assigned to another room by the Dormitory Manager. Students who refuse to be relocated, shall submit the written refusal and pay full price for each place in the occupied room.
12. Dormitory residents are entitled to change a room on the written consent of the residents who occupy the rooms in question submitted to the Dormitory Administration
13. Accommodating the takes place from Monday to Friday between 8 am. and 2 pm.
14. The student is obliged to accommodate in the room before the 5th of October. After this date the student loses the given place in dormitory.

VII Rights of the dormitory resident

- 1) The dormitory resident is entitled to use the occupied room as well as all dormitory rooms and facilities for common use in line with principles defined in the herby Regulations;
- 2) The dormitory resident is entitled to receive visitors between 6 A.M and 10 P.M. (only during the resident's presence). The visits after 10 P.M. will be treated as a paid overnight lodging.
- 3) The dormitory resident is entitled to receive two unpaid overnight lodgings for a visitor by the written consent of a roommate and the Dormitory Manager
- 4) The dormitory resident is entitled to receive an unpaid overnight lodging by the written consent of a roommate and the Dormitory Manager when a visitor is an immediate family member (i.e. a parent, sibling or spouse)
- 5) The dormitory residents are entitled to change their bedclothes every 3 weeks.

- 6) The dormitory resident has a right to maintain a privacy in a given room;
- 7) The dormitory resident has a right to stay in the other campus dormitory in the night hours under the condition of leaving the Resident Card in the porter's lodge;
- 8) The dormitory resident is entitled to appeal decisions and provisions of the Dormitory Manager in case of considering them to be at variance with the herby Regulations. The subsequent instance of appeal is the Chancellor for student affairs. Resident is entitled to appeal decision on termination of the right to reside in a dormitory within 3 days from the time the notice was served.
- 9) The dormitory resident is entitled to use the dormitory medicine kit.
- 10) The dormitory resident has a right to stay in the dormitory during the summer, regarding the dormitory indicated by the Dormitory Manager
- 11) The dormitory resident is entitled to keep his/her belongings during the vacation in the room designed for such purpose if there is such possibility in the dormitory.

VIII Duties of the dormitory resident

1. The dormitory resident shall:

- 1) obey resolutions of the herby Regulations;
- 2) strictly obey occupational health and safe standards as well as fire and property protection regulations
- 3) lodge and register according to the bidding procedures and on due time;
- 4) pay for the accommodation on time for a given month
- 5) shall submit a written notice for the termination of the accommodation 14 days before leaving a dormitory
- 6) shall produce without request the Resident Card to the security offer while taking the room's key
- 7) produce their Resident Card on request to the Dormitory Manager, the representatives of the University Authorities, dormitory administration officers and members of the Board of Residents
- 8) return the room key to Reception/Porter's Desk each time when leaving a dormitory
- 9) keep quiet at night and obey curfew between 10 pm to 6 am.
- 10) maintain an appropriate order and tidiness of the occupied room and segment as well as other rooms and facilities for common use.
- 11) Take care of the equipment available in the dormitory and prevent the improper use;
- 12) Use the household appliances and home electronic in accordance with the operating manual;
- 13) save water, gas and electric and thermal energy.
- 14) report damages and failures to the Dormitory Administration.
- 15) shall immediately report each case of severe accident, infectious disease or prolonging absence of his/her roommate.
- 16) Comply with Act of 26th October 1982 on Upbringing in Sobriety and Counteracting Alcoholism (Journal of Laws 2007, No 70 item 473 with later amendments);

17) obey standards of culture of coexistence in relation to other residents of a dormitory.

2. The dormitory resident is not allowed to:

- 1) provide an overnight lodging for outsiders without the permission the Dormitory Manager
- 2) give, rent out or sell others a place in a room
- 3) change room and segment door locks as well as duplicate keys without the preceding consent of the Dormitory Manager
- 4) use spirit-machines, gas-machines, petrol-machines, gas and electric cookers and electric heaters and other heat units other than room permanent fixture and fittings
- 5) set up, change, redo, repair or hamper other users to use electrical, gas, water, aerial and computer systems, etc.
- 6) throw into the sanitation facilities objects that may cause damage or malfunction
- 7) throw any objects over the windows
- 8) put out full trash bags into the corridor, kitchens and toilets
- 9) to use the electric stove, microwave oven, fryer and other electrical equipment on a corridor;
- 10) use dormitory equipment and fire equipment inappropriately
- 11) cover fire detectors;
- 12) use sound system in a way disturbing the other dormitory residents who has a right to study and relax in peace (Criminal responsibility under Article 51);
- 13) put the sound system on the windows;
- 14) climb on the dormitory roof, under pain of losing the given place in a dormitory;
- 15) hang the advertisements in a places which are not intended for it;
- 16) smoke tobacco and cigarettes in the whole area of the dormitory;
- 17) run business and commercial activity without the permission of the University Authorities
- 18) Gamble;
- 19) copy and sell illegal computer software, movies, CD's, etc.
- 20) distribute alcohol, cigarettes, drugs and anabolic steroids;
- 21) bring in, posses and consume alcohol and hallucinogenic substances as well as to stay in a dormitory under the influence of alcohol, hallucinogenic substances or any other intoxicants
- 22) produce drugs or possess drugs as well as drugs-producing equipment
- 23) keep animals in the Dormitory
- 24) keep firearms and pneumatic weapon in Dormitory and in the Campus area
- 25) the people under the influence of alcohol or any other intoxicating agent as well as the people who has been expelled in a disciplinary procedure are not allowed to enter the area of the dormitory.

IX Lost of the right of residence in Campus Dormitories

1. The student loses a right to reside in the dormitory for the assigned period in case of:
 - 1) not accommodating in the room before the 5th of October without any justifiable reason;
 - 2) being removed from the students list
 - 3) remaining unpaid for one month

- 4) violation of hereby regulations for the second time during his/her stay;
 - 5) receiving a decision depriving a right to occupy the dormitory issued by the Chancellor, Student Disciplinary Committee and the Dormitory Manager (the resident has a right to appeal to the Chancellor during the 3 days);
2. The resident who lost the right to reside in the dormitory is obliged to regulate administrative and financial issues and leave a room within 5 days from the date the notice was served
 3. In case of severe violation of the hereby Regulations and especially violation under the influence of alcohol or drugs, violation of the general norms of coexistence in the academic society, a resident may be removed from a dormitory with immediate effect. The document with explanation shall be approved by Chancellor after the Student Council deliver their opinion.
 4. Losing a place in a dormitory with immediate effect means leaving checking-out within the 24 hours.
 5. In a case of losing the place in the dormitory by final decision, the student loses the possibility of staying in the dormitory till the end of his/her studies.
 6. The resident who hasn't check-out within the 5 days since receiving the decision, shall be expelled with immediate effect.
 7. The resident who has been deprived of his right to stay in the dormitory are not allowed to enter the area of Campus Dormitories.
 8. The spouse of expelled resident should leave the dormitory as well, unless he/she is the student of the University as well.

X Check-out

1. The resident who wants to move out from the dormitory needs to write a notice of lease and give it to the Dormitory Manager at least 14 days before check-out. The lack of this document may result in automatic accounting the payment till 14 days, however in June till the end of the examination session of summer semester.
2. The resident is obliged to check-out on the day accordant to the date of dormitory manager signature on the circulation card.
3. The student shall personally return bedclothes and other equipment as well as clean a room before the check-out. A student shall also repair any risen damages and then submit to the Dormitory Manager the signed Circulation Card as well as the Resident Card.
4. If the Dormitory Manager and the university technical staff claim damage or deficiency of room furnishing, equipment and bedding, a resident will be charged for damage compensation. Cost of repairs and completion of the missing items will be defined by the Dormitory Manager in cooperation with the University Technical Department
5. The dormitory resident shall regulate all financial issues by the date of departure from the dormitory.
6. The final settlement of the room is completed by the student who moved in as last.

7. The residents who prolong their stay illegally, are being charged like during the regular accommodating. The payment are being charged for every single day, starting with the day following the expected day of leaving.
8. The Dormitory Administration is not responsible for the personal things left by the resident.
9. In a case of refusal of leaving the dormitory on the indicated date, the Dormitory Manager in consultation with Student Council has a right to call the security employee to remove the person residing in the dormitory without authorisation.
10. The check-out takes place from Monday to Friday between 8am and 2pm.

XI Final Provisions

1. The hereby Regulations are binding for all dormitory residents and others who stay in the property of the dormitory
2. The Dormitory Manager, the security employee or the person authorized by the Dormitory Manager are allowed to enter the rooms in the absence of the resident in the possible security concerns, in case of a threat to the proper functioning of the facility and in emergency situations when the immediate action is needed to prevent failure.
3. The units responsible for public order and safety as a Police, can be called to bring the order in the area of Dormitory, accordingly to the Campus Regulations.
4. The matters covered by these regulations can be appealed to the Chancellor.
5. The former regulations which refer to the matters described in hereby Campus Regulations, are not valid anymore.
6. The hereby Regulations take effect on the date of 1st November 2012.