

**ORDER No 104**  
**of the Rector of West Pomeranian University of Technology in Szczecin**  
**of September 20, 2021**

**on the introduction of Rules and Regulations of the halls of residence of West Pomeranian University of Technology in Szczecin**

Based on Article 23 pursuant to Article 11, item 11 of the Act of 20 July, 2018 – Law on Higher Education (Journal of Laws of 2021, No 164, item 478, as amended), approved by Student Government Parliament, it is ordered as follows:

**§ 1.**

RULES AND REGULATIONS OF THE HALLS OF RESIDENCE of West Pomeranian University of Technology in Szczecin, annexed to this order, are introduced.

**§ 2.**

Order No 50 of the Rector of West Pomeranian University of Technology in Szczecin of September 23, 2013 on the introduction of RULES AND REGULATIONS OF THE HALLS OF RESIDENCE of West Pomeranian University of Technology in Szczecin is hereby declared null and void as are the following Rector communications:

No 46 of August 8, 2015

No 71 of October 17, 2016

No 51 of July 17, 2017

No 90 of November 30, 2017

**§ 3.**

This order comes into effect on the day it is signed: October 1, 2021.

Rector

WPUT Prof. Jacek Wróbel

# **RULES AND REGULATIONS OF THE HALLS OF RESIDENCE of West Pomeranian University of Technology in Szczecin**

## **CHAPTER I GENERAL PROVISIONS**

### **§ 1.**

1. The halls of residence are property of WPUT and are an integral part of the Student Campus.
2. The Student Campus is an integral part of West Pomeranian University of Technology in Szczecin.

### **§ 2.**

1. The halls of residence are places of temporary residence of:
  - a) WPUT students
  - b) WPUT doctoral students
  - c) other persons who are not students or doctoral students of WPUT
2. The halls of residence are managed by the manager of the Student Campus together with managers of individual student halls of residence.

## **CHAPTER II ACCOMMODATION**

### **§ 3.**

1. The allocation of places for foreign students and participants of doctoral studies at WPUT is carried out on the basis of separate rules for granting places in WPUT student halls of residence.
2. Accommodation in the new academic year shall be made in accordance with the dates specified in rules for the allocation of places in the halls of residence.
3. Any vacancies left after the allocation are distributed to persons concerned by the administration of the Student Campus according to regulations referred to in sec. 1

### **§ 4.**

Upon checking in, a person who has been granted a place in a hall of residence becomes a resident of the hall of residence, hereinafter referred to as the resident.

### **§ 5.**

1. The check-in procedure is carried out by an employee of the administration of the hall of residence.
2. When checking in, the person who has been granted a place in the hall of residence, in person:
  - 1) provides the administration of the hall of residence with two photos and presents an ID card for inspection;
  - 2) foreign student/doctoral student provides the administration of the hall of residence with two photos and presents a passport or an ID card for inspection;
  - 3) collects the resident's card, room keys and equipment for which he or she is fiscally responsible,
  - 4) delivers completed registration documents indicated by WPUT;
  - 5) undertakes to read and comply with these regulations by signing the statement;
  - 6) submits a student or learner status certificate – this requirement does not apply to WPUT students/doctoral students who will be verified by the administration of the hall of residence in the University XP system. The submission of documents, certificates and information referred to in points 1 and 5 conditions the accommodation of a given person; in exceptional cases, in

particular cases of force majeure, the manager of the hall of residence may allow accommodation without submitting a complete set of these documents, however, for persons who do not submit a student or learner status certificate within 7 days, the rate specified in the Communication on daily fees for a place in a hall of residence will be applied, calculated from the check-in date to the date of delivery of the aforementioned certificate.

3. The certificate referred to in sec. 2 point 6 is also submitted in the summer semester, by March 20 at the latest.

### **§ 6.**

1. On the day of check-in, the resident is given a clean room with technically efficient equipment. Failure to report any objections to the administration of the hall of residence regarding the cleanliness of the room, condition of the equipment and other defects on the check-in day is considered a confirmation that the room is duly prepared for habitation.
2. A resident may change the place of accommodation with the approval of the manager of the relevant hall of residence or with the consent of the managers of the hall of residence concerned.
3. When changing rooms, the accommodation rules apply accordingly.

### **§ 7.**

In justified cases, the manager of the hall of residence has the right to reassign a resident to another room. The manager of the hall of residence notifies the resident in writing about the reassignment, at least 3 days before the transfer. The resident is obliged to relocate on the date indicated by the manager of the hall of residence.

## **CHAPTER III RESIDENT'S RIGHTS AND OBLIGATIONS**

### **§ 8.**

1. A resident has the right to:
  - 1) use all rooms and facilities of the hall of residence intended for general use, as indicated by the manager of the particular hall of residence,
  - 2) obtain for visiting guests an overnight stay in his/her room, according to the rules set out in these Rules and Regulations, after obtaining the consent of the manager of the hall of residence and the roommates,
  - 3) enter his/her hall of residence at any time, upon presentation of the resident's card,
  - 4) file complaints about the conduct of employees of the hall of residence to the manager of the hall of residence, and about the manager of the hall of residence to the Student Campus manager.
2. The resident is obliged to:
  - 1) comply with the provisions contained in these Rules and Regulations,
  - 2) pay the fee for accommodation according to the valid price list and rules of payment, including the observance of payment deadlines specified in internal normative acts of WPUT
  - 3) observe the rules of cohabitation of the residents, respect the right to undisturbed silence during study and rest,
  - 4) maintain cleanliness and order in his/her own room as well as rooms and places of common use and take care of proper use of the entrusted equipment,
  - 5) immediately inform the hall of residence administration, call an ambulance or other appointed services in case of an accident or a life-threatening event,
  - 6) take care of the property of the hall of residence and its surroundings,
  - 7) comply with the decisions of the manager of the hall of residence and the person authorised by him/her,
  - 8) bring the room to its original condition before check-out,

9) report to the manager of the hall of residence the fact of property damage by the co-resident/s,

10) show the document which entitles them to live in a hall of residence at the request of the receptionist, security staff and administration staff of the hall of residence and without a summons to the porter when entering the hall of residence,

11) report any serious conflict situation in the hall of residence to its manager.

## **CHAPTER IV HOUSEKEEPING PROVISIONS**

### **§ 9.**

1. Curfew applies on the premises of the hall of residence from 11 p.m. to 6 a.m.
2. Any social gatherings in the hall of residence should take place in accordance with the curfew.
3. A resident of a hall of residence receiving visitors bears full, joint and several responsibility for their stay and any damage caused by them on the premises of the hall of residence.
4. A visitor is obliged to:
  - 1) fill in a residence card, a specimen of which is annexed to these regulations, hand it to the receptionist and show a document confirming his/her identity,
  - 2) leave the hall of residence by 11 p.m. at the latest.
5. Failure by a visitor to perform the actions referred to in sec. 4 shall be treated as illegal residence in a hall of residence.
6. A person illegally residing in a hall of residence shall pay a fee for the stay in the amount specified in the Communication on fees for the use of WPUT halls of residence.
7. A resident of a hall of residence may obtain overnight accommodation for visitors in his/her room with the consent of the manager of the hall of residence as well as the roommates and upon payment of the appropriate fee.

### **§ 10.**

1. Announcements of the administration of the hall of residence addressed to residents are placed on notice boards.
2. Placing on notice boards information from other entities may be allowed only with the consent of the manager of the hall of residence, who indicates the place where the information is to be posted.
3. Posting information about the withdrawal of a place in the hall of residence is forbidden. Failure to comply with this prohibition will result in the manager of the hall of residence revoking the granted right to live in the hall of residence.

### **§ 11.**

1. On the premises of a hall of residence it is forbidden to:
  - 1) use of gas cookers, heaters, electric cookers and washing machines outside designated areas;
  - 2) install, alter and repair electrical, water and gas installations without authorization;
  - 3) install or use other appliances that could pose a threat to life or health;
  - 4) bring onto the premises, consume and sell alcoholic beverages;
  - 5) distribute, sell and use drugs and intoxicants;
  - 6) conduct business and commercial activities without the consent of the Student Campus manager;
  - 7) organize and participate in gambling activities;
  - 8) smoke, except in designated smoking rooms (if any);
  - 9) take out the equipment which is part of the hall of residence;
  - 10) arbitrarily transfer furniture between rooms and remove furniture from common rooms;
  - 11) own and keep animals.

2. In the event of a breach of sec. 1, the manager of the hall of residence and persons appointed by him/her have the right to call the relevant services, in particular the police, as well as demand that prohibited items be deposited under the pain of losing the right to reside.

#### **§ 12.**

It is forbidden to hand over the key to third parties, duplicate room keys and change the lock on one's own. In the event of failure to comply with the above prohibition, the residents of the room will be charged with the cost of replacing the lock.

#### **§ 13.**

1. The manager of the hall of residence may inspect a room in the absence of its residents only by committee and only for valid reasons. The committee consists of at least 3 persons and is appointed by the manager of the hall of residence. In the event of a committee entry into a room during the absence of its residents, a protocol needs to be drawn up, and in the event of a committee eviction, the residents of the room must be notified of the document's content.
2. Residents should be informed of inspections for room renovation and refurbishment works in person, by email or by an appropriate notice on the notice board giving at least two days' notice.
3. Inspections may be carried out without notifying the residents in situations where there is a suspicion that:
  - 1) the room is used for activities that threaten health and life or involve violations of the law;
  - 2) there has been a serious breach of these Rules and Regulations;
  - 3) a failure or breakdown occurs requiring immediate repair;
  - 4) other circumstances have arisen which could not have been foreseen in advance.

### **CHAPTER V RESPONSIBILITY OF RESIDENTS OF THE HALLS OF RESIDENCE**

#### **§ 14.**

1. A resident of a hall of residence takes full responsibility for the property entrusted to him/her and is obliged to return the aforementioned property in unchanged condition in terms of quantity, as well as quality, within the limits of proper use.
2. Co-residents are jointly and severally responsible for the condition of the room, including any furnishings and fittings not provided to the resident individually. They are also responsible for cleaning the room before it is accounted for.
3. The administration of a hall of residence sets the dates for the obligatory exchange of bed linen owned by the university.
4. Any changes to the furniture and a significant change in the interior design of the room requires the prior consent of the manager of a hall of residence. This applies in particular to drilling holes in walls, hammering nails, and mounting one's own furniture.
5. Each resident is obliged to immediately report to the manager of a hall of residence the fact that property is being damaged by a fellow resident or other persons, under pain of being recognized as having contributed to the damage.

#### **§ 15.**

1. Any defects/breakdowns in the rooms and common areas should be reported by the residents to the reception desk.
2. Reporting a defect/breakdown means consenting to enter the room of an administration employee or a person designated by him/her, even in the absence of its residents, for the duration of the removal of the defect.
3. Failure to report a defect/breakdown by a resident that causes damage to room furnishings or building infrastructure will be charged to the resident.
4. A WPUT student pays for the damage to property owned by a hall of residence by making a payment to an individual bank account, and in the case of other persons – to a general bank account of the hall

of residence within 7 days of receiving the decision of the manager of the hall of residence on the amount of the damage.

5. A WPUT student pays a penalty for losing or destroying the magnetic card by making a payment to an individual bank account, and in the case of other persons – to a general bank account of the hall of residence within 7 days of receiving the decision of the manager of the hall of residence.
6. If it is not possible to recover the amount due for the material damage caused by the student and participant in doctoral studies at WPUT, the manager of the hall of residence may inform the relevant Vice-Rector
7. If it is not possible to enforce the payment for the material damage caused by the other persons, these persons shall automatically lose their right to live in the hall of residence.

#### **§ 16.**

The university is not financially responsible for private belongings of the residents.

### **CHAPTER VI WITHDRAWAL OF THE RIGHT TO ACCOMMODATION**

#### **§ 17.**

1. A WPUT student and a WPUT doctoral student lose their right to live in a hall of residence as a result of:
  - 1) failing to check in at the relevant hall of residence within the specified period,
  - 2) default in payment for accommodation in the hall of residence, in accordance with the Rector's order on the rules of payment for the use of WPUT halls of residence,
  - 3) suspension in the rights of a student/doctoral student in the course of disciplinary proceedings,
  - 4) removal from the list of students/doctoral students,
  - 5) removal from the list of residents of the hall of residence by its manager, with the consent of the Student Campus manager in consultation with the University Housing Commission, due to offences against these Rules and Regulations,
  - 6) graduation/completion of education,
  - 7) ceding the place in the hall of residence to another person, and such a loss of right is valid until the end of the academic year in which the violation occurred,
  - 8) distribution, sale, use of drugs and intoxicants,
  - 9) excessive use of alcohol which poses a threat to the life and health of the given person and other residents.
2. Persons other than those referred to in sec. 1 shall lose their right to reside in the hall of residence as a result of:
  - 1) failing to check in at the relevant hall of residence within the specified period,
  - 2) default in payment for accommodation in a hall of residence (charged in accordance with the Rector's order on the rules of payment for the use of WPUT halls of residence),
  - 3) removal from the list of residents by the manager of the relevant hall of residence, with the consent of the Student Campus manager in consultation with the University Housing Commission due to offences against these Rules and Regulations,
  - 4) ceding the place in the hall of residence to another person,
  - 5) distribution, sale, use of drugs and intoxicants,
  - 6) excessive use of alcohol which poses a threat to the life and health of the given person and other residents.
3. WPUT students and doctoral students have the right to appeal to the appropriate Vice-Rector within 3 days from the date of receiving a written notification against the decision to withdraw their the right to live in the hall of residence as a result of being removed from the list residents by the manager of the hall of residence, due to violations of these Rules and Regulations. The appeal

must state the grounds on which it is based. Persons from outside WPUT have the right to appeal to the manager of the Student Campus within 3 days.

4. The appeal referred to in sec. 3 extends the date of eviction by the time pending the decision of the appropriate Vice-Rector or Campus manager. The decision of the Vice-Rector or Campus manager is final.
5. The manager of the hall of residence shall notify the relevant Vice-rector and the Campus manager of the removal of a WPUT student from the list of residents due to distribution, sale, use of drugs and intoxicants as well as excessive alcohol use.
6. The manager of the hall of residence shall notify the relevant Vice-rector and the Campus manager of the removal of a WPUT student from the list of residents as a result of the student concerned ceding his/her place in the hall of residence to another person. A person who has used the ceded place is obliged to pay the full fee for his/her stay and is ordered to leave the hall of residence immediately.
7. The resident is obliged to leave the hall of residence within 7 days from the date of receipt of the written notification of eviction. In cases of withdrawal of the right to reside in the hall of residence due to the reasons specified in sec. 1, points 7 and 8 and sec. 2, points 1 and 2 – the resident is obliged to leave on the date specified by the manager of the hall of residence.
8. In exceptional cases, upon the decision of the Student Campus manager or the appropriate Vice-Rector, the student may be deprived of a place in the hall of residence with immediate effect, i.e. within 24 hours.

#### **§ 18.**

1. The manager of the hall of residence may issue a ban on entry to the premises of the hall of residence to persons who have violated the provisions of these Rules and Regulations.
2. Persons in a state indicating alcohol consumption, use of intoxicants (in particular narcotics) or behaving inconsistently with the rules of good behavior (e.g. arguing, using words generally considered offensive) are not allowed to enter the area of the hall of residence.
3. Persons bringing in, consuming and dealing in narcotics regardless of the consequences specified in § 17 pts. 5 and 7, lose the right to live in the halls of residence until the end of their studies.

### **CHAPTER VII CHECK-OUT**

#### **§ 19.**

1. A resident who intends to resign from his/her place in the hall of residence during the academic year should report this fact in person to the administration of the hall of residence no later than 5 days before the check-out date.
2. A resident may reside in the hall of residence for the summer holiday period, provided that he/ she notifies the manager of the hall of residence of this intention by 20 June. The payment for accommodation during the summer holidays is regulated by an appropriate Communication of the Rector.
3. Before checking out, residents are required to account for the property entrusted to them. Responsibility for the settlement is borne:
  - 1) for a single room – by its resident,
  - 2) for a multi-bed room – by the last resident to check out,
  - 3) for the common areas in the so-called student accommodation units (sanitary facilities, corridor, etc.) – by the last person to check out of the student accommodation unit.
4. Room receipt and billing of the resident is done by the manager of the hall of residence or a person authorized by him/her.
5. If the person referred to in sec. 3 does not account for the room, i.e. does not restore it to its original condition before check-out, he/she shall pay a fee specified in the Rector's order on the amount of fees in the halls of residence.

6. If it is discovered that damage has been done to the occupied room or to the common areas, the residents of the room in question are obliged to cover the value of the damage.
7. If it is found that the places of common use have been damaged and the manager of the hall of residence has evidence confirming the resident's liability, the indicated person (resident) is obliged to cover the value of the damage.

**§ 20.**

Disputes arising from joint residence in the hall of residence shall be resolved by its manager.



Specimen

(WPUT logo)

**RESIDENCE CARD**

IN THE HALL OF RESIDENCE

Surname.....

Name .....

PESEL no or WPUT student reg. no

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Room no.

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Surname and name of the resident of the hall of residence

.....

Date, time, visitor's signature

.....

Pursuant to § 9 of Rules and Regulations of WPUT halls of residence, a residence card authorizes a single entry and stay in the room of a resident of a WPUT hall of residence.

A visitor is obliged to fill in the residence card and hand it in at the reception desk of the hall of residence as well as present a document confirming the visitor's identity, and when leaving – not later than 11 p.m. – to collect the card in person.

Failure to complete the above-mentioned formalities and to leave the premises by 11.00 p.m. by the visitor is treated as illegal residence in the hall of residence.

The person residing illegally shall pay a daily fee – in the amount specified in the Rector's Communication on daily fees for a place at the halls of residence.

**GDPR CONSENT FORM**  
**on processing of personal data**

According to Article 13, item 1 and 2 of General Data Protection Regulation (GDPR) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation), WPUT is obliged to inform that:

1. Your data is administered by West Pomeranian University of Technology, Szczecin, with its seat at al. Piastów 17, 70-310 Szczecin.
2. You can contact our GDPR controller, Mr Artur Kurek, at: [IOD.kurek@zut.edu.pl](mailto:IOD.kurek@zut.edu.pl)
3. Your data is going to be processed to ensure smooth running operation and administration needs of WPUT student halls of residence.
4. The legal basis for processing your data is Article 6, item. 1 letter. b and Article 9, item. 2 and GDPR pursuant to Article 11, item 5 of the Act of July 20, Law on Higher Education (Journal of Laws of 2021, No 164, item 478, as amended, Rules and Regulations of Student Halls of Residence, Pursuant to Article 17 of the Act of 2 March 2020 on special arrangements for preventing, counteracting and combating COVID-19 (Journal of Laws of 2020, item. 374, as amended).
5. Providing your data is voluntary, but it is required to meet the objectives based on which the data was collected in the first place.
6. The West Pomeranian University of Technology, Szczecin will receive and store your data. Your data will not be shared with any third parties, except for cases specified by the Polish law.
7. Your data will be stored for a time necessary to achieve the above goals.
8. You have the right to access your data, in line with the Polish law: you have the right to demand correction of the incorrect data, demand deleting, demand restriction of the processing of data, raise objections to the processing of data and moving your data to other administrations, you can withdraw your agreement at any time.
9. You have the right to file a complaint to the President of the Office for Personal Data Protection.
10. Your data will not be processed in an automated way and will not be used for profiling purposes.