

# REGULATIONS OF THE STUDENT RESIDENCE HALLS OF CATHOLIC UNIVERSITY OF LUBLIN <sup>1</sup>

## GENERAL PROVISIONS

### Clause 1

1. The student residence hall, hereinafter referred to as the SRH, is an integral part of the John Paul II Catholic University of Lublin, a place of residence for eligible students, hereinafter referred to as SRH residents, a place of their study and recreation.
1. In case of vacancies, persons who are not students at the Catholic University of Lublin may be accommodated in the SRH. Persons accommodated in the SRH are referred to as residents.
2. The Head of the DADS Section, hereinafter referred to as the Head, manages the SRH on behalf of the University authorities and ensures that these Regulations are complied with.
3. The Head performs the following SRH tasks resulting from the Statutes of the Catholic University of Lublin, the Organisational Regulations of the Catholic University of Lublin and other regulations, in particular with regard to the organisation of appropriate conditions and recreation and participates in the educational and pastoral activities of the Catholic University of Lublin.
4. The body of self-government of the SRH residents is the Residents' Council, referred to hereinafter as the Council.
5. Method of appointment and powers of the Council is defined at this Rules of Procedure.

## RULES OF ACCOMMODATION

### Clause 2

1. A student is accommodated in the SRH on the basis of a decision of the Student Residence Hall Committee, hereafter referred to as the SRHC.
1. The accommodation plan for students is prepared by the Head, considering, as far as possible, applications from SRH residents.
2. A student who has been granted a place in the SRH is obliged to confirm acceptance of a place in the SRH, by means of the payment of a reservation fee in the amount of the monthly rent for the awarded place by a specified date.
3. Irrespective of the date of accommodation, the student is financially responsible for the awarded SRH place from the month in which the place is awarded.
4. On the day of accommodation, the student is obliged to is to familiarise themselves with:
  - a. Regulations of the SRH - this fact should be certified by his or her own signature on declaration (model declaration - Annex 1);

- b. Services regulations;
  - c. Occupational Health and Safety regulations and fire safety regulations.
- 6. On the day of accommodation student is obliged to:
  - a. submit SRHC decision on awarding place in the SRH;
  - b. show proof of identity (identity card or passport);
  - c. sign the GDPR clause.
- 7. At accommodation student receives an SRH Resident Card (card specimen - Annex 2).
- 8. The decision to award a place in the SRH during the academic year is made by the Head of Section in consultation with the Head of DADS. Student moving in after the 15th day of a given month shall pay half of the rent.
- 9. Manager is entitled to move resident to another room or segment during the academic year in order to make efficient use of space in the SRH or for housekeeping reasons. If the SRH resident does not agree to be moved in another room, he/she is responsible for the full costs of maintaining the room occupied.

## **PAYMENT PRINCIPLES**

### **Clause 3**

- 1. A resident of the SRH is obliged to pay a rent for living in the SRH by the 15th day of each month, in the amount in accordance with the ordinance of the relevant Deputy Rector.
- 1. Student Residence Halls may charge additional fees in connection with the storage of a deposit or the lending of other items to the SRH residents. The amount of these fees is determined by the DADS manager in consultation with the relevant Deputy Rector.
- 2. If the aforementioned deadline is exceeded, statutory interest will be charged for each day of delay, payable on arrears of more than PLN 10.
- 3. Student may not be awarded a place in the SRH for the following academic year if is in arrears with at least one month's payment for a place in the SRH at the end of the period of residence in the academic year concerned. Information on arrears in payment or rent for a place in the SRH shall be forwarded by the manager to the relevant SRH place allocation committee.

## **RULES FOR DEREGISTRATION**

### **Clause 4**

- 1. Resident leaving the SRH shall:
  - a. settle all fees related to their residence in the SRH;
  - b. take their personal belongings from the allocated room, subject to clause 6.1.g of the Regulations;

- c. leave the room or the segment in proper order in the presence of the building administration employee;
  - d. cover costs of the damage caused;
  - e. return borrowed equipment;
  - f. return their SRH Resident Card.
2. At the end of the period for which a place in the SRH has been allocated in a given academic year, i.e. by 28 February or 30 June, all the SRH residents are obliged to prepare a room or a segment for take-over in accordance with the provisions contained in item 1.
  3. The deadline is automatically extended to the end of the examination session if it falls outside 30 June.
  4. A resident may leave the SRH before the expiry of the term for which a place has been allocated without having to pay rent for the remaining period if:
    - a. has completed examination session;
    - b. completed studies or passed the diploma examination;
    - c. moved to another university;
    - d. obtained approval for leave;
    - e. participates in student exchange;
    - f. lost status of a student as a result of final decision of the authorised body;
    - g. exceptional circumstances occurred.
  5. Resignation from a place in the SRH in the case referred to in Clause 4.g. requires the written consent of the Head. The application, stating the reason for early resignation, shall be submitted no later than 14 days prior to the scheduled check-out from the SRH.

## **MATERIAL LIABILITY**

### **Clause 5**

1. The SRH resident is financially and materially responsible for culpable damage to the SRH walls, doors, appliances or equipment.
1. The valuation of the damage is based on the actual cost of repairing or replacing the equipment. The decision to repair or replace shall be taken by the Head or an employee authorised by the Head.
2. If the perpetrator of the damage is not identified, the material liability shall be jointly and severally charged to respective residents of room or segment depending on the nature of damage and the place where it occurred.
3. The SRH resident is obliged to report to the reception staff member any noticed damage and malfunctions of the SRH general equipment and the room or the segment occupied.

## **RIGHTS AND RESPONSIBILITIES OF THE SRH RESIDENTS**

### **Clause 6**

1. The SRH Residents have the right to:
  - a. participate at all forms of activities organised on the premises of the SRH;
  - b. express opinions and to put forward requests at all matters related to the functioning of the SRH;
  - c. elect and to be elected to the Council's bodies; the election of a three-member Residents' Council of the respective SRH is conducted at the residents' meeting by a simple majority;
  - d. ask for intervention from the Council in the event of infringement of their rights;
  - e. receive guests in rooms according to rules specified in this Regulations;
  - f. use premises and facilities intended for common use at the terms and conditions determined by the Head;
  - g. with the consent of the Head, leave in safekeeping, if appointed, a portion of their property for the holiday period strictly in accordance with the rules laid down by the Head;
  - h. enjoy undisturbed night quiet time.
  
2. The SRH Residents are obliged to:
  - a. proceed in accordance with the content of oath referred to in KUL Statutes;
  - b. comply with the norms of social coexistence in accordance with Christian values and principles of good behaviour;
  - c. respect the provisions of these Regulations, decisions and orders of the University authorities and the Head;
  - d. respect occupational health and safety, fire safety and order regulations;
  - e. complete registration within a specified period;
  - f. take care of SRH property, order and cleanliness in his/her room or segment and in the communal areas;
  - g. remove rubbish in a place designated to do so, in accordance with the rules in force in the SRH;
  - h. pay rent for a place in the SRH in a timely manner;
  - i. show the valid SRH Resident Card with current photograph at the reception desk at each time you enter the SRH premises and when you collect the key from reception;
  - j. leave the key to the room at the reception each time you leave the SRH;
  - k. respect night quiet time from 10.00 PM to 6.00 AM.

## **ORDER REGULATIONS**

### **Clause 7**

1. The SRH is open from 6.00 AM to 11.00 PM.
1. From 11.00 PM to 6.00 AM entrance to the SRH may take place after prior notification at the reception desk by the SRH resident concerned regarding a later return time.
2. Within the SRH premises there is night quiet time from 10.00 PM to 6.00 AM.
3. The SRH rules of operation during the following periods: Christmas holidays, inter-semester break, Easter holidays are defined in detail by the Head in consultation with the relevant Deputy Rector.

### **Clause 8**

Within the SRH premises it is forbidden to:

- a. enter and to stay in a state indicating consumption of alcohol or other psychoactive substances;
- b. consume, possess, distribute and trade alcoholic beverages, drugs and psychoactive substances;
- b. smoke tobacco outside place intended for that purpose;
- b. arbitrarily move to other rooms or segments;
- c. use audiovisual equipment in a manner preventing other residents from learning and relaxing;
- d. bring in and to store items that may pose a danger to life, health, property or cause inconvenience to other residents (e.g. firearms, ammunition, explosives and others);
- e. independently set up, alter or repair electrical, fire, water, gas and computer installations;
- f. change locks or make additional keys to the doors;
- g. use devices which cause significant electricity consumption and pose a fire hazards (e.g. microwave ovens, electric cookers, etc.);
- h. take outside building objects constituting equipment of the SRH premises, change the furnishings of a room or segment and of the common rooms;
- i. wallpaper or paint walls, doors or furnishings of the SRH;
- j. post announcements, inscriptions, prints and information outside the place intended for that, without the consent of the SRH staff member;
- k. run commercial, business activities and organise funds collections without the consent of the University authorities;
- l. drive motor vehicles into the SRH premises;

- m. let in or breed animals;
- n. remove rubbish outside designated areas;
- o. arrange gambling;
- p. and any other behaviour, which may make living in the SRH cumbersome.

#### **Clause 9**

1. In justified cases (e.g. emergency) the Head or the SRH staff member designated by the Head, in the presence of another person, may enter a room or a segment in the absence of SRH residents. A report shall be made of the event, briefly stating the reasons for the entry and the action taken. The protocol is signed by the participants in the event, a copy of the protocol is given to the room or the segment residents.
1. The Head or the staff member designated by the Head, in order to perform tasks resulting from Clauses 5 and 6.2.b, c, d, f, g, k may conduct inspection of the rooms or segments, checking the residents' compliance with the Regulations.
2. In order for the relevant Deputy Rector to exercise their powers, at the Deputy Rector's instruction the Head of the SRH staff member designated by the Head may conduct an additional inspection of the rooms or the segments.

### **RULES FOR VISITS**

#### **Clause 10**

1. Visits in the rooms or the segments may take place with the consent of the SRH co-residents between 10.00 AM and 10.00 PM, subject to the following rules:
  - a. visitor shall leave identity document with a holder's photograph at the reception desk;
  - b. visitor shall give to the receptionist the name and room number of the person visited;
  - c. visitor shall comply with the provisions of these Regulations;
  - d. person visited shall bear responsibility, including material one, for visitor's behaviour.
2. Visitors who are in a state indicative of alcohol consumption, use of psychoactive substances or behaving in a manner inconsistent with the rules of good manners are not permitted to enter the SRH premises.
3. In justified cases, the Head has the right to prohibit access to the SRH to persons who do not have a SRH Resident Card.
4. It is forbidden for the SRH resident to give overnight accommodation to outsiders on pain of losing their SRH place.
5. Upon prior reservation at the SRH reception desk, it is possible to accommodate the SRH resident's guests in guest rooms for a fee.

## **LOSS OF RIGHT TO RESIDENCE IN SRH**

### **Clause 11**

1. The resident loses right to live in the SRH, in case of:
  - a. completion of the course of studies;
  - b. removal from the students' registry;
  - c. obtaining consent for leave;
  - d. participation in inter-university exchange (MOST programme or Erasmus);
  - e. SRH rent arrears for period at least two months.
2. The Resident shall immediately inform manager of circumstances, referred to in item 1.
3. Should the events referred to in item 1 happen, the Head shall remove the student from the list of the SRH residents, of which he/she notifies DSSS.
4. In exceptional situations the Head, at the Resident's written request, referred to in item 1, may authorise continued residence in the SRH.
5. Should the resident grossly violate the provisions of these Regulations, in particular the provisions contained in Clause 8, or should they violate the rules of social coexistence, the Head may decide to remove them from the list of the SRH residents and to order them to move out. This decision shall be made immediately enforceable and the SRH resident, the relevant Deputy Rector and DSSS shall be informed of the consequences.
6. The decision of the Head to remove a SRH resident from the list may be appealed within 14 days of the date of delivery of the decision, to the relevant Deputy Rector, with the proviso that the appeal does not suspend the implementation of the Head's decision.

## **FINAL PROVISIONS**

### **Clause 12**

1. Should the SRH resident breach the provisions of these Regulations the Head exercise the following disciplinary rights:
  - a. oral or written warning;
  - b. deletion from the list of the SRH residents and eviction at the date specified in the decision.
2. Has the SRH resident received in the previous academic year at least two written warnings, this information shall be sent by the Head to the SRHC.
3. The provisions of these Regulations shall apply mutatis mutandis to doctoral students and residents referred to in Clause 1.2.
4. In matters not covered by these Regulations in matters regarding accommodation of the SRH residents the Service Regulations shall apply.

5. The appeal authority in all matters arising from these Regulations is the relevant Deputy Rector.

p.p. Rector of KUL

dr hab. Beata Piskorska, prof. of KUL



**Annex 1**

..... Lublin, on

(name and surname)

.....  
.....  
.....

(address of residence)

.....

(student book no.)

**STATEMENT**

I, the undersigned, student / doctoral student \* in the major of  
.....

declare, that

- 1. I accept a place in the student residence hall in accordance with the decision of the Student Residence Hall Committee/ Head of the Student Residence Hall\* at ul. .... in .....
- 1. I have familiarised myself with the Rules and Regulations of the Student Residence Halls of the John Paul II Catholic University of Lublin, the Services Regulations, Occupational Health and Safety Regulations and the Fire Safety Regulations.
- 2. I undertake to systematically pay the rent for residence in the Student Residence Hall by the 15th of each month. In the event of arrears, I agree to deduct the amount due from the reservation deposit paid and from my scholarship.

.....

/legible signature/

\*delete as appropriate