

WARSAW UNIVERSITY OF TECHNOLOGY

Regulation No. 29 /2023 of the  
Rector of the Warsaw University of Technology  
of 31 May 2023

on the introduction of the Regulations of the Warsaw University of Technology Hall of residence

Pursuant to Article 23(1) of the Act of 20 July 2018. - Law on Higher Education and Science (Journal of Laws of 2023, item 742) and § 52(5)(12) of the Statutes of the Warsaw University of Technology, it is ordered, as follows:

§ 1

The Regulations of the Warsaw University of Technology Hall of residence, which are annexed to the Regulation, are introduced.

§ 2

Regulation No. 119/2021 of the Rector of the Warsaw University of Technology of 8 December 2021 on the introduction of the Regulations of the Warsaw University of Technology Hall of residence shall be repealed.

§ 3

The Regulation shall enter into force on the date of signature, with effect from 1 May 2023.

RECTOR

Professor Krzysztof Zaremba

## **REGULATIONS OF THE HALL OF RESIDENCE**

### General provisions

#### § 1

The Regulations of the Warsaw University of Technology Student Hall of residence lay down the general principles of its operation, the rights and obligations of residents and guests, the Residents' Council and the director of the Student Halls of Residence Unit.

#### § 2

Terms used in the Regulations shall mean:

- 1) **Hall of residence**, hereinafter also referred to as the HR, is an integral part of the University, a place of residence, study, work and recreation for eligible students and doctoral students of the Warsaw University of Technology and, in cases specified in the HR Regulations, for other persons. The HR is the property of the University and should be the subject of special protection and care of the residents;
- 2) **Halls of Residence Unit**, hereinafter also referred to as HRU, is an organisational unit of the Warsaw University of Technology comprising student dormitories located in Warsaw; however, where reference is made to the Director of HRU, with reference to the PW Branch in Plock, it should be understood as the Director of HR in Plock, and where reference is made to the HR Administration, it shall be understood to mean the HR Administration in Plock;
- 3) **Resident** - the person accommodated in the Hall of Residence;
- 4) **Guest** - a person visiting a resident of the Student Residence, staying temporarily on the HR premises;
- 5) **Residents' Council**, also referred to as the RC, elected from among the residents who are students of Warsaw University of Technology, representing all residents of the Hall of Residence;
- 6) **The Disciplinary Committee of the Hall of Residence**, hereafter also referred to as the HR Disciplinary Committee, a committee appointed by the RC from among the residents to ensure that the Regulations of the Hall of residence are observed by its residents;
- 7) **Hall of Residence Committee**, hereinafter also referred to as the HRC, a committee composed of representatives of the Residents' Councils of the PW halls of residence, which takes part in the process of the management of halls of residence, in particular participates in the creation and implementation of the renovation plan as well as the modernisation and improvement of the residents' living conditions, and prepares proposals for the level of fees for accommodation in the halls of residence for the academic year and for the holiday period.

### Rights and obligations of residents

#### § 3

1. HR residents have the right to:
  - 1) use all the HR premises, facilities and equipment intended for general use in accordance with the rules of their use;
  - 2) receive visitors on HR premises during visiting hours;

- 3) appeal against any decision taken by the director of the HRU to the Vice-Rector for Student Affairs, within 14 days of their announcement in the HR. The lodging of an appeal does not suspend the implementation of disciplinary decisions;
  - 4) elect and be elected to the Residents' Council - if they are students of PW. The procedure and rules for elections to the Residents' Councils are laid down in the Rules and Regulations of the PW Student Council;
  - 5) attend RC meetings;
  - 6) be informed about the work of the RC;
  - 7) submit complaints and comments on resolutions, decisions and decisions of the representatives of the Residents' Council to the Chairperson of the Residents' Council.
2. HR residents are required to:
- 1) observe health and safety regulations, fire regulations and property protection regulations, and observe the generally accepted rules of social coexistence;
  - 2) comply with the rules of check-in and check-out from the HR;
  - 3) pay accommodation fees on time - in the case of short-term accommodation, at the time of check-in, and by the 15<sup>th</sup> of each month in the case of long-term accommodation, unless otherwise specified in the specific regulations of the accommodation scheme. In the event of a delay in paying the accommodation fee, pay the statutory interest accrued thereon for the delay;
  - 4) comply with the provisions of the Regulations and obey the decisions of the Director of the HRU and the HRU staff, the resolutions and decisions of the Residents' Council, issued within the scope of their competence, as well as the instructions of the intervening staff of the PW Academic Guard;
  - 5) show their resident's card or student ID card on request to the porters, the PW Academic Guard, the HRU administration staff, the members of the RC and the HR Disciplinary Committee;
  - 6) keep the rooms, their furnishings and other property of the HR in good order and condition, and, in the event of damage or failure to maintain cleanliness, to pay an appropriate fee to be determined by the director of the HR, taking into account the value of the damage caused, in accordance with the valuation and method of repair.

#### Accommodation

##### § 4

1. The rules for the allocation of places in halls of residence at the Warsaw University of Technology are laid down in separate Regulations for the allocation of places in halls of residence at the Warsaw University of Technology and fees for accommodation, introduced by the regulation of the Rector of the Warsaw University of Technology.
2. There are two types of accommodation in the halls residence:
  - 1) short-term - accommodation for up to 30 days;
  - 2) long-term - accommodation for more than 30 days.
3. A person is entitled to live in the HR if he/she has been assigned a place in the HR, in accordance with the Regulations specified in paragraph 1, and has completed the necessary formalities related to accommodation and registration and has paid the fees due – in accordance with the applicable regulations.
4. At the time of accommodation, the resident is entitled to receive the necessary room furnishings.
5. The room to be accommodated should be prepared for habitation, cleaned and equipped with working equipment and furniture.
6. The acceptance and return of the room and its equipment should result in the drawing up of a protocol in the presence of a person authorised by the director of the HRU. The detailed

content of the protocol shall be determined in consultation with the representative of the competent RC if they are involved in the acceptance/return of the room. The type of protocol shall be determined by the HRU director.

7. The resident is materially responsible for the bedding, equipment and other room furnishings received, except for damage resulting from normal use.
8. The residents of the room are responsible for all damages and missing equipment.
9. Residents have the right to change the furnishings in their room with the consent of the HR administrative staff member designated by the director of the HR, according to the rules established by the director of the HR. The consent must be attached to the room acceptance protocol.
10. Residents have the right to change and swap rooms with the consent of the director of the HR or the authorized person, subject to the availability of vacancies. The exchange may take place only with the written consent of the residents of the room or, in the case of segments, of the residents of the entire segment, submitted to the HRU administration employee in charge of the HR in question, who confirms such a possibility with the employee coordinating the entire accommodation process at the HRU.
11. When changing or swapping rooms, the provisions of these Regulations on check-in and check-out apply accordingly.
12. The director of the HR may decide to reaccommodate residents in other rooms in such a way as to ensure full room occupancy. One resident may only be re-located in such a case 2 times during the academic year or during the holiday period in a given HR.
13. The Director of HRU, in consultation with the relevant RC, may decide to refuse re-accommodation to a person who has flagrantly breached these Regulations. In the event of disagreement, the decision shall be made by the Deputy Chancellor for Basic Affairs.

#### Check out § 5

1. Residents are liable to be evicted from the HR if:
  - 1) their dues are not paid by the last day of the month in question;
  - 2) their allocation was withdrawn;
  - 3) they are deprived of the right to reside in the HR;
  - 4) despite having been warned twice in writing by the director of the HRU, on the basis of a cleanliness inspection protocol carried out in accordance with the procedure in force, the resident did not bring the room into proper cleanliness by the deadline.
2. In the cases referred to in paragraph 1, the resident is obliged to move out of the HR within 7 days unless the director of the HR in consultation with the competent RC decides otherwise.
3. The resident may be evicted immediately in the event of:
  - 1) failing to move out within 7 days of receiving the decision of eviction;
  - 2) a drastic breach of the norms of social coexistence in HR;
  - 3) residence of a person other than the one entitled in the allocated room.
4. Immediate expulsion means the obligation to move out of the HR within 48 hours of receiving a written decision from the director of the HR.
5. The termination of accommodation referred to in paragraph 4 does not relieve the person concerned from the obligation to pay any outstanding accommodation fees and to account for any room furnishings and equipment provided. Persons who unlawfully prolong their stay in the hall of residence beyond the date of their check-out shall be charged five times the fees for short-term accommodation. These fees shall be charged for each day of use of the place, starting on the day after the expiry of the period for check-out, until the person concerned is checked out.

6. In the event of a resident failing to fulfil their obligation to move out, a member of the HRU administration, having informed the relevant RC, has the right to:
  - 1) remove the resident from the HR building as an unlawful occupant;
  - 2) change the locks and move their belongings from the room to the HR storage room in the presence of a representative of the HR administration and the Residents' Council, with the understanding that these belongings will be kept for 90 days and that the resident may only collect them in person and after completing all the formalities related to the resident's removal from the HR. Food left behind is subject to immediate disposal.
7. A resident is considered to have been evicted if they have complied with all the procedures applicable to the HR referring to eviction and has settled all their dues to the HR.

## Visits

### § 6

1. In addition to residents, HR premises are open 24 hours a day to HRU staff and authorised persons.
2. Residents may receive visitors on the HR premises under the terms of these Rules, unless the Director of the HR, in consultation with the HRC or the relevant RC, determines other rules.
3. Residents are obliged to prevent the behaviour of their guests leading to damage or disorder on the HR premises and, if necessary, should notify the RC, the HRU administration, the reception or the PW Academic Guard. In the event of gross neglect of the above duties, the resident may be held liable for disciplinary action.
4. Residents are financially responsible for any damage caused by their guests.
5. Visitors of HR residents have the right to enter the HR premises during visiting hours, i.e. from 7.00 a.m. to 11.00 p.m. Visiting hours may be changed for a specific period of time by the director of the HR in consultation with the HRC or the relevant RC.
6. Visitors whose behaviour indicates that they may be under the influence of intoxicants or alcohol are not permitted to enter the HR premises.
7. Guests of residents should present their valid photo ID at the reception.
8. The Director of the HRU may, where appropriate, in consultation with the HRC or the relevant RC, make it compulsory for visitors to confirm and register their visits.
9. The director of the HR may, in consultation with the HRC or the relevant RC, suspend visits to the HR for a limited period of time.
10. Visitors may extend their visits beyond visiting hours with the approval of the relevant RC or the director of the HRU or the designated administrative staff member and completion of the required formalities.
11. Extensions to a guest's visit must be requested no later than 23.00 on the day of the guest's visit, unless otherwise agreed by the HRU director in consultation with the HRC or the relevant RC.
12. A resident wishing to extend a visitor's visit is required to leave a visitor's extension permit at the reception.
13. In the event of an objection by one of the occupants of the room or the competent RC, the permission for a prolonged stay of a guest becomes invalid.
14. A guest can stay in the HR thanks to a permit issued:
  - 1) no more than 3 consecutive nights;
  - 2) no more than 5 nights per month.
15. The Residents' Council or the HRU director may keep a register of permits issued. The register of permits must include:
  - 1) guest's surname and first name;
  - 2) surname, first name and room number of the resident receiving the visitor;

- 3) the date of the guest's overnight stay.
16. Guests are required to accept these Regulations.
17. The overnight permit must include:
  - 1) date of overnight stay;
  - 2) name of the guest, name of the resident receiving the guest;
  - 3) room number;
  - 4) signatures of the resident receiving the visitor, the visitor and the representative of the relevant Residents' Council or the director of the HRU or an authorized representative;
  - 5) a declaration of acceptance of responsibility for the guest.

## Residents' Council

### § 7

1. The Residents' Council is representative of all the residents of the Hall of residence and on their behalf:
  - 1) actively participates in the organisation of the operation of the hall of residence;
  - 2) organises social life in its area;
  - 3) expresses opinions, comments and proposals relating to the activities of the HR;
  - 4) provides residents with all the necessary information on the operation of the HRU.
2. The Residents' Council is elected by equal, direct and secret ballot by HR residents who are students at the Warsaw University of Technology. Detailed provisions are laid down in the relevant election regulation of the Warsaw University of Technology Student Council.
3. The work of the Residents' Council is directed by the chairman of the RC.
4. The Chairman of the Residents' Council is responsible for the equipment in RC's stock.
5. The Residents' Council is obliged to consider the comments and requests of residents.
6. The Residents' Council has general oversight of all student agendas operating in the HR area, even if they maintain organisational and programme separateness.
7. The Residents' Council, in agreement with the director of the HR, may be given premises for the running and organisation of social life in the HR, as well as the equipment and facilities necessary for these activities. The RC is responsible for their proper use.
8. The Residents' Council has the right to:
  - 1) in consultation with the Director of the HR, prohibit outsiders who have committed offences against the HR Regulations or decisions of the Director of the HR and the RC issued within their area of competence, from entering the HR premises;
  - 2) enter a room in hall of residence while the residents are away in the event of a threat to the life or health of the residents or a serious threat to property, and immediately inform a member of reception staff;
  - 3) apply to the director of the HR and the Vice-Rector for Student Affairs for disciplinary action in the event of non-compliance with the HR Regulations by its residents;
  - 4) inspect the cleanliness of the room in consultation with the director of the HRU or an authorised representative from the HRU administration,
  - 5) access the HR premises under conditions agreed with the director of the HR or their representative from the HR administration.
9. The Residents' Council has a duty to:
  - 1) communicate comments and requests made by residents to the director of the HRU;
  - 2) take care of the condition and property of the HR and maintain order on the premises;
  - 3) notify the director of the HR or an administrative employee of the HR designated by the director, of cases of damage to property by residents or guests;
  - 4) notify the director of the HR or the HR designated administration employee of any faults noticed on the HR premises;

- 5) in the absence of the director and administration of the HRU, call the PW Academic Guard in case of violation of the present Regulations by the residents and lack of response to their interventions, to notify the commander of the PW Academic Guard if the Academic Guard does not arrive within 30 minutes;
  - 6) keep residents informed of their rights.
10. The detailed powers and duties of the RC not covered by these Regulations and the procedure for its appointment are set out in the Student Council Regulations and the RC Regulations.

Disciplinary Board  
§ 8

1. The Residents' Council may appoint a HR Disciplinary Committee from among the residents to ensure that the HR Rules and Regulations are observed by its residents.
2. The HR Disciplinary Committee consists of at least 3 persons, including the chairman of the Residents' Council.
3. The Disciplinary Committee has the duty to:
  - 1) exercise control over the prevailing order on HR premises;
  - 2) notify the RC and the director of the HRU or the administrative staff member of the HRU designated for the HR concerned, of any damage to property by residents or guests;
  - 3) summon the PW Academic Guard if residents violate these Regulations and do not respond to interventions;
  - 4) notify the PW Academic Guard Commander if the PW Academic Guard does not arrive within 30 minutes.
4. The detailed rights and responsibilities of the HR Disciplinary Committee shall be determined by the RC in consultation with the director of the HRU.
5. The term of office of a member of the HR Disciplinary Committee shall expire upon check-out from the HR, with the exception of the holiday period.

Director of HRU  
§ 9

1. The director of the HRU is an employee of the central administration of the PW who carries out their tasks through their subordinate employees.
2. The Director of HRU reports directly to the Deputy Chancellor for Basic Affairs.
3. The Director of HRU is the direct supervisor of all staff of PW halls of residence.
4. The Director of the HRU establishes the procedures for the functioning of the HRU, according to which the HRU employees carry out their tasks.
5. The director of the HRU uses all the means of passing information found in the student residences. For this purpose, they may seek the assistance of the HRC or the competent RC.
6. The director of the HRU has the duty to:
  - 1) run the accommodation centre for the HRU, direct, manage and coordinate the process of assigning places in halls of residence, in cooperation with other units involved in the process;
  - 2) organise the process of accommodation and check-out of the residents, according to the referrals issued;
  - 3) carry out pre-trial collection of outstanding debts in relation to residents and residents who have been evicted;
  - 4) equip public rooms with regulations for the use of these rooms and instructions for the operation of the mechanical equipment in these rooms;

- 5) ensure that the public areas of the halls of residence are kept clean, with the exception of hall of residence rooms;
  - 6) ensure that sanitary treatments such as desensitization, pest control are carried out;
  - 7) liaise with RC, HRC and quartermasters;
  - 8) notify the RC of serious cases of damage to property by residents;
  - 9) provide the RC with a room for its statutory activities;
  - 10) at the request of the RC, provide information on the implementation of the budget, material and financial plans, renovation plans and other matters relating to HR activities;
  - 11) agree the financial and business plan and renovation proposals with the competent RC, in the event of disagreement, the Deputy Chancellor for Basic Affairs will make the decision;
  - 12) agree with the relevant RC on the purchase of equipment for the HR and its use;
  - 13) inform residents through the HR administration staff as early as possible, at least one day in advance, of the planned work, in a manner agreed with the HRC or the relevant RC.
7. Internal regulations are issued by the Director of the HRU, concerning the residents of the halls of residence, in agreement with the HRC - if it concerns the HRU halls of residence, or the competent RC - if it concerns a specific HR.
  8. The Director of the HRU, or persons authorised, may only enter a residential room for business purposes in the presence of a representative of the relevant RC, unless the Chairperson of the RC or the resident agrees to enter without the presence of a member of the RC.
  9. The restriction referred to in paragraph 8 shall not apply in the event of an overriding necessity involving danger to the life or health of HR residents or danger of serious damage to property, in particular in the event of a water supply, gas, electricity or disinfection emergency, carrying out of protective surveys, inventories or fire hazards.
  10. In the case of pre-planned activities, i.e., pest control, carrying out electrical surveys and carrying out inventories, residents are informed by the HR administration a minimum of 2 days in advance after consultation with the competent RC.
  11. In the event of a drastic breach of the norms of social coexistence in the HR, the Director of the HR, after consultation with the competent RC, has the right to expel the residents who are the perpetrators of damage and disruption immediately.
  12. The director of the HRU, in consultation with the HRC, determines the rules for the handover and receipt of rooms and equipment for the halls residence.

#### Rules of order

##### §10

1. In the hall of residence, curfew is from 23-7. The Director of the Hall of residence, in consultation with the HRC or the relevant Residents' Council, may change the curfew hours for justified reasons.
2. Residents are specifically prohibited from:
  - 1) use of open fires, electric heating appliances and other sources of heat in the rooms which do not form part of the permanent furnishings of the room, with the exception of small domestic appliances adapted to the existing electrical installation;
  - 2) unauthorised installation, alteration or repair of installations of all types;
  - 3) altering door locks, copying keys and fitting second non-system locks without consulting the HRU administration;
  - 4) misuse of HR premises, equipment and fire-fighting equipment;
  - 5) throwing objects into the sanitary facilities that could cause damage or malfunction;
  - 6) throwing objects out of windows;

- 7) keeping pets in the rooms;
  - 8) gambling on HR premises;
  - 9) possession of firearms, air and white weapons and explosives;
  - 10) smoking on HR premises;
  - 11) production, sale, serving and consumption of alcoholic beverages and other drugs on HR premises;
  - 12) making the allocated places available to unauthorised persons;
  - 13) conducting and registering business in the HR;
  - 14) providing guests with keys to rooms and common areas;
  - 15) permanent decoration of interiors and building façades;
  - 16) use of sound equipment in a way that impedes other residents learning or leisure.
3. Any violation of the HR Regulations committed under the influence of alcohol or other intoxicants is punished with particular severity, including expulsion from the HR with immediate effect.
  4. The resident may make amends for breaches of these Regulations, in particular those causing material damage, by performing work for the HR. Decisions in this regard shall be taken by the HR Director in consultation with the competent RC.
  5. Residents are financially responsible for any culpable damage caused on HR premises.
  6. Events in the halls of residence may be organised under the regulations determined by the director of the HRU in consultation with the HRC.
  7. In addition to the perpetrators, the organiser of the event shall be liable for damage and disorder caused by participants in the event.

Final provisions  
§11

1. The rules and regulations apply to everyone staying on the HR premises.
2. The provisions of these Regulations relating to the PW Academic Guard do not apply to the PW Branch in Plock.
3. Cases of violations of the Regulations and other internal regulations in force on the HR premises shall be considered and decided by the Director of the HR in consultation with the HRC or the competent RC.
4. It is the responsibility of each resident to learn the provisions of these Regulations and to confirm it with their own signature.
5. In matters not covered by these Regulations, the provisions of the Civil Code shall apply.