

MEDICAL UNIVERSITY OF GDANSK RULES AND REGULATIONS
FOR
DORMITORY RESIDENTS

I. GENERAL PROVISIONS

§ 1

The Dormitory, further referred to as Dorm is the place of temporary accommodation of Medical University of Gdansk students as well as authorized persons; the place for studying and rest.

§ 2

1. The Dormitory residents are represented by the Council of Residents, which organizes social life at the premises of the Dormitory.
2. The Campus Council coordinates activities of all Dormitory Councils of Residents.
3. Principles regulating activities of the authorities mentioned in item 1 and 2 above are specified by the Students' Body Statutes.
4. Authorities mentioned in item 1 above are elected at a Dorm residents meeting, by equal and direct suffrage, held by secret ballot. Candidates are elected by a simple majority of votes.
5. The Chairman of the Council of Residents is elected at the first meeting of Councils of Residents among their members by equal and direct suffrage, held by secret ballot, with 2/3 quorum of all members eligible to vote present.
6. In case of lack of required quorum, a supplementary election shall be held within 7 days, and this election shall be considered valid without a quorum.
7. The Campus Council is constituted by Chairmen of the Councils of Residents of particular Dorms and a delegate of the Medical University of Gdansk Students' Body.

§ 3

1. Educational supervision in the dormitories is carried out by the Dormitory Manager, Dean of a given Faculty and appropriate organs of the Students' Body.
2. Dormitory Manager is responsible for management and administration of a particular Dorm.
3. The direct administrative supervision of the Dormitories is the responsibility of the Chief Campus Executive.

§ 4

1. Assigning accommodation and decisions concerning changes of accommodation of Dormitory residents is the responsibility of the Dormitory Manager on the grounds of a decision (in a form of a letter) issued by the Welfare Department of Students, and for English Division on the grounds of the list of students sent by the Dean's Office of English Division Medical Department .
2. During the academic year the Dormitory Manager of a Dorm in question decides about accommodation upon student's complying with all necessary formalities.
3. At the time of accommodation the Dormitory resident:
 - a) receives a particular room and information about room equipment;
 - b) receives bed linen (changed every third week);
 - c) gets a Medical University of Gdansk Student resident card which is a document

confirming his/her accommodation in a particular Dormitory (sample of the cart is included in annex no. 1);

- d) signs the acceptance protocol of the room, confirming the presence of room furniture and equipment (sample the acceptance protocol is included in annex no. 2).

§ 5

1. The Dormitory resident loses the right to reside in the Dormitory in case of:
 - a) completing studies;
 - b) obtaining Dean's leave (without the right to attend instruction);
 - c) dismissal of the student from the University;
 - d) failure to appear within 7 days from the academic year commencement day with no apology;
 - e) cancellation of the accommodation decision;
 - f) dodging registration obligation;
 - g) falling behind in the payment of Dormitory rent for a month of residence for over 30 days.
2. In case of occurrence of any event mentioned in § 5 item 1 of these Rules and Regulations the student is obliged to leave his/her Dormitory within 7 working days from the day of deprivation of right to be accommodated in a Dormitory.
3. The Rector or Dean can deprive the student of the accommodation following shortened proceedings and order him/her to leave the Dormitory within 48 hours in the case of gross breach of the provisions of present Regulations and the Rules of community life in the Dormitory.

II. RIGHTS AND DUTIES OF THE DORMITORY RESIDENT

§6

1. The Dorm resident is entitled to:
 - a) use the room which has been allotted to him/her as well as all common rooms including equipment as indicated by provisions of present Rules and Regulations and recommendations issued by the Dormitory Manager in accordance with the Council of Residents;
 - b) receive guests at a specified time and in the way not breaking the rules ordering community life;
 - c) enter and leave the Dormitories also during quiet hours and lights-out period.

§7

1. Dormitory residents scope of obligation includes:
 - a) completing registration procedures in a due time;
 - b) making a monthly payment for accommodation till the 15th day of every month, according to the current charge rates and presenting the payment receipt by the 20th day of each month;
 - c) keeping rooms, common rooms and equipment clean;
 - d) returning lent equipment, payment any financial obligations and leaving the rooms tidy on checking out, under penalty of disciplinary consequences;

- e) notifying Dormitory Manager, upon seven days notice, about the intention to check out,
 - f) obeying the rules of Dormitory community life and respecting right to undisturbed silence at the time of rest and study (including the obligation to observe lights-out period);
 - g) observing safety and fire protection regulations as well as general procedural provisions;
 - h) reporting to the Dormitory Manager or any Dormitory official any failures and defects occurring in rooms and common rooms as well as pieces of equipment;
 - i) reacting to any cases of breaking provisions of these Regulations by both Dorm residents and guests and reporting them to the Dormitory Manager or the Chairman of the Council of Residents;
 - j) informing without delay Dormitory Manager or calling emergency service in case of any first-aid events, diseases or situation requiring immediate aid of a physician;
 - k) reporting unexcused absence of room-mates in the Dorm;
 - l) presenting their resident cards to the Dormitory Manager, Dorm administration officer or in case of absence to the representative of the Council of Residents;
 - m) helping other Dormitory residents in case of any failure, natural disasters, or emergencies occurring in a Dorm;
 - n) depositing the keys to the Dorm room at a reception desk on every single case of leaving the Dorm.
2. It is the duty of each Dormitory resident to comply with regulations of the Dormitory Manager issued upon the order of the authorities of Medical University of Gdansk, cooperate with the Council of Residents, obey its regulations and respect its decisions.

§ 8

1. Dormitory residents shall be bear disciplinary and material responsibility for:
 - a) tangible property (furniture and equipment) as well as maintaining proper technical condition of room fixed furnishing (windows, doors, lightning system, water pipes, floor and walls),
 - b) damage caused by improper use of common rooms (generally accessible) their furnishings and equipment (kitchens, bathrooms, laundry rooms and telephone);
 - c) not obeying fire, safety or procedural and general regulations.
2. Being assigned the room, the residents receive from the Dormitory Manager employee the room equipment, both movable and immovable, and have to check its equipment quantity and quality.
3. By signing acceptance protocol in the presence of the Dormitory official the resident confirms taking financial responsibility for the room equipment specified in § 8 item 2 of these Regulations.
4. For destroyed or damaged movable or immovable property and room equipment the resident pays financial penalty. This cost is calculated on the basis of the current price of the same or similar item taking into account the wear and tear (according to current legal regulations).
5. After the official record of the destruction or damage the Dormitory administration gives the resident a special document with carefully calculated due amount of money and payment date.
6. Non settlement of due amount for damaged goods time deprives the resident of the right of accommodation in a Dorm.

7. Upon payment of any outstanding dues for destroyed or damaged movable room equipment the resident becomes the owner of the damaged property.
8. Damage to both movable and immovable elements of the room equipment or common rooms is to be reported without delay to the Dormitory officials.
9. Early payment for the damaged goods or explaining the event of damage to the Dormitory officials will allow to avoid any complications on checking out.
10. In case it is impossible to name the perpetrator or a person responsible for damage, the room residents bear mutual responsibility for the damage and are bear the costs equally.
11. Room vacation procedure must take place at the presence of the Dormitory official and all Dormitory room residents. It is however possible for the room vacation procedure to be performed at the presence of only one resident, who leaves the room last, upon the authorisation of all room-mates.
12. The person checking out from the Dormitory before the end of the academic year performs the room vacation procedure individually.

III. GENERAL RULES AND REGULATIONS

§ 9

1. Residents have to observe quiet hours from 10.00 pm to 06.00 a.m.
2. On Fridays and Saturdays quiet hours are from 24.00 to 06.00 a.m.

§ 10

1. A Resident is allowed to receive guests from 07.00 a.m. to 10.00 p.m. Residents may receive guests in their rooms upon all room-mates consent.
2. Guests are required to leave their identity card at the reception desk and specify the room number they want to visit.
3. Guests of Dormitory residents may stay for the night only upon the consent of the Dormitory Manager or any Dormitory authorized official after paying a current room charge.
4. Minor persons not related to the resident are not allowed to stay at the premises of Dormitory.

§ 11

1. At the Dormitory premises you are not allowed to:
 - a) breach the general rules of order;
 - b) change the rooms without permission;
 - c) change the equipment of individual and communal rooms without permission of the Dormitory Manager;
 - d) smoke in the Dormitory;
 - e) gamble;
 - f) carry out any upgrading or repairs of electric installation;
 - g) bring in and keep in the Dormitory any objects which may threaten life, health and property or cause any inconvenience for the residents;
 - h) change the door locks and make extra spare keys without explicit permission of the Dormitory Manager;
 - i) bring in and keep pet animals;
 - j) leave garbage on corridors.

2. Medical University of Gdansk takes no responsibility for the property lost by the Dormitory residents at its premises.

§ 12

Article 14 of the act of 26.10.1982 on alcohol abuse prevention (Journal of Laws no. 35, pos. 230 of 1982 as amended) has to be absolutely observed by Dorm residents. Any trespassing under the influence of alcohol shall be severely punished.

§ 13

Upon the Dormitory Manager consent the resident can bring into the room his own extra equipment or facilities (e.g. a TV-set, refrigerator). When usage of the equipment requires additional payment of fee, the resident undertakes to pay these charges. TV charges shall be borne by the resident.

§ 14

In justified events the Dormitory Manager or Dormitory official with the student's representative are authorised to enter any room at the absence of the residents. A memo of this visit shall be prepared and shall be liable for inspection of students.

IV. FINAL RESOLUTIONS

§ 15

1. All residents and persons staying at the premises of the Dormitory are obliged to observe hereby Regulations and bear responsibility for any behaviour not complying with the provisions included therein.
2. Offences are reported to Disciplinary Committee for Students by the Dormitory Manager to investigate.

§ 16

The Dormitory in an integral part of the Medical University of Gdansk and its residents are obliged to observe, apart from present Rules and Regulations, any other rules of the Medical University of Gdansk authorities.

§ 17

1. Any modifications to hereby Rules and Regulations are made by the Medical University of Gdansk Rector, upon the opinion of an appropriate authorities of the Student's Body and Dormitory officials.
2. These regulations take effect on the day of signing by Medical University of Gdansk Rector.

Gdansk, 1st of March, 2007

Rector's signature