

RULES AND REGULATIONS ON THE USE OF STUDENT LOCKERS  
AT THE MEDICAL UNIVERSITY OF GDAŃSK

§ 1

**General Provisions**

1. These Rules and Regulations specify detailed rules for use and the usage policy of the lockers by the students of the Medical University of Gdańsk (MUG).
2. Whenever these rules mention "MUG", the Medical University of Gdańsk is meant.
3. Whenever these rules mention "UCK", the University Clinical Centre is meant.
4. Whenever these rules mention "MUG Clinics", the Clinics of the Medical University of Gdańsk located in the building of CMI (Centre of Invasive Medicine) are meant.
5. All students' lockers are the sole property of the Medical University of Gdańsk.
6. The Administration Department of the MUG via entitled MUG clinics assigns and manages the tangible property of the University, including students' lockers.
7. Only students who have got practicals in the specified MUG Clinics are eligible to be assigned locker space.
8. MUG employees have a right to reprimand students in any case of irregularity or infringement found during the students' use of the lockers.
9. Secretariats of particular Clinics are responsible for the lockers' registration and tracking.
10. Medical University of Gdańsk Authorities and their appropriately empowered representatives as well as the Year Tutors shall have the authority to inspect the register of locker users.
11. The Medical University of Gdańsk shall not be liable for theft, loss and/or damage to property left in the lockers by the users.
12. **Only Medical University of Gdańsk students are permitted to use the lockers which were assigned to them: the lockers must not be made available to any MUG or CMI employees, CMI trainees or residents.**

§ 2

**Basic obligations of the locker users**

1. Student lockers are intended primarily as a convenience for the user for the temporary storage of clothing, textbooks, references and other such items as may be necessary in the normal day-to-day conduct of the responsibilities of a student at the Medical University of Gdańsk (MUG).
2. The locker occupant is fully responsible for the locker content.

3. Students assigned locker spaces are obliged to take care of the lockers, use them in accordance with their purpose and observe necessary hygiene rules.
4. Storage of any chemicals, or biological substances that would cause or be likely to cause a health hazard or security risk or a nuisance to the environment or other members of the Medical University of Gdańsk is strictly prohibited.
5. Storage of any substances such as recreational drugs, all explosive solids, liquids and gases as well as all flammable substances considered illegal or dangerous according to the binding law is strictly prohibited.
6. Students must not store any items which are unrelated with their purpose of stay at the MUG and CMI, in particular valuable and irreplaceable property.
7. The user further must not damage the locker during the assignment period, either inside or outside by making inscriptions or drawings or by otherwise defacing the surfaces of the locker. No stickers or posters defacing the surfaces inside the lockers are allowed, even if they are easily removable. Locker ventilation openings must remain uncovered at all times.
8. Students are not allowed to swap lockers at their own discretion with the other locker users.
9. Any theft, loss and/or damage to lockers has to be reported by the Student to the Clinic, which assigned them the locker as well as the Administration Department of the Medical University of Gdańsk.
10. At the end of the assignment period the user is obliged to remove their belongings from the locker, clean it and return the keys to the Clinic which assigned the locker to them. The locker should be in the same condition apart from normal wear and tear at the conclusion of the assignment period as it was at the time the assignment was made.
11. The assignment period starts with the day when the Student receives the key to the locker and signs the agreement (entry to the register of keys) which is kept by the MUG Clinics. The student has to state a provisional date of locker emptying (release).
12. A student shall keep the locker tidy and in order as well as the rooms where the lockers are located, with special attention paid to any property in the rooms with lockers.
13. **When a locker is used by more than one student, full responsibility for the proper use of the locker is taken by the student who by signed the receipt.**

### § 3

#### **Keys and the rules of their use**

1. A student receives a key to their locker with the number engraved and an original key fob. These items are to be returned upon the end of the period of use to the department which issued the key.
2. When the student wishes to stop using the locker, they are obliged to return the key on the last day of practicals in a given Clinic, the date is shown on the receipt form. Students who fail to return the keys by a set deadline shall be charged for the cost of the lock replacement and making a new set of keys.

3. When a key is lost or damaged, the student shall bear the cost of making a new key and the replacement of a lock. Replacing a key which has been lost can be only done by an authorised employee of the Medical University of Gdańsk.
4. Students are forbidden to make new keys on their own. However, if a student makes a new key at their own discretion, such students shall have to bear the cost of the lock exchange and a new key made. Only a key with an engraved number and an original key fob can be returned to the administration officer.
5. Students have to protect their belongings and items stored in the lockers by an appropriate locking of the lockers. Moreover, students are advised not to leave the key in the lock or not to share their key with other individuals.
6. When a student fails to cover the expenses of the repair of a locker or making a new key, then the student's final entry in the clearance slip shall be withheld until all due payments are made. When the amount is paid partially the student's right to use the locker is withheld as well.
7. Locker spaces are assigned to Students free of charge.
8. **By June 30 every year all lockers have to be emptied and the original keys returned to the Clinics. After this deadline the lockers shall be opened under supervision of a dedicated committee, emptied and cleaned up, while all the belongings found there shall be stored at the cost of a student up to three months. Belongings not collected by the student after this time shall be subject to witnessed and recorded destruction.**

#### § 4

#### **Special Provisions**

1. When a user who damages a locker is known by name, they shall bear all the costs of the repair or refurbishment of the locker, up to the cost of a purchase of a new locker.
2. The investigation procedure in special cases is instituted by the Administration Department of the Medical University of Gdańsk, under the supervision of the MUG Authorities.
3. When a student is suspected of keeping in their locker any illegal substances or hazardous items, or using the locker in an inappropriate way, the MUG Authorities are entitled to open the locker. In the case of situations arising from suspected unauthorized use, violation of the locker policies and regulations, or in emergency situations the student should make this locker available to the authorities. In every instance of such opening, a written report is made. Such opening requires the presence of at least three persons, including a locker user or their representative. When the locker user or their representative is not present an appropriate entry is made in the report.
4. When the student locker has been searched by the Police or other authorised body, a suitable search protocol is made in accordance with binding rules.

§ 5  
**Final Provisions**

1. All MUG students who are assigned a locker are obliged to abide by the Rules and Regulations on lockers use as enforced by the Medical University of Gdańsk. The student accepts the Rules and Regulations on lockers use by signing a receipt when the key is being collected.
2. Students who break these Rules and Regulations shall suffer consequences in accordance with the respective laws. The MUG Authorities are responsible for taking disciplinary action against a student who failed to fulfil their obligations included herein.
3. All matters not addressed to herein shall be referred to Pro Rector for Students' Affairs of the Medical University of Gdańsk.