

MEDICAL UNIVERSITY OF GDANSK  
RULES AND REGULATIONS FOR DORMITORY RESIDENTS

**I. GENERAL PROVISIONS**

§ 1

The Dormitory, further referred to as the Dorm (*Polish abbreviation: DS*) 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 Dorm.
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, and appropriate organs of the Medical University of Gdansk Students' Body.
2. Dormitory Manager is responsible for management and administration of a particular Dorm.
3. The administrative supervision of the Dormitories is the responsibility of the Chief Campus Executive.

§ 4

1. Dormitory Manager, on the grounds of students' lists issued by the Students' Welfare and Scholarships Department assigns accommodation and takes any decisions concerning changes of accommodation in a Dormitory. Issues concerning English Division students are dealt with based on the list of enrolled students, presented by the English Division Admittance Centre, whereas any accommodation decisions referring to Erasmus and Premedical Course students are taken directly by the Dormitory Manager at his or her own discretion.
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 Dorm resident receives:

- a) a tenancy agreement to sign;
- b) the key to a particular room and information about room equipment;
- c) bed linen (changed every third week);
- d) Medical University of Gdansk Student resident card which is a document confirming his/her accommodation in a particular Dormitory (sample of the student card is included in the form of annex no. 1 to these Rules and Regulations);

## § 5

1. The Dormitory resident loses the right to dwell in the Dormitory in case of:
  - a) completing studies;
  - b) obtaining a Dean's leave (without the right to attend classes or lectures);
  - c) student's dismissal from the University;
  - d) student's failing to check in at an appropriate Dorm within 14 days from the academic year commencement day with no proper apology;
  - e) cancellation of the accommodation decision;
  - f) falling behind in the payment of the Dormitory rent for a month of residence, specified in § 4 item 2 section a) of the Dormitory Tenancy Agreement (attachment no. 1 to the Decision no. 40/2013 of the Rector of the Medical University of Gdańsk of September 27, 2013).
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. When the student fails to comply with this requirement the procedure stipulated in § 5 item 2 and item 3 of these Rules and Regulations shall be implemented (attachment no. 1 to the Decision no. 40/2013 of the Medical University of Gdańsk Rector of September 27, 2013).
3. The Rector or Dean can deprive the student of the right to accommodation, following shortened proceedings and order him/her to leave the Dormitory within 48 hours in the case of gross breach of the provisions stipulated by these Rules and Regulations and the Social Rules of the Dormitory residents.

## **II. RIGHTS, OBLIGATIONS AND SCOPE OF RESPONSIBILITY OF THE DORMITORY RESIDENTS**

### §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 these 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 Dormitory they reside in also during quiet hours and lights-out time.

## § 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 15<sup>th</sup> day of every month, for a given month according to the rate specified in the tenancy Agreement.
  - 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 bear disciplinary and material responsibility for:
  - a) tangible property provided (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 to common rooms (generally accessible rooms) caused by their improper use; their fittings and equipment (kitchens, bathrooms, laundry rooms and telephone);
  - c) failing to obey 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 the items of the equipment as well as their quality.
  
3. 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 a similar item, taking into account the wear and tear (according to current legal regulations).

4. 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.
5. Non settlement of due amount for damaged goods time deprives the resident of the right of accommodation in a Dorm.
6. Upon payment of any outstanding dues for destroyed or damaged movable room equipment the resident becomes the owner of the damaged property.
7. Damage to both movable and immovable elements of the room equipment or common rooms is to be reported without delay to the Dormitory officials.
8. 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.
9. 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.
10. 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.
11. The person checking out from the Dormitory before the end of the academic year performs the room vacation or withdrawal 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. and from Friday till Sunday from 07.00 a.m. to 24.00 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;
- k) drilling holes in the walls, sticking posters and pictures in the walls.

2. Medical University of Gdansk may not be held responsible for the property lost by the Dormitory residents at the Dorm premises.

§ 12

Article 14 of an Act of October 26, 1982 on Alcohol Abuse Prevention (i.e. Journal of Laws of 2012, pos. 1356 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 and radio subscription charges shall be borne by the resident.

§ 14

In justified events the Dormitory Manager or Dormitory official are authorised to enter any room at the absence of the residents.

## 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; its residents are obliged to observe, apart from present Rules and Regulations, any other rules issued by 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 Rules and Regulations take effect on the day of issuance by the Medical University of Gdansk Rector.