

MEDICAL UNIVERSITY OF GDANSK
RULES AND REGULATIONS FOR DORMITORY RESIDENTS

I. GENERAL PROVISIONS

§ 1

Dormitory (*Polish name: Dom Studenta, abbreviation: DS*) is the place of temporary accommodation for students of Medical University of Gdansk (MUG) and other authorized persons. It is the place where they study and rest.

§ 2

1. Dormitory is run by Dormitory Manager (*Polish name: kierownik Domu Studenta*) who is responsible for its functioning.
2. Duties of Dormitory Manager include in particular:
 - a) performing tasks related to meeting the housing needs of students and other authorized persons,
 - b) care of the proper technical condition of the dormitory,
 - c) supervising the observance of the present Rules and Regulations.
3. Campus Manager is responsible for the supervision of all dormitories.

§ 3

1. The student who has been allocated a room should move in within 14 days of the start of the academic year or by the deadlines specified by a person giving consent to accommodation. After these deadlines, the student shall lose the allocated accommodation. This does not exclude his/her right to obtain accommodation again in accordance with this Rules and Regulations.
2. Accommodation of residents takes place during working hours of Dormitory Administration Staff.
3. Upon moving in, a student receives:
 - 1) the room key,
 - 2) bed linen,
 - 3) other movable furnishings,
 - 4) Medical University of Gdańsk Student Resident Card (the sample of the card is specified by annex no. 1 to this Rules and Regulations).
4. Resident shall report any defects or lacks in the furnishings of the room within 48 hours of obtaining the room key. In case no defects or lacks in the furnishings of the room have been reported, it is assumed that the room was in a good technical condition.
5. Upon moving in, a dormitory staff member and Resident draw up an acceptance protocol in accordance with the sample included in annex no. 2 to this Rules and Regulations.

§ 4

1. Upon moving out, a protocol shall be drawn up in accordance with the sample included in annex no. 3 to this Rules and Regulations.
2. The room must be vacated during working hours of Dormitory Administration Staff.

§ 5

1. Resident is obliged to notify Dormitory Administration Staff of the termination of the contract in order to set a date for vacating the room in accordance with this Rules and Regulations.
2. Vacating the room without notifying Dormitory Administration Staff shall result in forfeiture of the deposit.
3. Room vacation procedure shall take place at the presence of all room residents.
4. Resident who vacates the room shall return all movable furnishings.

II. DORMITORY RESIDENTS: RIGHTS, OBLIGATIONS AND LIABILITY

§6

Resident is entitled to:

1. use the room which has been allotted to him/her as well as all common rooms and furnishings as indicated by provisions of this Rules and Regulations and recommendations issued by Dormitory Manager,
2. have visitors at a specified time and in the way not breaking the rules ordering community life,
3. enter and leave Dormitory they reside in, also during quiet hours and lights-out time.

§7

1. Resident is obliged to keep the room and common rooms clean and tidy.
2. Upon receiving a permission from Dormitory Manager, Resident may bring his/her own furnishings (e.g. a TV-set, a refrigerator). Resident is obliged to cover all extra costs resulting from using these furnishings, especially radio and TV licence.
3. Making changes to the furniture or essential changes to the décor of the room or dwelling unit requires a written permission from Dormitory Manager. It concerns in particular drilling holes in the walls, fitting own furniture, exchanging pieces of furniture between rooms, removing furniture from rooms, wall painting.

§8

1. Resident is obliged to:

- 1) keep the room and its furnishings as well as common rooms and their furnishings clean and tidy,
- 2) obey the rules of Dormitory community life, respect the right to undisturbed silence at the time of study and rest (including the obligation to observe lights-out period),
- 3) observe occupational safety and health regulations, fire precautions and order regulations,
- 4) leave their room immediately and go to the reception area in case of fire alarm or audible warning system,
- 5) become acquainted with Dormitory evacuation plan displayed on every floor,
- 6) report immediately any failures and malfunction in rooms, common rooms and furnishings to Dormitory Manager or a dormitory staff member. Resident is held liable for failure to report the problem that caused room damage. §9 is applied in such a case
- 7) respond to any cases of breaking provisions of this Rules and Regulations by both Dormitory residents and visitors and report them to Dormitory Manager or a dormitory staff member,
- 8) inform immediately Dormitory Manager and call emergency service in case of any unfortunate accident, disease or emergency requiring medical attention,
- 9) report unexcused absence of dormitory residents,
- 10) present their Resident Card to Dormitory Manager, a dormitory staff member,

- 11) help other residents in case of any failure, natural disasters, or emergencies occurring in Dormitory,
- 12) deposit room keys at the reception desk each time they leave Dormitory,
- 13) ensure the evacuation route is kept clear at all time and no personal belongings are left on it,
- 14) comply with the regulations and instructions of Dormitory Manager issued upon the order of the Medical University of Gdansk authorities.

§ 9

1. Resident shall accept liability for any damage to the room and its furnishings, common rooms, other areas of Dormitory and their furnishings.
2. In case it is impossible to name the person liable for damage to the room or its furnishings, room residents shall be held jointly liable and equally charged for damage.
3. In case it is impossible to name the person liable for damage to the common rooms and other areas of Dormitory and their furnishings, residents living on the same floor shall be held jointly liable and equally charged for damage.
4. Each Resident is obliged to report immediately any damage, malfunctioning, or failure to Dormitory Administration Staff. Prompt solution of a problem may help avoid complications on vacating the room and may limit the negative consequences of the damage.
5. Upon reporting damage a protocol is drawn up by a Dormitory Administration Staff member.
6. Resident, liable for damage, shall make a penalty payment to MUG. The penalty payment will amount to the actual cost of repair or replacement of the broken element taking into account its wear and tear (in accordance with current legal regulations). MUG may still claim full damages on general principles even though the penalty payment was made.
7. Resident shall make the penalty payment on time and in the way indicated in the bookkeeping note issued by MUG.

§ 10

1. Resident shall accept liability for
 - 1) failure to observe current occupational safety and health regulations and order regulations,
 - 2) making unjustifiable call to fire service resulting from Resident's fault,
 - 3) unjustifiable use of fire equipment (extinguisher and indoor fire hydrant).
2. Person liable for breach of regulations as mentioned in paragraph 1 shall be charged by MUG with the costs of fine imposed by fire service due to unjustifiable call of fire service. Resident shall pay on time and in the way indicated in the bookkeeping note issued by MUG. In case it is impossible to name the person liable for breach, residents living on the same floor shall be held jointly liable and equally charged.

§ 11

1. Residents and all persons staying on Dormitory premises are obliged to observe the present Rules and Regulations and are held liable for any behaviour not complying with the provisions included therein.
2. Dormitory is an integral part of the Medical University of Gdansk and its Residents are obliged to observe all the rules issued by the Medical University of Gdansk authorities.

§ 12

Dormitory Manager reports immediately any cases in which a student is suspected of committing an act which may entail disciplinary or penal responsibility to Rector of the Medical University of Gdańsk.

III. GENERAL RULES AND REGULATIONS

§ 13

1. Quiet hours are held from 10.00 pm to 06.00 am.
2. On Friday and Saturday quiet hours are held from 24.00 to 06.00 am.

§ 14

1. Resident is allowed to receive visitors from 07.00 am to 10.00 pm and from 07.00 am to 24.00 pm. on Friday and Saturday.
2. Residents may receive visitors in their rooms upon all room-mates consent.
3. Visitors are required to present their identity card at the reception desk, specify the room number they will stay in and record their personal details in the visitor log.
4. Visitors may stay overnight with Dormitory Manager or any authorized Dormitory Administration Staff member's consent after paying a current room charge.
5. Minor persons not related to Resident are not allowed to stay on Dormitory premises.

§ 15

1. Consignments, meal deliveries, etc. must be collected in the hall by the reception.
2. It is allowed to place dishes on the worktops in the kitchen only while cooking. When cooking is finished all dishes must be removed (including clean ones).

§ 16

1. On Dormitory premises you are not allowed to:
 - 1) breach the general rules of order,
 - 2) change the rooms without permission,
 - 3) change the furnishings of individual and common rooms without Dormitory Manager's permission,
 - 4) smoke tobacco, e-cigarettes and water pipes,
 - 5) use an open fire (e.g. grill),
 - 6) use portable electric stoves, which are not part of room equipment,
 - 7) block fire doors and smoke protection doors,
 - 8) possess and use illegal drugs and recreational drugs,
 - 9) gamble,
 - 10) perform any upgrading or repairs of electric installation,
 - 11) bring in and keep in Dormitory any objects which may threaten life, health and property or cause any inconvenience to residents,
 - 12) change door locks and make extra spare keys without Dormitory Manager's permission,
 - 13) bring in and keep pet animals,
 - 14) leave rubbish bags in the corridors,
 - 15) leave shoe cabinets and shoes in the corridors,
 - 16) leave food in common kitchens,
 - 17) leave leftover food and dirty dishes in common kitchens,
 - 18) drill holes in the walls, sticking posters and pictures on the walls and doors.
2. The Medical University of Gdansk shall not be held liable for any property lost by residents on Dormitory premises.

§ 17

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 residents. Any offence under the influence of alcohol shall be severely punished.

§ 18

1. Inspection may be carried out in order to maintain the room in a sanitary condition or to perform maintenance and renovation work. Residents shall be informed about inspection at least at 2 days' notice personally or by an announcement on the notice board in Dormitory.

2. Residents are informed about inspection to remove fault reported by residents as soon as possible.

3. Dormitory Manager or a dormitory staff member authorised by Dormitory Manager may enter a room only during residents' presence. Otherwise, residents' consent is required for entering their room in their absence.

4. In case no objection have been raised to the inspection residents have been informed about, inspection may be performed in their absence.

5. Residents do not need to be informed about inspection and their consent is not required in the following cases:

- 1) there is a reasonable suspicion that acts threatening health and life or violating the law occur in the rooms,
- 2) there is a reasonable suspicion of breach of this Rules and Regulations,
- 3) there is a reasonable suspicion that Resident has abandoned their room,
- 4) there is a reasonable suspicion that life or health may be endangered,
- 5) occurrence of failure which requires immediate repair.

6. In residents' absence inspection is carried out by a committee appointed by Dormitory Manager. It consists of at least 3 persons. The committee draws up an inspection protocol which includes committee members, reason for performing an inspection and inspection results.