

**REGULATIONS GOVERNING ACCOMMODATION IN ADAM MICKIEWICZ UNIVERSITY**  
**DORMITORY AND HALLS OF RESIDENCE**  
(hereinafter referred to as **Regulations**)

**General Provisions**

§1

The Dormitory and Halls of Residence, hereinafter referred to as "DHR", are an integral part of Adam Mickiewicz University in Poznań (hereinafter referred to as "AMU").

§2

The primary purpose of DHR is to provide temporary residence, place for study and rest to eligible AMU students/PhD students and other people.

§3

DHR is administered by the Dormitory/Hall Manager or Student Estate Administrator, hereinafter referred to as "Manager", who is responsible for the overall organizational, administrative and economic activities of DHR.

§4

DHR residents are represented before AMU and DHR Administration by the Resident Council. The work of the Resident Council is stipulated in §14 of the Regulations.

§5

AMU does not assume any financial liability for private things of DHR residents, unless destruction of, damage to, or loss of things has been caused by the action of DHR employees or persons performing work on behalf of DHR under a contract other than contract of employment.

§6

DHR residents are free to engage in cultural and social activities in DHR, however in so doing they must follow the principles applicable at AMU.

§7

DHR premises, which have not been rented to DHR residents, may be rented to other persons with the consent of AMU Deputy Administrative Director.

**DHR Manager and Employees - Their Rights and Obligations**

§8

1. In the absence of DHR residents, DHR Manager or a DHR employee authorized by the Manager together with a representative of the Resident Council have the right of entry into each room, when:
  - 1) there is a reasonable suspicion of a serious infringement of these Regulations,
  - 2) there is a suspicion that the residents have not turned off electrical appliances,

- 3) the windows in the room were not closed,
  - 4) whenever it is deemed necessary for other reasons.
2. In the absence of a representative of the Resident Council, any room in DHR may be entered by the Manager together with a DHR employee.
  3. In particularly justified cases, particularly when there is any hazard to life, health or property which must be immediately removed, the Manager with a DHR employee have the right to enter each room unaccompanied by a member of the Resident Council.
  4. DHR Administration will notify room residents by e-mail of any entry into the room and will specify the purpose, date and time of entry, as well as the persons who entered the room.

### **Check-in**

#### **§9**

1. Residents are checked in by DHR Administration on the basis of a referral issued by the Dean or Deputy Rector for Student Affairs, for the period from 1 October to the end of June of the following year.
2. The check-in process starts 5 days before the start of the academic year in October and lasts for a period of the first 12 working days (excluding Saturday and Sunday). At the request of the person eligible for accommodation in DHR, this time limit may be changed only by the Deputy Rector for Student Affairs. Each student, who plans to check-in later than in the above specified period, must notify DHR Administration. Failure to comply with the requirement stipulated above is treated as resignation from accommodation in DHR.
3. If persons eligible for accommodation in DHR are checked-in at times other than stipulated in §9.2, rental fees shall be calculated from the check-in date, in accordance with the price list applicable in a given academic year.

#### **§10**

1. Before check-in, the student/PhD student is obliged to:
  - 1) present the identity card or passport and a valid photo ID,
  - 2) sign a rental agreement with AMU.
2. A rental agreement is signed by the student/PhD student and DHR Manager, who signs it on behalf of AMU.
3. A model rental agreement is set out in Exhibit 1 to these Regulations.
4. The room with its furnishings shall be occupied and vacated by its residents in the presence of an employee of DHR Administration and against a handover/receipt protocol.

#### **§11**

1. The student/PhD student can be accommodated in DHR during summer holidays on the same basis as in the course of the academic year.
2. The student/PhD student must notify DHR Administration of his intention to remain in DHR during the vacation period by 20 June of the given year.

## §12

1. During the vacation period DHR can be used as a hotel.
2. The number of hotel rooms in DHR shall be determined by the Manager, who takes into account the number of approved resident applications for accommodation in DHR during the vacation period and the number and extent of repairs and refurbishments planned in the same period.
3. The price for hotel rooms in DHR during the vacation period shall be determined by Deputy Rector for Student Affairs.

## §13

1. The amount of an interest-free deposit is equal to one monthly rental fee for the room in DHR.
2. The amount of the deposit is reduced by the costs paid for the removal of any material damage in DHR caused by residents, and any furnishings which the residents have not paid for. The deposit can be set off against outstanding fees provided that it has not been reduced by the amount which the residents must pay for any damage.
3. If the amount of claims for the damage exceeds the amount of the deposit, residents will pay the difference in cash to DHR Administration or into the bank account indicated by DHR Administration.
4. The deposit shall be returned by bank transfer into the bank account indicated by the resident within 30 days from the check-out, unless there are claims against the resident that are satisfied from the deposit.

## Resident Council

## §14

1. The Resident Council represents all DHR residents and on their behalf:
  - 1) acts in the capacity as co-host of DHR,
  - 2) organizes social life in DHR,
  - 3) expresses opinions, comments and files applications related to the operation of DHR to the Manager,
  - 4) takes action in order to maintain law, order, peace and cleanliness in DHR, and ensure that residents observe rules of social co-existence and comply with regulations of the law and these Regulations.
2. The Resident Council is elected by all students and PhD students accommodated in DHR.
3. The Resident Council is made up of 3 to 8 persons elected from among DHR residents in general, secret, equal and direct elections.
4. Elections to the Resident Council are organized by AMU Student/PhD Student Government by 30 October. The term of office of the Resident Council ends on 30 June of the following year.

## Rights and Obligations of DHR Residents

### §15

DHR residents have the right to:

- 1) participate in the development of the work programme of the Resident Council and in its implementation, use all the equipment and premises in DHR intended for general and common use in accordance with their intended purpose, have bed linen exchanged no more than once in the month, report any comments, proposals and opinions on DHR operation to the Manager or Resident Council,
- 2) actively and passively participate in elections to the DHR Resident Council,
- 3) organize social gatherings in DHR in designated areas and at certain hours with the consent of DHR Manager, while adhering to the rules contained in these Regulations. Social gatherings in the rooms are held with the consent of the roommates and must be ended by the curfew hour. DHR Manager may authorise the extension of the social gathering at the written request of the student/PhD student. In the event of opposition from the roommates the consent may be revoked. No consent is granted to the extension of the social gathering during the exam session.

### §16

1. Residents have the right to receive guests in their rooms.
2. Guests may be received between 8:00 am and 12.00 am.
3. Before entry into DHR, guests must present an identity document and identify the person whom they wish to visit.
4. If a guest stays in DHR after 12.00 am, except for situations stipulated in §15(6), the following conditions must be met:
  - 1) the person whom the guests visits and other residents of the room must express consent to the guest's overnight stay,
  - 2) the guest has the right to stay up to 2 nights a week
  - 3) the guest must pay a fee in the amount determined by the Deputy Rector for Student Affairs, applicable in a given academic year; the fee is paid in the reception
5. Residents shall be fully liable financially and disciplinarily for the conduct of his guests visiting him in DHR.

### §17

DHR Residents must:

- 1) observe fire, health and safety regulations and provisions of these Regulations, pay all the fees for DHR accommodation, maintain cleanliness and order in the room and public areas intended for general and common use, comply with the generally binding norms of social conduct and comply with the orders and decisions of AMU authorities, DHR Manager, use the property and equipment in DHR in a manner consistent with their intended use, report immediately to DHR Administration any failure in DHR installations and equipment, and technical defects and damage to property, present DHR Resident Card or, in exceptional cases, Student ID Card to the front desk staff when entering the DHR, and at the request of the Manager.

- 2) lock the door whenever it is not occupied and at night,
- 3) leave the key at the front desk upon any exit from the DHR,
- 4) comply with the provisions of the Act of 26 October 1982 on the upbringing in sobriety and counteracting alcoholism (Dz.U. 2016.487 consolidated text, as amended), the Act of 9 November 1995 on the protection of health against the consequences of the use of tobacco and tobacco products (Dz.U. 2015.298 consolidated text) and the Act of 29 July 2005 on counteracting drug addiction (Dz.U. 2016.224 consolidated text, as amended).

### **Payment**

#### **§18**

1. Rental fees must be paid into an individual bank account, generated from the USOS system by DHR Administration – for each month in advance by the 15th day of that month.
2. The obligation to pay a rental fee shall be considered met only if the amount due has been credited to the individual bank account.
3. In case of any delay with the payment of the fee, the student/PhD student shall pay interest at the applicable rate.
4. In justified cases, the student/PhD student may apply to the Deputy Rector for Student Affairs for a deferral of the payment deadline.

### **Rules of Order**

#### **§19**

1. A curfew from 11.00 pm to 6.00 am applies.
2. It is forbidden to do the following on DHR premises:
  - 1) smoke,
  - 2) make, alter and repair electrical, telephone, Internet, TV and water and sewage installation,
  - 3) use private heating devices, electric ovens and other devices operating at the power of 1200W
  - 4) store any objects in passageways, in particular on the marked escape routes,
  - 5) keep animals except for guide dogs,
  - 6) conduct business, trade, and manufacturing operations, etc.,
  - 7) leave any waste in the corridors, stairwells, or premises intended for general and common use. Resident are required to segregate waste and dispose it in the designated containers in the manner prescribed in the Act of September 13, 1996 on maintenance of cleanliness and order in the communities (Dz.U. 2016.250 consolidated text, as amended.)
  - 8) tamper with elements of the fire-fighting system (especially block fire detectors, ventilation grille),
  - 9) sublet the room or arbitrarily move to another room,
  - 10) sell alcohol and drugs under pain of immediate deprivation of the right to reside in DHR,
  - 11) drink alcohol on DHR premises

- 12) use sound amplification devices in a manner, which prevents other residents to study and rest.
3. Before the check-out residents must bring the room back to the original condition.

### **Responsibility of Residents**

#### **§20**

1. DHR residents take full responsibility for the property entrusted to them and must return it in the same number and quality in which it was given to them.
2. Residents are individually responsible for the condition of the room, its furnishings, bed linen and equipment and any devices in public areas intended for general and common use.
3. DHR residents must lock the room and close the windows whenever they are not in the room.
4. Any breach of these Regulations made under the influence of alcohol or other drugs shall be punished with particular severity, and may result in the immediate eviction of residents from the room.

#### **§21**

Residents will forfeit their right to DHR accommodation if they:

- 1) do not check-in at the agreed time,
- 2) lose the status of Student/PhD student,
- 3) sublet their rooms to a third person,
- 4) are in arrears with payments for DHR accommodation for two full periods of payment,
- 5) do not comply with the provisions of these Regulations,
- 6) fail to pay the deposit or pay the outstanding amount of the deposit within the agreed time,
- 7) are denied the right to reside on the basis of a written decision of the Rector or Deputy Rector for Student Affairs.