

RULES AND REGULATIONS OF THE STUDENT RESIDENCE HALLS OF BIALYSTOK UNIVERSITY OF TECHNOLOGY

§ 1

General provisions

1. The Rules and Regulations of the Student Residence Halls of Bialystok University of Technology, hereinafter referred to as the "Regulations", define the rights and obligations of a Resident of a Student Residence Hall of Bialystok University of Technology, hereinafter referred to as the "Resident", and the general principles governing the functioning of the Student Residence Hall of Bialystok University of Technology, hereinafter referred to as the "Student Residence Hall".
2. The Student Residence Hall constitutes an integral part of Bialystok University of Technology, hereinafter referred to as the University. It serves as a place of residence, study, and rest for authorised individuals.
3. The Student Residence Hall is the property of the University and should be subject to special care and protection by its Residents.
4. Within the premises of the Student Residence Hall, University authorities are represented by the Manager of the Student Residence Hall and the Manager of the **University Residential Campus (URC)** of Bialystok University of Technology. They oversee all organisational, administrative, and operational matters.
5. The representative of all Residents of the Student Residence Hall is the Residents' Council. The competences and appointment procedure of the Residents' Council are defined in the Rules and Regulations of the Student Self-Government of Bialystok University of Technology.
6. Amendments to the Regulations require the opinion of the Manager of the URC of Bialystok University of Technology, the body of the Student Self-Government, and the Residents' Council.
7. The Regulations do not apply to short-term stays lasting less than one month, nor to accommodation of persons with whom Bialystok University of Technology has entered into a separate agreement under different conditions, nor to accommodation of persons other than those referred to in Section 2(1)(1–6), except for the provisions on order specified in Sections 5 and 6 of the Regulations.
8. The provisions of the Regulations apply accordingly to the person referred to in Section 2(1)(7). In case of doubt, decisions concerning such individuals shall be made by the Manager of the URC.
9. Certificates confirming residence in the University Residential Campus shall be issued by a staff member of the **Service Centre for Residents of the University Residential Campus (SCR URC)**, while certificates required for obtaining a visa shall be signed by the Manager of the URC.

§ 2

Accommodation

1. A Resident of a Student Residence Hall may be:
 - 1) a student of Bialystok University of Technology, their spouse and children;
 - 2) a doctoral student of Bialystok University of Technology, their spouse and children;
 - 3) a University academic teacher, including one undergoing a research or teaching internship;
 - 4) teacher of the Academic Secondary School of Bialystok University of Technology;
 - 5) a University employee in an administrative or technical position;
 - 6) a University service staff member;

- 7) a person other than those listed in items 1–6.
2. Persons indicated in subsection 1(1–6) have priority in accommodation.
3. A person indicated in subsection 1(7) may be accommodated based on availability.

§ 3

Criteria for allocating places

1. The right to apply for a place in a Student Residence Hall is granted to a person who:
 - 1) has not been expelled from a Student Residence Hall in the current academic year for disciplinary misconduct;
 - 2) is not in arrears with payments to any of the Student Residence Halls.
2. Places in Student Residence Halls are allocated as part of the accommodation campaigns. The unit responsible for place allocation is the SCR URC.
3. The schedule of each accommodation campaign shall be published on the website of the Student Residence Halls: www.akademiki.bialystok.pl.

§ 4

Submitting an application and allocating places to students

1. A student applying for a place in a Student Residence Hall submits their application using the form available at www.akademiki.bialystok.pl.
2. Submitting the form does not constitute confirmation of receiving a place in a Student Residence Hall.
3. The decisive criterion for receiving a place is the date and time the form is submitted.
4. Places allocated based on a positively reviewed application are assigned for the period from 1 October to 30 June.
5. Temporary accommodation in a Student Residence Hall is defined as a stay of up to and including 10 days. Decisions regarding such accommodation are made by the SCR URC.
6. Confirmation of place allocation is sent electronically to the email address provided in the application form.
7. Persons who receive confirmation of a place in a Student Residence Hall for the new academic year must move in within 7 days of the beginning of the academic year. Failure to do so results in losing the allocated place. In justified cases, the Manager of the SCR URC may extend the deadline.
8. A student is entitled to reside in a Student Residence Hall upon reading the Regulations and signing a declaration of compliance on the day of moving in at the SCR URC, in accordance with the template in Appendix No. 1 to the Regulations, and completing the personal data form, in accordance with the template in Appendix No. 2 to the Regulations.
9. Accommodation matters are handled at the SCR URC, where the resident receives a Resident Card. The person responsible for accommodation of those listed in subsection 1 is a URC employee. Keys or a magnetic card to the assigned room are collected at the reception desk of the Student Residence Hall. In the event of loss of the keys or card, the Resident bears the cost of replacement or, if necessary, the cost of replacing the lock.
10. A room designated for accommodation is prepared for occupancy and equipped with functioning furniture and appliances. The Resident should report any damaged or worn-out furniture that is part of the room or unit's equipment, which should be recorded in accordance with the inventory form constituting Appendix No. 3 to these Regulations.

11. Persons with a certified degree of disability have priority in accommodation allocation. This also applies to their assistants. Accommodation fees for assistants are set according to the price list for students of Bialystok University of Technology plus VAT.
12. For persons referred to in subsection 1(2–6), accommodation is subject to the provisions of Section 3. Accommodation during the academic year, based on availability, does not require the standard procedure.

§ 5

Rules for accommodating employees and doctoral students of Bialystok University of Technology in the Student Residence Halls

1. A person is entitled to reside in a Student Residence Hall for a given academic year if they have submitted an accommodation application (Appendix No. 4 to the Regulations) to the Manager of the Student Residence Hall by 31 May and received an accommodation referral signed by the Manager of the URC (Appendix No. 5 to the Regulations). This also applies to those who wish to extend their residence for another year. Employees must obtain confirmation of employment from the Human Resources Department (hereinafter: HR), and doctoral students – from the Doctoral School Office of Bialystok University of Technology.
2. Units/rooms are allocated for a maximum of one academic year, i.e. from 1 October of a given year to 30 September of the following year, or for a shorter period. The allocation decision expires at the end of the specified period.
3. The allocation of units/rooms, subject to subsection 6, shall be made by 25 June of the given calendar year by the Housing Committee, hereinafter referred to as the "Committee", appointed by order of the Rector of Bialystok University of Technology. The minutes of the Committee meeting shall be approved by the Manager of the URC. The template of the minutes constitutes Appendix No. 6 to the Regulations.
4. The Manager of the Student Residence Hall shall notify the applicant of the allocation, change, or rejection of a unit/room by telephone or to the email address indicated in the application, within 7 days from the date of approval of the Committee's minutes.
5. Appeals against the approved allocation minutes shall be submitted to the Deputy Chancellor via the Manager of the URC within 7 days of receiving the information. The decision of the Deputy Chancellor regarding approval, change, or rejection of a unit/room is final.
6. During the academic year, the SCR URC allocates available units/rooms based on the order in which applications are received, considering the criteria specified in Section 2(1)(3–6).
7. If multiple persons from the same group, as specified in Section 2(1)(3–6), apply, the order in which the applications were received shall determine priority.
8. The accommodation process is carried out by the Manager of the Student Residence Hall. Upon transferring the unit/room, a handover protocol is drawn up specifying the furnishings and technical condition of the unit/room. The protocol is signed by the Manager of the Student Residence Hall and the accommodated person. The template of the handover protocol constitutes Appendix No. 7 to the Regulations.
9. An employee of Bialystok University of Technology retains the right to reside in the Student Residence Hall during research leave, unpaid leave, health leave, maternity or parental leave.
10. It is prohibited for individuals not listed in the accommodation application to reside in the Student Residence Hall. Any changes in the residents of a given unit/room or their number must be immediately reported to the Manager of the Student Residence Hall.
11. In matters not covered by the Regulations, individual accommodation decisions are made by the Manager of the URC upon the request of the Manager of the Student Residence Hall.
12. For residents referred to in Section 2 (1)(3–6), the total period for which they may be allocated a unit/room must not exceed 10 years. For residents referred to in Section 2 1)(7), the total period must not exceed 4

years. In the event of available units/rooms or other justified cases, the decision to extend accommodation for another period is made by the Deputy Chancellor.

§ 6

Check-out

1. A Resident loses the right to reside in a Student Residence Hall in the event of:
 - 1) gross violation of the principles set out in the Regulations, in particular Section 10;
 - 2) subletting (lending) their place in the Student Residence Hall to persons who are not Residents of the respective Student Residence Hall;
 - 3) falling behind with accommodation fees and failing to pay the outstanding amount within an additional deadline;
 - 4) suspension of student or doctoral student rights at Bialystok University of Technology by decision of the competent disciplinary committee;
 - 5) loss of employee status.
2. The decision on the loss of the right to reside is made by the Manager of the URC:
 - 1) upon the request of the Manager of the SCR URC, in cases specified in subsection 1(1, 2, 4);
 - 2) upon the request of the Dean of the Faculty / Director of the Doctoral School, in cases specified in subsection 1 (4).
3. In the cases referred to in subsection 1(3) , the Resident must check out within 48 hours of receiving the eviction notice.
4. A Resident who violates the provisions specified in subsection 1(1–3) loses the right to reside in other Student Residence Halls.
5. In the cases specified in subsection 1(4) , the Resident must check out within 14 days of receiving the eviction notice.
6. In the case described in subsection 1(3) , the Manager of the URC may grant an additional one-month deadline for payment of the outstanding fee. If the Resident fails to pay within this period, they are obliged to check out.
7. If the Resident fails to comply with the obligation to check out, the Manager of the Student Residence Hall has the right to call the relevant services to remove the unauthorised person from the building.
8. Before checking out, the Resident is obliged to:
 - 1) report the check-out date to the SCR URC 14 days in advance.
In justified cases, the Manager of the SCR URC may shorten this period at the Resident's request;
 - 2) return a clean room with equipment to the Manager of the Student Residence Hall (during working hours).
If the Resident intends to leave any personal items or furnishings in the room, this must be reported in advance. Unreported items not listed in the room's equipment will be removed after check-out. The Student Residence Hall bears no responsibility for items left behind;
 - 3) return the keys/magnetic card to the room together with the Resident Card to the SCR from Monday to Friday between 7:30 a.m. and 3:30 p.m., or otherwise at the reception desk.
9. If the obligations listed in subsection 8(1–3) are not fulfilled, the SCR shall continue to charge fees for the following months.
10. A Resident may be denied accommodation in the Student Residence Halls in the next academic year. The decision to refuse a place is made by the Manager of the URC at the request of the Residents' Council, the Manager of the Student Residence Hall or the Manager of the SCR.

§ 7

Rules for check-out of employees and doctoral students of Bialystok University of Technology from the Student Residence Halls

1. Persons vacating a unit/room must settle all outstanding payments and complete all check-out formalities. If they decide to check out before the date specified in the accommodation referral, they must notify the Manager of the Student Residence Hall at least one month in advance.
2. Upon check-out from the Student Residence Hall, the Resident must:
 - 1) refurbish and clean the unit/room and leave it in a condition enabling another person to move in, and no worse than the condition specified in the handover protocol upon check-in;
 - 2) return all furnishings that belong to the Student Residence Hall, as listed in the handover protocol;
 - 3) remove all private equipment/furniture not belonging to the Student Residence Hall from the unit/room/utility rooms. It is forbidden to leave them near the waste shelter;
 - 4) repair any defects or missing furnishings in the unit/room resulting from discrepancies in the handover protocol. Otherwise, the Resident will be charged the actual cost of repairs or replacements, in accordance with Appendix No. 8 to the Regulations;
 - 5) record the electricity meter reading in the presence of the Manager of the Student Residence Hall.

§ 8

Fees and deposit

1. The amount of fees for accommodation in the facilities of the University Residential Campus is determined by the Rector in consultation with the University Student Self-Government and Doctoral Student Self-Government. A proposal for new fees is submitted by the Manager of the URC. The Student and Doctoral Self-Government bodies have 30 days to issue an opinion on the proposed changes. After this period, it is assumed that the consultation requirement has been met.
2. The price list determined in accordance with subsection 1 shall be posted in a visible place in the Student Residence Hall and published on the University website.
3. The fee for temporary accommodation, i.e. up to 10 days, is calculated as the product of the number of nights and the temporary stay rate.
4. The fee for a stay in the Student Residence Hall lasting more than 10 days but less than one month is calculated based on the duration of the stay and amounts to:
 - 1) from 11 to 15 days – $\frac{1}{2}$ of the monthly fee;
 - 2) over 15 days in a given month – the full monthly fee.
5. The deadline for paying the accommodation fee is the 25th day of the month to which the fee applies. Late payment will result in statutory interest charges. In the event of non-payment by the deadline, the SCR will notify the Resident via email of the obligation to settle the amount due under threat of losing the right to reside in the Student Residence Hall in accordance with Section 3(1)(3). In justified cases, the Resident may submit a written request to the Manager of the URC for a payment extension. The payment deadline may not exceed 7 days. Granting an extension does not release the Resident from the obligation to pay statutory interest for late payment.
6. A Resident's temporary absence does not exempt them from the obligation to pay accommodation fees.
7. The deposit is a one-time payment. Its amount is determined based on the accommodation price list for the Student Residence Halls of Bialystok University of Technology for the given academic year. The deposit equals one month's accommodation fee and depends on the type and category of the assigned room. The deposit must be paid no later than the end of the month in which the Resident moves in.

8. The deposit may be reduced by the cost of repairing any damage caused by the Resident. In such cases, the Resident is obliged to replenish the deposit to its full amount within 7 days.
9. In the event of outstanding payments and the Resident leaving the Student Residence Hall without notification, the deposit will automatically cover the amount owed.
10. The deposit will be automatically applied towards the fee for the last month of residence.
11. The deposit may be refunded upon the Resident's written request, either by bank transfer to the indicated account or in cash (automatic withdrawal) at Bank PEKAO S.A. The deposit refund request template constitutes Appendix No. 8 to the Regulations. The deposit refund request must be approved by the Manager of the URC.

§ 9

Settlement rules for employees of Bialystok University of Technology residing in the Student Residence Halls

1. Any change in accommodation fees must be approved by the Rector following prior consultation with the Manager of the University Residential Campus and the Deputy Chancellor. Changes in the accommodation fees shall be announced to the Residents on the noticeboard of the Student Residence Hall.
2. The fee for a stay in the Student Residence Hall lasting less than one month is calculated based on the length of stay and amounts to:
 - 1) up to 15 days – $\frac{1}{2}$ of the monthly fee;
 - 2) over 15 days in a given month – the full monthly fee.
3. A Resident's temporary absence does not exempt them from the obligation to pay the full accommodation fee.
4. Monthly accommodation fees are paid directly to the bank account of the Student Residence Hall by the last day of the given month. The payment date is the date the funds are credited to the bank account. The accommodation fee may also be deducted from the employee's salary, upon prior written consent in accordance with Appendix No. 9 to the Regulations.
5. The Manager of the Student Residence Hall is obliged to submit the completed consent form for deduction or cancellation of deductions to the HR Department.
6. Late payment will result in statutory interest charges. In the event of non-payment by the deadline, the Manager of the Student Residence Hall will inform the Resident of the obligation to pay under threat of losing the right to reside in the Student Residence Hall.
7. Electricity usage is settled quarterly based on meter readings taken by the 25th day of the month following the settlement period, minus the advance payments. Residents who exceed the established advance amount must pay the difference to the account of the Student Residence Hall. If the advance is not used up, the Resident will be refunded the overpaid amount.
8. University organisational units may, within their available funds, subsidise the accommodation of their employees in the Student Residence Hall by notifying the Deputy Chancellor in writing.

§ 10

Rules of Residence

1. A Resident resides in the room/unit assigned by the SCR URC.
2. Residents have the right to:
 - 1) use rooms and equipment intended for common use in accordance with their purpose;

- 2) change rooms, with the consent of the Manager of the SCR;
- 3) modify the décor and arrangement of the room/unit, subject to prior written consent of the Manager of the Student Residence Hall;
- 4) receive bedding in justified cases, provided that the Student Residence Hall has it in stock. Laundry of the issued bedding will take place only for assigned users and following the posting of a notice in a visible location;
- 5) connect and use, at their own expense: internet, computer, radio, television;
- 6) use the parking spaces located on the University premises, except for designated privileged places (e.g. for the Rector, Chancellor, persons with disabilities, and employees marked with a designated zone between 7:00 a.m. and 3:30 p.m.);
- 7) receive guests on the premises of the Student Residence Hall in accordance with the following rules:
 - a) guests may visit from 6:00 a.m. to 12:00 a.m. (midnight) and only with the consent of fellow residents,
 - b) the Manager of the Student Residence Hall may, upon request of a Resident who has lived there for at least one month, grant permission for guest overnight stays for no more than 3 consecutive nights and no more than 5 nights in a month, in accordance with the current price list. In justified cases, the Manager may extend this period,
 - c) If a guest remains in the Student Residence Hall after midnight without prior notice to the Manager, the Resident will be charged a fee equal to the value of two guest nights,
 - d) guests must present a photo ID at reception, where they will be registered in the Guest Book by an employee and receive a numbered pass allowing guest access to the Student Residence Hall. This pass must be returned when leaving. The Resident is responsible for preventing their guests from causing damage or disturbing order. Information about the processing of guests' personal data is available in a visible place at the reception desks of the Student Residence Halls,
 - e) the Resident is materially responsible for any damage caused by their guests, as well as for any unreturned passes,
 - f) aggressive individuals, those posing a danger to others, or those under the influence of alcohol or drugs may be denied entry,
 - g) events may only be organised in designated areas with written consent from the Manager of the Student Residence Hall. The organiser is responsible for any damages or disturbances caused during such events;
- 8) upon written request, the reception staff may collect a paid-for courier or postal delivery on behalf of the Resident.

3. Residents are particularly obliged to:

- 1) familiarise themselves with and comply with the Regulations and the extract from the fire safety instructions of the Student Residence Hall of Białystok University of Technology, in accordance with Appendix No. 10 to the Regulations;
- 2) comply with health and safety, fire protection, and sanitation regulations. In particular, any tampering with the fire protection system or Voice Alarm System (especially covering smoke detectors and ventilation grilles) is strictly prohibited and may result in immediate eviction;
- 3) comply with announcements broadcast via the Voice Alarm System and with instructions from fire services and the Manager of the Student Residence Hall;
- 4) pay accommodation fees on time;
- 5) notify the SCR within 5 days of removal from the list of students, doctoral students, or termination of employment status;

- 6) follow decisions issued by the Manager of the Student Residence Hall and the Residents' Council within their scope of authority regarding order in the Student Residence Hall;
 - 7) respect quiet hours from 10:00 p.m. to 6:00 a.m.;
 - 8) respect for the privacy and peace of fellow residents;
 - 9) care for the property of the Student Residence Hall, maintain cleanliness in their unit and common areas, report any damage or defects to the Manager or reception, and prevent theft and vandalism;
 - 10) sort waste properly (dispose of waste in marked bins: paper, glass, metal and plastic, green waste, bio-waste, and general waste);
 - 11) bear the cost of fines imposed on the Student Residence Hall, e.g. for improper waste sorting. The fine will be charged to the identified perpetrator or, if unidentified, divided among all Residents and added to the monthly fee in the nearest billing period, following a review of CCTV footage and confirmation of whether the person is a Resident or guest;
 - 12) promptly report any alarming incidents occurring on the premises of the Student Residence Hall to the Manager;
 - 13) present the Resident Card upon request by reception staff, the Manager, or security personnel.
4. Residents are prohibited from:
- 1) damaging property, painting interiors (subject to subsection 2 (3)), affixing stickers, posters, or other permanent or hard-to-remove decorations to walls, doors, or furniture;
 - 2) using electric cookers, heaters, or other unauthorised heat sources in rooms;
 - 3) installing, modifying, repairing, or interfering with electrical, gas, water, phone, antenna, computer, or sound systems;;
 - 4) changing locks on doors or making duplicate keys to any rooms in the Student Residence Hall without the consent of the Manager of the Student Residence Hall. The necessity of replacing a lock shall be decided by the Manager, who may, if needed, charge the Residents of the room with the cost of replacement;
 - 5) misusing rooms, equipment, or fire safety devices;
 - 6) exchanging, modifying, or removing furniture from rooms without permission of the Manager of the Student Residence Hall;
 - 7) using audio equipment in a way that disturbs other Residents;
 - 8) flushing items that could block or damage plumbing;
 - 9) throwing objects out of windows or removing University property from the Student Residence Hall;
 - 10) leaving rubbish bags in units, hallways, kitchens, laundry rooms, or stairwells;;
 - 11) keeping animals, except with written consent from the Manager of the Student Residence Hall;
 - 12) engaging in gambling on the premises of the Student Residence Hall;
 - 13) bringing weapons and ammunition within the meaning of the Weapons and Ammunition Act onto the premises of the Student Residence Hall;
 - 14) smoking tobacco or e-cigarettes anywhere on the premises;
 - 15) producing, selling, or consuming alcohol or intoxicants on the premises of the Student Residence Hall;
 - 16) subletting or lending the room or Resident Card/magnetic card to others;
 - 17) running a business on the premises of the Student Residence Hall;
 - 18) organising events in non-designated areas;
 - 19) posting advertisements, posters, etc., on or around the building without written permission from the Deputy Chancellor.
5. The Manager of the Student Residence Hall, accompanied by another URC employee or a designated person, may enter a room in the Resident's absence in the event of a threat or need for urgent action to ensure proper functioning of the building or to carry out repairs, respond to breakdowns, or conduct technical inspections. A log of room entries shall be kept by the Manager of the Student Residence Hall.

6. In case of threat to order or safety, the Manager or, in their absence, the reception staff shall call the appropriate services.
7. The Manager may prohibit entry to the Student Residence Hall to individuals who have previously committed serious breaches of the Regulations.
8. The University is not liable for personal belongings left on the premises of the URC.
9. The Manager or another authorised URC employee may inspect the cleanliness of rooms and units.
10. The Manager of the SCR may reassign Residents to another room during the academic year to ensure full use of the housing facilities. If such a decision is made, the student must promptly move to the designated room.

§ 11

Resident responsibility

1. Disciplinary measures include:
 - 1) a written or oral warning issued by the URC management or persons authorised by the Manager of the URC;
 - 2) an eviction order issued by the Manager of the URC.
2. The Resident is fully liable for damage caused to the property of the Student Residence Hall.
3. If equipment, rooms, or common areas are damaged or if there are missing items, Residents are obliged to cover the cost of damage or restore the area to its original condition.
4. If the perpetrator of damage cannot be identified, all Residents of the room, unit, or floor are jointly liable. The cost will be deducted from the deposit.
5. The value of the damage is estimated by the Manager based on a documented cost estimate – the damage report template is provided in Appendix No. 11 to the Regulations.