

**Regulations of the Residence Halls**  
**at the Maria Curie-Skłodowska University**

**I. GENERAL PROVISIONS**

§1

These Regulations lay down detailed rules for assignment, loss and fees for a place in Residence Halls of UMCS, as well as the rules and conditions of using the assigned rooms.

§2

1. Residence halls are the property of the Maria Curie-Skłodowska University in Lublin.
2. The primary function of a residence hall is to provide students and doctoral students with accommodation, a place to study, work individually and spend their free time.

§3

1. Residence halls are managed by managers of residence halls.
2. The administration of residence halls and the Office of Student Affairs are supervised by the Director of the Centre for Education and Handling the Administrative Affairs of Study.

**II. PRINCIPLES OF ASSIGNMENT AND EXCHANGE OF ROOMS,  
AND RESERVATION AND QUARTERING IN RESIDENCE HALLS**

§4

1. Rooms in residence halls shall be assigned by the Residence Halls Committee (hereinafter referred to as the “Committee”).
2. The Committee, referred to in section 1, shall be appointed by the Rector by 15 June each academic year.

§5

1. The Committee, referred to in § 4, includes:
  - a) Vice-Rector competent for students’ affairs or Rector's Proxy for student affairs as the chairman,
  - b) The Chairman of the Social Committee of the University Student Self-Government Board of UMCS, the Chairman of the University Student Self-Government Board of the UMCS, the Chairman of the Campus Council and at least two representatives of students appointed by the competent authority of the Student Self-Government of UMCS,
  - c) an employee or employees of the Office of Student Affairs appointed by their immediate superior.

2. The administrative service of the Committee shall be provided by the Office of Student Affairs.

## § 6

1. The Committee shall debate at meetings.

2. Decisions shall be made by a simple majority of votes in the presence of at least half of the members of the Committee, where students constitute a majority of the Committee at such meetings.

3. Minutes shall be made for each meeting of the Committee, signed by all members present at the meeting.

## § 7

1. The following persons may apply for assignment of places in a residence hall, subject to §10:

a) students of intramural and extramural programmes,

b) doctoral students of intramural and extramural programmes,

c) married couples, with one of the spouses being a student or a doctoral student of UMCS.

2. If there are vacancies, other persons than those listed in section 1 may apply for accommodation in residence halls.

## §8

1. A place in a residence hall shall be assigned by the Committee on the request of a person applying for a place. An application may be submitted in the paper or electronic form through the USOSweb internet platform, available at: [usosweb.umcs.pl](http://usosweb.umcs.pl).

2. In justified cases, a place in a residence hall may be assigned by the Rector or an authorized Vice-Rector.

3. A sample letter of application for persons referred to in § 7 section 1 subsection a, b and section 2 shall constitute Appendix No. 1 hereto.

4. A sample letter of application for students or doctoral students holding certificates with adjudication of disability shall constitute Appendix No. 2 hereto.

5. A sample letter of application for persons referred to in § 7 section 1 subsection c and for students or doctoral students being single parents shall constitute Appendix No. 3 hereto.

6. The application in the paper form referred to in section 4 must be accompanied by a copy of a certificate with the adjudication of disability (unless it has been previously filed at the appropriate Dean's Office). Upon completion of the process of assignment of a place in a

residence hall, a certificate with adjudication of disability shall be transferred to the appropriate Dean's Office.

7. Applicants submitting applications for assignment of a place in a residence hall in the electronic form, holding a certificate with adjudication of disability are requested, upon the registration of the application in the electronic form, to provide a copy of a certificate with adjudication of disability to the Residence Halls Committee (unless it has been previously filed atn the appropriate Dean's Office). Upon completion of the process of assignment of a place in a residence hall, a certificate with adjudication of disability shall be transferred to the appropriate Dean's Office.

## § 9

1. In the application referred to in § 8 section 3, the applicant shall specify the preferred residence hall, in which he would like to receive a place, and he also specifies the residence hall being his second choice.

2. Applications for assignment of a place in a residence hall for the next academic year may be submitted in three rounds:

a) Round I - from 20 May to 20 June by students of I.-IV. years of long cycle programmes, I. and II. years of the 3-year long first cycle programmes, I., II. and III. years of the 3.5-year long engineering programmes, I. year of the second cycle programmes, and doctoral students of I., II., III. and IV. years of studies, only through the USOSweb internet platform, referred to in § 8 section 1,

b) Round II - from 1 to 20 August by persons admitted to I. year of the long cycle programmes, first-cycle, second-cycle and third cycle programmes, only through the USOSweb internet platform, referred to in § 8 section 1,

c) Round III - from 24 August to 15 September by persons admitted to I. year of long cycle programmes, first-cycle, second-cycle and third-cycle programmes, only through the USOSweb internet platform, referred to in § 8 section 1,

d) during the academic year an application for assignment of a place in a residence hall may be submitted at any time, yet only in the paper form at the Office of Student Affairs.

3. After 15 September an application for assignment of a place in a residence hall may be submitted only in the paper form at the Office of Student Affairs.

## §10

1. Priority for places in a residence hall is given respectively to a student or a doctoral student that fulfills jointly the following conditions:

- a) is a single parent, holds a certificate with adjudication of disability, is an orphan or half-orphan or is in matrimony, and
- b) whose everyday commuting to the university would prevent or substantially hinder his/her study and who is in a difficult financial situation.

2. A difficult financial situation shall mean a situation, where a monthly income per a family member does not exceed the maximum income threshold defined at the University giving the right to a maintenance grant.

3. A student or a doctorate student shall be given the right to live in a residence hall based on the priority principle after he/she has confirmed the information about the assignment of a place to him/her in a given residence hall.

## §11

1. The information about the assignment of a place in a residence hall shall be sent by the electronic way to the e-mail address provided by the student.

2. A student or a doctorate student who has been assigned a place in a residence hall shall be obliged to confirm his intention to live there:

a) until 20 July - students and doctorate students who have been assigned places in residence halls in Round I, referred to in § 9 section 2 subsection a;

b) until 10 September - students admitted to the first year of study of first-cycle, second-cycle and third-cycle programmes, who have been assigned places in residence halls in Round II, referred to in § 9 section 2 subsection b;

c) until 25 September - students admitted to the first year of study of first-cycle, second-cycle and third-cycle programmes, who have been assigned places in residence halls in Round III, referred to in § 9 section 2 subsection c;

d) persons who have been assigned a place from the waiting lists shall provide confirmations not later than within 5 days of receipt of the information about the assignment of a place.

3. The confirmation referred to in section 2 shall be made only through the USOSweb internet platform.

4. Lack of confirmation of the intention to live in a residence hall within the time limits specified in section 2 shall result in the loss of the assigned space.

## §12

1. Quartering in residence halls shall be carried out within the time limits specified by the administration of the residence hall upon consultation with the Residents' Council, subject to section 2.

2. The period of quartering in residence halls ends on 2 October.

3. Quartering referred to in sections 1-2, is based on lists of people who have been assigned a place in the residence hall provided by the Office of Student Affairs to the administration responsible for the residence hall within the time limits allowing quartering.

4. If quartering is not possible on the date specified in section 1, the person who has confirmed his/her intention to live in the residence hall shall be obliged to inform about this fact the administration of the residence hall, at the same time specifying the date of his/her intended quartering. Quartering at a later date does not result in a reduction in the monthly fee for the place.

5. Quartering during the academic year shall be carried out in the administration office of the residence hall on the basis of a referral issued by the Office of Student Affairs.

6. Before quartering, the person who confirmed his/her intention to live in the residence hall is required to get familiar with these Regulations. This fact is subject to a written confirmation at the time of quartering.

7. At the time of quartering, the resident of the residence hall shall receive a resident card, which is required to be produced on the request of the residence hall administration employees, Residents' Council, the Campus Council and the Rector's Proxy for Student Affairs.

### §13

1. A possible exchange of a place in the residence hall shall be carried out in the residence hall administration office. If an applicant specifies a person willing to exchange rooms, such action is carried out from the day of confirmation of the intention to live in the residence hall, and in the absence of such a person – starting from 20 September.

2. In the event the personal composition of the room cannot be completed, the resident is obliged to move to a room designated by the manager of the residence hall in the same residence hall.

3. In the event of lack of consent of a resident to his/her transfer, referred to in section 2, he/she shall pay a fee for accommodation specified for a room with a higher standard – a proportional portion of the fee for vacancy (the costs of a vacancy are charged to the other residents of the room).

4. Transfers shall not be made during the examination sessions.

### §14

1. A place in a residence hall is assigned for 9 months starting from 1 October, not longer than to the end of June. A resident is required to make systematic payments of fees for the entire period of occupancy of a place in the residence hall.

2. A resident may check-out from the residence hall before the date to which his place has been assigned without having to pay fees for the remaining period, if:

a) he/she has successfully completed the examination session,

b) he/she has completed his programme or graduated,

- c) he/she has moved to a different university,
  - d) special circumstances occurred that justify such a decision,
  - e) he/she has been granted a dean's leave,
  - f) he/she is away as an exchange student,
  - g) he/she has lost the status of a student by a final decision of the competent authority.
3. A resident is obliged to inform the residence hall administration about the intended date of resignation from living in the residence hall.
4. A resident, who has resigned from his/her place in cases other than those referred to in section 2 shall lose the priority right in obtaining a place in the next academic year.

## §15

1. The check-out from residence halls takes place in the month of June on the following dates:
- a) 10 June,
  - b) 20 June,
  - c) 30 June.
2. Where the schedule of the academic year provides for the extension of the examination session for the month of July, the check-out date falls on the first day after the end of the summer session.
3. If the day of the check-out falls on a day free from work, the check-out shall take place on the next working day following that date.
4. For the month of June a resident of the residence hall shall pay a fee of:
- a) 1/3 of the monthly fee for living in a residence hall if he/she checks out by 10 June,
  - b) 2/3 of the monthly fee for living in a residence hall if he/she checks out by 20 June,
  - c) the total monthly fee for living in a residence hall if he/she checks out by 30 June,
  - d) if the schedule of the academic year provides for the extension the examination session for the month of July, the student pays a fee for the period until the check-out – in the amount specified by the manager of the residence hall in proportion to the monthly fee for a place in the residence hall.

## §16

When checking out of the residence hall the resident leaves the room in such a condition in which it was provided (taking into account normal wear-and-tear of the room and its equipment) according to the declaration made at the quartering.

### **III. FEES IN RESIDENCE HALLS**

#### **§17**

1. A price list of monthly fees in a residence hall, allowing to cover the costs of residence hall maintenance for each academic year shall be determined by the Rector or an authorized Vice-Rector after hearing the competent authority of the University Student Self-Government and the competent authority of the Doctoral Student Self-Government and the Campus Council based on data prepared by the Office of Student Affairs approved by the Director of the Centre for Education and Handling the Administrative Affairs of Study.
2. The price list referred to in section 1 shall be announced by 15 May in the form of a communiqué.

#### **§18**

1. A resident shall pay fees for a place in the residence hall on a specified account not later than by the 25th day of each month.
2. The date of payment shall be the date of crediting the fee on the University account.
3. The University shall not be responsible for the consequences of erroneous qualifications of the fee resulting from entering of an incorrect account number or other similar reasons.

#### **§19**

1. To cover the operating costs of equipment and rooms in residence halls intended for common use, a resident pays on a specified University account within 30 days from the date of quartering a one-off non-refundable fee in the amount determined by the manager of the Office of Student Affairs upon consultation with the Campus Council and approved by the Director of the Centre for Education and Handling the Administrative Affairs of Study. Revenues from this fee shall be used in the first place for the renovation of common facilities and repairs and or purchase of equipment for the common use.
2. A person who is not a student or a doctoral student using the accommodation in the residence hall is required to submit a security deposit in the amount of the monthly fee for a place, applicable at a given residence hall. The security deposit must be made within 7 days of quartering at the residence hall administration office.
3. The deposit referred to in section 2 is refundable on the day of the check-out and settlement by the resident of all fees for the occupied place in the residence hall at the administration office of the residence hall.

#### **§20**

1. The price list of the fees for hotel rooms shall be determined for each academic year by the Rector or an authorized Vice-Rector upon consultation with the competent authority of the University Student Self-Government and the competent authority of the University Doctoral Student Self-Government and the Campus Council, based on data prepared by the Office of

Student Affairs and approved by the Director of the Centre for Education and Handling the Administrative Affairs of Study.

2. The price list referred to in section 1 shall be announced by 15 May in the form of a communiqué.

3. The price list of fees includes fees in the net amounts. The fee shall be increased by the amount of VAT for residents who are not students or doctoral students of higher education institutions with which the University has signed an agreement.

## §21

1. Fees for the access to the lounge shall be charged according to the price list determined for each academic year by the Rector or an authorized Vice Rector upon consultation with the competent authority of University Student Self-Government and the competent authority of University Doctoral Student Self-Government and the Campus Council based on data prepared by the Office of Student Affairs and approved by Director of the Centre for Education and Handling the Administrative Affairs of Study.

2. The price list referred to in section 1 shall be announced by 15 May in the form of a communiqué.

3. The price list referred to in section 1 shall determine the amount of fee per hour of using the lounge, the amount of deposit and other charges related to the use of the lounge.

4. There are no charges for providing the lounge for events, organized by a resident of the residence hall, in which at least two-thirds of guests are the residents of the residence halls. The organizer of such an event shall pay a deposit according to the valid price list at the administration office. The deposit is refundable if the manager of the residence hall does not find any damage.

5. In justified cases, the manager of the Office of Student Affairs may provide the lounge free-of-charge to student organizations operating at the University and the competent authorities of the University Student Self-Government or the competent authorities of the University Doctoral Student Self-Government. The organizations and the competent authorities of Self-Governments pay a deposit according to the valid price list at the administration office. The deposit is refundable if the manager of the residence hall does not find any damage.

6. If an event of the scientific or popular-science nature is organized by a student organization, the University Student Self-Government, or the University Doctoral Student Self-Government, the manager of the Office of Student Affairs or a Director of the Centre for Education and Handling the Administrative Affairs of Study may exempt a student organization, the competent authority of the University Student Self-Government or the competent authority of the University Doctoral Student Self-Government from the obligation to pay the deposit.



7. For providing the lounge for didactic purposes, fees are charged to cover the operating costs. The amount of costs in each case shall be determined by the manager of the Office of Student Affairs upon consultation with the Director of the Centre for Education and Handling the Administrative Affairs of Study.

#### **IV. RIGHTS AND DUTIES OF THE RESIDENT OF RESIDENCE HALLS**

##### **§22**

1. All residents of the resident hall have equal rights and duties.
2. A resident of the resident hall has the right to:
  - a) elect and be elected to the Residents' Council,
  - b) to the extent possible, to choose a room and select roommates,
  - c) to the extent possible, to change the room, the room standard or the residence hall after obtaining the consent of the manager of the relevant residence hall,
  - d) request the Residents' Council or administration employees for an intervention in the event his rights are violated,
  - e) enter and leave the building at any time,
  - f) use of equipment in the occupied room,
  - g) use the equipment and rooms intended for common use, and in particular the rooms of the quiet study, a TV room and the lounge - based on the principles set out in these Regulations,
  - h) change bed linen once a month,
  - i) leave his property for holidays in the deposit kept by the Residents' Council upon consultation with the administration of the residence hall and based on the principles set out by the same,
  - j) receive visitors according to the principles set out in these Regulations,
  - k) organize social gatherings based on the principles set out in these Regulations,
  - l) accommodation in a coeducational room, upon a prior submission to the manager of a relevant residence hall of a written statement, whose sample constitutes Appendix 5 hereto.

##### **§23**

1. The duties of the resident include in particular:
  - a) compliance with the rules of good manners, safety and regulations related to the functioning of the residence hall,

- b) making regular payments for residence on a specified University bank account number by the 25th day of each month for a given month, in the case of delays in payments along with the statutory interest on arrears,
- c) compliance with the provisions of these Regulations,
- d) behavior in accordance with the principles of social coexistence,
- e) compliance with applicable laws on education in sobriety and alcoholism prevention,
- f) compliance with applicable laws on the prevention of drug addiction,
- g) compliance with health-and-safety and fire regulations,
- h) execution of commands of the residence hall administration,
- i) respect for property constituting the equipment of the residence hall,
- j) informing the administration of the residence hall of any defects or damage and destruction of residence hall property, including making entries about defects in the corresponding notebooks kept at the reception desk,
- k) maintenance of due cleanliness in the room and in the rooms intended for common use, including the regular cleaning of the room/apartment,
- l) showing a valid residence card with a recent photograph to the reception desk employee without calling each time while entering the residence hall,
- m) showing a residence card to the residence hall administration, Rector's Proxy for Student Affairs, representatives of the University administration, a representative of the Residents' Council or the Campus Council when requested,
- n) leaving the room key at the reception desk each time while leaving the residence hall, unless other rules have been set out in the residence hall.

## §24

1. Residents have the right to organize cultural and social events in the lounges of the residence halls and social gatherings held in the rooms.
2. Social gatherings held in rooms are subject to approval of the roommates and they must be adjusted to the quiet hours applicable in the residence hall.
3. The manager of the residence hall may authorize the extension of the social gathering beyond the quiet hours. Extension of the time of a social gathering should be notified in writing and requires the approval of the roommates.
4. The organizer of a cultural or social event shall indicate the person responsible for organization of the event and shall submit a list of names of the participants, together with a written consent of the Residents' Council to the manager of the residence hall.

5. After 11 p.m. participants of events organized in the residence hall based on the principles set out in these Regulations are only allowed to stay in the lounges, in which the events are organized.

6. A resident receiving visitors shall be responsible for their stay in the residence hall.

## §25

1. A resident shall take full responsibility for the entrusted property and is required to return the entrusted property in the same condition in terms of quantity and quality under normal use.

2. Residents are responsible materially for the items put into individual or common use and for any culpable damage in the residence hall resulting from their or their guests' fault.

3. The perpetrator of the damage is liable for destruction or damage to the room or its equipment. In the event of inability to determine the perpetrator of the damage, the residents of a given room shall be liable jointly and severally.

4. In the event of inability to determine the perpetrator of the damage, for the property adopted to use in the parts of common use (bathrooms, halls, kitchen, etc.), the residents of a given segment shall account jointly and severally.

5. The perpetrator of the damage is liable for destruction or damage to equipment being common parts of the residence hall (staircases, the corridor, elevators, etc.). In the event of inability to determine the perpetrator of the damage, the residents of a given floor or all residents of the residence hall shall be liable jointly and severally. Decisions in this matters shall be made by the manager of the Office of Student Affairs or the Director of the Centre for Education and Handling the Administrative Affairs of Study on the request of the manager of the residence hall.

6. The cost of destruction or damage to equipment of the residence hall shall be determined on the basis of the evaluation of repairs or purchase of new equipment made by the manager of the residence hall. The manager of the residence hall may agree to repairs of equipment or renovation of the rooms by the student himself.

## **V. RULES OF RESIDENCE IN RESIDENCE HALLS DURING HOLIDAYS**

## §26

1. The Rector or an authorized Vice-Rector upon consultation with the competent authority of the University Student Self-Government and the competent authority of the University Doctoral Student Self-Government and the Campus Council based on the opinion of the Office of Student Affairs, by 15 May specifies residence halls on-duty, in which holiday quartering shall be carried out of persons living in residence halls during the academic year.

2. People living in residence halls during the academic year who declare their stay during the holidays can live based on the same conditions as during the academic year.

3. The condition of accommodation during holidays shall be payment of due fees resulting from living in a residence hall during the academic year.
4. The person expressing the desire to live in a residence hall during the holidays shall be obliged to submit an application at the appropriate residence hall on-duty not later than by 20 June. A sample letter of application is attached as Appendix 4 hereto.
5. The decision about admissions to the residence hall for the holidays shall be made by the manager of the Office of Student Affairs.

#### §27

1. During the holiday season residence halls may be used as a hotel.
2. The rules of renting hotel rooms and a price list during the holiday season in the residence halls shall be determined by the Rector or an authorized Vice Rector based on the opinion of the Office of Student Affairs and the Director of the Centre for Education and Handling the Administrative Affairs of Study.

### **VI. PRINCIPLES AND PROCEDURES OF THE LOSS OF A PLACE IN THE RESIDENCE HALL**

#### §28

1. A resident loses the right to live in the residence hall in the following cases:
  - a) a failure to confirm the intention of living in the residence hall within the time limits defined in § 11 section 2 of these Regulations,
  - b) a failure to use one's assignment to the residence during the quartering in residence halls without justification,
  - c) a gross violation of the rules of order and safety in the residence hall,
  - d) a violation of the provisions of these Regulations,
  - e) a violation of laws regulating the issues of education in sobriety, preventing alcoholism and drug abuse prevention,
  - f) being in arrears with payments for a place for two months,
  - g) a transfer or subletting of the assigned place in the residence hall to another person.
2. The decision on the loss of a place in the residence hall due to the reasons specified in section 1 shall be made by the Rector or an authorized Vice-Rector upon consultation with the Campus Council.
3. A resident in respect of whom the decision was issued, as referred to in section 2, shall be obliged to leave the occupied room in the residence hall within 7 days of the date the decision becomes legally binding.

4. In particularly justified cases the resident can be deprived of his place with an obligation to leave it immediately. A decision in this matter is made in accordance with the principles set out in section 2.

5. The decision to deprive of a room at the residence hall may be appealed by the student with a request for a renewed consideration of the matter addressed to the Rector or an authorized Vice-Rector within 14 days of receipt of the decision. Such application is submitted through the Office of Student Affairs.

## **VII. ORDER REGULATIONS**

### **§29**

1. Visits to the rooms can be paid with the consent of the roommates every day in the hours of 7.00 a.m. – 11 p.m., with observance of the following rules:

a) a visitor leaves his/her identity card with a photograph to the employee acting on duty at the reception desk,

b) visitors has to provide his/her name and the room number of the hosting person,

c) a visitor is obliged to comply with the provisions of these Regulations,

d) the person being visited is responsible for the visitor's behavior.

2. At weekends the hours referred to in section 1 shall be extended to 12 p.m. Provisions of section 1 shall apply accordingly.

3. Visitors under the influence of alcohol or narcotic drugs are not allowed to enter the premises of the residence hall.

4. The manager of the residence hall upon consultation with the Residents' Council may introduce in justified cases an obligation to confirm visits by the hosting persons or to register the visits.

5. A reception desk employee, the manager of the residence hall, and the chairman of the Residents' Council have the authority to order a guest grossly violating the provisions of these Regulations to leave the residence hall.

6. In the hours of 11.p.m. - 7.00 a.m. there are the quiet hours in the residence hall.

7. The entrance door of the residence hall is closed in the hours of 11 p.m. - 7.00 a.m. The reception desk employee is obliged to open them only to the residence hall residents (including those using the guest rooms and the so-called hotel rooms). The reception desk employee is obliged to enable leaving the residence hall by the persons who have paid a fee for the night.

8. In justified cases, in the absence of a reception desk employee and with his consent, only a member of the Residents' Council or an employee of the residence hall administration may stay at the reception desk.

### §30

1. In each residence hall at least one guest room is prepared intended in the first instance for the accommodation needs of visitors to residents.
2. In appropriate cases a visitor, who is not a resident of the residence hall may stay overnight in a given residence hall, in the guest room or in the room of the hosting person.
3. Overnight accommodation in the room of the hosting person may take place only with the consent of the roommates. One should inform the reception desk employee on duty before 11 p.m. about the consent of the roommates to an overnight visitor.
4. The person using the overnight accommodation shall pay a fee according to the price list at the reception desk of the residence hall.
5. Reservation of accommodation in the guest room for a visitor shall be made by a resident of the residence hall at the reception desk at least two days in advance.
6. The closest persons of the resident of the residence hall (parents, siblings, spouses) with the prior permission of the manager of the residence hall shall be exempted from the obligation to pay for the overnight accommodation - but not more than 4 times per semester. The administration of the residence hall shall keep a register of free-of-charge overnight accommodation of residents' family members.
7. Residents can enjoy accommodation in another residence hall, in the room of the hosting person, without paying a fee for the overnight accommodation - not more than 8 times a month. The provision of section 3 shall apply accordingly.

### §31

1. In relation to visitors, who grossly violate these Regulations or otherwise persistently violate the principles of social coexistence, the manager of the residence hall upon consultation with the Residents' Council may issue a decision banning entry into the residence hall.
2. In relation to the residents who violate the provisions of these Regulations, the manager of the residence hall upon consultation with the Residents' Council may issue a decision banning reception of visitors in a given period.
3. The powers referred to in sections 1 and 2 are also vested to the Rector's Proxy for Student Affairs and the manager of the Office of Student Affairs.
4. In relation to residents or visitors, who grossly violate these Regulations or otherwise persistently violate the principle of social coexistence the Director of the Centre for Education and Handling the Administrative Affairs of Study or the manager of the Office of Student

Affairs, as well as the Rector's Proxy for Student Affairs upon consultation with the Campus Council may issue a decision banning entry on the premises of all the residence halls in a given period.

5. The decision referred to in sections 1-3 may be appealed to the Rector or an authorized Vice-Rector within 7 days of receipt of the decision or being informed of its contents through the Office of Student Affairs.

## **VIII. SAFETY IN RESIDENCE HALLS**

### **§32**

1. The following actions in particular are prohibited in residence halls:

- a) transferring, subletting or providing a place in a room to another person,
- b) gambling,
- c) illegal copying and selling of computer software, films, records etc.,
- d) distribution of alcohol, cigarettes, narcotics, anabolic and other psychoactive drugs, possession of drugs and other unauthorized substances,
- e) manufacture, possession, bringing in, consumption of and staying under the influence of narcotics, drugs and other psychoactive substances,
- f) conducting of trade and economic activities without permission of the University authorities,
- g) making unauthorized repairs or alterations of any equipment and/or media systems,
- h) modifications of locks, duplicating keys and fitting new locks without a permission of the manager of the residence hall,
- i) use of sound systems in a manner hindering learning or leisure to other residents,
- j) putting on lasting interior decoration of the rooms and the facade of the building,
- k) keeping and bringing in animals on the premises of the residence hall,
- l) inserting items to the sanitation system that could cause their failure or malfunction,
- m) throwing any objects through the window,
- n) use of gas stoves, heaters, electric cookers, washing machines outside of the rooms intended for this purpose,
- o) bringing in and storage of items that may pose danger to life, health, property or cause inconvenience for other residents,
- p) smoking tobacco products except in places designed for this purpose;

- q) possession of firearms and pneumatic arms,
- r) playing a ball, rollerskating, rollerblading or riding bicycles in the hallways of the residence halls,
- s) making barbecue in the rooms and balconies,
- t) conducting any form of campaigning and political activity, or the activities of a religious nature, or other activities unrelated to the functions of the residence hall.

### §33

1. Without the need to inform residents, inspections may be made in rooms in situations where there is suspicion of:

- a) a threat to life or health of residents,
- b) a violation of the existing legal regulations and the provisions of these Regulations,
- c) failures requiring immediate repairs.

2. The inspections referred to in section 1 may be made by the manager of the residence hall or the reception desk employee or another employee of the residence hall administration, as well as the Rector's Proxy for Student Affairs – jointly with two representatives of the Residents' Council.

3. In the absence of the residents of the room or the apartment, the inspections referred to in section 1 may be made only for important reasons. After the inspection a protocol shall be drawn up and the residents of the room or the apartment should be notified of this fact.

### §34

Interventions of the emergency services in the residence hall take place in the manner and according to the principles set out in a separate understanding.

## **IX. FINAL PROVISIONS**

### §35

Proceedings for assignment of a place in a residence hall for the academic year 2013/2014 shall be conducted based on the provisions existing so far.

### §36

- 1. The provisions of these Regulations apply to all residents of the University campus.
- 2. Issues concerning residents of all residence halls not included in these Regulations shall be settled by a decision of the Rector and an authorized Vice-Rector upon consultation with the Campus Council.



3. Issues concerning residents of a residence hall not included in these Regulations shall be settled by a decision of the manager of the Office of Student Affairs upon consultation with the Residents' Council.
4. Replacement of these Regulations shall be effected by the Rector's ruling issued upon consultation with the competent authority of the University Student Self-Government and with the competent authority of the University Doctoral Student Self-Government.
5. The Regulations come into force on 1 October 2013.