

**LEGAL BULLETIN**  
**NICOLAUS COPERNICUS UNIVERSITY IN TORUŃ**  
**Year 2023; item: 257**

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**Order No. 147**  
**of the Rector of the Nicolaus Copernicus University in Toruń**  
of 10th July 2023

**Regulations of the Student Houses of the Nicolaus Copernicus University in Toruń**

Pursuant to Article 23(1) and (2)(2) of the Act of 20 July 2018. Law on Higher Education and Science (Journal of Laws 2023, item 742)

it is ordered as follows:

**CHAPTER I**  
**GENERAL PROVISIONS**

§ 1

1. Student houses are an integral part of the Nicolaus Copernicus University in Toruń, hereinafter referred to as 'the University', a place of temporary residence for eligible persons.
2. The rules for the allocation of places and the rules for payments in the student house are governed by separate regulations.

§ 2

1. The regulations of student houses shall lay down the general principles of their functioning as well as the rights and duties of their residents.
2. The person assigned a place in a student house shall, prior to their accommodation, familiarise themselves with these regulations and other rules governing the functioning of the student house, including fire safety and occupational health and safety regulations, and shall comply with the provisions contained therein during their period of residence.

§ 3

The student house manager shall take action to ensure its proper functioning in cooperation with the competent body of the student self-government.

## **Chapter II**

### **Accommodation**

#### § 4

A person who has been granted a place in the student house by 30 September should move in by 7 October of that year, or notify the student house administration of a later date. Failure to do so shall be deemed to be a resignation from a place in the student house.

#### § 5

1. Rooms in the student house shall be handed over to the residents in proper condition, together with the necessary furnishings, on the basis of the Resident Card, the specimen of which is attached as Annex No. 1 to these Regulations.
2. The residents of the student house should check the condition of the room they receive and its equipment. Residents shall report any deficiencies in room facilities or damaged equipment to the student house administration on the day of their check-in.
3. Defective items shall be replaced, and defects shall be repaired or noted in the Resident Card.
4. The resident of the student house shall be entitled to individual equipment, which shall be handed over on the basis of the Resident Card.

#### § 6

1. In assigning rooms in the student house and determining the composition of the co-residents, the proposals of the residents shall be taken into consideration as far as possible.
2. At the written request of the interested residents of the student house, co-educational accommodation is possible with the prior consent of the co-residents of the segment or flat.

#### § 7

1. While living in the student house, it is possible to upgrade the standard of a room (by reducing the number of persons) if there are no persons waiting for accommodation. The change of the room standard shall take place at the request of the residents

submitted to the competent student house manager, with the consent of the Head of the Department of Student and Academic Houses in the Toruń campus or the competent student house manager in the Bydgoszcz campus, respectively.

2. At the request of the room residents, submitted to the competent student house manager, with the approval of the Head of the Department of Student and Academic Houses in the Toruń campus or the competent student house manager in the Bydgoszcz campus, respectively, it is possible to increase the occupancy status and change the standard of the room for the period of residence with the increased occupancy.
3. The amount of the fee for accommodation in the student house specified in the Order on Payments for Accommodation in Student Houses refers to the standard of the room provided for in the student house settlement plan for the academic year in question.

### **Chapter III**

#### **Check-out**

##### **§ 8**

1. The resident of the student house shall be obliged to leave the room and its equipment in an undamaged condition; however, the student shall not be liable for wear and tear resulting from normal use of the items.
2. The resident of the student house shall be obliged to vacate a place in the student house on the day of:
  - 1) the expiry of the term for which the place was assigned,
  - 2) the expiry of the period for which the place was declared vacant,
  - 3) the date indicated in the decision on the cancellation of a place in the student house.
3. The resident of the student house shall be entitled to reside in the student house until the end of the month in which:
  - 1) the decision on removal from the student register has become final,
  - 2) he/she has been suspended as a student.
4. For organisational reasons, the stay of those residing in September without any continuation in October is limited to 27 September.

1. The check-out resident shall:
  - 1) return the individual equipment taken,
  - 2) return the cleaned room together with its equipment,
  - 3) pay the fees due,
  - 4) take their belongings from the room.
2. Checking out shall take place after the student house manager, or the person authorised by him/her, has verified in the presence of the resident that the resident has fulfilled the obligations referred to in section 1.
3. Irrespective of the actions referred to in section 2, the room shall be returned on the basis of the Resident Card, in which the condition of the room and its facilities shall be stated separately for each resident vacating their place.
4. In the event that an untidy room is returned, the student house manager shall calculate the cleaning costs, which shall be charged to the resident vacating a place in the student house.
5. In the event that a room is left without any clearance, the student house manager shall retrieve the room in the presence of a representative of the Student Self-Government or Doctoral Student Self-Government respectively. A delivery and acceptance protocol of the room shall be drawn up by the Commission in accordance with the form in Annex No. 2.
6. Based on the protocol's notes on the condition of the room and any damage, the resident shall be charged with the costs of repairing or replacing the damaged equipment, cleaning and any possible renovation of the room.
7. The costs referred to in section 6 shall be deducted from the deposit in accordance with the rules laid down in the Order on Payments for Accommodation in Student Halls of Residence.

## **Chapter IV**

### **House rules**

#### **§ 10**

In the student halls of residence, it is prohibited to:

- 1) behave in a manner that obstructs the residence of other residents,

- 2) bring in or keep objects that may constitute danger to life, health, property or cause inconvenience to other residents,
- 3) consume alcohol,
- 4) possess and use intoxicants and psychotropic substances,
- 5) smoke tobacco products, as well as use e-cigarettes,
- 6) bring and keep animals (the restriction does not apply to a certified guide dog),
- 7) use cookers and electric heating devices in the rooms,
- 8) install, alter or repair electrical and gas installations on one's own,
- 9) alter locks and make extra copies of keys,
- 10) decorate the interior of a room and the façade of a building in a permanent manner without the consent of the student house manager.

#### § 11

1. Quiet hours in the student halls of residence apply from 11 p.m. to 6 a.m.
2. During the quiet hours, it is forbidden to behave in any way that would disturb the peace of the residents.

#### § 12

1. The person administering the student house shall have the right to enter the student room for the purpose of periodic inspection of compliance with the regulations. Inspections shall be carried out no more often than once a month, at such times as the person administering the student house may specify, in the presence of one or more residents of the student room, and after prior notification of the inspection date.
2. In the event of a justified suspicion that the residents are in breach of the regulations, the persons referred to in section 1, the persons on duty in the student house, as well as other authorised persons, shall have the right of 24-hour access to the room whose residents are in breach.
3. The persons referred to in sections 1 and 2 are also entitled to enter the room in the absence of the residents in the event of danger to life, health or property.
4. During the inventory of the student house, the administrator of the student house and the members of the inventory commission shall have the right to enter the room even in the absence of the residents, upon prior notification of the date on which the audit inventory is to be conducted in the student house.

**Chapter V**  
**Rights and obligations of the residents**

§ 13

1. The residents of the student house shall have the right to use all the rooms, facilities and equipment of the student house intended for common use.
2. Residents of the student house may submit to the student house manager any requests concerning improvements to their living conditions.
3. Residents of the student house may change their rooms and modify the furnishings in their rooms only with the consent of the student house manager.

§ 14

Respect for and protection of the property constituting the substance and furnishings of the student house shall be the responsibility of each resident, who shall in this respect in particular:

- 1) take care of the condition of the rooms intended for common use,
- 2) maintain the cleanliness of the rooms (segments) and take care of the cleanliness of the facilities and common rooms as well as the immediate surroundings,
- 3) prevent damage to property,
- 4) segregate rubbish, make rational use of utilities (electricity and heat, hot and cold water),
- 5) respect regulations on the use of university infrastructure, including regulations on vehicle parking.

§ 15

In addition, each resident shall:

- 1) notify the administration of the student house of the date on which the place is to be vacated at least 30 days before that date,
- 2) show student or doctoral student card or identity card when requested to do so by the administration or the person on duty at the reception desk,
- 3) return the keys to the reception area each time all residents have left their room, unless other rules have been laid down in the student house,

- 4) notify the administration of the student house immediately in the event of an accident or illness involving them or a co-resident,
- 5) notify the administration of the student house if they do not use their place for more than 15 consecutive days; failure to do so shall be regarded as a withdrawal from further use of a place in the student house.

#### § 16

In the absence of a concierge/reception desk in the student house, the resident undertakes in writing to:

- 1) to take care to properly lock the doors to rooms to which access is provided with a key,
- 2) not to let outsiders enter the premises,
- 3) immediately report to the administration of the student house the presence of unauthorised persons on the premises,
- 4) notify the student house administration of any situation that poses a potential threat to residents and property.

### **Chapter VI**

#### **Visits**

#### § 17

1. Visits to the residents of the student halls of residence may take place between the hours of 7 a.m. and 11 p.m.
2. In order to increase the security of residence in the student halls of residence, a Guest Book is kept in which the guest's name, the type, series and number of the identity document, the time of entry, the name of the person visited and the room number are entered.
3. The visiting person is required to present their student card or identity document at the reception/concierge desk and state the name of the student they are visiting and their room number.
4. At the written request of the resident, supported by the co-residents, the student house manager may, in special circumstances, agree to a fee for the overnight

accommodation of a guest at the rates specified in the Order on Payments for Accommodation in Student Halls of Residence.

5. Visitors who are intoxicated or under the influence of alcohol are not permitted to enter the premises of the student residence.
6. The visitor shall observe these regulations and behave in a manner that does not disturb the peace of the residents of the student house.
7. The resident of the student house is liable for the visitor's compliance with the student house regulations.

## **Chapter VII**

### **Liability of residents**

#### **§ 18**

1. The resident may be deprived of a place in the student house for breach of these regulations.
2. In the event of repetitive non-compliance with the prohibitions referred to in §10, at the request of the student house manager, the resident shall, by decision of the Vice-Rector for Student Affairs, be expelled from the student house with immediate effect.
3. A petition to deprive a resident of a place in the student house shall be submitted by the student house manager to the Vice-Rector for Student Affairs.
4. A decision to deprive a resident of a place in the student house shall be taken by the Vice-Rector for Student Affairs after consultation with the competent student self-government body. A decision to deprive a resident of a place in the student house shall be notified to the competent dean.
5. The resident of the student house may appeal against the decision referred to in section 4 to the Rector within seven days of its delivery. An appeal shall be lodged through the Vice-Rector for Student Affairs.
6. The Rector's decision to deprive a resident of a place in the student house shall be final.
7. Deprivation of a place in the student house shall not preclude disciplinary liability laid down in separate regulations.

## **Chapter VIII**

### **Final provisions**



§ 19

The Order No. 86 of the NCU Rector of 5 May 2014 is repealed. - Regulations of the Student's House of the Nicolaus Copernicus University in Toruń (NCU Legal Bulletin No. 2, item 208 as later amended).

§ 20

The Order is effective as of 10 July 2023.

RECTOR

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