

**Order regulations of student dormitories at
the Poznań University of Economics and Business**

§ 1

General provisions

1. Student Dormitory (hereinafter SD) constitutes an integral part of the University. Places in student dormitories are accessible to authorized persons for residence, learning and leisure purposes.
2. Administration work is coordinated by SD Manager who ensures supervision over correct functioning of SD.
3. Board of Residents operates within SD and represents the resident of student dormitories at PUEB. It is entitled to submit applications and projects to the administration of SD concerning improvements of SD functioning conditions.
4. Order Regulations at SD concern all residents, also including students/doctoral students at other universities and non-students/doctoral students residing in student dormitories of the Poznań University of Economics and Business.
5. The hereby Order Regulations are assessed by the Chairman of the Student Parliament (post prior agreeing his position with the chairperson of the Board of Residents of student dormitories) and the Chairman of the Council of Doctoral Students.
6. Solely residents and guests invited by them as per the following rules may remain in a room of student dormitory:
 - 1) from Monday to Thursday guests may remain in SD until 11:00 pm;
 - 2) at weekends (from Friday to Sunday) guests may remain in SD until 1:00 am;
7. Each justified cause of a guest remaining outside hours designated by the school shall require reporting of this fact to the SD manager or the manager of the Hall-of-Residence Management Division at least 1 day before the guest's arrival date and fulfilling formalities specified in § 5 clause 1 letter b and payment for the stay in accordance with § 2 sec. 2 point 2. The level of fee is compliant with the Ordinance of PUEB Rector concerning fees for the use of accommodation places in student dormitories of PUEB. The rules of overnight stay of guests in SD may be found in § 5.
8. Entry of SD personnel into a room – also in the absence of the room occupant – may occur solely in the following cases:
 - 1) prior notifying of the occupant of the necessity to perform planned works, i.e. renovation or sanitary works;
 - 2) repairs of damages reported by occupants;
 - 3) failures requiring immediate interventions, such as fire threats signalled by fire alarm system, electrical installation failures, water-sewage system failures etc.;
 - 4) conduct by object manager or third parties which the university engages for SD functioning of actions related to supervision over PUEB assets and control of abiding by other provisions stemming from the hereby Order Regulations;
 - 5) threats to life or health of persons remaining in the rooms,

9. The University shall bear no responsibility for lost or damaged belongings brought into SD by occupants, unless a given damage has appeared due to non-fulfilment of obligations by persons for whom the University is responsible for.
10. Student Dormitories do not provide services of storing items that belong to occupants and persons remaining within their premises.

§ 2

Fees

1. Deposit:
 - 1) a resident is obliged to pay the deposit in order to secure potential claims on the part of the University, in particular, on account of:
 - a) reimbursement of costs of removing damages in the occupied room or another premises of SD or accessories, which do not result from the standard wear and tear;
 - b) handover of the room in untidy state;
 - c) irregular payments for rent or interest on late payments;
 - d) loss of key/room card;
 - 2) deposits must be paid to the bank account:
 - a) indicated in the agreement specifying accommodation conditions within the term indicated by the administration personnel of SD, not exceeding however 7 calendar days from the date of accommodation specified in that agreement – should the person be a student or doctoral student of PUEB,
 - b) indicated by the SD administration prior to occupying a place in the student dormitory – should a person not hold the status of student or doctoral student of PUEB;
 - 3) the deposit is interest-free;
 - 4) return of the deposit shall occur no sooner than after termination/expiry of the agreement specifying conditions of accommodation in SD, handover of the room and potential deduction of amounts owed to the University on account of reasons specified in par. 2 point 1 above;
 - 5) the deposit shall be returned within the term not exceeding one month counting from the date of submission of a written application and indication of bank account number to which the deposit ought to be returned; in case of returning the deposit to a foreign bank account, the costs of transfer shall be incurred by the SD occupant;
 - 6) the deposit is also charged in case of rental of club premises in SD; specific principles of charging and returning this deposit have been specified in § 7 sec. 7, 9 and 10.
2. Fees for accommodation:
 - 1) in case of conclusion of a written agreement specifying conditions of accommodation in SD:
 - a) the occupant shall be obliged to regulate the fees upfront, no later than until 10 day of a given month at the level and to the account specified in the agreement and in case of agreement conclusion after 15 day of the month; the occupant ought to make the initial fee on account of accommodation no later than by the end of the first calendar month of the agreement validity,
 - b) payments for accommodation commencing and ending in a given month shall be made for the whole calendar month,
 - c) on account of occupying accommodation post expiry of the agreement, the resident shall be obliged to pay a daily fee for each day of delay in abandoning accommodation,

- d) in case of settling overdue payments, the payment made shall be calculated towards the oldest overdue payment:
- 2) in case of short-term accommodation or overnight stay of a guest, the resident shall be obliged to settle the payment upfront to the bank account of a given SD – prior to availing of the above stated service.
3. In case of non-timely submission of fees for accommodation the University charges statutory interest for late payments. Interest on late payments ought to be settled by the Resident along with payment of the main amount due (fee) with respect of which the interest has been charged.
 4. The level of deposit or fees for the use of SD is specified in the ordinance of the Rector of PUEB.
 5. A date of entry of monies onto the bank account as specified in sec. 1 clause 2, sec. 2 point 1 letter a and in sec. 2 point 2 of the hereby paragraph.

§ 3

Obtaining the right to accommodation

1. Resident obtains the right to accommodation:
 - 1) Long-term – post completion of a written Agreement with the University specifying accommodation conditions and fulfilment of check-in formalities in the form specified by SD administration or
 - 2) Short-term – after payment of receivables on account of the planned residing and performing check-in formalities in the form specified by the SD administration.

The content of the hereby paragraph does not breach the provisions of § 7 of the Regulations of provision of services for students and doctoral students of doctoral studies at the Poznań University of Economics and Business, regulating doctoral studies in student dormitories of PUEB.
2. The written agreement specifying the conditions of accommodation in SD may be concluded when a single period of use of SD exceeds 7 days. Template of agreement specifying accommodation conditions for non-holders of student/doctoral student at PUEB status as well as students/doctoral students of PUEB, shall specify Appendix no. 1 and Appendix no. 2 to the hereby Order Regulations of SD, respectively.
3. The resident who uses accommodation for a short-term may occupy a place in SD from 6:00 am on the day of commencing the period of accommodation until 13:00 am on the last day in which he is entitled to reside in the accommodation.
4. In a given academic year the resident may use the place in SD prior to commencing the academic year – depending on the availability of places.
5. It is possible also to use the place in SD in a different period than one specified in sec. 4 of the hereby paragraph, provided that SD have an adequate number of available places at disposal.
6. In the period of summer holidays, due to organizational causes, SD administration is entitled to change the allocated accommodation into a different one of the same standard.

§ 4

Loss of the right to accommodation

1. Resident shall lose the right to accommodation in SD due to:
 - 1) expiry of the period of agreement validity;
 - 2) loss of student status/doctoral student status at PUEB,

- 3) remaining in arrears in payments of part or total fee for accommodation with respect of at least two payments specified in § 2 sec. 3 of the hereby Order Regulations of SD;
 - 4) granting accommodation at SD to another person,
 - 5) breaching obligations specified in the hereby Order Regulations of SD, in particular, obligations of residents specified in § 6;
 - 6) non-payment of the security deposit in a timely manner;
 - 7) resigning from accommodation at SD.
2. In case of loss of right to reside in SD due to reasons specified in the hereby paragraph:
 - 1) in sec. 1 clause 1 – the agreement shall expire on the last day of its validity;
 - 2) in sec. 1 clause 2– the agreement shall be terminated as per the date of loss of student/doctoral student status at PUEB without the necessity to submit a separate statement to PUEB;
 - 3) in sec. 1 clause 3 – the agreement shall be terminated as per the date of occurrence of delays in regulating two payments (on the 11th day of the second month in which no full payment was made),
 - 4) in sec. 1 clause 4 – the agreement shall be terminated as per the date following the date of detecting granting of accommodation in SD to another person,
 - 5) in sec. 1 clause 5 – the agreement shall be terminated as per the date following the date of noting breaches in obligations specified in Order Regulations of student dormitories of the Poznań University of Economics and Business,
 - 6) in sec. 1 clause 6 – the agreement shall be terminated on the first calendar day following the term specified in the paid deposit – in case of students of PUEB and on the date of accommodation specified in the agreement concluded with a non-holder of student/doctoral student of PUEB status;
 - 7) in sec. 1 clause 7 – the agreement shall be terminated as per the date specified in the statement on resignation.
 3. SD Manager shall inform the resident in writing of the circumstances constituting the cause of agreement termination prior to the expiry of the period for which it was concluded. The place of effective delivery of notification is SD which refers to the agreement concluded with the resident.
 4. In case of refusal to confirm delivery of the letter by the resident, the letter shall be considered as delivered to the addressee by University employee assisted by a member of the Board of Residents of a given SD or a representative of Student Parliament of PUEB in the room occupied by that resident. The date of delivery of the letter along with signature of an assisting student shall be placed on the copy of the letter.
 5. The resident may apply for conclusion a subsequent agreement with the University for a further period of residence in that same academic year with the exception of a situation where termination of the previous agreement was caused by reasons specified in sec. 1 clause 4 or clause 5 of the hereby paragraph.
 6. Resident is obliged to check out from the accommodation no later than the date of expiry or termination of the tenancy agreement, as specified in § 4 sec. 2

Upon expiry of the above specified period the resident shall be checked out from the accommodation collectively by SD Manager in a compulsory mode. SD Manager is entitled to moving the assets of such resident collectively to the student dormitory's storeroom at the cost and risk of the resident, designating a term and place of collection. Upon ineffective expiry of the term, PEUB shall be entitled to dispose of devices and other belongings of the Resident as waste and charge him with the costs of disposal. The Resident shall not be entitled to pursue any claims against PUEB in relation to the

disposal of the devices specified in the preceding sentence and he is thereby waiving any rights to such claims.

7. Fees for residing in the non-contractual period are equal to the fees for short-term accommodation at the level specified in the Ordinance of the PUEB Rector concerning fees for the use of SD. Should agreement termination occur as a result of loss of student/doctoral student status, the fee will be charged for accommodation in non-contractual period applicable to non-holders of student/doctoral student status at PUEB.

§ 5

Rights of residents

1. Each SD resident shall be entitled to:
 - 1) avail of all premises and devices in Student Dormitory designated for general use;
 - 2) Accept guests in the room on the conditions agreed with other roommates, subject to the provisions of § 1 sec. 6 and sec. 7; whilst upon a written application directed at SD Manager and upon obtaining a written consent of a roommate, the student/doctoral student of PUEB may accept one guest for overnight stay. The visiting guest is obliged to present at the reception desk/porter's lodge of SD an identity document with a photograph and fulfil formalities specified by administration/service of SD. Student/doctoral student's guest who remains within the premises of SD is obliged to abide by the provisions of the hereby Order Regulations. A guest's single overnight stay may not exceed 3 nights, and the total number of night's accommodation in any one month may not exceed 7.
 - 3) report to the SD Manager and the Board of Residents all concerns, motions and opinions concerning the functioning of Student Dormitory.
2. Resident shall be entitled to resign from the occupied accommodation at SD in the period of agreement validity. Resigning from the occupied accommodation at SD shall require a written form from the resident. A letter of resignation from the occupied accommodation at SD must be submitted before the SD Manager or person substituting him (upon confirmation of receipt) at least 7 calendar days from the date of the planned departure from the accommodation.
3. Resident may apply to the Manager of student dormitory in the course of accommodation for autonomous occupying of multi-person room which he may be assigned depending on the number of vacant accommodation spots in a given student dormitory. Such a person is obliged to conclude a new agreement in relation to the change of accommodation conditions.

§ 6

Obligations of residents

1. Resident of SD is obliged to:
 - 1) abide by the principles of social coexistence;
 - 2) abide by health and safety regulations, sanitary regulations, fire regulations, sanitary regulations. In the event of a violation of fire safety regulations resulting in the attendance of the fire brigade, any costs associated with such attendance shall be charged to the resident who caused the fire alarm to be activated.
 - 3) respect the property of SD – all damages and losses in devices and student dormitory equipment, including extra sets of keys, and in special cases replacement of door locks shall be the material responsibility of its residents unless another perpetrator is established; the level/value of damage

- and the person responsible is established by administration of SD based on the market purchase price of the damaged property or the cost of repairing the damaged equipment; any damage that occurs in a SD room is the responsibility of persons residing in these rooms in equal distribution, unless another perpetrator has been established;
- 4) present a student ID card upon request by staff at porter's lodge and administration offices or, in the case of residents who are not students of the Poznań University of Economics and Business, another form of identification
 - 5) notify SD Manager, directly or through entering one's concerns to the "logbook of defects", of any noticed damages in the infrastructure or equipment of SD;
 - 6) ensure that windows are closed during the absence of room residents and entry doors to the room (residential unit) are locked;
 - 7) strictly abide by the rules of night time between 10:00 pm and 6:00 am; all sound, audio-visual, musical devices etc. regardless of the time of day or night must be heard only by the user of a given room;
 - 8) maintain in cleanliness and order the occupied rooms, shared rooms and areas; in case of a negative result of cleanliness control in the premises and unordered rooms within the designated term as per the instructions of the SD Manager, he may order additional cleaning to the cleaning company at the cost of residents, according to the rates specified in the agreement defining accommodation conditions; A repeat cleanliness inspection yielding a negative result may constitute grounds for terminating the contract on the basis of a breach of the obligations set out in these regulations § 4 sec. 1 point 5
 - 9) rationally and cost-effectively use of the media in accordance with the principles of environment protection;
 - 10) upon moving out from SD:
 - a) empty the place in SD from all items belonging to them,
 - b) return the collected equipment and accessories,
 - c) settle all fees and, upon request of administration – present a proof of payment,
 - d) leave the place in SD and the adjoining rooms in proper order and cleanliness (in such a state of cleanliness as the room and the premises were handed over in initially),
 - e) return the key/card to the administration personnel or porter's lodge personnel.
2. Resident is obliged, throughout residence, to accommodate in a different room, as allocated by the SD administration, of which fact he shall be informed with 7 day notice period. Changing accommodation may occur due to important causes such as: necessity to carry out renovation, sanitary procedures (i.e. Disinfection, disinfection, pest control), conduct of annual general cleaning or due to important organizational causes.
3. Within the area of SD, the following is forbidden:
- 1) entering with, consuming alcohol and consuming narcotic drugs or similar (i.e. designer drugs);
 - 2) smoking tobacco and electronic cigarettes in all premises, communication routes of SD, including also in the rooms; violation of this prohibition may result in the imposition of a fee of PLN 100 on the resident,
 - 3) organizing gambling;
 - 4) self-willed changing of door locks and arranging for spare keys;
 - 5) self-willed assembling, modifying and repairing any technical installations;
 - 6) self-willed moving of furniture and damaging walls as well as equipment through drilling in them, sticking foils or posters, painting;
 - 7) moving equipment from SD outside of the premises of SD;
 - 8) drying clothes outside of drying rooms, that is, in rooms, bathrooms or on corridors;

- 9) placing rubbish on the corridor, placing rubbish in the kitchens;
- 10) leaving dishes in the kitchens;
- 11) accepting - outside visiting hours - of persons who are not the authorized residents of a given student dormitory;
- 12) using additional heating electrical devices and other devices with large power consumption;
- 13) using information networks and tele information networks of SD in order to create or disclose own IT or tele information connections as well as to perform actions that breach the provisions of law;
- 14) covering fire detectors installed in residential rooms and other communal areas. A breach of this prohibition may constitute grounds for termination of the tenancy agreement on the grounds of a breach of the obligations set out in these order regulations (§ 4 sec. 1 point 5);
- 15) entering with and keeping animals on the premises of the student dormitory.

§ 7

Organization of meetings and events in the premises of SD

1. The below principles of organizing meetings, events and gatherings concern the following clubs of student dormitories of the Poznań University of Economics and Business:
 - 1) „Rafa” – located in SD „Atol”;
 - 2) „Koga” – located in SD „Dewizka”;
 - 3) „Syndykat” – located in SD „Feniks”.
2. Number of participants of the meeting, event or gathering cannot exceed:
 - 1) in „Rafa” club – 53 persons,
 - 2) in „Koga” club – 70 persons,
 - 3) in „Syndykat” club – 90 persons,
3. A meeting or event in the club may be organized by residents of a given student dormitory who are students/doctoral students of PUEB or through their mediation and at the responsibility of students/doctoral students at the University who reside in a given student dormitory.
4. Meetings of university student organizations and scientific associations may be organized in the above clubs.
5. The relevant rector for students, post obtaining an opinion from the relevant SD Manager, may assign the club for a meeting/event/gathering. Template of an application form for the use of club constitutes Appendix no. 3 to the hereby SD Order Regulations.
6. Application form for club use must be submitted to the Student Dormitory Manager no later than 3 working days prior to the planned meeting/event date. Application form in this regard must contain the following:
 - 1) date and duration of the event as well as specification of its nature;
 - 2) number of participants;
 - 3) commitment to abide by the ban on entering the premises with, selling and consuming alcohol, narcotic drugs as well as the ban on smoking tobacco;
 - 4) commitment to tidy up and put in order the room and its surroundings along with sanitary facilities directly after the event ends;
 - 5) commitment to abide by the rules of night time hours by event participants, also having left the club;
 - 6) commitment to immediately discontinue (end) the meeting/party in case of a demand expressed by the University authorities or other authorized persons representing the University;

- 7) declaration that the organizer is familiar with the principles of organizing events specified in the hereby SD Order Regulations and expresses consent for withholding the deposit in case of breaching these principles.
7. The Organizer is obliged to pay the security deposit in order to secure potential claims from the University, and in particular:
 - 1) on account of reimbursement of costs of removal of damages of equipment or infrastructure of SD;
 - 2) on account of returning the club and its surroundings in improper order and state of cleanliness.
8. Security deposit must be deposited with the manager upon a written confirmation. Student organizations at PUEB, provided that they have spare funds within their budget under the fund for social-cultural activities of students, which may constitute security of deposit payment, are exempt from the obligation to perform this payment - confirmation is issued by the Department of Student Affairs.
9. The Organizer is obliged to pay for the use of the meeting room/event room which is paid to the bank account of a given student dormitory. The room will be made available on the basis of the proof of payment.
10. A breach of night time hours by meeting/event participants or a breach of ban on alcohol consumption or on smoking tobacco/electronic cigarettes shall result in refusal to disclose the club to that organizer in a given academic year.
11. In case of causing material damages in the disclosed premises or in the vicinity of the club, apart from the loss of paid deposit, the organizer shall be obliged to cover the damages suffered by the University in full amount in the scope exceeding the amount of the paid deposit.
12. No deposit or fee for event room use shall be charged from the organizers specified in sec. 4 of the hereby paragraph provided that the meeting lasts not exceed the timeframe between 8:00 am and 6:00 pm.
13. The application form for the use of event room to organize a meeting must be submitted before the SD Manager in order to obtain his consent. The Organizers and meeting participants are obliged to abide by all the order regulations binding in the premises of the student dormitory.
14. Meetings held after 6:00 pm which are conducted within the area of SD subject to the conditions specified in sec. 5-11 of the hereby paragraph.

§ 8

Personal data obtained in the process of booking and using the places in the Student Dormitory

1. Indication of personal data by the person who uses SD is a conditions to reserve or disclose the room in SD of the Poznań University of Economics and Business.
2. Transfer of personal data is of voluntary nature – a person who wishes to use SD is not obliged to indicate them, however, failure to submit such data prevents completion of the reservation/disclosure of a place in the Student Dormitory.
3. Personal Data Controller is:
the Poznań University of Economics and Business,
al. Niepodległości 10, 61-875 Poznań
tel. +48 61 856 90 00
NIP: 777-00-05-497
REGON 00000-1525
4. Personal data controller is responsible for the safety of submitted personal data and for the processing of such data in accordance with the provisions of law.

5. The Controller has appointed Personal Data Inspector who supervises correctness of personal data processing and who may be contacted at the following address: rodo@ue.poznan.pl; room 1715 Collegium Altum.
6. Personal data shall be processed on the basis of a voluntary consent for disclosure of a room by the Controller in one of Student Dormitories of the Poznań University of Economics and Business as well as for the conduct of service of room booking.
7. Personal data of SD users shall be stored for the period necessary to service the booking carried out by these guests and for the service of disclosure of the place in SD as well as in the period necessary to pursue potential claims against the person making the booking/using the premises, with respect of non-fulfilment or improper fulfilment by them of obligations stemming from the rental relationship. Upon expiry of the term specified in the preceding sentence personal data of this person shall be removed.
8. The data shall be processed by Controller's employees or persons employed by the Controller on the basis of civil law contracts – pursuant to the granted by the Controller authorizations to process personal data.
9. Data shall be processed by external entities that provide services for the Controller of personal data related to maintaining and servicing IT systems.
10. Data subject is entitled to demand from the Controller of data access to their personal data, amend them, remove or limit their processing – within the limits allowed by the law. Guests are also entitled to submit an objection against the processing of personal data, withdraw their consent for data processing at any time without it impacting compliance with the law of the processing performed on the basis of consent prior to such a withdrawal. A person disclosing data is entitled to obtain, within a standardised, machine readable form, personal data concerning them which were delivered to the Controller and such personal data may be transferred to another administrator without obstacles on the side of the Controller.
11. With regards to personal data no automated decision-making shall be performed, including profiling.
12. Each data subject is entitled to submit a complaint before the supervisory body and, in particular, in the member state of their normal residence, place of work or place of conduct of the alleged breach, should they deem the processing of their personal data to breach the provisions of the Regulation of the European Parliament and Council (EU) 2016/679 from 27 April 2016 on protection of natural persons in relation to the processing of personal data and regarding the free flow of such data and repelling the Directive 95/46/EC (general data protection regulation).

§ 9

Final provisions

The level of fees for the use of student dormitories of PUEB is specified in detail within the relevant ordinance of the PUEB Rector concerning fees for the use of student dormitories at the Poznań University of Economics and Business.