

REGULATIONS

CONCERNING PLACE ASSIGNMENT AND RESIDENCE IN STUDENT DORMITORIES OF THE UNIVERSITY OF SILESIA IN KATOWICE

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I. GENERAL PROVISIONS

§ 1

Each time the following are used in these Regulations, they mean:

- 1) US – University of Silesia in Katowice;
- 2) SD – Student Dormitory of US;
- 3) SE – Student Housing Estate of US;
- 4) RC – Resident Council;
- 5) EC – Student Housing Estate Council;
- 6) Schedule – the schedule of assigning places in SDs;
- 7) Holidays – the period from the 1st July to the 30th September
- 8) Dean – also the head of a structural unit which is not a university faculty;
- 9) Faculty – also a structural unit which is not a university faculty.

§ 2

1. SDs are US premises aimed at providing residence to people legally entitled to this.
2. A place in SDs can be assigned to:
 - 1) students and doctoral students of the US;
 - 2) students and doctoral students of other higher education schools;
 - 3) people who are not students or doctoral students.
3. The US runs the following SDs, which form SEs in university towns housing the seats of US faculties:
 - 1) SE Katowice: SD 1 (ul. Studencka 15), SD 2 (ul. Studencka 17), SD 7 (ul. Studencka 16);
 - 2) SE Sosnowiec: SD 2 (ul. Sucha 7a), SD 3 (ul. Sucha 7b), SD 4 (ul. Lwowska 2), SD 5 (ul. Lwowska 8);
 - 3) SE Cieszyn: SD "Cieszko" (ul. Bielska 64), SD "Uśka" (ul. Bielska 66), SD "DNS" (ul. Niemcewicza 8).
4. The plan of distributing SD places is elaborated annually by the Office for Student Social Affairs in the Student Services Centre and approved by the Rector. This is not applicable to US faculties in Cieszyn, for which the distribution plan is prepared by the heads of dean's offices in collaboration with the manager of SE in Cieszyn and approved by the deans of faculties situated in Cieszyn.
5. Within the distribution plan, mentioned in passage 4, a pool of dean places is formed for students/doctoral students of the US at particular faculties, as well as a pool of rector places for:
 - 1) students/doctoral students of the US who have appealed against the decision of the first instance organ;
 - 2) disabled and ill students/doctoral students of the US who have medical indications;
 - 3) foreigners, especially those admitted in the current academic year to the US within educational programmes and international agreements, participants of language courses organized by the School of Polish Language and Culture;
 - 4) other people.

6. The resolutions of the Regulations apply to all SD residents and the visitors.
7. All residents of SDs are represented by RC and EC, which are organs of the US student government.
8. Administrative and economic matters of SDs are conducted by US administration staff who are supervised by the manager of SD/its administrator and the manager of SE.
9. The rooms not used by students/doctoral students of the US might be assigned to people mentioned in §3 passage 6 or they become guest rooms, the functioning of which is regulated in §16 of this document as well as the payment principles.

II. CRITERIA OF ASSIGNING PLACES IN SDs

§ 3

1. Priority in SD place/room assignment belongs to a US student/doctoral student in a difficult material situation who is a non-resident in the sense of the binding US regulations concerning material aid.
2. The priority mentioned in passage 1 also belongs to a US student/doctoral student who is a full orphan or a former resident of a group foster house, as well as to a US student/doctoral student who has no permanent residence place.
3. Priority in assigning a single room for people with certified disability or the ill with medical indications belongs to US students/doctoral students in the following order:
 - 1) the disabled with the certified degree of disability or an equivalent decision;
 - 2) the ill with the indications by a medical specialist;
 - 3) the ill with other medical indications.
4. Single rooms adapted for people with certified disability moving in wheelchairs are assigned to such people in the first place.
5. Priority in assigning a single room or a studio belongs to US students/doctoral students:
 - 1) of the last years of undergraduate, graduate and post-graduate studies, as well as of the last year of uniform (five-year-long) graduate studies;
 - 2) who are doing more than one degree course at the US or simultaneously in another higher education school;
 - 3) who have been SD residents in previous years.
6. After providing accommodation to students/doctoral students mentioned in passages 1-5, if there are any vacancies, the places in SDs can be assigned to students/doctoral students of other upper education schools or people who are not students/doctoral students.

III. ASSIGNING PLACES IN SDs

§ 4

1. Places in SDs are assigned on the basis of written applications of the interested people or appropriate US units.
2. Places in SDs are assigned for the period from the 1st October to the 30th June, with the stipulation indicated in passage 3.
3. Foreigners applying for a place from the rector pool might get a room assignment for a different period than indicated in passage 2.
4. The dates and the procedure of submitting applications for SD place assignment and their examination are specified in the Schedule of assigning places in US SDs, which constitutes an attachment to these Regulations and is hereinafter called the Schedule.
5. The forms of applications for SD place assignment are elaborated by the Office for Student Social Affairs in the Student Services Centre and are available on US websites.
6. The applications and the schedule might be updated and modified every year, which does not require changes in these Regulations, and are made public in the way adopted by the US.
7. A student/doctoral student of the US who is a single parent raising an underage child can apply for a twin-bedded room with a residence fee for the second place.
8. Students'/doctoral students' married couples out of whom at least one spouse is a student/doctoral student of the US can apply for places/rooms from the dean pool:
 - 1) in the case of US students/doctoral students who are spouses, both place appropriate applications in the dean's office of one spouse in compliance with their own choice;
 - 2) in the case when the spouse of a student/doctoral student of the US is not a student/doctoral student of the US, appropriate applications should be placed in the dean's office of the spouse who is a student/doctoral student of the US.
9. In compliance with the schedule, the dean assigns the places in all types of rooms to students/doctoral students of the US faculty, with the exception of single rooms adapted for people with certified disability who move on wheelchairs and single rooms for people with certified disability or the ill with medical indications.
10. The Dean assigns places to the students/doctoral students of his/her US faculty, including the people specified in passage 7 and 8.
11. The Rector assigns places to people for whom the places are dedicated in the rector pool in compliance with the schedule.

12. According to the schedule, deans have the allocated pool at their disposal till the 5th October of every academic year. After this date, all places that are not assigned become rector places and their assignment is kept in an ongoing way if vacancies appear.
13. The referrals issued from the dean or rector pool valid from the 1st October expire after 5 days. Other referrals expire after 3 days from the date of issue.
14. During holidays, there is at least one open SD in each SE. The people wishing to live in a SD in this period can get a place only in this SD. The SD places in the holiday time are assigned by the SD manager/administrator. During holidays, the SD manager/administrator can evict people who disobey the regulations and, at the same time, can impose on them a ban on entering all SDs.
- 14a. The SE manager may apply to the Dean or the Rector (as appropriate) for not assigning a place in a SD to a person who grossly infringed the provisions of these regulations in the previous academic year.
15. The Dean or the Rector (as appropriate) might not assign a SD place to a person who previously has grossly infringed the provisions of these regulations or the rules of residence in US assistant dormitories.
16. US students/doctoral students are informed about the place/room assignment by the USOS web system.
17. In the case of shortages of SD places, the Dean or the Rector can issue a decision concerning the residence right withdrawal for a US student/doctoral student who is on a leave or repeats a year/term and does not participate in classes.

IV. APPEALS

§ 5

1. A US student/doctoral student has the right to place an appeal to the Rector against the Dean's decision. The Rector's decision in the first instance is not a subject to appeal – however, a US student/doctoral student who is dissatisfied with the decision can apply for re-considering the issue.
2. The appeal should be placed within 14 days from the date of delivering the decision of the first instance organ by this organ. The date of placing the decision in the USOS web system is also regarded as the date of delivering the decision.
3. The appeal should comprise a substantive and justified request of the appealing person.

V. LOSS OF THE SD RESIDENCE RIGHT

§ 6

1. A student/doctoral student loses a place in a SD before the end of the assignment period in the following cases:
 - 1) not moving in without previous providing important reasons in the dates mentioned in §4 passage 13, which specify the beginning of moving in;
 - 2) withdrawing the SD residence by virtue of a decision of the SE manager, based on the authorisation specified in passage 2;
 - 3) removing from the list of students/doctoral students by virtue of a valid decision of the disciplinary commission concerning the expulsion from the US;
 - 4) suspending the rights of a student/doctoral student on the basis of Article 214 Passage 5 and Article 226 of the Act – Law on Higher Education;
 - 5) SD residence fee arrears, specified in §8 passage 5.
2. On the basis of a written authorisation of the Dean or the Rector, the SE manager can withdraw the residence right of a SD resident who does not comply with these regulations.
3. In the case of the residence right withdrawal mentioned in passage 2, a resident is obligated to move out obeying the following dates:
 - 1) US students/doctorate students – within 3 days from the date when the decision concerning residence right withdrawal becomes final. If a decision has been given the rigour of immediate enforceability in compliance with the code of administrative procedure, a resident is obligated to move out within 3 days from the date of delivering the decision;
 - 2) other people – within 3 days from the date of delivering the decision.
4. The manager of a SE might issue a ban on entry to all SDs for people with withdrawn SD residence right. The ban is binding for 12 months.

VI. RULES OF SD RESIDENCE FEE PAYMENT

§ 7

1. The rates of the residence fee for all types of places in SDs during the whole academic year are determined by the Rector on the basis of maintenance costs of each SD and the applied standardization and they are made public in the forms of tables in the way adopted in the US.
2. The rates mentioned in passage 12 are regulated by the following tables:
 - 1) *Table of fees in student dormitories of the US* – hereinafter called the Basic Table, regulating the fees for a place/single room and for the second place in a twin-

bedded room occupied for at least 30 days, as well as the accommodation charges for visitors staying not longer than 3 days;

- 2) *Table of holiday fees in student dormitories for students/doctoral and post-graduate students of the US* – hereinafter called the Holiday Table, regulating the fees for all types of places and rooms from the 1st July to 31st August of every academic year. The prices provided in the table are binding in the case of at least 14-day stays;
 - 3) *Table of 24-hour guest fees for a place in student dormitories of the US* – hereinafter called the Guest Table. The rules of residence and the fees are regulated by §16.
3. A student/doctoral student inhabiting a SD in September pays the fee according to the Basic Table for the period of actual residence.
 4. People not specified in passage 2 point 2 pay the fee during holidays according to the Basic Table and in the case of stays shorter than 30 days – according to the Guest Table.
 5. A resident who has completed studies or has been deleted from the list of students/doctoral students before the 30th June keeps the residence right, subject to the provisions of §6 passage 1 point 2, 3 and 5. In the case of the residence of a student/doctoral student in a single room, the student is obligated to move into a twin-bedded room indicated by the SD manager/administrator. Since the day following the aforementioned circumstances, the resident pays the fee for “other people”, regulated in the Basic Table.
 6. A resident who has refused to move into another room or to receive another person due to a vacant place which has appeared as the SD manager/administrator required, pays the fee for the second place according to the Basic Table. This also concerns holidays.
 7. A disabled or ill student/doctoral student with medical indications, specified in §3 passage 3, who has not been assigned a single room but has received a decision allowing for single accommodation in a twin-bedded room pays a lowered fee for the second place, according to the Basic Table.
 8. A resident pays a fee for a place/room in a SD since the date of validity of the referral, regardless the date of actual moving in.
 9. DS residence fees are paid monthly until the last day of a particular month, subject to the provisions of passage 10 and 11 as well as §16 passage 5.
 10. The fee for October and each month which is a resident’s first payment period is paid in advance not later than on the moving in day.
 11. The fee for the month in which a resident moves out is paid for the actual residence period not later than on the moving out day.

12. In the case of moving out earlier than 30 days, a person who has been assigned a place/room in a SD and who should pay the fee according to the Basic Table, is charged with a fee according to the Guest Table (for each day of the stay).

VII. ARREARS IN DORMITORY FEE PAYMENT, COMMISSION EVICTION

§ 8

1. For each day of a delay in timely payment for a place/room in a SD, statutory interest is charged.
2. When a SD resident has failed to pay the fee for the current month till its end, the SD manager/administrator hands him/her over a monitory letter with the deadline - the 15th of the next month.
3. A resident who has failed to pay the SD residence fee due to temporary material difficulties or other important reasons, can apply for the prolongation of the payment time.
4. An application for the prolongation of the fee payment time addressed to the Rector should be placed in the Office for Student Social Affairs in the Student Services Centre not later than on the 10th day of the next month.
5. The application specified in passage 4 should comprise a note made by the dean's office concerning the student's/doctoral student's status and the amount of the assigned material support as well as a SD manager's/administrator's opinion with the amount of the arrears.
6. A resident who has not paid a monthly fee until the 15th of the next month and has not obtained the Rector's consent for prolonging the payment time is handed out a written order of moving out by the SD manager/administrator. The order requires effect within 3 days from the delivery date.
7. If a resident mentioned in passage 6 has not moved out of the SD in the specified period, the SD manager/administrator performs a commission eviction.
8. A person who has been moved out through commission eviction is charged with the costs of cleaning the occupied room/segment/studio and the costs of potential defects or damages.
9. The eviction specified in passage 7 is performed by the commission established by the SD manager/administrator who is its chairperson. The following people should take part in the commission's work: a roommate of the evicted person or a representative of the RC or EC; in the case of the lack of these representatives, the participation of another SE resident is allowed.

10. The commission mentioned in passage 9 makes an eviction protocol in 3 copies for: the evicted person, the Office for Student Social Affairs in the Student Services Centre and the Dean in the case of evicting a student/doctoral student of the US. The personal belongings of the evicted person are deposited by the SD manager/administrator for 2 months.
11. A person evicted through commission eviction is informed about the necessity to reclaim the personal belongings from the deposit within the time mentioned in passage 10. The US is not liable for the belongings not reclaimed in this period.
12. If, on the eviction day, a SD resident is unable to pay the residence fee and has not obtained the Rector's consent for prolonging the payment time, while leaving the SD, s/he signs a written obligation to pay the arrears with due interest within 14 days from the eviction day. The SD manager/administrator informs the Office for Student Social Affairs in the Student Services Centre, the Main Accounts Department and (in the case of evicting a US student/doctoral student) the Dean about this obligation.
13. In the case of not paying the fee in the time mentioned in passage 12, a resident might not be assigned a place in SDs in the next academic years.

VIII. MOVING INTO SDS

§ 9

1. Moving the residents into a SD is done by SD managers/administrators during the working hours of US administration, at the beginning of the academic year on the days and in the hours indicated separately. People moving in at different time use guest rooms.
2. Moving in takes place according to a list of names or individual referrals issued by the head of the dean's office or the head of the Office for Student Social Affairs in the Student Services Office as appropriate.
3. Moving into a SD for a temporary stay requires the following documents:
 - 1) identity card;
 - 2) one photograph for a resident card;
 - 3) identity document, passport, valid residence visa or residence card of the Republic of Poland (for students who are not citizens of the Republic of Poland);
 - 4) proof of payment specified in §7 passage 10.
4. Temporary residence of all SD residents is registered for the period specified in the referral.
5. During holidays, moving in takes place on the basis of a valid student/doctoral student identification card, a valid certificate of the student's/doctoral or post-

graduate student's status, a presented identification card or – in the case of foreigners – a passport or a residence card.

5a. In the case of a final year student/doctoral student, moving into a SD for holidays

takes place on the basis of a valid certificate of the student's/doctoral student's status

issued by the dean's office/office for doctorate studies.

6. At moving into a SD, a resident receives:

- 1) a SD resident card, during holidays – a SD entry pass;
- 2) a room furnishings card, providing a detailed list of the equipment placed in a particular room/segment/studio;
- 3) a bedding set with bed linen;
- 4) a room key.

7. A holiday pass is valid only with another identity document.

8. Every SD resident is obligated to fulfil the requirements concerning registering and deregistering a temporary stay in the Town Hall.

IX. MOVING OUT OF SDS

§ 10

1. In order to move out of a SD, a resident is obligated to:

- 1) return the received or borrowed equipment and the bedding set to the storeroom;
- 2) take a clearance form from the SD manager/administrator, which should be signed at the bedding storeroom and at the SD reception; if another resident remains in the room/segment/studio, a person who is moving out has to obtain the signature of the roommate on the clearance form, which confirms that s/he does not raise objections to the state of the room/segment/studio;
- 3) return the room/segment/studio to the SD manager/administrator in proper order in accordance with the rules of moving out of a SD;
- 4) return the clearance form to the SD manager/administrator, show the payment proofs concerning all the dues associated with moving into a SD, show an identity document/passport/valid residence visa or a permanent residence card in the case of deregistering a temporary stay.

2. All the damages and lacks in the fittings and other material losses in the occupied room/segment/studio are the individual or joint liability (taking into account current prices) of the people inhabiting these rooms.

3. If during the procedure of moving out any losses in the US property, defects or damages (which have not been reported as requiring repair earlier) are confirmed,

the residents are obligated to pay for the amendments and the purchase of the lost property.

X. DUTIES OF DEAN'S OFFICES AND SD ADMINISTRATION

§ 11

1. Dean's offices/Offices for Doctoral Studies of the US are obligated to:
 - 1) send the lists and individual referrals of people who have been assigned places in SDs by the deans to the appropriate SD managers/administrators and to the Office for Student Social Affairs in the Student Services Centre immediately after issuing the decision concerning the assignment of a place/room in a SD;
 - 2) immediate and prompt informing the SD managers/administrators about:
 - a) granting to a student/doctoral student or losing an accommodation allowance,
 - b) deleting a student/doctoral student from the list of students/doctoral students,
 - c) completing the studies by a student/doctoral student,
 - d) withdrawing a student's SD residence right in compliance with §6 passage 2,
 - e) all other changes in a student's/doctoral student's status.
2. The SD administration is obligated to:
 - 1) provide proper conditions for work and rest to all SD residents;
 - 2) keep the rooms and appliances for general use in the building in appropriate order and cleanness;
 - 3) make current repairs of the equipment, remove the defects and damages;
 - 4) provide constant access to warm water, excluding the periods of conserving the appliances;
 - 5) ensure the exchange of bed linen to residents at least every four weeks;
 - 6) immediately inform in a written form the appropriate faculties of the US of students' moving in and moving out dates from the 1st October to the 30th June.
3. The administration of SDs is obligated to inform the residents at least 7 days earlier about:
 - 1) the necessity to carry out planned renovation works in the building;
 - 2) the necessity to carry out the inventory lists of the US property.

XI. RIGHTS OF UNIVERSITY ADMINISTRATION

§ 12

1. SD managers/administrators, health and safety inspectors, fire protection inspectors and RC members are entitled to carry out room controls. In the case of finding any infringements of the regulations or damage to the US property, the aforementioned people make a protocol and submit a proposal of sanctions resulting from these regulations. Fire protection inspectors are entitled to impose penalty fines in the case of any violation of fire protection regulations.

2. During the residents' absence, a representative of the US, the SD manager/administrator, a health and safety or fire protection inspector are entitled to enter the room in the presence of a RC member or another SD resident.
3. In the case of the necessity to eliminate a fault or failure as well as the necessity to cut off energy or water supplies, a SE maintenance specialist, a receptionist and the people mentioned in passage 1 are entitled to enter the room, without the requirement of the participation of a RC member or another SD resident.

XII. RIGHTS AND DUTIES OF A SD RESIDENT

§ 13

1. Each SD resident has the right to:
 - 1) enter and leave the building at any time;
 - 2) make use of all general use rooms in the SD building;
 - 3) have the bed linen changed every four weeks;
 - 4) free use of dormitory electronics and household appliances with which the SD is equipped;
 - 5) use the university computer network in compliance with the rules specified in separate regulations;
 - 6) organize private parties in general use rooms after obtaining the consent of the SD manager and the RC;
 - 7) respect for privacy and peace in the occupied room;
 - 8) mutual choice of a roommate to the extent imposed by placement conditions.
2. Each SD resident is obligated to:
 - 1) respect the safety, health, privacy, personal dignity and property of other people, as well as respect the regulations pertaining to animal protection;
 - 2) proper behaviour which enables other people to work and rest;
 - 3) use the US property with due care and in compliance with its aim;
 - 4) pay residence fees on time;
 - 5) keep the occupied room and general use rooms in cleanness and order;
 - 6) respect safety and health regulations, fire protection regulations, operating instructions of gas and electric appliances;
 - 7) respect quiet hours from 11 p.m. to 6 a.m.;
 - 8) provide access to the room to the inventory commission in the presence of the SD manager;
 - 9) leave the room keys in the reception room at each leaving the building;
 - 10) show the resident card or SD entry pass at each request of the SD administration, a receptionist (also when the room keys are reclaimed), and security workers if the regulations are violated;
 - 11) inform the SD manager/administrator (or another worker of the SD or SE) in the case of noticing any theft, burglary, failure of appliances, or any sudden illness or accident requiring medical intervention, and any long absence of a roommate;

- 12) report any defect, failure, malfunctioning of the equipment in the room by placing a written statement in the repair book in the reception room of every SD.
Not reporting results in the charging for repair costs, specified in §10 passage 2 and 3;
 - 13) (except for June) move into another room or receive another person to the vacancy within 7 days from the roommate's moving out;
 - 14) inform the SD manager/administrator about using private coolers or fridges.
3. In the case of a refusal to move out to another room or to receive another person, specified in passage 2 point 13, a resident who remains single in a twin-bedded room is charged with the fee for the second place according to the Basic Table. The fee for the second place is charged from the 8th day after the roommate's moving out.
 4. If there is a necessity to make renovations in the room occupied by a resident, s/he is obligated to move to another vacant room which is not being renovated within 7 days from the notification date.
 5. Each resident bears material responsibility for the used property of the US, listed in detail in the room furnishings card, and for the bedding set.
 6. In the case of any difference between the state of room furnishings and the received card, a resident is obligated to inform the SD manager/administrator about this fact on the day of moving in.
 7. There is a possibility, after obtaining the consent of roommates in a room/segment/studio and the previous written consent of the SD manager/administrator, of keeping domestic animals (in the sense provided by animal protection regulations) as long as they do not pose threat to safety and health and do not breach peace, order and sanitary regulations. A resident is obligated to submit a veterinary certificate with the date of the last vaccination against rabies to the SD manager/administrator. In the case of not respecting these provisions, the SD manager/administrator can withdraw the consent with immediate effect.
 8. In the case of not respecting the rules specified in passage 7, the SD manager/administrator may not allow for keeping animals in the SD.

XIII. BANS

§ 14

1. The following is prohibited in SDs and in the SE territories:
 - 1) bringing, producing, selling, administering and consuming drinks containing more than 0.5% of alcohol (except for legally functioning gastronomic places or the consents issued in association with the organization of mass events) and psychoactive substances;
 - 2) gambling;
 - 3) cigarette smoking in residential and other rooms;
 - 4) violating the public order;

- 5) keeping any inflammable liquids and gasses;
 - 6) using electric cookers, radiators and coil heaters in rooms;
 - 7) relocating (to other than the indicated places) and using fire extinguishing equipment without evident need;
 - 8) removing, destroying or covering notice boards, especially those concerning emergency evacuation, and labelling turn-off switches and valves;
 - 9) conducting business activity without a written consent of the US;
 - 10) using in the SD the university computer network or computer equipment, which is the property of the US, for commercial, illegal or indecent aims; the regulations concerning the use of the US computer network are applied if appropriate;
 - 11) organizing social meetings in corridors, halls, staircases, kitchens, laundry and drying rooms, and in other general use rooms without the SD manager's/ administrator's consent;
 - 12) publishing images without the consent of the interested people;
 - 13) using pepper, tear, paralyzing and incapacitating gasses;
 - 14) bringing, keeping and using dangerous objects, weapons and objects similar to them;
 - 15) shielding the fire alarm sensors and cameras, switching off the sound alarm system loudspeakers installed in the SD rooms;
 - 16) keeping animals without the consent of the SD manager/administrator.
2. People in the state of alcohol or drug intoxication who are not residents of a particular SD have no right to enter this SD.
 3. The following rules are binding in the SE territory in the case of public order violation:
 - 1) a SD resident who violates public order in the SE territory should show security workers the resident card or another identity document in order to confirm his/her identity;
 - 2) in the case of the lack of ID document, a resident is obligated to come with security workers to the reception room of the SD, where the receptionist will confirm his/her identity;
 - 3) if despite the appeals of administration workers, the receptionist, representatives of the RC and EC, a SD resident still violates the public order, s/he can be detained by security services until the police arrive.

XIV. RULES OF VISITING BY NON-RESIDENTS OF A SD

§ 15

1. Visits to SD residents' rooms can take place daily from 8 a.m. to 11 p.m. only during their presence and upon their consent in compliance with the following rules:
 - 1) a visitor is obligated to show the ID document with a photograph at the reception room (residents of the particular SE can leave their resident card);
 - 2) the right to prolong visits of guests who stay longer than 11 p.m. from the 1st October to 30th June belongs to the RC. All formal requirements and activities related to this and stipulated in the regulations of RC belong to its rights and obligations.

2. The RC is obligated to pass the list of people whose visits have been prolonged to the receptionist not later than at 11 p.m. Receptionists write their personal data with the address to the visit register.
3. The RC has the right to prolong guests' visits for a period not longer than 3 days (72 hours).
4. A person who is a SD resident's guest and has obtained the consent to prolong the visit to 3 days, in compliance with passage 3 – pays the fee for each day specified in the Basic Table.
5. In the case of a guest's stay longer than 3 days in a particular month, the fee for each next day is calculated according to the Guest Table.
6. If SD residents have not chosen the RC, the visit register in the dormitory after 11 p.m. is conducted by the receptionist under the supervision of the SD manager/administrator.
7. During holidays, guests visiting SD residents have no right to prolong a visit longer than 11 p.m. If they express the wish to stay in the SD longer than 11 p.m., this is possible only as a guest stay with the fee calculated according to the Guest Table.
8. In the case of not cancelling the booking in the way specified in passage 7, the ordering person is charged with the fee for the first day of the stay, in compliance with the column III of the Guest Table – also when guests pay the fee from their own resources.
9. Moving into guest rooms takes place on the basis of a referral issued by the Office for Student Social Affairs in the Student Services Centre or an earlier booking made by the SD manager/administrator, SE manager or the SD reception room.
10. When a shared room is occupied by one person, the fee is calculated according to the proper rate for the whole room.
11. In the case of guests whose visit is paid by the US, in compliance with the binding regulations of the US – a written booking should comprise the information specifying the source of financing and should be signed by a person entitled to dispose of financial sources in this field or should comprise an approved cost estimate of the undertaking.
12. In some justified cases, the Rector can assign a different fee for accommodation of people in guest rooms in compliance with the binding Guest Table. A person applying for a different fee places a written application with the motivation in the Office for Student Social Affairs in the Student Services Centre.
13. The SD manager/administrator can make a discount to 30% for people charged for their stay according to the column III of the Guest Table in the following cases:

- 1) a large number of vacant places;
 - 2) large groups;
 - 3) a decrease in service standards – for the whole period in which it occurred.
14. In the case of co-occurrence of the circumstances mentioned in passage 13, only one discount is applied.
15. After the end of every month, SE managers pass a written information to the Office for Student Social Affairs in the Student Services Centre concerning the number, reasons and amounts of the applied discounts specified in passage 13.
16. A person deprived of a SD place by a decision of an appropriate organ, according to §6 passage 2, and on whom, according to §6 passage 4, the entry ban has been imposed cannot move into a guest room. A person breaching the provisions of these regulations may lose the right to use a guest room.

§ 17

The rental of places/rooms/segments in SDs for third parties may take place according to the rules of a separate civil law agreement.