# Appendix no. 9

to the “Rules and Regulations of benefits for students of the University of Silesia”

# RULES OF ALLOCATION OF PLACES AND RESIDENCE IN STUDENT RESIDENCE HALLS OF THE UNIVERSITY OF SILESIA

**Table of contents:**

1. **General provisions (§ 1 and 2)**
2. **Criteria of allocation of places in student residence halls (§ 3)**
3. **Allocation of places in student residence halls (§ 4)**
4. **Appeals (§ 5)**
5. **Loss of a place in student residence halls (§ 6)**
6. **Rules of payment for a place in student residence halls (§ 7)**
7. **Arrears in payment for a place in student residence halls, eviction in the presence of a committee (§ 8)**
8. **Accommodation in student residence halls (§ 9)**
9. **Moving out from student residence halls (§ 10)**
10. **Responsibilities of Dean's Offices and administration of student residence halls (§ 11)**
11. **Powers of the administration of the University of Silesia (§ 12)**
12. **Rights and obligations of residents of student residence halls (§ 13)**
13. **Prohibitions (§ 14)**
14. **Rules of visits for persons not residing in student residence halls (§ 15)**
15. **Guest rooms, rules of residence and payment (§ 16 and § 17)**

**II. GENERAL PROVISIONS**

**§ 1**

Whenever these Rules and Regulations refer to:

* 1. US – it shall be understood as the University of Silesia in Katowice;
	2. SRH – it shall be understood as Student Residence Halls of the University of Silesia;
	3. AHE – it shall be understood as Academic Housing Estate of the University of Silesia;
	4. RC – it shall be understood as Resident Council;
	5. AHEC – it shall be understood as Academic Housing Estate Council;
	6. Schedule – it shall be understood as the Schedule of places allocation in SRH.
	7. Holiday – it shall be understood as the period from 1 July to 30 September;

# § 2

1. SRH are the facilities of the University of Silesia, used as housing for authorized persons.
2. The following persons may apply for the allocation of places in SRH:
	1. students and doctoral students of the University of Silesia;
	2. students and doctoral students of other higher education institutions;
	3. persons who are not students or doctoral students.
3. US runs the following SRH, which form AHE in the university cities being the seats of the University's departments:
	1. AHE Katowice:

SRH No. 1 at ul. Studencka 15, SRH No. 2 at ul. Studencka 17, SRH No. 7 at ul. Studencka 16;

* 1. AHE Sosnowiec:

SRH No. 2 at ul. Sucha 7a, SRH No. 3 at ul. Sucha 7b, SRH No. 4 at ul. Lwowska 2, SRH No. 5 at ul. Lwowska 8;

* 1. AHE Cieszyn:

SRH "Uśka" at ul. Bielska 66,

SRH at ul. Niemcewicza 8.

1. The allocation of places in SRH is decided upon annually by the Student Social Affairs Office in the Student Service Centre and approved by the Rector, with the exception of the Faculty of the University of Silesia in Cieszyn, for which the allocation of places is decided upon by the Organisational Head of the Faculty in consultation with the Head of the AHE in Cieszyn and approved by the Dean of this Faculty.
2. The allocation of places, referred to in par. 4, takes into account the number of Dean's places, intended for students/doctoral students of the University of Silesia at individual faculties, and the number of Rector's places, intended for:
	1. students/doctoral students of the University of Silesia as regards appeals against the Dean's decision;
	2. disabled and ill students/doctoral students of the University of Silesia, having doctor's recommendations;
	3. foreigners, in particular those admitted to the University of Silesia in a given academic year as part of educational programmes and international agreements, participants of language courses organized by the School of Polish Language and Culture;
	4. other persons.
3. The provisions of the Rules and Regulations shall apply to all residents and visitors of SRH.
4. All SRH residents are represented by RC and AHEC, which are bodies of the Student Government of the University of Silesia.
5. Administrative and economic matters of SRH are conducted by the employees of the US administration, headed by the head of the SRH/administrator and the head of the AHE.
6. Rooms not used by the students/doctoral students of the University of Silesia may be allocated to the persons referred to in § 3 par. 6 or become guest rooms, the rules of functioning and payment of which are specified in § 16 of these Rules and Regulations.

# CRITERIA OF ALLOCATION OF PLACES IN STUDENT RESIDENCE HALLS

**§ 3**

1. Priority in allocating a place/room in SRH is granted to a student/doctoral student of the University of Silesia who is in a difficult financial situation, who is non-local, i.e.:
	1. whose place of permanent residence is in a town which is not the seat of the relevant faculty of the University of Silesia and if the planned transport by public transport to the seat of the faculty takes at least an hour,
	2. who is an orphan or a charge of an orphanage,
	3. who has no place of permanent residence.
2. Priority in allocating a single room to persons with a recognised disability or persons with doctor's recommendations is granted to students/doctoral students of the University of Silesia in the following order:
3. disabled persons holding a disability certificate or other equivalent certificate;
4. ill persons with the indication of a specialised doctor;
5. ill persons with other doctor's recommendations.
6. Single rooms adapted for people with a recognised disability, who are in wheelchairs, are first allocated to such persons.
7. Priority in allocating a single room and a studio single room is granted to students/doctoral students of the University of Silesia:
	1. in last years of 1st, 2nd and 3rd cycle studies and long-cycle Master's studies;
	2. studying at the same time more than one study programme at the University of Silesia or at another university;
	3. residing in SRH in previous years of study.
8. After providing accommodation for the students/doctoral students of the University of Silesia, referred to in par. 1-5, if the number of free places allows it, then students and doctoral students of other universities or persons who are not students or doctoral students may be granted places in SRH.

# ALLOCATION OF PLACES IN STUDENT RESIDENCE HALLS

**§ 4**

1. Places in SRH are allocated on the basis of written applications of interested persons or competent units of the University of Silesia.
2. Places in SRH in the academic year are allocated for the period from 1 October to 30 June, subject to par. 3.
3. Foreigners applying for a place from the number of Rector's places may be granted it for a period other than specified in par. 2
4. Dates, procedure for submitting and reviewing applications for a place in SRH are set out in the "Schedule for allocating places in SRH of the University of Silesia".
5. Templates of applications for places in SRH are prepared by the Student Social Affairs Office in the Student Service Centre and published on the University of Silesia’s website.
6. The applications and the schedule may be updated and modified annually, which does not require any changes to these Rules and Regulations and are announced in the manner adopted by the University of Silesia.
7. A student/doctoral student of the University of Silesia bringing up an underage child alone may apply for a double room with a payment for the second place.
8. Student/doctoral student marriages in which at least one of the spouses is a student/doctoral student of the University of Silesia, may apply for a place/room from the number Dean's places:
	1. in the case of students/doctoral students of the University of Silesia who are spouses, they both must submit appropriate applications to the Dean's Office appropriate for one of the spouses of their choice;
	2. if the spouse of a student/doctoral student of the University of Silesia is not a student/doctoral student of the University of Silesia, appropriate applications shall be submitted to the Dean's Office appropriate for the spouse who is a student/doctoral student of the University of Silesia.
9. According to the schedule, the Dean shall allocate to students/doctoral students of the Faculty of the University of Silesia places in all types of rooms, with the exception of single rooms adapted for persons with disabilities using wheelchairs and single rooms for persons with disabilities or ill persons with doctor's recommendations.
10. The Dean allocates places to students/doctoral students of the University of Silesia, including the persons referred to in par. 7 and 8.
11. The Rector grants places to persons for whom the places from the number of Rector's places are allocated, according to the schedule.
12. According to the schedule, the Deans can allocate places from their number of places until 5 October of the given academic year. After this date, all unallocated places become Rector's places and are allocated on a regular basis until the end of free places.
13. Referrals issued from the Dean's and Rector's number of places with a validity date from 1 October shall expire after 5 days. Other referrals shall expire after 3 days from the date of referral.
14. During the holidays, at least one SRH shall function in each AHE. Persons who want to stay in SRH in this period can only be granted a place in such SRH. Places in SRH during the holidays are granted by the SRH Head/Administrator. During the holidays, the SRH Head/Administrator may deprive a person who does not comply with these Rules and Regulations of a place in SRH.

 At the same time, they may prohibit such persons from entering the facilities of all SRH.

1. The head of the AHE may apply to the Dean or Rector, as appropriate, not to grant a place in the student residence hall to a person who grossly violated the provisions of these Rules and Regulations in the previous academic year.
2. The Dean or Rector, as appropriate, may not allocate a place in SRH to a person who has previously grossly violated the provisions of these Rules and Regulations or the rules and regulations governing living in teacher residence halls of the University of Silesia.
3. Students/doctoral students of the University of Silesia are informed about granting a place/room in SRH through the USOSweb website.
4. In the case of a shortage of places in the SRH, the Dean or Rector, as appropriate, may issue a decision on depriving of the right to reside in the SRH of a student/doctoral student of the University of Silesia who is on vacation or repeats a year (semester) and does not attend classes.

# APPEALS

**§ 5**

1. Students/doctoral students of the University of Silesia have the right to appeal to the Rector against the decision issued by the Dean. An appeal cannot be filed against the decision issued by the Rector, however, a student/doctoral student dissatisfied with the decision may submit a request to reconsider the case. Rector's decision is final.
2. The appeal and the request for reconsideration of the case shall be submitted within 14 days from the date of delivery of the decision. The date of delivery of the decision is also the date on which it is announced one the USOSweb website. The appeal shall contain the specific and reasoned request of the applicant.
3. The decision referred to in par. 1 is not an administrative decision within the meaning of the Act of 14 June 1960 Code of Administrative Procedure.

# LOSS OF A PLACE IN STUDENT RESIDENCE HALLS

**§ 6**

1. A student/doctoral student may lose their place in SRH before the end of the period for which it was allocated, in the following cases:
	1. failure to accommodate without the prior stating of valid reasons within the time limits referred to in § 4 par. 13 designating the beginning of accommodation;
	2. deprivation of a place in SRH by decision of the Head of AHE, taken on the basis of the authorization referred to in par. 2;
	3. expulsion of the student/doctoral student from the university as a result of a final decision of the Disciplinary Board on expulsion from the University of Silesia;
	4. suspension in student/doctoral student rights pursuant to art. 308 (4) of the Act of 20 July 2018 Law on higher education and science;
	5. arrears in the payment for a place/room in SRH, referred to in § 8 par. 5.
2. The Head of the AHE may, on the basis of a written authorization granted by the Dean or Rector, deprive a resident who does not comply with the provisions of these Rules and Regulations of a place in SRH.
3. In the event of deprivation of the place referred to in par. 2, the resident is obliged to move out of the SRH within 3 days from the date of delivery of the decision.
4. The Head of the AO may issue a prohibition from entering all SRH for persons deprived of a place in SRH. The prohibition period is 12 months.

# RULES OF PAYMENT FOR A PLACE IN STUDENT RESIDENCE HALLS

**§ 7**

1. The amount of payment for all types of places in SRH during the entire academic year is determined by the Rector on the basis of the costs of maintaining the given SRH and the adopted standardization and announced in the form of Tables in a manner adopted in the University of Silesia.
2. The amount of payment referred to in par. 1 is regulated by the following tables:
	1. Table of fees in student residence halls of the University of Silesia - hereinafter referred to as the Basic Table, regulating fees for a place/single room, for a second place in a double room inhabited for a period of at least 30 days, and fees for accommodation of people visiting residents for up to 3 days;
	2. Table of holiday fees in student residence halls of the University of Silesia for students and doctoral students of the University of Silesia and post-graduate students of the University of Silesia - hereinafter referred to as the Holiday Table, regulating the fees for all types of places and rooms in the period from 1 July to 31 August in a given academic year. The fees set out in it apply to stays of at least 14 days;
	3. Table of daily fees for guests for a place in student residence halls of the University of Silesia

- hereinafter referred to as the Guest Table. The rules of residence and payment are regulated by § 16.

1. A student/doctoral student of the University of Silesia residing in SRH in September shall pay the fee according to the Basic Table for the period of actual residence.
2. During holidays, persons other than listed in par. 2 (2) shall pay fees according to the Basic Table, and for stays shorter than 30 days the fees shall be paid according to the Guest Table.
3. Residents who completed their studies or were expelled from the university before 30 June do not lose the right to reside in SRH, subject to the provisions of

§ 6 par. 1 (2)(3)(5). If a student/doctoral student lives in a single room, they are obliged to move to a double room indicated by the SRH Head/Administrator. Starting from the day following the day on which the circumstances referred to in this paragraph occurred, the resident shall pay a fee as for "other persons" regulated in the Basic Table.

1. A resident who, on the recommendation of the SRH Head/Administrator, refused to relocate to another room or admit another person to a vacant place, shall pay the second place fee according to the Basic Table.

This obligation also applies to holidays.

1. A disabled student/doctoral student with doctor's recommendations, referred to in § 3 par. 3, who was not granted a single room and received permission for independent accommodation in a double room, shall pay a reduced fee for the second place in accordance with the Basic Table.
2. The resident shall pay a fee for a place/room in the SRH from the date of referral, regardless of the date of actual accommodation.
3. Fees for SRH are paid on a monthly basis by the last day of the month, subject to par. 10 and 11 and § 16, par. 5.
4. The fee for October and each month constituting the first payment period for a resident shall be paid in advance no later than on the day of moving in.
5. Payment of the fee for the month in which the resident moved out shall be made for the period of actual residence not later than until the day of moving out.
6. A person who was granted a place/room at the student residence hall and who, according to the allocation, should pay the fee according to the Basic Table, in the case of moving out from the SRH within 30 days shall be charged the fee in the amount stated in the Guest Table (for each day of stay).

# ARREARS IN PAYMENT FOR A PLACE IN STUDENT RESIDENCE HALLS, EVICTION IN THE PRESENCE OF A COMMITTEE

**§ 8**

1. Statutory interest is charged for each day of delay in the payment of fees for a place/room in SRH.
2. If a resident of SRH has not paid the amount due for a given month by the end of this month, the SRH Head/Administrator shall send them a letter of reminder with a deadline for the payment of arrears by the 15th day of the following month.
3. A resident who, as a result of temporary financial difficulties or for other important reasons, has not paid the fee for a place in SRH within the deadline, may apply for a postponement of the deadline.
4. An application for a postponement of the deadline of payment of the overdue fee, addressed to the Rector, shall be submitted to the Student Social Affairs Office at the Student Service Centre no later than by the 10th day of the following month.
5. The application referred to in par. 4 shall include a note of the Dean's Office on the status of the student/doctoral student, the amount of benefits awarded and the opinion of the SRH Had/Administrator, as well as information on the amount of overdue fees.
6. The SRH Head/Administrator issues a written order to evict from SRH a resident who has not settled the payment for a given month by the 15th day of the following month and has not obtained the Rector's consent to postpone the deadline. The order is effective within 3 days of delivery.
7. In the event that a resident referred to in par. 6 did not leave the SRH within the set time, the SRH Head/Administrator shall execute an eviction in the presence of a committee.
8. A person evicted in a presence of a committee is charged with the costs of cleaning the room/segment/studio and the costs of repairing any defects or damage.
9. Eviction referred to in par. 7 is carried out by a committee appointed by the SRH Head/Administrator who chairs it. The committee should consist of: a co-resident of the evicted person or a representative of the RC or AHEC; in the absence of a representative of the RC or AHEC, another AHE resident is allowed to participate in the committee.
10. The committee referred to in par. 9 shall draw up an eviction report in four copies which are given to: the evicted person, SRH Head/Administrator, Student Social Affairs Office at the Student Service Centre and the Dean in the event of the eviction of a student/doctoral student of the University of Silesia. Personal belongings of the person evicted in the presence of a committee shall be secured by the SRH Head/Administrator on deposit for a period of two months.
11. A person evicted in the presence of a committee shall be notified of the need to collect their personal belongings from the deposit within the period referred to in par. 10. The University of Silesia is not responsible for items not collected within this period.
12. If the evicted resident of SRH has no funds to settle the residence fee on the day of eviction and has not received permission to postpone the payment deadline, the person shall sign, on the day of eviction, a commitment to settle the overdue payment together with interest within 14 days of eviction. The SRH Head/Administrator shall inform the Student Social Affairs Office at the Student Service Centre, Chief Accounting Department and the Dean about the resident's commitment in the event of the eviction of a student/doctoral student.
13. If the fee is not paid within the time limit referred to in par. 12, the resident may not receive a place in SRH in the subsequent academic years.

# ACCOMMODATION IN STUDENT RESIDENCE HALLS

**§ 9**

1. Accommodation of residents is conducted by SRH Heads/Administrators during the working hours of the University of Silesia administration, and at the beginning of the academic year on days and in the time determined separately. Persons accommodating in other dates shall use guest rooms.
2. Accommodation takes place based on a name list of individuals or individual referrals, which are issued, as appropriate, by the Organisational Head of the Faculty or the Head of the Student Social Affairs Office at the Student Service Centre.
3. The following documents are required for temporary accommodation in SRH:
	1. ID card;
	2. photo to the resident's card;
	3. in the case of persons who are not citizens of the Republic of Poland, an identity document, passport, valid residence visa or residence card in the Republic of Poland;
	4. confirmation of the payment referred to in § 7 par. 10.
4. Temporary residence for all inhabitants of SRH is performed for the period as specified in referral.
5. In the period of holidays accommodation occurs on the basis of a valid student/doctoral ID or current certificate of student/doctoral/post-graduate student status, submitted personal ID card or, in case of foreigners, passport or residence card.
6. In case of students/doctoral students of the final year of studies, accommodation in the student residence hall for the period of holidays occurs on the basis of the valid certificate regarding student/doctoral student status issued by the Dean's Office.
7. Upon setting up accommodation in SRH each resident obtains:
	1. SRH resident card and in the period of holidays - entrance card to SRH;
	2. room equipment record sheet in which the equipment located in a given room/segment/studio is listed;
	3. set of bedding with bedlinen;
	4. keys to the room
	5. card for submitting defects
8. Holiday resident card is valid solely with other identity documents.
9. Each resident of student resident hall is obliged to fulfil formalities related to checking in and out for the temporary stay in the City Hall.

# CHECKING OUT FROM SRH

**§ 10**

1. In order to check out from SRH, its resident is obliged to:
	1. return the collected or rented equipment and bed linen to the storeroom;
	2. collect clearance sheet from SRH manager/administrator, which ought to be signed off in the bed linen storeroom and at the SRH lodge; in case when the previous roommate remains in the room/segment/studio, the person checking out undertakes to obtain also his/her signature on the clearance sheet, noting that they have no reservations towards the person checking out with regards to the state of the room/segment/studio;
	3. hand over to the SRH manager/administrator the room/segment/studio in proper order, in accordance with the principles of accommodation in the student residence hall;
	4. return to the SRH manager/administrator the clearance sheet, provide them with evidence of regulating all balance due related to the accommodation at SRH,
	5. return keys to the lodge.
2. All damages and losses in the equipment and other material losses in the occupied room/segment/studio shall be the individual or joint responsibility of the residents who occupied them, in consideration of valid prices.
3. Should in the course of handing over the room/segment/studio by its residents losses be noted in the property of the University of Silesia, damages or losses which have not been previously reported for repair shall be covered by the residents with respect of reimbursement of the costs of removal of faults and purchase of the lost property.

# RESPONSIBILITIES OF DEAD'S OFFICES AND ADMINISTRATION OFFICES OF SRH

**§ 11**

1. Dean's Offices / relevant units for doctoral students of the University of Silesia are obliged to:
	1. submit lists and referrals for individuals who have been assigned accommodation at SRH by the deans to appropriate SRH managers/administrators and for the attention of the Student Social Affairs Office, immediately upon the issuance of a decision regarding allocation of a place/room in SRH;
	2. immediately inform SRH managers/administrators, on an ongoing basis about:
		1. deletion of a given person from the list of students/doctoral students,
		2. completion of studies by a given student/doctoral student,
		3. depriving of a student/doctoral student of accommodation at SRH in accordance with § 6 sec. 2,
		4. all other changes in the status of a given student/doctoral student.
2. SRH administration personnel is obliged to:
	1. ensure proper conditions, enabling work and rest to all SRH residents;
	2. maintain the premises and devices of the building designated for common use in proper order and cleanliness;
	3. conduct ongoing repairs of equipment, removal faults and damages;
	4. ensure ongoing provision of hot water with the exclusion of system maintenance periods;
	5. ensure exchange of bed linen at least once every four weeks for all residents.
3. SRH administration is obliged to inform the residents at least 7 days in advance of:
	1. the necessity to conduct planned renovation works in the area of the building;
	2. the necessity to carry out stocktaking of property items of the University of Silesia.

# ENTITLEMENTS OF ADMINISTRATION PERSONNEL AT THE UNIVERSITY OF SILESIA

**§ 12**

1. Managers of SRH/Administrators, Occupational Health, Safety and Fire Protection Inspectors and members of RC are authorized to carry out controls of the premises. In case of noting breaches of the provisions of the Rules and Regulations or causing damages to property of the University of Silesia, the above indicated persons elaborate a protocol and submit motions for sanctions provided for in the hereby Rules and Regulations. Fire Protection Inspectors are authorized to impose fines in case of breaching the provisions of fire protection.
2. The right to enter the room during absence of its residents is granted to the representative of authorities of the University of Silesia, SRH manager/administrator, Occupational Health, Safety and Fire Protection Inspectors,

in the presence of RC member or another resident of SRH.

1. In case of the necessity to remove faults, defects or need to switch off energy or water sources, the right to enter the room in the absence of its residents is granted to AHE Conservator, porter as well as persons specified in par. 1 without the requirement of participation by member of RC or another SRH resident.
2. SRH administrator is entitled, several times a year, to enter student rooms in order to carry out a review of premises in terms of their technical state, order and cleanliness as well as respect for university property.
3. In case of noting damages/faults, damages to property caused by residents, the administrator, based on the pricelist, carries out an assessment of necessary repairs and costs of purchase of the damaged property as well as designates a 30-day term for repair/purchase for the resident. In case of non-maintenance of order and cleanliness this term amounts to 3 days. At this occasion a relevant protocol is elaborated. On the designated date a technical handover of the room takes place.
4. In case of failure to conduct the designated repairs of damages/defects, bringing the room to the state of order and cleanliness or purchase of damaged property, as specified in par. 5, the resident is burdened with costs and deprived of the possibility of residing in SRH of the University of Silesia until completion of studies.

# RIGHTS AND OBLIGAITONS OF SRH RESIDENTS

**§ 13**

1. Each member of SRH is entitled to:
	1. enter and depart from the building at any time;
	2. Use all premises of common use within the area of a given SRH;
	3. exchange bed linen at least once every four weeks;
	4. use home electronics and household appliances available at SRH for free;
	5. use the school computer network on the principles specified in separate provisions;
	6. organize closed events in common use premises after obtaining the consent of SRH and RC managers;
	7. respect intimacy and peace in the room they reside in;
	8. mutually select their roommates within the limits of logistical possibilities.
2. Each resident of SRH is entitled to:
	1. respect safety, health, intimacy, personal dignity and property of others, abide by the provisions of animal protection;
	2. proper behaviour enabling work and rest of other persons;
	3. use property of the University of Silesia with proper care and in accordance with its designation;
	4. make timely payments of fees for accommodation at SRH;
	5. maintain in cleanliness and order the occupied room as well as common use premises in a given segment/studio as well as in the overall common spaces;
	6. abide by the provisions of Occupational Health, Safety and Fire Protection, instruction manuals for gas and electrical devices;
	7. respect night-time silence between 11:00 pm and 6:00 am of the following day;
	8. disclose the room to the stocktaking commission in the presence of SRH manager;
	9. leave the keys to rooms at the lodge each time when leaving the building;
	10. Show the resident card or access card to SRH upon each demand of SRH administration, porter (also upon collecting keys to the room) and security personnel in case of breaching order;
	11. notify SRH manager/administrator (or another employee of SRH or AHE in case of noticing theft, breaking in, failure of devices as well as in each case of sudden sickness or accident of their roommate which would require necessary medical intervention or long-term absence of the roommate accommodated in their room;
	12. report all failures, damages, malfunctions of equipment located in the room through entry to the book of repairs located in the lodge of each SRH. Lack of reporting will bear consequences of burdening with costs of repair, as specified in § 10 par. 2 and 3;
	13. relocate (with the exception of June) to another room or accept another person to a newly created free place within 7 days from checking out of the roommate;
	14. report to the SRH manager/administrator the fact of having and using private refrigerators or fridges.
3. In case of refusal to relocate or accept another person, as specified in par. 2 clause 13, person staying on their own in a 2-person room is charged with a fee for the second place at the level established in the Basic Table. The fee for the second place is in place from the 8th day post checking out by a roommate.
4. In case of necessity to carry out renovation in the room occupied by the resident he is obliged to relocate to another free room not covered by the renovation within 7 days from the date of notification receipt.
5. Each resident bears material liability for the use of property of the University of Silesia, as specified on the room furnishing record sheet and for the bed linen.
6. In case of discrepancies between the status of room furnishing and the obtained record sheet, the resident is obliged to immediately report this fact to the SRH manager/administrator on the date of checking in.
7. Upon consent of roommates of the room/segment/studio, post prior obtaining of a written consent of the SRH manager/administrator the possibility of keeping home animals is allowed (in the meaning of the provisions of protection of animals), provided that they do not threaten safety and health of others and that they do not breach the room order and peace as well as sanitary regulations. The resident is obliged to submit to the SRH manager/administrator valid certificate issued by a veterinarian containing the date of last anti-rabies vaccination. In case of non-abiding by the above provisions the SRH manager/administrator may withdraw consent in immediate mode.
8. In case of non-abiding by the principles specified in par. 7 the manager of SRH/ administrator may not express consent for the stay of animals in a given SRH.

# BANS

**§ 14**

1. In SRH within the area of AHE the following bans are in place:
	1. carrying in, producing, selling, applying and using alcohol beverages above 0.5% alcohol content (with the exception of legally operating gastronomy points or on the basis of permissions issued in relation to organizing mass events) and drugs;
	2. organizing gambling,
	3. smoking tabacco in rooms and other premises;
	4. breaching public order;
	5. storing any liquids and flammable gases;
	6. using cookers, heaters or radiators in rooms;
	7. moving and using without clear necessity portable fire extinguisher outside of designated areas;
	8. removing, damaging or covering information bords and, in particular, those concerning evacuation routes and marking of switches and valves;
	9. carrying out economic activity without a written permission from the University of Silesia;
	10. using computer network located in the SRH of the University of Silesia or computer equipment constituting property of the University of Silesia for commercial or illegal purposes or

purposes breaching good standards; respectively, provisions concerning the use of computer network of the University of Silesia are applicable;

* 1. Organizing social meetings in corridors, halls, staircases, kitchens, laundry rooms, drying rooms and other generally accessible areas without the consent of SRH manager/administrator;
	2. Publishing image without consent of interested parties;
	3. using within the area of SRH and AHE pepper gas, tear gas, paralysing gas and incapacitating gas;
	4. entering the building, storing and using dangerous items, weapons and items resembling weapons;
	5. covering fire detectors, cameras, switching off DSO system loudspeakers installed in SRH rooms;
	6. having animals without the consent of SRH manager/administrator.
1. Persons who are not residents of SRH who are under the influence of alcohol or drugs cannot enter the premises of SRH.
2. Principles binding within the area of AHE in case of breaching public order:
	1. residents of SRH who breaches public order within AHE premises ought to provide security personnel with resident card or another document enabling their identification;
	2. in case of non-possessing a document enabling identification, the resident is obliged to follow the security personnel to the lodge of SRH in which they reside, where the porter can confirm their identity;
	3. If AHE resident, despite calls of administration personnel, porter, RC representatives or AHE continues to breach public order, they may be withheld by the security crew until arrival of the police.

# RULES OF VISITS IN SRH BY NON-RESIDENTS

**§ 15**

1. Visits in resident rooms of SRH may be held every day between 8:00 and 11:00 pm, solely during the presents of residents and pursuant to their consent, in accordance with the following principles:
	1. visitors are obliged to present an ID document at the lounge with a photograph, solely for review (residents of a given estate may leave their resident card with the porter);
	2. The right to prolong stay of guests with the residents remaining after 11:00 pm in the period from 1 October to 30 June is the sole authority of RC. All formalities and actions related to the above, provided for in the Rules and Regulations of RC, remain within its entitlements and duties.
2. RC is obliged to pass a list of persons who have been authorized to stay longer to the porter. Porters enter their personal data along with address to the register of visits.
3. RC is entitled to express consent for prolonging visits of guests visiting the residents for the time not exceeding three days.
4. Person who is a guest of SRH resident who has obtained a prolonged stay up to 3 days, in accordance with par. 3, makes payment for each day of stay as per the rate specified in the Basic Table.
5. Each subsequent day of stay of a given guest of SRH resident above 3 days in a given month is paid in accordance with the rates specified in the Table of Visitations.
6. In case when SRH residents did not select RC, register of persons remaining in the student residence hall after 11:00 pm is conducted by porters, under the supervision of SRH manager/administrator.
7. During holidays persons visiting the residents are not entitled to prolong their stay after 11:00 pm. Should they express intention of staying within the premises of SRH after 11:00 pm, this may take place solely in accordance with the principles of guest stay subject to a fee specified in the Visiting Table.
8. SRH manager/administrator is entitled to issue a ban on entrance to the building of SRH to persons who availed of services as per the principles specified in the hereby paragraph, who do not adhere to the principles in place within the hereby Rules and Regulations. The prohibition period amounts to 3 months. This provisions is applicable in case of persons who are the residents of SRH.

# GUGEST ROOMS, RESIDENCE PRINCIPLES AND PAYMENT RULES

**§ 16**

1. In accordance with § 2 par. 9 vacant rooms may be transformed into guest rooms with a designation of accommodating individual persons and organized groups.
2. Rental day of a guest room commences at 2:00 pm and ends at 12:00 am of the following day.
3. Guest rooms are equipped in bed linen and cleaning service always after checking out by guests.
4. The size of fees of rental of guest rooms is regulated in the Visiting Table as specified in § 7 par. 2 clause 3.
5. The fee for guest rooms is paid in advance for the period of stay.
6. Reservations of guest rooms are performed in writing at the Student Social Affairs Office at the Student Service Centre or directly at the SRH manager/administrator, AHE manager or SRH porters. Entitles undertaking the resignation are obliged to inform one another on an ongoing basis regarding the number of accepted reservations.
7. Cancellations of reservations are performed in writing to the entity in which it was accepted no later than 3 days prior to the date of commencing accommodation in case of individual persons and 7 days in case of rented groups.
8. In case of failure to cancel reservation in the time specified in par. 7 the Ordering Party shall bear the costs increasing the day of rental, in accordance with column III of the Visiting Table, also in case when the guests pay for their stay from their own budget.
9. Accommodation in guest rooms occurs on the basis of a referral issued by the Student Social Affairs Office at the Student Service Centre or previously reserved service by the SRH manager/administrator, AHE manager or RC lounge.
10. IN case of occupying a multi-person room by one person only, the fee according to the appropriate rate for the whole room is collected.
11. In case of guests whose stay at SRH is paid by the University of Silesia, the reservation ought to contain information of the source of funding in line with the binding provisions of regulations at the University of Silesia and it ought to be concluded by persons authorized to dispose of funds , including the scope or approved venture pricelist.
12. IN justified cases the Rector may allocate another fee for accommodation of persons in guest rooms under the binding Visiting Table. Motivated application is submitted by the person who applies for it is submitted to the Student Social Affairs Office at the Student Service Centre.
13. SRH manager/administrator may grant a discount up to 30% to persons paying for their stay according to III column of the Visiting table in the following cases:
	1. Large volume of vacancies;
	2. Large groups;
	3. Decreased standard of services for the whole period in which it occurred.
14. In case of a confluence of authorizations specified in art. 13, solely one discount shall be applied.
15. Person deprived of a place at SRH in line with § 6 par. 2 and towards whom, based on

§ 6 par. 4 a ban on entrance into the SRH building was issued cannot be accommodated in the guest room. Persons not abiding by the provisions of the hereby Rules and Regulations may lose their right to use guest rooms.

# § 17

Renting places/rooms/segments at SRH to third parties may only occur according to the principles provided for in a separate, civil-law agreement.

# § 18

1. Rector's competencies specified in the Rules and Regulations are carried out on his behalf by the relevant Vice-Rector, with the exclusion of competencies specified in par. 2
2. On behalf of the Rector, competencies in the scope specified in § 16 par. 12 of the Rules and Regulations are executed by the Chancellor and in the scope of allocating places from the rector's pot, these are executed by the Chancellor for Administration and Asset Management.

|  |  |
| --- | --- |
| **SCHEDULE OF ALLOCATION OF PLACES IN STUDENT RESIDENCE HALLS OF THE UNIVERSITY OF SILESIA** |  |
|  |  |  |  |  |  |  |
| **AHE in Katowice-Ligota, AHE in Sosnowiec** |
| **I. Candidates for allocation of place - from 1 October** |  |  |  |
| **Places in the dean's pot****All types of rooms with the exception of 1 person rooms for the disabled and sick, with doctor's recommendations** |
| ***No.*** | ***Applicant*** | ***Term of application submission*** | ***Term of application submission*** | ***Body of first instance allocating the place*** | ***Term of application considering in the first instance*** | ***Term of passing the referral to SRH*** |
| 1 | Students/doctoral students, post-graduate students of the University of Silesia | Until 31 August  | Faculty Dean’s Office / Doctoral School Secretary Office | **Faculty Dean**  | until 10 September  | until 20 September |
| 2 | Newly accepted persons post recruitment at the University of Silesia | until 20 September | Faculty Dean’s Office / Doctoral School Secretary Office | until 30 September | on an ongoing basis until 5 October |
| **Places in the rector's pot** |
| 3 | Disabled students/sick persons with doctor's recommendations | until 31 August | Student Social Affairs Office at the Student ServiceCentre | **Vice-Chancellor** | until 15 September | until 20 September |
| 4 | Foreigners accepted for studies at the University of Silesia under educational programmes, international agreements,Participants of language courses at the School of Polish Language and Culture of the University of Silesia |
| 5 | Students of other universities and schools and other persons who are not the students of the University of Silesia | until 10 September | Student Social Affairs Office at the Student Service Students | **Vice-Chancellor** | on an ongoing basis in case of vacancies | on an ongoing basis |
| **AHE in Katowice-Ligota, AHE in Sosnowiec** |
| **II. I. Candidates for allocation of place - after 1 October** |  |  |  |
| **Places in the rector's pot** |
| ***No.*** | ***Applicant*** | ***Term of application submission*** | ***Term of application submission*** | ***Body of first instance allocating the*** ***place*** | ***Term of application consideration*** | ***Term of passing the referral to SRH*** |
| 1 | Students/doctoral students, post-graduate students of the University of Silesia | on an ongoing basis | Student Social Affairs Office at the Student Service Students | **Vice-Chancellor** | on an ongoing basis in case of vacancies | on an ongoing basis |
| 2 | Disabled students/sick persons with doctor's recommendations |
| 3 | Foreigners accepted for studies at the University of Silesia under educational programmes, international agreements,Participants of language courses at the School of Polish Language and Culture of the University of Silesia |
| 4 | Students of other universities and schools |
| 5 | Other persons who are not the students/doctoral students |
| **AHE in Cieszyn** |
| **III. I. Candidates for allocation of place - until 1 October** |  |  |
| **Places in the dean's pot** |
| ***No.*** | ***Applicant*** | ***Term of application submission*** | ***Term of application submission*** | ***Body of first instance allocating the******place*** | ***Term of application considering in the first instance*** | ***Term of passing the referral to SRH*** |
| 1 | Students/doctoral students, post-graduate students of the University of Silesia | until 31 May | Faculty Dean | **Faculty Dean** | until 15 June | until 30 June |
| 2 | Newly accepted persons post recruitment at the University of Silesia completed by 20 July | until 20 July | until 31 July | until 10 August |
| 3 | Newly accepted persons post recruitment at the University of Silesia completed by 15 September | until 20 September | until 25 September | until 27 September |
| **Places in the rector's pot** |
| 4 | Foreigners accepted for studies at the University of Silesia under educational programmes, international agreements | until 31 August | Student Social Affairs Office at the Student Service | **Vice-Chancellor** | until 15 September | until 20 September |
| **AHE in Cieszyn** |
| **IV. I. Candidates for allocation of place - after 1 October** |  |  |
| **Places in the dean's pot** |
| ***No.*** | ***Applicant*** | ***Term of application submission*** | ***Term of application submission*** | ***Body of first instance allocating the place*** | ***Term of application consideration*** | ***Term of passing the referral to SRH*** |
| 1 | Students/doctoral students, post-graduate students of the University of Silesia | on an ongoing basis | Faculty Dean | **Faculty Dean** | on an ongoing basis in case of vacancies | on an ongoing basis |
| **Places in the rector's pot** |
| 2 | Foreigners accepted for studies at the University of Silesia under educational programmes, international agreements | on an ongoing basis | Student Social Affairs Office at the Student Service Students | **Vice-Chancellor** | on an ongoing basis in case of vacancies | on an ongoing basis |
| 3 | Students of other universities and schools |
| 4 | Other persons who are not the students/doctoral students |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |