

Order no. 109
of the Rector of the Jagiellonian University
of 23 October 2015
concerning the introduction of Rules of hostels of the Jagiellonian University

On the basis of § 27 pt 4 of the Statutes of the Jagiellonian University and upon consultation with Students' Self-Government of the Jagiellonian University and the Society of Doctoral Students of the Jagiellonian University, I order as follows:

§ 1

1. Rules of Hostels of the Jagiellonian University that are enclosed as Appendix no. 1 to this Order are hereby introduced.
2. Supplementary rules of use of hostels of the Jagiellonian University – Collegium Medicum are enclosed as Appendix no. 2 to this Order.

§ 2

This order shall come into force as of the day of its signature.

Rector Professor Wojciech Nowak, PhD, M.D.

Appendix no. 1
to the Order no. 109 of the Rector of the Jagiellonian University of 23 October 2015

Rules of hostels of the Jagiellonian University

I. General provisions

§ 1

Hostels of the Jagiellonian University are subject to special protection and care from their inhabitants.

§ 2

Each inhabitant of a hostel is obliged to comply with the rules of social co-existence, including the avoidance of behaviours that cause harm and inconvenience to other inhabitants.

§ 3

These Rules are applicable to inhabitants and other persons staying in hostels of the Jagiellonian University.

§ 4

The administrator of each hostel is represented by hostel employees, particularly its manager.

§ 5

1. The whole community of inhabitants in each hostel is represented by the Council of Inhabitants, which is a body of Students' Self-Government of the Jagiellonian University, subject to the provisions of pt 2.
2. Doctoral students in each hostel are represented by a Representative of the Society of Doctoral Students of the Jagiellonian University.
3. The activity of the Council of Inhabitants and the Representative of the Society of Doctoral Students of the Jagiellonian University is regulated by relevant provisions.

II. Internal regulations

§ 6

Making any permanent changes in the furnishing and decoration of a room requires a prior consent of the hostel manager.

§ 7

1. An inhabitant bears material responsibility for any damage caused to the property of the hostel in the full amount.
2. The amount of compensation is equal to the actual cost of restoration of the damaged property of the hostel to its previous condition.

§ 8

1. Each inhabitant is obliged to keep quiet from 11.00 p.m. till 6.00 a.m.
2. The hostel manager acting in consultation with the Council of Inhabitants and the Representative of the Society of Doctoral Students of the Jagiellonian University is entitled to change the hours during which inhabitants will be obliged to keep quiet.

§ 9

1. Each inhabitant's guest is obliged to leave his/her identity document with a photo (other than his/her identity card and passport) in the door-keeper's room or in any other designated place for the time of his/her stay in the hostel and to act in compliance with these Rules.

2. In the absence of the document referred to in pt 1, the guest is obliged to present his/her identity card or passport in the door-keeper's room or in any other designated place in order to enable a hostel employee to make an entry in the guest book. The entry shall include the guest's name, the kind and series of the identity document, the time of entering/leaving the hostel, as well as the name and room number of the inviting inhabitant. Keeping the guest book is aimed at ensuring safety in the hostel, and obtained data are not processed.

3. The inviting inhabitant of the hostel shall be responsible for the behaviour of his/her guest. Each guest is responsible for damages to the property according to general rules.

§ 10

1. Visits to hostel rooms may be made only with the consent of cohabitants. Any visit after 11.00 p.m. requires a written consent of all cohabitants. The granted consent must be submitted to the door-keeper's room.

2. The absence of cohabitants shall not exclude the obligation to obtain the said consent.

§ 11

1. An occasional overnight stay of a guest in an inhabitant's room is possible only with a prior consent of all cohabitants of the room or store and a hostel employee. The granted consent must be submitted to the door-keeper's room not later than before 11.00 p.m. on the day of the planned overnight stay.

2. An overnight stay of guests in an inhabitant's room up to 5 times a month is deemed to be occasional. Each guest is obliged to make a payment for each successive overnight stay in the amount equal to the double day rate determined on the basis of the monthly fee for a bed in the given hostel.

§ 12

1. The hostel manager in consultation with the Council of Inhabitants and the Representative of the Society of Doctoral Students of the Jagiellonian University is entitled to restrict the number of days and hours of visits to the hostel.

2. The hostel manager in consultation with the Council of Inhabitants and the Representative of the Society of Doctoral Students is entitled to prohibit entry in written form to non-inhabitants of the given hostel who violated the provisions of the Rules.

3. In emergency cases, decisions shall be made by a hostel employee. The hostel manager shall notify each such case to the Council of Inhabitants and the Representative of the Society of Doctoral Students of the Jagiellonian University.

§ 13

1. A reading room, a laundry room, a drying room and a social function room must be established in each hostel.

2. Rules of functioning of rooms referred to in pt 1 shall be determined by the hostel manager, and their content shall be consulted with the Council of Inhabitants and the Representative of the Society of Doctoral Students of the Jagiellonian University.

§ 14

The hostel administrator shall not bear material responsibility for private things of inhabitants, unless the destruction, damage or loss of such things has been caused by actions of hostel employees or persons performing work for it on any other basis than under an employment relationship.

§ 15

Any announcements addressed to inhabitants by the hostel manager, the Council of Inhabitants and the Representative of the Society of Doctoral Students of the Jagiellonian University shall be posted on notice boards. Each inhabitant is obliged to read such announcements.

§ 16

For sanitary reasons, a hostel employee is entitled to remove any things left in rooms of general use in the hostel (particularly in the kitchen).

§ 17

1. For the period of sanitary works (e.g., pest control or disinfection), each inhabitant of the hostel is absolutely obliged to leave the building during designated hours and prepare his/her room for the a/m works in advance in accordance with relevant instructions of the hostel manager.
2. Works specified in pt 1 must not be carried out during an examination session at the Jagiellonian University and the week preceding such session.

§ 18

1. A hostel employee along with a representative of the Council of Inhabitants or, in the case of a room occupied by a doctoral student, with the Representative of the Society of Doctoral Students of the Jagiellonian University are allowed to enter each room, particularly in the following cases:
 - 1) there is a suspicion of threat to health or life;
 - 2) there is a suspicion of gross violation of the Rules;
 - 3) there is a suspicion of a breakdown that must be immediately repaired;
 - 4) the dislodgement procedure is in progress;
 - 5) obligatory inspections of installations are being carried out;
2. In particularly justified cases that constitute a threat to life or health or material damage and during an evacuation procedure and fire drills, a hostel employee is allowed to enter each room without a member of the Council of Inhabitants or, in the case of a room occupied by a doctoral student, without the Representative of the Society of Doctoral Students of the Jagiellonian University.
3. Except as provided for in pt 1 item 5, a written memo signed by participants is prepared for each entrance.

§ 19

1. Any defects/breakdowns in rooms must be reported by inhabitants to the door-keeper's room or to any place intended for such purpose. Reporting of a defect/breakdown by an inhabitant means his/her approval to enter the room, even during the absence of inhabitants, until the defect/breakdown is removed, unless the inhabitant reporting the defect/breakdown stresses that he does not agree to the room being entered during his/her absence and the nature of the defect does not require an immediate intervention.
2. Each inhabitant is responsible for any damages that have occurred as a result of his/her failure to report a defect/breakdown.

§ 20

1. Each inhabitant of a hostel is obliged to report any loss or theft of keys to his/her room immediately. Costs resulting from the loss or theft of keys shall be paid by the inhabitant concerned.
2. The cutting of new keys or the replacement of door locks by an inhabitant is prohibited. Any inhabitant who cut a new key or replaced door locks shall bear the cost of replacement of locks in the given room or store.

§ 21

During his/her accommodation, each student (including doctoral students) is obliged to become familiar with the rules of conduct in cases of threats, including fires, and undertakes to comply with them, which he/she attests with his own signature.

§ 22

1. Each inhabitant of a hostel shall be responsible for any property entrusted to him/her and for the condition of his/her room on the basis of an inventory card a copy of which he/she shall receive not later than 14 days from the date of drawing up such inventory.
2. The rules of preparation of the inventory card shall be determined by the hostel manager in consultation with the Council of Inhabitants and the Representative of the Society of Doctoral Students of the Jagiellonian University.
3. Before moving out, each inhabitant is obliged to return the property entrusted to him/her in an unchanged condition in terms of quantity and quality resulting from proper use.
4. Responsibility for the condition of a room and common areas in the store (e.g. kitchen, bathroom, anteroom, balcony) is borne by its inhabitants. They are also responsible for cleaning common areas before moving out. If one of the inhabitants moves out, other cohabitants of his/her room may demand a check of the condition of the room with an inventory card.

§ 23

Moving from one room to another is subject to a prior consent of the hostel manager and the completion of related formalities.

III. Rights and obligations of hostel inhabitants

§ 24

Each inhabitant of a hostel is entitled to:

- 1) participate in the formation of the program of activity of the Council of Inhabitants and to co-operate in its implementation;
- 2) use all general purpose devices and rooms in the hostel;
- 3) collect room equipment items from the property room (e.g. bed linen, blanket, desktop lamp);
- 4) replace bed linen according to the rules adopted in the given hostel;
- 5) receive guests in accordance with the content of the Rules;
- 6) lodge complaints about actions of hostel employees to the hostel manager;
- 7) lodge complaints about actions of the hostel manager to the Chancellor of the Jagiellonian University or the Deputy Chancellor of the Jagiellonian University for Collegium Medicum or to the Management Board of the Foundation of Students and Graduates of the Jagiellonian University "Bratniak"; incoming complaints shall be notified to the Vice-Rector of the Jagiellonian University for Academic Affairs and the Vice-Rector of the Jagiellonian University for Collegium Medicum;
- 8) lodge complaints to other inhabitants of the hostel to the hostel manager via Council of Inhabitants or the Representative of the Society of Doctoral Students of the Jagiellonian University;
- 9) submit requests concerning the improvement of living conditions in the hostel to the hostel manager via Council of Inhabitants or the Representative of the Society of Doctoral Students of the Jagiellonian University;

§ 25

Each inhabitant of a hostel is obliged to:

- 1) comply strictly with fire safety rules;
- 2) leave the building if an evacuation is ordered and go to the designated meeting place;
- 3) pay fees for accommodation in the hostel within required time-limits;
- 4) maintain order and tidiness in general purpose rooms;
- 5) comply with the provisions of these Rules;
- 6) present his/her inhabitant's card in the hostel upon entrance and upon request of a hostel employee or a security employee.

IV. Prohibitions and restrictions

§ 26

Guests who are aggressive or whose behaviour suggests that they are under the influence of alcohol or narcotic drugs are not allowed to enter a hostel.

§ 27

The following activities are prohibited in a hostel:

- 1) smoking, except for places intended for such purpose;
- 2) storage of any items in passageways, particularly in designated evacuation routes;
- 3) use of fire protection equipment for purposes other than fire safety;
- 4) blocking of fire doors;
- 5) use of private heating equipment without the consent of the hostel manager;
- 6) possession of animals, also for research purposes;
- 7) cultivation of mushrooms, bacteria, viruses or plants that are hazardous to health, also for research purposes;
- 8) unauthorised installation, reworking or repairs of electric, telephone, Internet, TV, water supply and sewage disposal and gas supply systems;
- 9) keeping and use of items and substances that may be hazardous to human health and life;
- 10) bringing and possession of weapons;
- 11) conducting of business activity without the consent of the hostel manager and the relevant authority.

§ 28

Bicycles parked outside places intended for that purpose shall be removed upon written notification. Any removed bicycle may be collected within 48 hours at the place designated for such purpose.

§ 29

The hostel manager is obliged to designate a separate smoking area.

V. Final provisions

§ 30

1. Apart from provisions contained in these Rules, hostels of the Jagiellonian University – Collegium Medicum shall be subject to Supplementary rules of use of hostels of the Jagiellonian University – Collegium Medicum.
2. The provisions of § 15, § 22, § 23 shall not be applicable to hostels of the Jagiellonian University – Collegium Medicum.

§ 31

Failure to comply with these Rules may result in the withdrawal of the inhabitant's accommodation in a hostel. Rules of withdrawal of accommodation in a hostel are regulated by relevant provisions.

§ 32

Any inhabitant violating these Rules may bear disciplinary responsibility referred to in Art. 211 or 226 of the Higher Education Law Act.

§ 33

All rules of hostels the Jagiellonian University are no longer valid.

Rector
Professor Wojciech Nowak, PhD, M.D.

Appendix no. 2
to the Order no. 109 of the Rector of the Jagiellonian University of 23 October 2015

Supplementary rules of use of hostels of the Jagiellonian University – Collegium Medicum

I. General provisions

1. Any reference in this Appendix to:

- 1) Rules – shall mean Rules of hostels of the Jagiellonian University;
- 2) HC – shall mean the Hostel Complex of the Jagiellonian University – Collegium Medicum in Kraków-Prokocim at ul. Badurskiego;
- 3) HD – shall mean Hostel “D” at ul. Raławicka 9a;
- 4) CI – shall mean the Council of Inhabitants of a hostel of the Jagiellonian University – Collegium Medicum.

2. This Appendix applies to all inhabitants of HC, HD and other persons staying on their premises.

3. Maintenance and technical service in HC is ensured by employees of PPP Venture/Cofely (this does not apply to HD).

II. Internal regulations

1. Each inhabitant lives in the room in which he/she has been accommodated. Moving from one room to another is allowed only in justified cases with the consent of the administration office of HC or HD.

2. An inhabitant of a hostel is obliged to:

- 1) report all noticed breakdowns, defects and destructions to the reception desk of the building;
- 2) maintain cleanness and tidiness in his/her room;
- 3) read the Fire Safety Instruction (FSI) and applicable additional regulations and to comply with them;
- 4) read applicable instructions for the use of equipment and installations available in HC and HD and to comply with them.

3. Each inhabitant is obliged to pay a security deposit in the amount of a single rent in the form of bank transfer before accommodation. This deposit bears no interest and serves as financial security in the case of any material destructions occurring on the premises of HC or HD, arrears in payments for the occupied bed and failure to settle the entrusted equipment. The payer of the deposit is obliged to state the number of the bank account to which the deposit shall be returned. The security deposit shall not be applied in the case of short-term accommodation (this refers to persons without a referral).

4. Entering the premises of HC or HD is allowed upon getting in touch with reception desks of buildings using a system of entryphones located near wickets and entrance gates.

5. All instructions valid in HC and HD are available in reception desks on ground floors of buildings. Detailed instructions are also available in rooms to which they apply.

6. All occasional events must be held not in rooms, but only in the hall that will be designated for such purposes by the administration office of HC or HD and booked upon arrangement of details concerning the event with the administration office of HC, HD or CI and the determination of the person responsible for its organisation.

7. For sanitary reasons each inhabitant is obliged to maintain the cleanness of the refrigerator used by him/her.

8. All motor vehicles of inhabitants should be parked in places designated for such purpose: car parks, carports and bicycle stands.
9. When leaving the building, each inhabitant is obliged to leave the key to his/her room in the reception desk in each case.
10. All important information concerning the organisation of HC and HD is posted on notice boards located in lobbies near reception desks on ground floors of buildings.
11. Rules of use of devices, equipment and common areas in HC/HD are available on the notice board or in rooms to which they apply.

III. Accommodation in a hostel

1. Accommodation in a hostel is provided on the basis of a referral (this does not apply to hotel rooms).
2. At the time of accommodation, a handover report shall be prepared for the room and its equipment.
3. During accommodation, each inhabitant shall become familiar with the Rules, relevant information and messages resulting from internal legal acts and any instructions for use connected with requirements of the PPP agreement and undertakes to comply them, which he/she attests with his/her own signature.

IV. Prohibitions and restrictions

The following activities are prohibited on the premises of HC and HD:

- 1) removal of equipment being a part of furnishings of the given room and other premises;
- 2) unauthorised replacement of locks in doors, upholstering, painting of rooms, drilling of holes in walls and sticking of any items onto walls;
- 3) use of heaters, electric cookers and other devices consuming large quantities of electrical energy in living rooms;
- 4) use of damaged household appliances, TV and electric equipment;
- 5) use of extension cords without a zero field;
- 6) use of strongly colouring substances for the cleaning and disinfection of sanitary facilities;
- 7) any forms of manipulation of the Acoustic Warning System (AWS) during events in multifunction halls, the aerobics room, etc.; any interference in the fire protection system of HC and HD, including the sticking of smoke sensors;
- 8) feeding of birds on windowsills;
- 9) consumption of alcohol and use of narcotic drugs;
- 10) blocking of fire doors in such a way that they cannot close automatically.

V. Final provisions

Any matters not regulated by this Appendix shall be governed by separate regulations, orders or decisions.

Rector
Professor Wojciech Nowak, PhD, M.D.
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