

Rules and regulations for the residents of the Residence Halls of the Medical University of Łódź

Łódź 2021

SECTION I

General statements

§ 1

The regulations of the MUL Residence Hall, hereinafter referred to as “the Regulations”, apply to all persons staying in the residence halls of the Medical University of Łódź, hereinafter referred to as “the University”, i.e.:

1. The Residence Hall no. I „MEDYK”, 5 Lumumby Street, 91-404 Łódź
2. The Residence Hall no. II „SYNAPSA”, 2 Strajku Łódzkich Studentów 1981 r. Street, 91-404 Łódź;
3. The Residence Hall no. III , 12/16 Mazowiecka Street, 92-215 Łódź;
4. The Residence Hall no. IV „Hallerowo”, 1E Haller's Square, 90-647 Łódź.

§ 2

The Residence Hall is an integral part of the University, the place of temporary residence of the entitled persons:

1. students,
2. PhD students,
3. workers,
4. other entitled persons and persons accommodated on an ad hoc basis/ temporarily.
- hereinafter referred to as “the residents”

SECTION II

Allocation of places

§ 3

1. Applications for accommodation in the Residence Halls for the next academic year should be submitted within the dates specified in the Regulations for granting financial aid to students of the Medical University of Łódź and made public on the website: <https://umed.pl/student/stypendia-i-akademiki/akademiki/terminy-skladania-wnioskow-o-akademik/>
2. Accommodation at the beginning of the academic year is made on the basis of the lists prepared by the Students' and PhD Students' Affairs Department after the meeting of the University Residence Halls Committee.

3. Accommodation is based on the attribution of places made by the Manager of the Residence Hall. Students can apply for a room assignment also with a spouse or a child.
4. A place in the Residence Hall is granted for a period of 9 months, but no longer than until the 30th of June.
5. The decision on accommodation in the Residence Hall is available at the Virtual University and in the Students' and PhD Students' Affairs Department and also, in case of no access to the Virtual University, it is sent by e-mail to the address indicated in the application.
6. The decision on granting a place in the Residence Hall expires in case of the absence of payment for the granted place in the dormitory within the time specified in the price list for accommodation in Residence Halls of the Medical University of Łódź, specified in the Rector's ordinance.
7. Accommodation of residents is provided by the Residence Hall administration.
8. Accommodation for students who have been granted a place in the Residence Hall for the following academic year starts not earlier than three weekdays before the beginning of the academic year in September within the administration's working hours. Students do not pay fees for accommodation on these days.
9. The residents are obliged to sign the rental agreement for a room.
10. The rental payments are specified in the price list for accommodation in Residence Halls of the Medical University of Łódź.
11. Information on the fees referred to in point 10 is available at the Virtual University and on the website <https://akademiki.umed.pl/> for each Residence Hall.
12. The rental fee for the month of accommodation and the month of checking out is calculated proportionally, depending on the length of stay:
 - from 1 to 10 days in a month - 1/3 of the amount of the fee,
 - from 11 to 20 days in a month - 2/3 of the amount of the fee,
 - over 20 days in a month - the full amount of the fee.
13. The residents who have any debts in rental payments will not be granted a place in the Residence Hall for the next academic year unless the arrears are settled on time. The rules are specified in the Regulations for granting financial aid to students of the Medical University of Łódź.

14. The residents lose their right to the accommodation in the Residence Hall after the end of the period of the allocation of the premises or as a result of:

1/ non-payment for the accommodation within 5 days, starting from October 1,

2/ being in arrears:

- a. for two consecutive months in case of students or PhD students,
- b. one month in case of residents who are not students or PhD students,

3/ gross violation of the Rules and Regulations of the Residence Hall,

4/ in case of students or PhD students – expulsion from the list of students.

The students/ PhD students who have lost their status of student are obliged to inform the Manager of the Residence Hall about this fact straightaway.

15. Termination of the rental agreement in the Residence Hall for the reasons listed in point 14. 1/ and 2/ may take place without keeping the notice period. The Manager of the Students' and PhD Students' Affairs Department decides about terminating the rental agreement for the reasons listed in point 14. 3/ without keeping the notice period. The Vice Rector for Teaching and Education will take the decision on prolongation of the time period mentioned in point 14. 2/, provided the written application of the student has been submitted to the Students' and PhD Students' Affairs Department (both in person or by correspondence).

16. Student who has been expelled from the Medical University of Łódź or graduated, has the possibility of further accommodation with the consent of the Manager of the Residence Hall if there are rooms available. In this case, the rental payment will be changed, according to price list for accommodation in Residence Halls of the Medical University of Łódź, specified in the Rector's ordinance.

17. Basing on the decision of the Manager of the Residence Hall, it is possible to ask a resident to move into another room, when it results from the necessity to fulfill accommodation needs.

18. In special cases, at the request of the Manager of the Residence Hall, with the opinion of the Residents' Council, a resident may be immediately deprived of the place in the Residence Hall.

19. The resident who has lost the right to residency is bound to vacate the room within 7 days. A written eviction notice terminating any rights to occupy will be given to the student. Failure to do this results in official eviction, which is executed by the Manager of the Residence Hall after sending an official letter to the resident informing about the compulsion of checking out and documented in the electronic system of the Medical University of Łódź.
20. When checking out, the resident is bound to return all the devices received when checking in, discharge any other obligations and leave the room in condition not worse than had initially been found.
21. The residents have the right to leave their belongings for the holidays:
 - 1) free of charge in the place designated by the administration of the Residence Hall;
 - 2) for a fee – in the assigned room; the amount of the fee is specified in the price list for accommodation in Residence Halls of the Medical University of Łódź.
22. The administration and the security staff are not responsible for the left belongings, mentioned in point 22.
23. Students residing in the Residence Hall during the holiday period are asked to check out by the 20th of September.
24. The resident is obliged to pay a one-off guarantee deposit on the day of accommodation at the latest. The guarantee deposit serves to secure funds in order to cover possible costs of repairs or damage caused by the residents, costs resulting from failure to pay the due rental fee and other financial obligations towards the Medical University of Łódź in accordance with Regulation no. 85/2021, regarding the introduction of a guarantee deposit in the Residence Halls of the Medical University of Łódź.
25. At the accommodation, the residents receive additional equipment, which they confirm with their own signatures on the "Student's furnishings card". For partial or total destruction of the entrusted property, the residents respond materially covering all the caused damage, if the value of the damage exceeds the amount of the previously paid guarantee deposit.
26. At the accommodation, the resident receives a key to the room or a personal „Hall entrance card”, if the key or the mentioned card are obligatory in the particular Residence Hall.

SECTION III

§ 4

The Board of Residents

1. The Board of Residents, which is a branch of the Student Council, represents the community of the Residence Hall and functions as a co-manager of the Residence Hall. All the residents are obliged to cooperate with the Board of Residents, to observe the regulations and respect its decisions.
2. All the residents of the Hall have the right to elect and be elected as members of the Board of Residents.
3. The members of the Board of Residents must have the valid status of student of the Medical University of Łódź.
4. The head of the Board of Residents might be chosen only among the current residents
5. The Manager of the Residence Hall is responsible for its proper functioning and manages the administrative and economic affairs. The Head of the Student's Residence Hall acts in cooperation with the Board of Residents.

§ 5

The Board of Residents' Rights

1. Representing all Residence Hall residents towards University Authorities
2. Representing all the residents of their Residence Hall in the University Residence Halls Committee
3. Cooperating with the University Administration in all the matters related to Residence Halls, including opinions on designing of equipment and functional solutions of rooms and establishing, together with the administration of the dormitories, possibilities of improving the economy
4. Submitting applications to the Residence Halls administration regarding the equipment management, improvement of equipment, etc.
5. Initiating cultural, social, tourist and sports activities

6. Members of the Board of Residents, in justified cases, shall have the right to enter a student's room in emergency situations in the presence of a committee and this fact must be reported to the Manager of the Residence Hall.

§ 6

The Board of Residents' Duties

1. Creating the culture of coexistence between the residents in compliance with the regulations and ordinances of the University Authorities.
2. Providing care for rooms in Residence Halls intended for general use.
3. Undertaking activities aimed at maintaining order, peace and cleanliness; observance by the residents of the rules of social coexistence; compliance with the law and provisions of the rules and regulations for the residents of the Residence Halls.

SECTION IV

General

§ 7

1. Quiet hours are observed in the Hall of Residence:
 - a. on weekdays: 11.00 p.m. – 7.00 a.m.
 - b. on Friday, Saturday, Sunday and holidays: 12.00 p.m. – 7.00 a.m.
2. The door to the Residence Hall is locked during quiet hours; only the residents, guests using guest rooms, supervising personnel, persons authorized by the Rector of the Medical University of Łódź and others who have been given permission by the Manager of the Residence Hall or, in case of his absence, by the Head of the Board of Residents, are allowed to enter.
3. Receiving guests (with other room-mates' approval) can strictly occur:
 - between 8.00 a.m. and 11.00 p.m. on weekdays
 - between 8.00 a.m. and 12.00 p.m. at the weekends

4. Prolonging visitation hours can exclusively take place with the permission of the Manager of the Residence Hall or, in case of his absence, with the permission of the the Head of the Board of Residents, who is obliged to inform the Manager of the Residence Hall about this fact.
5. Visitors entering the Residence Hall are obliged to show a valid ID card at the reception desk and give the number of the room and its resident's name. In the absence of such a document, visitors are not allowed to stay in the Residence Hall. The fact of entering the area of the Hall is recorded in the guest register. The residents take full responsibility for the actions of their guests in the Residence Hall.
6. Visitors who are under the influence of alcohol or psychoactive substances, or persons banned from entering the Residence Hall for their former disorderly conduct, are not accepted in the Residence Hall.
7. Administration and the security service reserve the right to expel non-residents for disorderly and disruptive conduct. This decision is enforced by the dormitory security or an intervention patrol.
8. The administrative personnel of the Hall of Residence, members of the Board of Residents and other authorized persons may enter onto the premises at any time.
9. Activities that are prohibited in the Hall of Residence include:
 1. business and economic activity, trading, production, catering and gastronomic business unless settled in separate binding contracts with the Medical University of Łódź,
 2. bringing in, using and distributing psychoactive substances,
 3. organizing gambling games,
 4. changing door locks, duplicating keys or giving access to room keys to unauthorized persons,
 5. giving up own lodgings to unauthorized persons; if occurs – it will result in the loss of the right to reside in Residence Halls,
 6. changing residences unless given permission by the Manager of the Residence Hall,
 7. keeping pets,
 8. making any changes in the technical systems and services and the use of damaged electrical equipment,
 9. smoking and using fire in rooms as well as storage of flammable materials,
 10. organizing private parties/ events in common areas unless given permission by the Manager of the Residence Hall.

10. Students are informed by the administrative staff of the dormitory about planned repairs, maintenance and pest control before the planned event as well as about the need to transfer to another dormitory for the time of any repairs.

Residents' rights

§ 8

The residents of the Residence Hall have the right to:

1. take part in decisions about all issues concerning the Hall;
2. put forward motions and formal proposals to the Board of Residents and the administrative workers, concerning the living conditions of the residents;
3. use the assigned rooms, public rooms and devices designated for common use;
4. transfer to another room during the academic year with the permission of the Hall management and after completing all the necessary formalities;
5. get privacy in their own room;
6. decorate the room in a manner which would not cause damage and does not prevent the room being restored to the original state;
7. use their own equipment (e.g. audiovisual aids, computers, radio sets, etc.), with the proviso that the University is not financially responsible for the equipment;
8. organize individual and group cultural and entertainment events in common rooms with the permission of the Manager of the Residence Hall; the organizers accept responsibility for the course of the events.

Residents' duties

§ 9

The residents of the Residence Hall are obliged to:

1. respect these Rules and Regulations, directives issued by the University Authorities, rules and decisions made by the Manager of the Hall and the administration workers and the Board of Residents;
2. complete accommodation and registration procedures in due time; the student is obliged to inform the administrative workers of any intention to leave the Hall and terminate the rental agreement; the termination of the rental agreement is regulated by the rental agreement of a room in the Residence Hall;
3. make the accommodation payments within the due time;
4. keep their own rooms and the rooms of general use clean and tidy;
5. respect University property;
6. respect the rules of the Residence Hall community;

7. obey both the health and safety and the fire regulations, and particularly observe a ban on the use of ovens and electric heaters in rooms; cooking can take place only in places designated for this purpose;
8. show the "Hall entrance card" if asked by the security workers, administrative personnel of the Hall and the members of the Board of Residents, if the "Hall entrance card" is valid in the Hall;
9. return the room key at the reception desk when leaving the Hall, if the keys are valid in the Hall;
10. inform the administration staff about all equipment damages and faults that have been noticed;
11. inform the administration staff or the Board of Residents about cases of gross violation of these Rules and Regulations;
12. pay for any damage to the room caused by the resident or their guest;
13. abide the ban on gambling, organizing parties with alcoholic beverages, using drugs and psychoactive substances within the Residence Hall; students guilty of breaching this ban (organizers and participants) might be suspended from the Medical University and evicted from the dormitory; all the offences committed under the influence of alcohol or drugs will be severely punished.

SECTION V

Termination of the rental agreement

§ 10

Either party may terminate the rental agreement in the Residence Hall in accordance with the terms of the signed agreement.

SECTION VI

The check out

§ 11

1. Checking out means: leaving the allocated room at the agreed time precised by the rental agreement, after all payments have been settled, including any costs of repairing the damage caused by the resident, cleaning the room, settling with the equipment in the room in accordance with the issued "Student's Furnishing's Card", settlement with the magazine of taken beddings and other equipment, check-out from the Residence Hall along with handing over the key to the room or the electronic access card, if taken, and the "Hall entrance card" to the administration of the Hall.
2. The residents are obliged to vacate from the Residence Hall according to the previously signed rental agreement, unless they reported in the administration of the Hall their willingness to stay for the vacation period.

SECTION VII
The Residence Hall administration

§ 12

1. The administration of the Residence Hall provides the residents with appropriate conditions for studying, working and resting.
2. The duties of the Residence Hall administration include in particular:
 - 1/ implementation of the tasks related to securing the accommodation needs of the residents,
 - 2/ caring for the proper technical condition of the building,
 - 3/ carrying out financial management as a part of the tasks entrusted by the Rector,
 - 4/cooperation with the Board of Residents,
 - 5/ supervising compliance with these Rules and Regulations,
 - 6/ carrying out activities aimed at accommodation and checking out of the residents.

SECTION VIII
Protection of the property of the residents

§ 13

1. The Medical University can pay damages in case of proved theft, but exclusively for object indispensable for accommodation in the Hall and for study.
2. These expenses are covered in the form of a single grant from the fund of financial assistance granted by the University Scholarship Committee and proposed by the Board of Residents.
3. The University provides the residents with an opportunity to insure their personal belongings in insurance companies. These expenses are covered by the residents and are not reimbursed while leaving.

SECTION VIII
Closing regulations

§ 14

1. These Rules and Regulations come into force from October 1, 2021.
2. Vice-Rector for Organizational and Student Affairs reserves the right to decide on issues that are not regulated by these Rules and Regulations.
3. The Vice-Rector for Organizational and Student Affairs is the only appeal authority for all issues included in these Rules and Regulations.

4. Changes in the Regulations shall be made only in the mode provided for its adoption.

Rector of the Medical University of Łódź

Prof. Radziław Kordek M.D., Ph.D.