

## Abstract of Regulations at Student's House

Before being accommodated in the Student's House in Toruń, you are obliged to get to know the Regulations of the Student's House of the Nicolaus Copernicus University in Toruń as well as other rules concerning the functioning of student's houses, including fire and Health and Safety regulations.

Each student is also obliged to fill in and submit documents necessary to fulfill the registration requirements (obowiązek meldunkowy).

Each student gets the "Resident Card" (karta mieszkańca) where your name and the number of your room is written – it allows you to enter the dormitory, so always have it with you!

### 1. Room

A room that you get is in a good condition and is properly equipped which you may check upon your arrival. All pieces of furniture are written in a Delivery and acceptance protocol (protokół zdawczo-odbiorczy) which you sign at the beginning of your stay and before your departure. All the equipment and its quality, included in the Delivery and acceptance protocol, should be the same. Upon arrival, you will also receive the Equipment Card (Karta wyposażenia) which informs about additional things given to you such as bed sheets, blankets, or pillows.

If you notice that your furniture or equipment is in a bad condition or broken or missing, you should inform about it the Manager of the Student's House as soon as possible.

Depending on the availability of rooms, we try to provide you with a room according to your wishes and preferences.

### 2. Payment and deposit

A monthly charge for a room should be paid before the 15<sup>th</sup> of each month.

Daily charge (for September) should be paid in the Reception by cash upon your arrival.

First monthly charge for the accommodation and the deposit should be paid by a bank transfer in Polish zlotys to your individual account received from USOS system. If you arrive during the first week of a month (between the 1st and 7th), you are asked to pay a charge for the whole month (700 zloty for a single room or 500 zloty for a double room). However, if you accommodate after the 7th day of a month, you pay for your room according to a daily rent that is 27 zloty per day (for a single room) or 20 zloty (for a double room).

If you arrive in September, you should pay daily rates 35 zloty for each day for a single room or 25 zloty for a double room up to 30 September.

In addition, you are asked to pay a deposit upon your arrival. It equals the amount of your monthly charge for the room (700 zloty or 500 zloty). Before your departure, if your room is in a good condition, you will get your deposit back by bank transfer to the bank account indicated by you. If, however, your room needs some reparations, the cost of it will be covered from your deposit. In case you do not pay regularly for your room, you might be expelled from the Student's House.

### 3. Rules (house regulations)

It is forbidden to: /you mustn't:

- behave in such a way that it would disturb other people in the Student's House
- bring and keep things dangerous to your life, health, and property or those that may cause other people any inconvenience
- bring and keep any animals
- use electric cookers and heaters in your room
- change or repair electric and gas systems on your own
- change locks or duplicate keys to your room
- decorate the interior of your room permanently without the permission of the Student's House Manager (no photos or postcards/posters etc. that **could destroy** wallpaper are allowed to be placed on the walls)
- sell any alcoholic drinks
- gamble

Always remember to lock your two doors (one to your room and one to the corridor).

The university is not responsible for any loss in your property in the area of the Student's House.

### 4. Obligations

When you go out, you are obliged to leave the keys at the reception (downstairs).

You should show your ID card and the "Resident Card" when you are asked by the receptionists.

You should inform the administration of the building about any accident or illness of a student.

You should also inform the administration when you see people who do not have the right to be in your Student's House.

When you lose or break the key to your room or to other common places in the House, you are obliged to pay for it.

You are responsible for your room and its equipment. If another student destroys your room or your equipment and he or she does not want to take the blame on himself, in such situations you will be asked to cover the expenses of repairing your room. Likewise, any damage to the commonly used area of the living box (bathroom, hall and kitchenette) should be paid by the person responsible or by all residents of the box (if the person responsible is unknown).

### 5. Quiet hours

Quiet hours in Student's House last from 11.00 pm to 6.00 am (remember that there are other students with their families or professors living on the same floor). During that time you mustn't disturb other people.

## **6. Entering your room**

Between 8.00 am till 3.00 pm, the Student's House Manager may enter your room when you are inside in order to check whether the Regulations of the Student's House are obeyed.

In case it is very probable that the Regulations are broken in your room, the Manager or the Receptionist has the right to visit your room.

In case somebody's life or belongings are threatened, the Student's House Manager or the Receptionist is allowed to enter your room even if you are absent/not there.

In case of a regular control of furniture, equipment or installation in students' rooms, the Manager should inform all students about the time of such visits (e.g. by placing a notice in the Student's House) and then she may enter your room even if you are not inside.

## **7. Visitors**

People not living in Student's House can visit you from 7.00 am to 11.00 pm. They are asked to show their identity card (e.g. student ID) to the Receptionist and give your name and your room number at the reception. The receptionist writes the name, family name and the number of ID card of your guest in the Guest Book/Record (Księga odwiedzin). Then the Receptionist gives a special card to your guest, which they return when they leave the Student's House.

If your guest is drunk or under the influence of drugs, he/she will not be allowed to enter the Student's House or he/she may be asked to leave the house.

If your family member or friend would like to visit you and stay in your room for a few days, you have to ask for permission of your roommate and flatmate. You should also get an official approval from the Manager (please fill in a special request form). Moreover, you need to pay for your guest according to Student's House regulations. You are responsible for your guests and their behavior in the Student's House.

## **8. Equipment**

There is free access to the Internet in Student's House; you would only need your own computer and a cable.

You may use your phones to call your friends in other Student's Houses for free. You may also call the Department of International Partnerships and Educational Mobility (Erasmus+ Office) – **4928**

You have the right to use the equipment that is for all residents. For example, there is a washing machine in your Student's House (downstairs) – to use it, book an hour and buy a token at the reception.

You may change your room and the equipment in it, if you get the permission of the Student's House Manager. Otherwise, you mustn't change the place of furniture, since each piece has its number in each room.

If something gets broken in your room, please inform the Manager about it ASAP.

## **9. Duties of dwellers**

You are obliged to :

- respect the regulations in Student's House
- take a good care of your room and its furniture and equipment as well as other places which belong to collective utility
- keep your rooms clean 😊
- protect things from destroying

## **10. Departure**

If you want to leave Toruń earlier than it was planned, you should inform the Student's House Manager about the exact date of your departure at least one month beforehand (30 days in advance). If you do not keep this deadline but/and you would like to leave your room in the first half of a month, you will have to pay the charge for the whole next month.

According to the regulations, residents leaving Student's House between the 1st and 15th of a month are asked to pay half of a monthly charge. Whereas students leaving rooms after the 15th of a month will pay the full monthly charge.

On the other hand, if you want or have to stay longer than it was planned, you should inform about it the Manager and the Department of International Partnerships and Educational Mobility. Please keep in mind that your rooms are booked either till the middle of February (first semester) or till the end of June (second semester). If you want to stay in Student's House in July, system of paying for your room changes. Before checking out of Student's House, you should inform again the Manager when you are planning to leave, so that she could go with you to your room and confirm that your room is in a good condition and that everything agrees with your Delivery and acceptance protocol and Equipment Card. Your room should be clean and your payments should be made. The Manager shall confirm. Regarding the deposit, please read the section 'Payment and deposit'. In this case one day before your departure the Student's House Manager will fill in your Clearance Slip (opened by Erasmus Office) after checking your room. Dormitory Manager confirms that you have paid your bill, that you have cleaned your room and that you can get your deposit back. Closed Clearance Slip is obligatory to obtain the Certificate of Stay and Transcript of Records.

## **11. Important**

In special and justified situations, you may be expelled from Student's House without further notice (immediately).

*I fully understand the rules and accept them.*

*Signature*

*Date and place*