



Student Residence Rules and Regulations

Gdynia Maritime University



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Section 1 Definition of Terms

The following terms have the meanings set out below in these Regulations:

1. **Regulations** – these Student Residence Rules and Regulations governing the conduct of residents of Gdynia Maritime University Student Residences;
2. **SR(s)** – Gdynia Maritime University’s Student Residence(s) (Polish: *Studencki Dom Marynarzy* – **SDM**);



3. **Rector** – the Rector of Gdynia Maritime University;
4. **Chancellor** – the Chancellor of Gdynia Maritime University;
5. **CoR** – the Council of Residents of Gdynia Maritime University Student Residences;
6. **GMU / the University** – Gdynia Maritime University;
7. **Student Parliament** – Gdynia Maritime University Student Parliament;
8. **SRD** – the Student Residences Department;
9. **Director of the SRD** – the Director of the Student Residences Department;
10. **SRD Administration** – the SR Coordinators and the Director of the SRD;
11. **SR Administration** – the SR Coordinator and administrative staff of a given SR.

Section 2

General Provisions

1. SRs are part of the University and provide temporary accommodation for students and other eligible individuals. Residents and visitors must behave appropriately so that the SRs provide suitable conditions for study and rest and so that property is respected and protected.
2. These Regulations set out the general rules for how SRs operate and the rights and responsibilities of residents. They apply to all residents and to all other persons present on SR premises at any time.
3. The SRs and their associated facilities are University property. Residents must take due care at all times to help keep them in good technical, sanitary and presentable condition.
4. Proof of the right to reside in an SR is a residence card.
5. Residents of SRs will be represented by a Council of Residents chosen by and from among the residents of each SR.
6. The SR Coordinators and the Director of the SRD supervise the proper preparation and operation of each SR.
7. Residents may submit comments or complaints to the SR Coordinator, the Director of the SRD or the Chancellor regarding the operation of the SRD and student services.



Section 3

Student Residence Administration

1. The administration of each SR consists of its SR Coordinator and administrative staff. The SR Administration is responsible for matters relating to residents' stay, ensuring appropriate welfare/social and living conditions and the safety of residents.
2. The Director of the SRD may issue administrative recommendations and information to ensure the implementation of these Regulations.
3. SR Coordinators manage the organisational, administrative and facilities/maintenance operations of their SR.
4. The SR Administration must carry out a hygiene inspection of SR rooms at least once a month.
5. When a resident changes in a room, the SR Administration must prepare a handover report describing the condition of the room.
6. The SR Coordinator must inform the Director of the SRD of any breach identified, in particular any breach of these Regulations or any serious misconduct taking place in the SR.
7. Where it is deemed justified, the Director of the SRD will pass on information about the breach to the Chancellor and request that appropriate steps are taken.

Section 4

Council of Residents of GMU Student Residences

1. The CoR is composed of:
 - 1) the Chair;
 - 2) four members.
2. The Chair and members of the CoR are elected from among and by the residents of the relevant SR in direct, secret and equal elections.
3. Councils of Residents are responsible in particular for:



- 1) representing all residents of the SR;
- 2) organising cultural and sporting activities in the SR;
- 3) adopting their own regulations;
- 4) submitting requests to the Director of the SRD and the SR Coordinators concerning the welfare and living conditions of SR residents.

Section 5

Residency Rules

1. To be granted the right to reside in an SR, individuals must:
 - 1) be allocated a place for a specified period; and
 - 2) meet all reservation, residence and check-in requirements by the deadline set for the allocated accommodation.
2. The fees payable for a place in an SR are set out in the List of Accommodation Fees for Gdynia Maritime University Student Residences, as determined by the Rector, in agreement with the Student Parliament, at the request of the Chancellor.
3. The Rules and Regulations for the Allocation of Accommodation Places in SRs govern the allocation of places at GMU SRs.
4. Residents must take up the specific accommodation place allocated to them. A room change is only possible with the prior written consent of the SR Coordinator.
5. Before taking up the accommodation allocated, residents must sign a declaration that they have read these Regulations, the health and safety regulations and the fire safety regulations, and that they undertake to comply with them.
6. Residents will receive a resident card, a room key, bed linen and any necessary room equipment.
7. Individuals granted a place in an SR must complete the check-in process within the validity of the allocation, i.e., within seven days from the date on which the accommodation is made available to them.
8. Individuals who, without a valid reason, do not complete check-in within seven days of the start of the academic year, and who do not notify the SR Administration (in person, in writing, by telephone or by email) of the reason for late check-in, will lose



their allocated place. They will also be charged a fee equal to 7/30 of the monthly rate in the current List of Accommodation Fees for GMU Student Residences.

9. Students or other eligible individuals may give up an allocated place in an SR without additional charges by notifying the authority that issued the allocation decision at least seven days before the start of the academic year. Such individuals may be charged a fee of no more than the amount permitted under paragraph 5.10 if, due to failure to meet the deadline in the previous sentence, the place has not been allocated to another individual after the start of the academic year.
10. To be allocated a place in an SR for the subsequent academic year/term, students must have paid all outstanding accommodation fees.
11. Residents who, during the previous academic year, failed to settle any outstanding amounts owing for any borrowed equipment or University property, or left the room dirty or in a state of disrepair, will not be re-accommodated until the costs have been settled in full (including the cost of equipment, cleaning and repairs for any damage caused).
12. In duly justified cases, residents may apply to the relevant SR Coordinator for permission to change the room to which they were allocated.
13. Within 14 days of the start of the academic year, SR Coordinators must submit to the relevant Dean a list of individuals who have not completed check-in within the time limit, together with a request to withdraw their allocation decision.
Where an individual is allocated a place during the academic year by decision of the Chancellor, the SR Coordinator must submit the same request to the Chancellor within 14 days of the date the place/room is made available, if the applicant has not completed check-in.
14. Residents allocated a place in an SR during the summer holidays are not guaranteed to live in the previously occupied room during the academic year. Residents must move immediately to the room designated by the SR Administration. Failure to do so will result in immediate cancellation of the allocation decision.
15. The SR Administration will monitor payment of accommodation fees on an ongoing basis and will notify the Chancellor of any arrears.
16. In the event of two months' arrears, the SR Administration will send the resident a reminder requesting payment of the outstanding amount within seven days of receiving the reminder.



17. If the outstanding amount is not paid within the time limit in paragraph 5.16, the SR Administration will refer the matter to the Legal Affairs Department to begin recovery proceedings. Failure to pay by that deadline will also result in cancellation of the allocation decision. In that case, the resident must leave the room/place within five days, counted from the first day after the deadline referred to in paragraph 5.16 expires. Accommodation fees remain payable for the entire period of residence in the SR.
18. The SR Administration will charge statutory interest on any arrears.
19. The resident must pay a refundable deposit in the amount specified in the List of Accommodation Fees for GMU Student Residences, as determined by the Rector in agreement with the Student Parliament. This deposit may be used to cover arrears in accommodation fees or the cost of repairing any damage caused to University property.
20. The deposit is payable in PLN and must be paid with the first month's accommodation fee, either by bank transfer to the relevant SR account or in cash to the relevant SR Administration. Non-payment of the deposit is treated as resignation from the allocated place. The deposit does not accrue interest. It will be returned, on the resident's written request and in the method specified by the resident, within 30 days of check-out, provided the SR has no outstanding claims against the resident.

Section 6

Eviction

1. Residents may be evicted from the SR under the following circumstances:
 - 1) cancellation of the allocation of a place in the SR;
 - 2) following graduation, unless an appropriate application is submitted;
 - 3) following a decision of the Chancellor in connection with a breach described in these Regulations;
 - 4) when being removed from the list of students.



- 5) when a decision granting Dean's leave becomes final, unless the student has been permitted to remain in their accommodation during this time.
2. In cases covered by paragraph 6.1, the resident must leave the SR within five days of the date of a decision by the Director of the SRD or the Chancellor.
3. A resident must be evicted immediately from the SR in the following cases:
 - 1) failure to vacate the SR within five days of the date of the decision referred to in paragraph 6.2;
 - 2) a decision of the Rector, Dean or Chancellor, at the request of the SR Administration, requiring the resident to be evicted immediately.
4. Immediate eviction means the resident must leave the SR within 48 hours of receiving the decision.
5. A decision on immediate eviction under paragraph 6.3(1) will be taken by the Director of the SRD in consultation with the SR Coordinator and the CoR. The Director of the SRD will inform the Chancellor of the decision and give reasons.
6. Eviction (including immediate eviction) does not release the resident from the obligation to pay any outstanding fees, including any fees due and any amounts due for equipment and furnishings, and compensation for damage to GMU property.
7. Even where eviction is justified, including where an allocation decision is cancelled, evicted residents will be charged accommodation fees up to and including the day they vacate the room, in accordance with the current list of accommodation fees.
8. Regardless of the obligation to pay the fees referred to in paragraph 6.7, where a person remains in an SR despite grounds for eviction, the Director of the SRD or an authorised representative, in consultation with the SR Coordinator, will take steps to remove that person from the SR.
9. In the event of a serious breach of these Regulations or GMU internal rules, a breach of the law, behaviour that endangers health, life or safety, or behaviour that risks damage to University property – especially if committed under the influence of alcohol or drugs – the Chancellor may decide to evict the resident.



Section 7

Rights and Responsibilities of Residents of Student Residences

1. SR residents are entitled in particular to:
 - 1) take up the accommodation place allocated to them from the date on which it is made available and use the furniture, equipment and other items belonging to the room;
 - 2) use the premises, appliances and equipment intended for general use in accordance with the relevant instructions;
 - 3) receive guests in their room between 06:00 and 22:00 (Monday to Thursday) and 06:00 and 23:00 (Friday to Sunday), with the consent of any roommates sharing the room;
 - 4) participate in the life of the SR and the decision-making process of the Council of Residents on all matters concerning the functioning of the SR.
2. In addition, residents who are GMU students may stand as candidates in elections to the CoR and may participate in the establishment and implementation of its programme of activity.
3. SR residents must in particular:
 - 1) comply with these Regulations;
 - 2) comply with decisions of the Director of the SRD, SR Coordinators and the CoR, issued within their respective responsibilities;
 - 3) pay accommodation fees on time;
 - 4) immediately inform the SR Administration of:
 - a) any change of personal details or address;
 - b) graduation;
 - c) removal from the list of students;
 - d) Dean's leave;
 - e) any other change that may affect the amount of fees payable or result in the loss of a place in the SR;
 - 5) observe quiet hours;
 - 6) respect SR property, keep their room and communal areas clean and tidy, and use any borrowed equipment properly;
 - 7) comply with health and safety and fire safety regulations;
 - 8) follow emergency procedures;



- 9) separate waste and recycling into the designated containers;
 - 10) present a resident card, student card or other identification document at the request of SR staff or a security officer;
 - 11) immediately inform the SR Administration of any accident or infectious illness affecting themselves or their roommates occurring on SR premises;
 - 12) immediately report any faults in installations and equipment belonging to the SR, and any defects or damage to SR property;
 - 13) follow the rules of respectful community living.
4. Residents of SRs are prohibited from:
- 1) repairing any electrical installation or other device, installing any temporary installation, or carrying out any modifications or modernisations;
 - 2) using open flames in rooms, or barbecues (or similar devices) on balconies or in other areas not designated for this purpose;
 - 3) changing door locks or making copies of keys without the approval of the SR Coordinator;
 - 4) keeping animals in rooms or bringing them into the SR;
 - 5) leaving rubbish in hallways or stairways, or throwing rubbish out of windows;
 - 6) misusing the premises, furnishings, installations or equipment, including fire-fighting equipment;
 - 7) smoking, including the use of electronic cigarettes, on University premises except in designated smoking areas;
 - 8) conducting any business activity within the SR;
 - 9) gambling on SR premises;
 - 10) manufacturing, possessing, selling or consuming alcohol or other intoxicating substances, including in particular narcotic drugs, within the SR;
 - 11) putting up advertisements or posters on SR premises or in its immediate surroundings without the prior consent of the Director of the SRD, except in specially designated areas.



Section 8

Maintaining Order

1. Before checking in, SR residents must read the following documents:
 - 1) these Regulations;
 - 2) health and safety regulations, and fire safety instructions and regulations.
2. The documents referred to in paragraph 8.1 are available from the relevant SR Administration. Residents must sign a declaration confirming that they have familiarised themselves with these documents.
3. Residents are financially liable—and, in some cases, may also face disciplinary action—for property in their room and for any damage caused by them or their guests.
4. In the event of any damage, the SR Coordinator will take steps to determine the extent of the damage and the individual(s) responsible. The information gathered will be provided to the Director of the SRD, who will inform the Chancellor whether there are grounds to pursue a compensation claim.
5. Residents are responsible for securing their room during their absence, including by locking their doors and windows.
6. Smoking tobacco or electronic cigarettes, or consuming alcohol or narcotic drugs on SR premises, may result in the loss of the resident's place in the SR and the imposition of an additional charge, in accordance with the current List of Accommodation Fees, for each breach.
7. Residents must leave their keys with the porter when leaving the SR. When returning to the SR, residents must show their resident card to collect their key.
8. All visitors must show ID to the porter and enter their details in the visitors' book.
9. Residents must observe quiet hours from 22:00 to 06:00.
10. SR residents may park in designated spaces only after notifying reception staff of their vehicle registration number and providing a contact telephone number. Failure to follow these rules may result in the resident losing their place in the SR.
11. Residents must report any technical faults in their rooms to the SR Administration. By doing so, they give consent for necessary repairs to be carried out during their absence. Repairs will be carried out in the resident's presence only if the resident requests this.
12. If, when taking over a room to which they have been moved, a resident finds any damage to the furnishings or any other disputed issue that may affect their rights under



these Regulations, the resident may request that the Chair of the CoR is present when the room is formally handed over and recorded in a handover report.

13. Where a room requires renovation or in other justified circumstances, the SR Coordinator may provide the student with an alternative room, in agreement with the Council of Residents.
14. The SR Coordinator, or an authorised member of staff, may enter a room for inspection (at any time, including in the absence of residents) where there is a reasonable suspicion of a threat to residents' life or health, damage to property, or a breach of these Regulations. An inspection entry means entry by the SR Coordinator or authorised staff member together with another SR employee, a member of the CoR or another SR resident. A report (protocol) of the inspection will be prepared.
15. Where available, students may store their belongings free of charge in a designated SR luggage storage room. The rules for using luggage storage rooms are available from the SR Administration. The University is not responsible for loss of, or damage to, items left in SR storage rooms.

Section 9

Visitors

1. Residents may have visitors to the SR in accordance with these Regulations.
2. Residents may stay overnight in another SR after 22:00 (Monday to Thursday) and after 23:00 (Friday to Sunday), subject to the guest rules in these Regulations.
3. Visitors may visit residents from 06:00 to 22:00 (Monday to Thursday) and from 06:00 to 23:00 (Friday to Sunday). Guests may stay beyond these hours, provided that:
 - 1) residents obtain written consent from their roommates;
 - 2) residents obtain prior consent from the SR Coordinator or porter staff;
 - 3) for overnight stays, the relevant payment in accordance with the current list of fees is made in advance at the SR reception desk.
4. Guests must provide ID to reception staff and enter their details in the visitors' book. If a guest refuses to show ID, they will not be permitted to enter the SR.
5. Residents (together with their guests) are responsible for their guests' conduct.



6. Any guest staying at the SR without permission to visit after 22:00 will be charged double the current rate for guest overnight stays.
7. Individuals who are intoxicated or under the influence of narcotic drugs are prohibited from entering the SR.
8. In the event of a breach of these Regulations, a visitor may be required to leave the SR and will not be entitled to a refund of any overnight fee paid.
9. Celebratory events may be held on SR premises in places designated for this purpose and with the consent of the SR Coordinator. The SR Coordinator may also allow an event to take place during quiet hours.

Section 10

Accommodation Fees

1. The Rector will determine the applicable fees in agreement with the GMU Student Parliament.
2. For stays of less than one month, except where these Regulations provide otherwise, the fee will be charged per day at a rate of 1/30 of the monthly student accommodation fee.
3. Accommodation fees must be paid by bank transfer to the relevant SR bank account or in cash to the relevant SR Administration by the 15th of each month. Interest will be added to late payments in accordance with applicable law.
4. Fees for single nights and short stays must be paid in advance to the SR Administration.
5. In exceptional, duly justified circumstances, on the resident's written request and with the consent of the authority that granted the right to reside, the deadline in paragraph 10.3 may be extended by up to one month from the payment due date. Applications must be submitted via the SR Administration.
6. A fee of 200% of the daily rate for each day of stay will be charged for any unauthorised residence in the SR, in accordance with the applicable list of charges, plus applicable VAT.



Section 11

Transitional and Final Provisions

1. Any matters not covered by these Regulations will be decided by the Rector, whose decision is final.
2. These Regulations enter into force on the date of signature.

Annexes

Annexe 1 – Declaration of having read these Regulations, the health and safety regulations and the fire safety regulations, and undertaking to comply with them.

Annexe 2 – Student Residence Luggage Storage Regulations.