Student Residence Rules and Regulations

Gdynia Maritime University

Gdynia 2026

TABLE OF CONTENTS

Section 1 Definition of terms 3
Section 2 General provisions 3
Section 3 Student residence administration 4
Section 4 Council of Residents of GMU student residences 5
Section 5 Residency rules 5
Section 6 Eviction 7
Section 7 Rights and responsibilities of residents of student residences 9
Section 8 Maintaining Order 11
Section 9 Visitors 13
Section 10 Accommodation Fees 14
Section 11 Transitional and Final Provisions 15

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: *Studenckich Domów Marynarza* – **SDM**);
3. **Rector** – the Rector of Gdynia Maritime University;
4. **Deputy Rector for Education and Student Affairs** – this shall mean the Deputy Rector competent for student affairs of Gdynia Maritime University;
5. **Chancellor** – the Chancellor of Gdynia Maritime University;
6. **CoR** – the Council of Residents of Gdynia Maritime University Student Residences;
7. **GMU / the University** – Gdynia Maritime University;
8. **Student Parliament** – Gdynia Maritime University Student Parliament;
9. **SAO** – the Student Accommodation Office;
10. **Director of the SAO** – the Director of the Student Accommodation Office;
11. **SRO Administration** – the SR Managers and the Director of the SAO;
12. **SR Administration** – the SR Manager 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 resident 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 Managers and the Director of the SRO supervise the proper preparation and operation of each SR.
7. Residents may submit comments or complaints to the SR Manager, the Director of the SRO, the Chancellor regarding the operation of the SRO and student services, and the Deputy Rector for Education and Student Affairs.

Section 3
Student residence administration

1. The administration of each SR consists of its SR Manager, administrative and reception 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 SRO may issue administrative recommendations and information to ensure the implementation of these Regulations.
3. SR Managers 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. When a resident changes in a room, the SR Administration must prepare a handover report describing the condition of the room.
5. The SR Manager must inform the Director of the SRO of any breach identified, in particular any breach of these Regulations or any serious misconduct taking place in the SR.
6. Where it is deemed justified, the Director of the SRO 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 proposals to the Director of the SRO and the SR Managers 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 Deputy Rector for Education and Student Affairs and 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 Manager.

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.
8. Individuals who, despite having been allocated a place, do not complete check-in within seven days after the start of the academic year will forfeit their allocated place and their paid advance deposit in an amount equal to the accommodation fee rate for the place reserved for them during that period.
9. The minimum period of accommodation is 14 consecutive days.
10. If an eligible individual withdraws from an allocated place in an SR before check-in, the advance deposit paid will be refunded.
11. To be allocated a place in an SR for the subsequent period, students must have no arrears in accommodation fees.
12. Residents who, during the previous academic year, failed to account for any borrowed equipment or University property, or left the room neglected or damaged, will not be re-accommodated until they have accounted for the borrowed equipment, covered the cost of cleaning the room and repaired any damage caused.
13. In justified cases, residents may apply to the relevant Manager of the SR for permission to change the room to which they were allocated.
14. Within 14 days of the start of the academic year, SR Managers 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 Manager 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.
15. 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 revocation of the allocation decision.
16. The SR Administration will monitor payment of accommodation fees on an ongoing basis and will forward information on any arrears to the Chancellor.

17. In the event of two months' arrears, the SR Administration will send the resident a payment demand requesting payment of the outstanding amount within seven days of receiving the demand.
18. If the outstanding amount is not paid within the time limit in paragraph 17, the SR Administration will immediately refer the matter to the GMU Legal Affairs Office to initiate debt recovery proceedings. Failure to pay by that deadline will also result in revocation of the allocation decision, together with an obligation for the resident to vacate the room or place within five days, counted from the first day after the deadline referred to in paragraph 17 expires. Accommodation fees will be charged for the entire period of remaining in the room. The SR Administration will charge statutory interest on any arrears.
19. The SR Administration will charge statutory interest for late payment on any arrears.
20. Residents undertake to pay a refundable deposit in the amount specified in the list of fees applicable in SRs. This deposit is lodged to secure any claims arising from arrears in SR accommodation fees or from damage caused or administrative fees incurred in respect of University property, as set out in the *Schedule of Compensation and Administrative Fees* constituting Annexe 1 to these Regulations, the content of which is determined by the Rector at the request of the Chancellor.
21. The deposit is payable in PLN with the first accommodation fee, by bank transfer to the relevant SR bank account. Non-payment of the deposit constitutes grounds for suspending check-in. The deposit does not accrue interest and will be returned, on the depositor's written request and in the form specified in the request, within 30 days of the resident checking out of the SR, provided GMU has no claims against them.

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 place in the SR within five days of the date of a decision by the Director of the SRO 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 SRO in agreement with the SR Manager and the CoR. The Director of the SRO 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 SRO or an authorised representative, in consultation with the SR Manager, 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 generally applicable provisions of 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 co-decision-making 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 SRO, SR Managers 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) being placed on 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 or carrying out any modifications to fire alarm, electrical, plumbing/water and sewage, aerial/antenna, and other installations, 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 Manager;
    4) storing dangerous substances/materials or weapons in rooms;
    5) keeping bicycles, personal transport devices, electric scooters, etc. in rooms and common areas;
    6) bringing in, storing, or charging batteries/accumulators for personal transport devices, electric scooters;
    7) keeping animals in rooms or bringing them into the SR;
    8) leaving rubbish in hallways or stairways, or throwing rubbish out of windows;
    9) misusing the premises, furnishings, installations or equipment, including fire-fighting equipment;
    10) smoking, including the use of electronic cigarettes, on University premises except in designated smoking areas;
    11) conducting any business activity within the SR;
    12) gambling on SR premises;
    13) manufacturing, selling or consuming alcohol or other intoxicating substances, including in particular narcotic drugs, within the SR;

14) putting up advertisements or posters on SR premises or in its immediate surroundings without the prior consent of the Director of the SRO, except in specially designated areas.

Section 8
Maintaining Order

1. Prior to checking in, an SR resident is obliged to read the following regulatory acts:
   a) these Regulations;
   b) health and safety regulations and fire safety instructions; and
   c) other regulations in force at GMU
2. The acts specified in paragraph 1 are available from the administration of the given SR. The SR resident confirms having read these acts with their signature.
3. An SR resident bears material liability – and in specific cases, disciplinary liability – for property used and for their conduct during accommodation in the SR, as well as for all damage or destruction caused by them or their guests. The above does not exclude or limit the guest's liability under generally applicable legal provisions.
4. Upon check-in, the resident submits a declaration accepting liability for damage.
5. In the event damage is identified, the Manager of the SR takes action to establish its extent and identify the perpetrator. The collected information is forwarded to the Director of the Student Accommodation Department, who notifies the Chancellor of the need to pursue compensation claims or of the lack of grounds for such action, presenting the compiled information.
6. If the perpetrator cannot be identified, the resident bears liability jointly with the remaining residents of the room/floor.
7. The resident is liable for properly securing the room during their absence, in particular by locking windows and doors.
8. Smoking tobacco, other substances, or electronic cigarettes, or consuming alcohol or narcotic drugs on SR premises may constitute grounds for deprivation of a place in an SR and the imposition of an additional fee on the resident in the amount specified in the schedule of compensation and administrative fees determined by the Rector at the request

of the Chancellor in agreement with the Deputy Rector for Education and Student Affairs and the Gdynia Maritime University Student Parliament.

9. Upon each exit from the SR, the resident is obliged to leave their keys at Reception. Keys are collected upon presentation of the SR resident card.
10. Every guest of an SR resident is obliged to show an identity document at the SR Reception and sign into the visitors' book.
11. Quiet hours apply strictly between 22:00 and 06:00.
12. An SR resident is obliged to park in designated parking spaces after previously reporting their vehicle registration number and contact telephone number to reception staff. Failure to comply with this rule may result in deprivation of a place in the SR.
13. An SR resident reports in writing all technical faults in their room or communal areas to the SR Administration, thereby consenting to the execution of necessary repairs during their absence. An unreported fault that causes damage to room fittings or building infrastructure is charged financially to the residents of the given room or suite.
14. If, upon taking over a room to which they have been transferred, a resident identifies damage to furnishings or other disputed matters affecting their entitlements under these Regulations, the resident has the right to request the participation of the Chair of the CoR in the formal handover of the room under a written report.
15. Where room renovation is required, or in other justified circumstances, the SR manager has the right to change a student’s accommodation place in agreement with the Council of Residents.
16. The SR manager or an authorised SR employee has the right of inspection entry into rooms (at any time of day, also during the absence of residents) in cases of reasonable suspicion of circumstances endangering the life or health of residents, damage to property, or breach of these Regulations. Inspection entry means entry by the person referred to in the preceding sentence together with another SR employee, a member of the CoR, or another SR resident. A formal report is drawn up from any inspection entry into rooms.
17. Where a luggage deposit facility exists in the Student Residence, students may store personal belongings free of charge. The regulations governing use of the deposit facility constitute Annex 2 to these Regulations. The University accepts no liability for items left in deposit facilities.

Section 9
Visitors

1. Residents may have visitors to the SR under the terms set out in these Regulations.
2. SR residents may visit another SR after 22:00 (Monday–Thursday) and after 23:00 (Friday–Sunday) under the rules established for guests.
3. Guests have the right to visit an SR resident between 06:00 and 22:00 (Monday–Thursday) and between 06:00 and 23:00 (Friday–Sunday); a guest may stay outside the hours specified above under the following conditions:
   a) obtaining written consent from their roommates;
   b) obtaining prior consent from the SR Administration;
   c) in the event of an overnight stay – paying an overnight accommodation fee in advance at the SR Reception according to the applicable list of fees, provided that current residents of other GMU SRs stay free of charge;
   d) if the guest fails to settle the fee, the fee is charged to the resident.
4. Guests are obliged to present an identity document to the reception employee of the given SR and sign into the visitors' book. Refusal to present an identity document precludes entry to the SR premises. The resident is obliged to personally admit and escort the guest off the premises and report this fact at reception.
5. The resident visited bears joint liability with the guest for the guest’s conduct.
6. If a guest is found on the premises after 22:00 without permission, they will be charged a double rate for their stay in accordance with the applicable list of fees for overnight visits; this also applies to residents of other SRs.
7. Persons who are intoxicated or under the influence of narcotic drugs are prohibited from entering the SR.
8. If found in breach of these Regulations, a visitor may be removed from the SR without the right to a refund of any overnight fee paid.
9. Social gatherings and events on SR premises may be organised in designated areas and with the consent of the SR manager. The SR manager may also grant consent for an event during quiet hours.

Section 10
Accommodation Fees

1. The amount of fees applicable in an SR is determined by the Rector at the request of the Chancellor in consultation with the Deputy Rector for Education and Student Affairs and the Gdynia Maritime University Student Parliament.
2. For stays of less than one month, except where these Regulations provide otherwise, the fee shall be calculated per day of stay in the SR at a rate of 1/30 of the individual monthly student accommodation fee.
3. Accommodation fees are paid by bank transfer to the relevant SR bank account or in cash at the administration of the relevant SR by the 15th of each month. Statutory interest for late payment is charged on late fees in accordance with generally applicable law.
4. Fees for single night stays, payable in advance, are settled on an ongoing basis at the SR Administration.
5. In exceptional, duly justified cases, upon the written application of the person concerned, the deadline indicated in paragraph 3 may be extended with the consent of the person issuing the accommodation decision, but by no longer than 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, plus VAT, will be charged for unauthorised residence in an SR, in accordance with the applicable list of fees.
7. Upon receiving confirmation of being allocated a place in a GMU SR for a given academic year, an advance deposit of 50% of the monthly accommodation fee for the allocated place must be paid.
8. Failure to pay the advance deposit within the specified deadline will be deemed a resignation from the allocated place.
9. The advance deposit applies to all individuals applying for a place in an SR. The advance deposit is refundable to the extent that it has not been applied to cover the fee referred to in Section 5, paragraph 8 of these Regulations or credited towards the accommodation fees referred to in paragraph 10 below.
10. For persons who have paid the advance deposit and checked in, their accommodation fee will be reduced by the amount of the advance deposit in the month following check-in.

11. Temporary absence of a resident from a GMU SR does not release them from the obligation to pay the accommodation fee.
12. If a student resigns from an allocated place, they are obliged to report this in writing at least seven days prior to check-out, which entails payment of fees for that period.
13. A person vacating an SR is obliged to clear their room using a clearance form issued by the SR administration, clearing all obligations towards GMU.
14. Checking out means vacating the allocated place in an SR within the established deadline, after settling all payments (including potential damage and losses), cleaning the room and communal areas of the room/suite, accounting for room equipment, returning borrowed bed linen to the linen stores, and returning the resident card and keys to the SR administration. Keys must be surrendered by the person moving out last.
15. A resident is obliged to register temporary residence with the Gdynia City Hall.

Section 11
Transitional and Final Provisions

In matters not covered by these Regulations, the Rector's decision is final.